

2019-2020 Enrollment Adjustment Appeal

USF Student ID Number (CWID) _____

Enrollment Change Timeline

- The last day to add a course is the Monday in Week 2 of the term
- The last day to drop a course is the Friday in Week 3 of the term.
- The financial aid enrollment lock will happen on the Saturday of Week 3 of the term.

The financial aid award will not be adjusted for any enrollment status changes after the enrollment lock date, unless an enrollment adjustment appeal is approved by the appeals committee. The appeals committee will meet twice a month, so the response time will be three weeks from your submission date.

Once we review your appeal and determine whether an adjustment can be made, we will notify you of the outcome. If changes are made to your financial aid package due to the enrollment change, you will receive a revised award email notification.

STUDENT INFORMATION		
Last Name	First Name	M.I
Street Address		
City	State	Zip Code

Please submit the following information for consideration:

- ☐ **Completed and signed Enrollment Adjustment Appeal.**
- ☐ **Signed Statement explaining why you adjusted enrollment hours after the enrollment lock date.**
- ☐ **Supporting documentation for the appeals committee to consider when reviewing your appeal.**

Signature and Certification

By signing this worksheet, I certify that all information reported on this worksheet is complete and correct under penalty of perjury. If you purposely give false or misleading information, you may be fined, sent to prison, or both. Signature must reflect student and a parent listed on the FAFSA.

Student's Signature

Date

Parent's Signature (if applicable)

Date