



## Office of Financial Aid

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### 2022-2023 UNUSUAL ENROLLMENT HISTORY FORM

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) has been flagged by the U.S. Department of Education for “Unusual Enrollment History” review. The U.S. Department of Education has established regulations to prevent fraud and abuse in the Federal Pell Grant and Loans Program by identifying students with "unusual enrollment histories". Some students who have an unusual enrollment history have legitimate reasons for their enrollment at multiple institutions. However, such an enrollment history requires the Office of Student Financial Aid to review your file in order to determine future Federal financial aid eligibility. If selected by the Department of Education, this must be resolved before you will receive financial aid. Your enrollment history, financial aid records and/or academic records will be reviewed for four academic years; specifically, 2018-2019, 2019-2020, 2020-2021 and 2021-2022. The normal review time is 7-10 business days. During peak processing it can take up to 14 business days.

#### PRINT Student’s Information

Student’s Name \_\_\_\_\_ ID# \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Telephone # \_\_\_\_\_ Email \_\_\_\_\_@xula.edu

#### A. What steps should you take?

You submit either an official or unofficial transcript from all of the schools you attended during the four years. If you have already provided transcripts to the Admissions or Registrar’s office, please provide duplicate copies of those transcripts to the Financial Aid Office as soon as possible. If you do not have copies please obtain them either from the Admissions or Registrar’s and submit them to the Financial Aid Office as a part of your submission. If you failed to receive academic credit at **any** institution you received a Federal Pell Grant and/or Federal Student Loan during the relevant award years, in addition to this form, you must submit a written and signed statement along with supporting documentation (if applicable) explaining why you failed to earn credit during the applicable award year(s). The statement should include the 1) name of the college/university, 2) city/state of college, 3) date of attendance, 4) reason why credit not earned and 5) supporting documentation.

#### B. What happens next?

Once all transcripts and documentation have been received, our office will verify whether or not academic credit was received at each institution during the relevant years.

#### C. What happens if my form and documentation is denied?

If after reviewing the UEH Eligibility Form and documentation you are denied financial aid, please follow the steps below to appeal for possible reinstatement of eligibility for a *future* semester. You will be automatically denied eligibility if you refuse to submit the required documentation.

#### D. Appeal Process

Students who are no longer eligible for Title IV funds aid and would like to appeal for reinstatement must do the following:

- The appeal must be submitted in writing. In the appeal you must explain what caused your failure to earn academic credit. The circumstances must be beyond your control and documentation must be provided to support the reason for your appeal. i.e. injury, illness, death of relative OR other circumstances might include transfer hours accepted which will not apply to degree or change in major, etc.
- Must successfully complete a minimum of 12 credit hours on your own, without the benefit of federal financial aid.
- Statement must include an explanation of what you will do to improve your academic performance.

#### E. No aid can be considered for disbursement until all required documentation has been received and the Department of Education’s requirements are met.

#### F. Certification and Signatures

By signing below I certify that all of the information reported is complete and accurate. I understand that purposely giving false or misleading information can result in me being fined, sentenced to jail or both.

I have submitted all of my transcripts to the Admissions Office/Registrar Office:  Yes

I have attached all of my transcripts to this form.  Yes

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_