

The Northwest State Community College Financial Aid Office has received information from National Student Loan Data System (NSLDS) regarding an "unusual enrollment history" during your post-secondary education. The following information must be submitted to our office to assist in the determination of your eligibility for financial aid.

**A. Student Information**

Last Name	First Name	N NSCC ID number
Phone Number	Date of Birth	

**B. Names of Schools Previously Attended from academic years 2014-2018. You are required to have each school send an Official college transcript to the Northwest State Financial Aid Office.**

Name of School Attended	Location of School	Dates of Attendance (To – From) (MM-DD-YYYY)	Enrollment Status (Full-time, Part-time)	Credit Hours Earned	Date Requested Transcript to be sent to NSCC

**C. Student Signature**

By signing this worksheet, I certify that all the information reported on this worksheet is complete and correct. A delay in processing will result if this form is not signed or if there is conflicting information on this worksheet. **WARNING:** IF you purposely give false or misleading information on this form, you may be subject to fines and/or other penalties.

**Student Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
(electronic signature is not acceptable)

Northwest State Community College does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion or age in its programs or activities.

**For Financial Aid Office Use Only – review Enrollment Pattern Flag in RNASLxx:**

<b>UEH Flag 2</b>	Review the student's enrollment and financial records to determine if, during 2014-2015, 2015-2016, 2016-2017, and 2017-2018 the student received federal financial aid at NSCC <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Yes</b> – no additional action is required UNLESS the student remained enrolled just long enough to collect financial aid funds. In this case, must follow the guidance provided for Flag 3</li> <li><input type="checkbox"/> <b>No</b> – follow the guidance provided for Flag 3</li> </ul>
<b>UEH Flag 3</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Academic Credit Earned</b> – if the institution determines that the student earned any academic credit at <u>each</u> of the previously attended institutions during relevant award years, no further action is required unless the institution has other reasons to believe that the student is one who enrolls just to receive the credit balance. In such instances, the institution must require the student to provide additional documentation as outlined below.</li> <li><input type="checkbox"/> <b>Academic Credit Not Earned</b> – if the student did not earn academic credit at a previously attended institution and, if applicable, at the institution performing the review, the institution must obtain documentation from the student explaining why the student failed to earn academic credit. The institution must determine whether the documentation supports (1) the reasons given by the student for the student's failure to earn academic credit; and (2) that the student did not enroll only to receive credit balance funds.</li> </ul>

**Unusual Enrollment History Flag - N**

'N' indicates that there is no unusual enrollment history and no action is required

**Unusual Enrollment History Flag – 2 (C-FLAG 359)**

Review the student's enrollment and financial records to determine if, during 2014-2015, 2015-2016, 2016-2017, and 2017-2018 the student received federal financial aid at NSCC.

- Yes – no additional action is required UNLESS the student remained enrolled just long enough to collect financial aid funds. In this case, must follow the guidance provided for Flag 3
- No – follow the guidance provided for Flag 3

**Unusual Enrollment History Flag – 3 (C-FLAG 360)**

Review the student's academic records to determine if the student received academic credit at the institutions the student attended during 2014-2015, 2015-2016, 2016-2017, and 2017-2018. Based on the academic transcripts from the institutions attended, determine whether academic credit was earned during the award year in which the student received federal financial aid.

- **Academic Credit Earned** – if the institution determines that the student earned any academic credit at each of the previously attended institutions during relevant award years, no further action is required unless the institution has other reasons to believe that the student is one who enrolls just to receive the credit balance. In such instances, the institution must require the student to provide additional documentation as outlined below. Academic Credit is considered to have been earned if the academic records show that student completed any credit hours or clock hours.
- **Academic Credit Not Earned** – if the student did not earn academic credit at a previously attended institution and, if applicable, at the institution performing the review, the institution must obtain documentation from the student explaining why the student failed to earn academic credit. The institution must determine whether the documentation supports (1) the reasons given by the student for the student's failure to earn academic credit; and (2) that the student did not enroll only to receive credit balance funds.

Reasons could include illness, family emergency, change in students living arrangement, and military obligations. The institution should, to the extent possible, obtain third party documentation to support the student's claim. The financial aid administrator may choose to require the student to establish an academic plan, similar to the type of plan used to resolve satisfactory academic progress appeals.

If the student did not earn academic credit at one or more of the relevant institutions and does not provide acceptable explanation and documentation for each of those failures, the institution must deny the student any additional title IV program assistance.

If the institution denies a student continued Title IV program assistance, it must provide the student with information as to how the student may subsequently regain title IV program eligibility. Since the basis for the denial is the student's academic performance, it is expected that successful completion of academic credit would form the basis for the student's subsequent request for renewal of title IV eligibility. This could include meeting the requirements of an academic plan that the institution established with the student.