



RETURN FORM TO FINANCIAL AID OFFICE

When a student fails to earn a passing grade in any class, EOU must have a procedure for determining whether a federal aid recipient, who began attendance during a term, completed the term or whether the student should be treated as a withdrawal.

Until we can document that you attended at least one class, we will consider you to have unofficially withdrawn. You *will be billed* for any amount of aid returned to Federal accounts after the deadline below.

You can avoid being unofficially withdrawn by obtaining verification of your last date of academically related activity from *at least* one of your instructors. Follow these steps:

1. Complete the student section of this form and take it or e-mail it to your professor.
2. Politely ask your professor to provide and verify the "last date of academically related activity" you had in the class. Do not ask the professor to certify that you completed any percentage of the class. You only need to have the last *date* of academically related activity.
 - If you are unable to get a response from faculty, please contact the respective Dean's Office for each course. The Dean's Office can complete this form in faculty's absence.
3. **Return the form to the Financial Aid Office by mail, email, or fax.** It is *your* responsibility to make sure that the form is received by our office by the deadline. Realize that many professors do not have office hours during breaks, and plan accordingly.

I am a consortium student: If you received grades at your host school, you must send in this form with a copy of your final grade report from the host school. The grade report *must also show* your name *and* the term. If you failed to earn any passing grades, document your last *date* of academically related activity as provided in the above instructions.

Student Name: _____ EOU ID: 910-_____

Phone: (____)____-____ EOU E-mail: _____@eou.edu

CRN: _____ Subject: _____ Course Number: _____ Section: _____

If your grades were posted late, please contact our office right away!

Professor/Instructor (ONLY): Please provide the *date* of the student's *last academically related activity* in your class. Academically related activities include, but are not limited to: *physically* attending the class, submitting an assignment, taking a quiz or exam, or initiating contact with you for a question about the subject or an assignment. **Academically related activities do not include:** logging into an on-line class without active participation, or participating in academic counseling or advisement.

Term: _____

Last date of academically related activity: ____/____/____

Print Name: _____ Signature: _____

For which term are you submitting this form (***will not be accepted after the posted deadline date***):

- Summer (*Deadline: Friday, October 2, 2020*)
 Fall (*Deadline: Friday, January 8, 2021*)
 Winter (*Deadline: Friday, April 16, 2021*)
 Spring (***Deadline: Friday, June 25, 2021***)