ENROLLMENT CERTIFICATION FOR FINANCIAL AID RECIPIENTS

The U.S. Department of Education Return of Title IV Funds policy stipulates that financial aid recipients who cease to be enrolled before completing 60% of their enrollment period (typically a semester) must return a portion of the federal funds 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 non passing grades in all courses attempted during the enrollment period. The Financial Aid Office has a responsibility to determine whether a student “unofficially” withdrew or earned the non passing grade.

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 federal aid will be cancelled. Please assist our office and the student by providing the information requested below.

THE FOLLOWING INFORMATION MUST BE COMPLETED AND SIGNED BY PROFESSIONAL/INSTRUCTOR

<table>
<thead>
<tr>
<th>Student Information</th>
<th>Professor/Instructor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>ID #</td>
<td>Dept.</td>
</tr>
<tr>
<td>Term Year</td>
<td>Phone</td>
</tr>
<tr>
<td>Course</td>
<td>Email</td>
</tr>
</tbody>
</table>

Select and complete one of the following statements:

Grade Received ( ) F
The non passing grade reported was an earned grade. The student attended at least 60% or all of the semester but the quality of the work submitted merited a non passing grade.
(This statement is only valid for F grades)

Grade Received ( ) IN ( ) F ( ) F0
The non passing grade reported was a result of student’s unofficial withdrawal from the course.
The student stopped attending classes and received a non passing grade from failure to complete course requirements.
This statement is not valid without a last date of attendance: ___ /___ /____ (dd/mm/yy)

Grade Received ( )
No grade was reported due to extenuating circumstances.
This statement is not valid without a last date of attendance: ___ /___ /____ (dd/mm/yy)

By signing below, I certify that the information provided above is an accurate representation of University records.

Instructor’s Signature

Department Stamp

Date

SUBMISSION INSTRUCTIONS

1) Login to your my.fiu.edu account
2) Click on Upload My Documents
3) Select Financial Aid Department from the drop-down menu
4) Select Enrollment Certification Form the drop-down menu
5) Submit