



Title: Unusual Enrollment History (UEH)

Policy No.: ADM 4.13

Date: 5/20/2013
 Rev.: 8/1/2016

Areas Affected: All BSMCON

Page 1 of 2

PURPOSE:

To define unusual enrollment history regulations.

SOURCE:

Office of Financial Aid

POLICY:

The U.S. Department of Education has implemented new regulations, effective July 1, 2013, to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories. A student's Free Application for Federal Student Aid (FAFSA) will be flagged for "unusual enrollment history" by the U. S. Department of Education as a result of the student having received federal Pell Grants at multiple institutions in recent years. Unusual Enrollment History must be resolved before a student will receive Federal Financial Aid. Flags "2" and "3" will require that the current institution review the student's enrollment history and determine whether or not the student is enrolling only long enough to receive cash refunds of federal student aid. The current institution will check the National Student Loan Data System (NSLDS) for complete enrollment history of the past 3 completed award years.



Flag Descriptions and required actions

1. A value of "N" indicates no unusual enrollment history and no action is required.
2. A value of "2" indicates an unusual enrollment history that requires the institution to review the student's **enrollment** records to determine if further action must be taken.
3. A value of "3" indicates an unusual enrollment history that requires the institution to review the student's **academic** records to determine if further action must be taken.

How to resolve: All students with UEH flag 3 and some UEH flag 2 will be required to provide to the Office of Financial Aid their academic transcripts or grade reports from all colleges and universities attended during the review period. If Pell Grants were received and credit hours (passing grades: A - D) were not earned at each institution attended during these award years, the student may be determined ineligible for further federal financial aid. The Office of Financial Aid has the authority to require an official academic transcript from any/all colleges attended during the review period if the documents you submit are unclear.

If a student's Student Aid Report (SAR) includes UEH flag 3, an Unusual Enrollment History Review form must be completed and submit to the Office of Financial Aid along with all required documentation.

Reference Policy # ADM 2.06

<p>Approved by:   Signature</p>	<p>Dean of Student Services Provost/VP Title</p>	<p><u>5/26/16</u> <u>6.7.16</u> Date</p>
<p>Approval History: Committees and Dates: Office of Financial Aid 5/13 Policy Committee – 5/20/13,5/16/16</p>		
<p>Key words: Financial Aid</p>		

If a student's SAR includes UEH flag 2, the Office of Financial Aid will notify the student if an Unusual Enrollment History Review form must be completed and submitted along with all required documentation.

Appealing the ineligibility determination: if a student has been determined by Bon Secours Memorial College of Nursing to be ineligible for federal student aid on the basis of (or lack of) documentation, he/she may appeal the determination by submitting an Appeal Letter to the Office of Financial Aid. The student must also submit documentation to support an overturn of the determination along with the Appeal Letter.

Regaining federal student aid eligibility: Students whose aid eligibility is denied as a result of their UEH can be re-considered for federal student aid after meeting with the Director of Student Success and developing an Academic Plan, enrolling for two academic terms only in courses that are required by their program with a minimum enrollment of six credit hours, not dropping or withdrawing from (officially or unofficially) any courses after the term begins, and meeting the College's standards of Satisfactory Academic Progress (SAP) – ADM 2.06.

REFERENCE: Dear Colleague Letter: GEN-13-09 (March 8, 2013)