



ONLINE
Tel: 866.527.5268 (Toll Free)

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REQUEST FOR REVIEW: 2017–2018 UNUSUAL ENROLLMENT HISTORY

STUDENT NAME: _____ **STUDENT ID #:** _____

PHONE: _____ **EMAIL:** _____

DO NOT SUBMIT THIS FORM UNLESS IT IS REQUESTED BY KAPLAN UNIVERSITY

In the 2017–2018 Award Year, the U.S. Department of Education has added Unusual Enrollment History (UEH) flags to some Free Application for Federal Student Aid (FAFSAs). The purpose of the Unusual Enrollment History Flag is to identify students with a possible unusual enrollment history who may have received Pell Grant and/or Federal Loan funds at numerous institutions within a short time-frame. If a conflict code (C-code) of 359 (UEH Flag 2) or 360 (UEH Flag 3) exists on your FAFSA, the Financial Aid Office may schedule necessary documents that you will be required to complete and submit to this school for review. Once received, the Financial Aid Office will review your documentation and contact you if anything further is needed.

INDICATE THE REASON(S) FOR YOUR UNUSUAL ENROLLMENT HISTORY

Check the box relevant to your circumstance and circle the applicable award year when making your selection. You may select more than one circumstance and/or award year if applicable.

___ 1. During the **2013–14** **2014–15** **2015–16** **2016–2017** award year(s), you or a member of your household suffered from severe illness.

Documentation required of individual affected:

- Copy of doctor’s note
- Copy of hospital bill
- Explanation of why this illness kept you from earning academic credit

___ 2. During the **2013–14** **2014–15** **2015–16** **2016–2017** award year(s), you or a member of your household had a major family emergency.

Documentation will vary depending on type of family emergency:

- Written statement detailing family emergency
- 3rd Party documentation to support the claim listed in your written statement

___ 3. During the **2013–14** **2014–15** **2015–16** **2016–2017** award year(s), you or a member of your household became unemployed.

Documentation required of individual affected:

- Proof of unemployment
- Explanation of why this kept you from earning academic credit

___ 4. During the **2013–14** **2014–15** **2015–16** **2016–2017** award year(s), you or a member of your household had a military obligation.

Documentation required of individual affected:

- Copy of military order

___ 5. During the **2013–14** **2014–15** **2015–16** **2016–2017** award year(s), you or a member of your household had to change your address.

Documentation required of individual affected:

- Proof of address change
- Explanation of why this kept you from earning academic credit

___ 6. **Other:** Attach a detailed statement regarding your circumstances, provide documentation to support your explanation, and explain why this kept you from earning academic credit.

If you do not submit the required documentation or leave pertinent sections of this form blank, the form will be returned to you for completion. If you do not submit the required documents you will remain ineligible for Title IV student aid and could be personally responsible for education expenses.

Name: _____ Student ID Number: _____

Acknowledgement

I certify that all information on this form is true and accurate. I have provided and complete information to the best of my ability.

Student Signature: _____ Date: _____

Spouse Signature: _____ Date: _____

Parent Signature (if student is dependent): _____ Date: _____

Please note: If after you have submitted all documentation you are denied Title IV eligibility, you will have the opportunity to question and appeal the decision.