



**Financial Aid**  
**Unusual Enrollment History (UEH) Form**  
**2019-2020**

Dear MSU Student,

According to the Department of Education (DOE) schools are instructed to notify you to inform you that you have been flagged by the DOE to provide an explanation and documentation about your unusual enrollment pattern during the past four years of attendance at Morgan State University or any other school.

Unfortunately, if you were awarded 2019-2020 Title IV funds, such as, federal grants and federal loans you are ineligible for federal aid until the UEH Flag has been cleared. It is your responsibility to submit documentation that supports that you did not enroll in multiple schools to solely receive a credit balance payment or a refund from Title IV funds. The DOE understands that some students legitimately have unusual enrollment histories; however, there are some students that receive Pell Grants and Federal Student Loans that may enroll long enough to receive credit balance payments or refunds. Therefore, the DOE has flagged you to resolve your UEH Flag.

The following requirements will help you to clear the UEH Flag:

## I. Student Information

Student Printed Name: \_\_\_\_\_ ID# \_\_\_\_\_

Student MSU E-mail Address: \_\_\_\_\_ Contact#: \_\_\_\_\_

## II. 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 (2015-2016, 2016-2017, 2017-2018 and 2018-2019). 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 to cancel all 2019-2020 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 2019 AND/OR SPRING 2020 PRIOR TO AN EMAIL NOTIFICATION THIS NOTICE ALSO APPLIES TO YOU AND YOUR AID WILL BE CANCELLED AFTER THE TEN BUSINESS DAYS ACCORDING TO THE DATE OF YOUR NOTIFICATION.

**Please Fax your transcripts and letters to Financial Aid at 443-885-8272. DO NOT EMAIL YOUR DOCUMENTS, NO EXCEPTIONS!!**