



## **Martin University Unusual Enrollment History Request Form**

The U.S. Department of Education has selected your **2021-2022 FAFSA** for “Unusual Enrollment History Review”. Martin University Financial Aid Office is required to request and review your transcript for hours earned and discuss your enrollment history with you before being able to award federal financial aid.

In order to determine your eligibility for federal Title IV aid, the following information will need to be provided.

1. List the names of all schools attended and dates of attendance during the following academic years: **2017-18; 2018-19; 2019-20; 2020-21 (see attached)**
2. Attach a copy (official or unofficial) of all your transcripts from each school you attended, if not already on file with Martin University Registrar’s Office.
3. Provide an explanation for all semesters on your transcript in which you DID NOT earn any academic credit(s) and identify the school and academic period in question. Examples of circumstances may include:
  - Death of an immediate family member (must include the relationship of the family member to the student AND a copy of the death certificate)
  - Documented hospitalization or illness of self, child or parent (must include dates, medical records, and a letter from doctor regarding student’s readiness to return to school)
  - Military withdrawal (include DD214 or other acceptable documentation from commanding officer)
  - Victim of a crime or unexpected disaster (include copy of police report, third party letters, etc.)
  - Other circumstances not addressed in the above categories. Submit a signed statement that explains your situation and include supporting documentation. I certify that the information provided herein is true and correct to the best of my knowledge. I also understand that if I purposely give false or misleading information in connection with my application for federal aid, I may be subject to a fine of up to \$20,000, sent to prison, or both.

If you have questions, please contact our office. We are looking forward to hearing from you soon.

Sincerely,

Financial Aid Department

**2186 N. Sherman Drive \* Indianapolis, IN 46218 \* phone (317) 543-3235 \*fax (317) 917-3393**

**Submit this form to Martin University Financial Aid Office at the address or fax number listed above worksheet, or you can email to [financialaid@martin.edu](mailto:financialaid@martin.edu)**

## Martin University Unusual Enrollment History Request Form

### **2017-18**

Name of College \_\_\_\_\_

Dates/Semesters Attended: \_\_\_\_\_

Reason for leaving and/or not earning academic credit:

---

---

---

### **2018-19**

Name of College \_\_\_\_\_

Dates/Semesters Attended: \_\_\_\_\_

Reason for leaving and/or not earning academic credit:

---

---

---

### **2019-20**

Name of College \_\_\_\_\_

Dates/Semesters Attended: \_\_\_\_\_

Reason for leaving and/or not earning academic credit:

---

---

---

### **2020-21**

Name of College \_\_\_\_\_

Dates/Semesters Attended: \_\_\_\_\_

Reason for leaving and/or not earning academic credit:

---

---

---

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

2186 N. Sherman Drive \* Indianapolis, IN 46218 \* phone (317) 543-3235

Submit this form to Martin University Financial Aid Office at the address listed above, or you can email to

[financialaid@martin.edu](mailto:financialaid@martin.edu)