

2019-2020 Confirmation of Enrollment Intent

The Office of Financial Aid has received information that you have dropped from one or more of your classes for this current semester. Our records also indicate you are still registered for one or more classes that have not yet started. Because some of your classes are not the full-length of the semester, our office must confirm your intent to remain enrolled and attend any classes that have not yet started.

You may either complete this form or send an email response from your Murray State University email address confirming your enrollment intentions. *If applicable, please send all correspondence to msu.sfa@murraystate.edu.*

Federal Withdrawal Regulations for Less-Than-Full-Semester Classes

When you fall below a less than full time status, federal regulations require the financial aid department review the aid you have been awarded and determine if any portion of those funds need to be returned to the Department of Education.

What does this mean?

If you do not confirm your intent to enroll in future classes for this semester that have not yet started and you have not been enrolled past the 60% point of the term, we must calculate how much financial aid you have earned and how much must be returned to the federal aid programs. This process will establish if you will or will not have a remaining balance on your student account with the Bursar's Office.

What do I have to do?

To ensure proper processing of your federal aid, you must reply via your Murray State University RacerMail or complete and return this letter to the Office of Financial Aid to confirm your intent to remain enrolled in any class that has not yet started for the semester.

Failure to respond will not automatically drop you from the class. If you do not plan to remain enrolled in the class(es), please notify the Registrar's Office immediately.

Confirmation of Enrollment Intent

Please check the appropriate box, sign, and date this statement to confirm your intent to remain enrolled in the course(s) that has not yet started for the current semester. **A response (via email or this document) must be received in our office on or before 14 days from the date sent in order to continue processing your withdrawal notification.**

- I confirm *I intend* to remain enrolled and complete the course(s) that has not yet started for the current semester.
- I confirm *I do not intend* to remain enrolled and complete the course(s) that has not yet started for the current semester.

This document must be signed certifying the accuracy of the information provided. Any individual signing this form certifies that all information is complete and accurate. Warning: If any individual purposely gives false or misleading information on this form, he/she may be fined, sentenced to jail, or both.

Murray State University Office of Financial Aid does not allow an electronic signature.

All documentation must be completed with an original signature prior to submission to our office, including via email, mail, or fax.

Printed Name: _____ Murray State Student ID# (M#): _____

Signature: _____ Date: _____