

# **Morgan State University**

## **Financial Aid**

### **Unusual Enrollment History**

### **(UEH) Appeal Request Form**

NAME:	ID#
CONTACT #:	EMAIL ADDRESS:

2017-2018 Academic school year

#### **Requirements for Submitting the UEH Appeal Request:**

The school sent you an email informing you that the school must review your enrollment and academic records based on your unusual enrollment history. To regain eligibility for Title IV aid (Pell Grant or Federal Direct Loans) you must follow the instructions listed below:

1. You must submit to the Associate Director this completed cover form and a signed typed letter explaining the reason for the unusual enrollment history for the past FOUR award years.
2. You must obtain an official or unofficial transcript from all of the schools that you attended during the last FOUR award years (2013-2014, 2014-2015, 2015-2016, and 2016-2017). If you attended MSU during any of these award years the Office of Financial Aid can view your academic record to determine if you earned at least one credit while attending.
3. The school will determine from the transcripts, documentation and your letter of explanation if you the student did or did not enroll only to receive a Title IV credit balance payment (refund).
4. The school will document its decision in your folder, and you the student can appeal the decision with the school but you cannot appeal the decision with the Department of Education.
5. The school is required not to award, or to cancel all 2017-2018 Title IV aid until the UEH flag is cleared.
6. The schools policy to regain aid eligibility after losing Title IV aid eligibility under the UEH Flag requires students to follow the same Financial Aid Satisfactory Academic Progress (SAP) appeal process. Therefore, you may be granted financial aid probation or

required to participate in an academic plan. Read online SAP policy at:

[http://www.morgan.edu/financial\\_aid/satisfactory\\_academic\\_progress\\_financial\\_aid\\_policy.html](http://www.morgan.edu/financial_aid/satisfactory_academic_progress_financial_aid_policy.html)

7. ALL STUDENTS THAT HAVE RECEIVED THE DEPARTMENT OF EDUCATION UNUSUAL ENROLLMENT HISTORY (UEH) FLAG WILL HAVE TEN (10) BUSINESS DAYS FROM THE DATE OF THE EMAIL NOTIFICATION SENT FROM MORGAN STATE UNIVERSITY FINANCIAL AID DEPARTMENT TO CLEAR THE UEH FLAG. IF STUDENTS WERE AWARDED FEDERAL AID FOR FALL 2016 PRIOR TO AN EMAIL NOTIFICATION THIS NOTICE ALSO APPLY TO YOU. AID WILL BE CANCELLED AFTER THE TEN BUSINESS DAYS ACCORDING TO THE DATE OF YOUR NOTIFICATION.

**Please fax your transcripts and letters to the  
Financial Aid Data Entry Department at 443-885-  
8272. DO NOT EMAIL YOUR DOCUMENTS, NO  
ACCEPTIONS!!!**