



2023-2024 Unusual Enrollment History Appeal

Return to: *Manhattan Tech
Office of Financial Aid
3136 Dickens Avenue
Manhattan, KS 66503
P: 785-587-2800 F: 785-670-6043*

Student Name _____

Student ID# _____

Mailing Address _____

Phone # _____

City _____ State _____ Zip _____

Program _____

The U.S. Department of Education has determined that you have an unusual enrollment history, which indicates that you received Federal Pell Grant funds or Federal Direct Loan funds at two or more institutions during the review period – 2019-2020, 2020-2021, 2021-2022 and 2022-2023. Upon review of the academic transcripts submitted, it was determined that you did not earn academic credit at one, or more, of the previously attended institutions **AND/OR** you have not submitted transcripts from ALL institutions you have attended. **This has resulted in a denial of any additional Federal Title IV funds.**

To appeal against this decision, take (complete) the following steps:

STEP 1

Submit **ALL** academic transcripts to the **Office of Financial Aid** to have the transcripts evaluated prior to proceeding with the next step.

STEP 2

You will also need to explain any academic terms in which you did not earn academic credit at one, or more, of the previously attended institutions. Please provide a written statement, on the back of this form, explaining your failure to earn academic credit. Please refer to a situation that occurred during those academic terms in which you failed to earn credit. Within your statement, please include the name of the school and academic period in question. Please include any third-party documentation which would support your statement. Attach additional pages if necessary.

**You must also indicate in your statement that you did not enroll only to receive credit balance funds.*

Failure to submit the requested documentation may result in a denial of any additional Federal Title IV funds.

FOR FINANCIAL AID OFFICE USE ONLY	_____ APPROVED	_____ DENIED
COMMENTS: _____		

FA Signature _____	Date: _____	

