

## **Financial Aid Unusual Enrollment History Policy**

**POLICY STATEMENT:** Student files who are determined to have an unusual enrollment history, as determined by the U.S. Department of Education, are not eligible for federal student aid until the institution has conducted a review to determine a student's eligibility. This policy outlines the process taken when students have been flagged with an unusual enrollment history to ensure compliance when awarding those students at San Bernardino Valley College.

The Unusual Enrollment History (UEH) Flag on the ISIR indicates that a student has an unusual enrollment history with regards to the receipt of Federal Pell Grant and Federal Direct Loan funds. This flag is intended to address possible abuse in the Title IV student aid programs; specifically, when a student attends an institution long enough to receive a Title IV credit balance, leaves without completing the enrollment period, and then enrolls at another institution, repeating the pattern of remaining just long enough to collect a Title IV credit balance without earning any academic credit. When this flag is indicated on a student's ISIR, the prior four award years are evaluated.

### **ENROLLMENT HISTORY REVIEW**

San Bernardino Valley College will review all UEH flagged ISIRs and must review the student's academic records to determine if the student received any academic credit at the institutions that student attended during the prior four award years. Using the information from the National Student Loan Data System (NSLDS), San Bernardino Valley College will identify the institutions where the student received Pell Grant and/or Federal Direct Loan funding over the past four award years. To ensure the integrity of the data reviewed and the awarding of Title IV programs, students are required to submit official transcripts to San Bernardino Valley College Admissions & Records Office, from the institutions attended for the past four award years and where the student received Pell Grant and/or Federal Direct Loan funding.

Students who have a UEH flag on their FAFSA will be required to complete and submit the Unusual Enrollment History form to the Financial Aid Office to review and determine whether the student was enrolled in multiple institutions solely to obtain a credit balance/refund payment. Students must attach to this form a print out of their NSLDS history and have also ensured that official transcripts for each institution attended was submitted to the Admissions & Records Office prior to the submission of the UEH form. If the student did not earn any academic credit during the four prior award years, the student must attach a statement for each school listed and explain why no academic credit was earned.

San Bernardino Valley College will review the paperwork submitted to determine if the student earned any academic credit at each of the previously attended institutions during the relevant award years. If academic credit was earned during each award year, the student will be awarded accordingly. If no academic credit was earned at the previously attended institutions San Bernardino Valley College will review the statement and any documentation the student provided to determine why the student failed to earn academic credit. If the reasons provided supports the student's failure to earn academic credit and that the student did not enroll only to receive a credit balance refund, the student will be awarded accordingly.

In the event a student did not receive any academic credit and the students statement and supporting documentation does not provide, to the financial aid administrator's satisfaction, an acceptable explanation and documentation for those failures, the institution must deny the student any additional Title IV, HEA program assistance.

### **APPEALING THE INELIGIBILITY DETERMINATION**

Students who have been notified that they are ineligible for aid because they have failed to earn academic credit at the institutions attended during the four prior award years may submit a revised statement and provide supporting documentation not previously taken into consideration, to appeal the determination made. All appeals will be reviewed on a case-by-case basis by the Financial Aid Appeals Committee. The Financial Aid Appeals Committee decision is considered final.

### **REGAINING FEDERAL STUDENT AID ELIGIBILITY**

At San Bernardino Valley College, students who have been denied additional Title IV, HEA program assistance as a result of their unusual enrollment history can regain eligibility for federal student aid by meeting the following requirements:

- Successfully complete at least two semesters at SBCCD, without the assistance of Title IV, HEA Program assistance.
  - A successful semester is defined as a semester in which no 'F', 'I', 'W', 'NC', 'NP' or 'RD' is earned.
- Maintain at least a 2.0 GPA during these semesters.
- Meet all other eligibility requirements.