

2024- 2025 Enrollment Adjustment Appeal

Student Name: _____ USF Student ID # (CWID): _____

Financial aid awards are disbursed based on your enrollment as of enrollment lock date and awards will not be adjusted for any enrollment status changes after the enrollment lock date. If there are extenuating circumstances that may have delayed enrollment, you may file an Enrollment Adjustment Appeal with the Financial Aid Office. 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 revise award email notification.

Important Dates:

- 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.

Please submit the following information for your appeal:

- Completed and signed Enrollment Adjust Appeal form.
- 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 form, I certify that all information reported 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. I understand that all documentations must be submitted for the appeal to be reviewed. Incomplete or missing information will delay your appeal.

Student Signature: _____

Date: _____