



Financial Aid Office
1161 Kehukee Park Rd.
Williamston, NC 27892

2024-2025 Unusual Enrollment History Worksheet

The U. S. Department of Education has indicated that you have an unusual enrollment history, and your enrollment must be verified by the MCC Financial Aid Office.

STEP 1 STUDENT INFORMATION (Please print)

_____	_____	_____	_____	_____
Last Name	First Name	M. I.	Student ID Number	
_____	_____	_____	_____	_____
Mailing Address	City	State	Zip Code	Date of Birth
_____		_____		
Phone Number (Include Area Code)		Permanent Phone Number (Include Area Code)		

Please check the box that applies:

- The student has only attended Martin Community College, and no other institution.
- The student has attended more than one institution. Please provide the name of all institution(s) below that you attended for the last three years (2021-22, 2022-23, and 2023-24). Enter the amount of financial aid that was received, request all college transcripts, and attach the transcripts to this worksheet. Martin Community College must determine if you received Pell Grant funding during these years. Upon complete review of the documentation, approval of continued financial aid will be determined.

Institutions Attended	Total Award Amount	College Transcript Attached?
<i>Wake Technical Community College (example)</i>	<i>\$5550.00</i>	<i>Yes</i>

WARNING: IF YOU PURPOSELY GIVE FALSE OR MISLEADING INFORMATION ON THIS WORKSHEET, YOU MAY BE FINED, OR SENTENCED TO JAIL OR BOTH. I (we) certify that all the information reported on this worksheet is complete and correct. If it appears the information is inaccurate, we may ask you for additional information.

_____ Date _____
Student's Signature

_____ Date _____
Parent's Signature, if Dependent

For Financial Aid Office Use Only

Approval of Continued Eligibility

After thorough review, the institution approves the student’s continued eligibility. The Office of Financial Aid may choose to require the student to establish an academic plan, similar to the type of plan used to resolve satisfactory academic progress (SAP) appeals as provided in the regulations at 34 CFR 668.34(c) and (d). The Office of Financial Aid may also wish to counsel the student about the Pell Grant duration of eligibility provisions [Lifetime Eligibility Used (LEU)] and the impact of the student’s attendance pattern on future Pell Grant eligibility as described in DCLs GEN-12-01 and GEN-12-18 and in the Electronic Announcement posted to IFAP on August 13, 2012.

Denial of Continued Eligibility

After thorough review, the student did not earn academic credit at one or more of the relevant institutions and did not provide, to the Office of Financial Aid satisfaction, and acceptable explanation and documentation for each of those failures. Therefore, the student is denied any additional Title IV, HEA program assistance. Should the student wish to appeal the decision, they must write an appeal statement to the Director of Financial Aid. (GEN 13-09 states “ Institutional determinations are final and not appealable to the Department, and reasons for the decision must be documented and maintained for possible review.”)

Regaining Aid Eligibility

A student may regain eligibility after successful completion of academic credit of one semester after meeting requirements of an academic plan. Student must sign a “Statement of Educational Purpose” and certify that Title IV funds were to be used only to meet educational costs.

Employee Comments and Notes:

Signature of Authorized Employee

Date

UEH Flag Codes/Action to Be Taken by FA Office (GEN 13-09)

N—No Action

2 – Check student’s enrollment/NSLDS to determine if Pell Grant was received at the institution(s)

3 – Check college transcript(s) for earned credit. If no credit, but received financial aid, the institution must follow the “Academic Credit Not Earned” guidance. (Student must submit documentation stating why academic credit was not earned: 1) reason for failure to earn credit, and 2) student did not enroll only to receive credit balance funds.)