



# Unusual Enrollment History Verification Form

Priority Dates: Fall—May 30 | Spring – Nov. 30 | Summer – May 1

2024-2025

**ALL FORMS MUST BE COMPLETED IN BLACK INK OR TYPED.**

LAST NAME:	STUDENT ID #:
FIRST NAME:	PHONE:
<input type="checkbox"/> BLUE RIVER <input type="checkbox"/> LONGVIEW <input type="checkbox"/> MAPLE WOODS <input type="checkbox"/> PENN VALLEY <input type="checkbox"/> ONLINE	

## Federal Guidelines

The U.S. Department of Education may require a college or university to complete an Unusual Enrollment History Review because the student received Federal funds at multiple education institutions during the review period (2020-2021, 2021-2022, 2022-2023, and 2023-2024 academic years). This process requires Metropolitan Community College (MCC) to review the student's enrollment history during the review period and determine whether the student earned academic credit at all of the schools previously attended during the award year(s) they received Federal Pell Grant or Direct Loan funds.

If MCC determines that a student did not earn credit at a school during an award year in the review period in which the student received Federal Pell Grant or Direct Loan funds, the student must provide documentation that explains why they failed to earn academic credit.

## Student Verification & Documentation

1. List below the name of any/all institution(s) at which you received federal student aid during the review period (2020-2021, 2021-2022, 2022-2023, and 2023-2024 academic years) and **did not earn any academic credit**.

_____	_____
_____	_____

2. For **each** school listed above, **provide a personal statement** explaining the reason for your failure to earn academic credit at that institution while receiving federal student aid during the review period.

3. Attach any relevant supporting documentation and include your student ID number at the top of each page. All documentation submitted is confidential. Some examples of unusual circumstances are below, along with examples of appropriate supporting documentation:

**Circumstance**

- Personal illness or injury
- Serious illness or death of a grandparent, parent, spouse, sibling, or child.
- Other personal circumstances beyond the student’s control.

**Examples of supporting documentation**

- A doctor’s written statement or hospital records.
- A death certificate/obituary notice or statement from a doctor.
- A written statement from an attorney, professional advisor or other individual describing circumstances.

**Important:** *Incomplete or missing documentation will delay the review process. Any changes to financial aid awards will be contingent on the types of funds available, eligibility policies, and regulations. After initial review, additional documentation may be required. Students waiting for an appeal decision should be fully prepared to assume responsibility for all course enrollment and account balance payment, regardless of the appeal decision.*

**Student Certification**

*I certify that all information submitted is true and accurate to the best of my knowledge, that all copies are unaltered, and that I have appropriately obtained all supporting documentation. I understand that Metropolitan Community College (MCC) reserves the right to request additional documentation to further verify the circumstances described in my statement. I understand that submission of this form and documentation does not guarantee approval.*

*I understand that all decisions concerning this request are final and cannot be appealed to the Department of Education. I also understand that if I am found to have knowingly or intentionally given false or fraudulent statements and/or documentation, my request will be denied, and my aid eligibility may be jeopardized.*

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Financial Aid Review**

Approved    **Comments:** \_\_\_\_\_

Denied    \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Financial Aid Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_