



**KCTCS ID:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State & Zip:** \_\_\_\_\_

Federal Financial Aid Regulations require certain actions be taken when a student has an unusual enrollment history with regard to the receipt of Title IV funds (Pell Grant and/or Direct Loans). These actions are intended to address possible fraud and abuse of these financial aid programs. Your 2016-17 FAFSA was flagged by the Department of Education for an Unusual Enrollment History review, or it was the result of an institutional review. Review the Attendance and Title IV History chart, checkboxes and comments to take appropriate action.

**Attendance and Title IV History**

Attendance History	Award Year	Pell Grant Received	Direct Loans Borrowed	Academic Transcript Received	Academic Credit Earned
Fall: Spring:	2015-16	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Fall: Spring:	2014-15	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Fall: Spring:	2013-14	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Fall: Spring:	2012-13	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

**Academic Review: Code 359 (Flag 2) -  Yes  No**

In the last four Award Years, was academic credit earned at Maysville Community & Technical College?

Yes:

- No further action is required, this review is complete.
- There is reason to believe the student enrolled just to receive a credit balance. Complete the "Academic Review: Code 360 (Flag 3)" on the reverse side of this form; supporting documentation may be required.

No:

- To verify the student did not enroll just to receive a credit balance, complete the "Academic Review: Code 360 (Flag 3)" on the reverse side of this form; supporting documentation may be required.

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**Academic Review: Code 360 (Flag 3) -  Yes  No**

**1. Has Maysville Community & Technical College obtained copies of all Academic Transcripts according to the Attendance and Title IV History?**

- Yes: Proceed with Step 2.
- No: Use the "Academic Transcript Received" column of the Attendance and Title IV History chart to find which transcripts are needed. The student must submit the academic transcript to MCTC for review, even if academic credit was not earned.

NOTE: Submission of transcripts is not an offer to accept the credit at MCTC; however, we must determine whether or not you earned credit at the institution.

**2. Was academic credit earned at each institution during the last four Award Years?**

- Yes: No further action is required, this review is complete.
- No: The following documents must be submitted by the student, to the MCTC Office of Financial Aid:
  - 1. Signature required on this document,
  - 2. Typed letter explaining why academic credit was not earned at each institution, and
  - 3. Supporting documentation

*I wish to appeal the unusual enrollment history review decision. I understand that by signing this I am agreeing that all information reported is complete and correct. I understand that the institutional determination is final and cannot be appealed to the Department of Education. If the appeal is denied, I am responsible for all charges pertaining to enrollment in future terms.*

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Student Signature

Date

**FOR OFFICE USE ONLY**

Approved/UEH Flag Cleared

Denied

Reason for Denial: \_\_\_\_\_

**Reviewer**

**Date**