

# Unusual Enrollment History

The 2022-23 Free Applications for Federal Student Aid (FAFSAs) was flagged for “unusual enrollment history” by the U. S. Department of Education as a result of the student having received Federal Pell Grants and/or Federal Direct Student Loans at multiple institutions in recent years. Flags “2” and “3” 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.

NOTE: Longwood’s Office of Financial Aid, in the process of reviewing a student’s UEH flag, will check the National Student Loan Data System (NSLDS) for complete enrollment history (i.e., name of each school attended during the 2018-19, 2019-20, 2020-21 and 2021-22 academic years – the review period – and dates of attendance).

**How to resolve:** All students with UEH flag 3 and some students with 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 and/or Federal Direct Student Loans 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 Financial Aid Office 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 your Student Aid Report (SAR) includes UEH flag 3, please complete the Unusual Enrollment History Review form and submit to the Office of Financial Aid along with all required documentation.
- IF your SAR includes UEH flag 2, the Office of Financial Aid will notify you if you will be required to complete the Unusual Enrollment History Review form.

**Appealing the ineligibility determination:** if a student has been determined by Longwood University to be ineligible for federal student aid on the basis of (or lack of) documentation, he/she may appeal the determination by contacting the Office of Financial Aid.

**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 an academic advisor, enrolling for three academic terms only in courses that are required by their program, 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). To review the complete SAP policy, visit <http://www.longwood.edu/financialaid/satisfactory-academic-progress--withdrawing/>

## Annual, Aggregate, and Lifetime Limits, and Satisfactory Academic Progress Requirements:

- Federal Pell Grants may be received for up to twelve (12) full-time semesters. (Pell Grants received for part-time attendance are pro-rated against the 12 full-time semesters.)
- There are annual and aggregate borrowing limits on Federal Direct Loans, and these loans can be borrowed only up 150% of the published length of the student’s academic program.
- All financial aid programs are subject to Satisfactory Academic Progress (SAP) requirements, which measure students’ progress toward program completion. Components of SAP are a minimum GPA, minimum completion rate, and maximum time frame.

To help students achieve academic success before exhausting federal financial aid limits, Longwood requires students to seek academic advising when planning their course schedules and throughout their college experience. When facing academic difficulties, students are encouraged to seek tutoring and other support services through their advisor.

Please print and complete the form below.

# Unusual Enrollment History Form

Your 2022-23 Free Application for Federal Student Aid (FAFSA) has been flagged for “Unusual Enrollment History Review” by the U. S. Department on Education because you received Federal Pell Grant funds and/or Federal Direct Student Loans at multiple education institutions during the review period 2018-19, 2019-20, 2020-21 and 2021-22. This flag requires Longwood University to review your enrollment history and determine whether or not you are enrolling only long enough to receive cash refunds of federal student aid. In the process of reviewing your enrollment history, Longwood University will check the National Student Loan Data System (NSLDS) to obtain a complete history including the name of the institutions you have attended and the dates of attendance. If you have questions, contact us promptly so your financial aid will not be delayed.

## A. Student’s Information

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Student’s First Name	Student’s Last Name	Student’s M.I.
Student’s Street Address		Student’s Longwood ID number
City	State	Zip Code
Student’s Preferred Phone Number (include area code)		Student’s date of birth
		Student’s email address

## B. Colleges and Universities Attended

**Please complete the steps below.** Your application for financial aid will not be considered until you submit this completed form and required documentation. You will be notified via e-mail of our decision within 30 days of completing these requirements.

**Step 1:** Obtain an academic transcript or grade report for the entire time you received Federal Pell Grant funds and/or Federal Direct Student Loans at any/all education institutions during the review period (2018-19, 2019-20, 2020-21, 2021-22). Add your name and Longwood ID number to the top of each page. Note that, if any transcripts/grade reports are unclear, you will be required to provide an official academic transcript.

**Step 2:** List below the name of any/all education institution/s at which you received Federal Pell Grant funds and/or Federal Direct Student Loans during the review period and did not earn any academic credit. If you need additional space, please attach a separate page. **Include your name and Longwood ID number at the top of each page.**

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**Step 3:** For each school listed in Step 2, attach a statement explaining the reason for your failure to earn any academic credit at that institution while receiving Federal Pell Grant funds and/or Federal Direct Student Loans during the review period. Attach any relevant document (i.e., medical bills, hospitalization records, accident reports, etc.) and include your name and Longwood ID number at the top of each page.

## C. Certification and Signatures

By signing below, I certify that the information submitted on and with this form is accurate and complete.

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Student Signature	Date
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Return this form and supporting documentation to:  
Longwood University, Office of Financial Aid, 201 High Street, Farmville, VA 23909  
434.395.2829(fax) 434.395.2077(office) [finaid@longwood.edu](mailto:finaid@longwood.edu) (email)

<i>--For office use only--</i>	Reviewed by _____	Review Date _____
<input type="checkbox"/> All transcripts received	<input type="checkbox"/> Credit was earned at each institution	<input type="checkbox"/> No other concerns
<input type="checkbox"/> Transcripts/grade report from _____	<input type="checkbox"/> unclear; official transcripts requested _____	<input type="checkbox"/> Incomplete
	School	Date
<input type="checkbox"/> Transcript/s missing	<input type="checkbox"/> Credit not earned	<input type="checkbox"/> Other: _____
Revised 11/2018	<input type="checkbox"/> Notify Student	<input type="checkbox"/> RRAAREQ <input type="checkbox"/> RHACOMM