



Form B
GRADE/ENROLLMENT CERTIFICATION
for Financial Aid Recipients

The U.S. Department of Education has a policy which stipulates that financial aid recipients must return federal funds received for the term. Depending on the time the student withdrew from the University, they may be accountable for returning a portion and/or a 100% of the Title IV funds (Pell Grant, SEOG Grants, Perkins Loan Stafford Loans (subsidized and unsubsidized) received for the term. In order to comply with the Return of Title IV Funds (R2T4) policy requirements, the Financial Aid Office must verify the enrollment status of financial aid recipients who received a grade of "F" in all courses attempted during the enrollment period. The Financial Aid Office has a responsibility to determine whether a student "unofficially" withdrew, meaning the student stopped attending classes and received an "F" because s/he failed to complete the course requirements OR the failing grades were "earned," meaning the student attended, did the work, but the quality of the work merited an F.

It is to the benefit of the student to respond to this request. If we cannot determine that the student attended class at any point in the semester, 100% of all federal aid received will have to be returned. Please assist our office and the student by providing the information requested below:

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University records indicate that \_\_\_\_\_ Panther ID \_\_\_\_\_
registered for \_\_\_\_\_ during the \_\_\_\_\_ semester and received a grade of "F."

Please check one of the following statements and return the form to the Financial Aid Office PC-125.

- \_\_\_ The F grade reported was an earned grade.
\_\_\_ The F grade reported was a result of the student's unofficial withdrawal/dropout. The student's last date of attendance (i.e. date of last graded assignment/ participation in academically-related activity) was \_\_\_\_\_.
\_\_\_ OTHER (please specify and indicate the student's last date of attendance):
\_\_\_\_\_
\_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature Date

Sincerely,
Financial Aid Office