



2018-19

Unusual Enrollment History

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 2018-19 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: _____	2017-18	<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: _____	2016-17	<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: _____	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

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

In the last four Award Years, was academic credit earned at our institution?

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. Have we 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 transcript(s) is needed. The student must submit the Academic Transcript to the financial aid office for review, even if academic credit was not earned.
NOTE: Submission of transcripts is not an offer to accept the credit at our institution; 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 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.

Student Signature _____ Date _____

FOR OFFICE USE ONLY	
<input type="checkbox"/> Approved/UEH Flag Cleared	<input type="checkbox"/> Denied
Reason for Denial: _____	
Reviewer: _____	Date _____