Federal regulations require that financial aid recipients participate academically in their courses. When you withdraw from courses, you must document that you participated at least one day in your withdrawn courses. If you cannot document participation, you will be required to repay a portion of the grant-aid you received. Please note: students who withdraw from all their classes generally have to return some of their aid. To avoid returning all of their aid, they must also document participation in their courses.

You must return documentation of participation as soon as possible. Failure to document participation makes you responsible for repaying a portion of your financial aid.

Instructions:
List below any classes you dropped, or intend to drop. If you participated in those courses, an instructor can sign this form documenting your participation. If you cannot obtain an instructors signature, you may attach documentation of academic participation. Acceptable documentation includes:

- Copies of graded assignments, projects, quizzes or tests,
- Evidence that you attended an assigned study group,
- Evidence that you contacted a faculty member to ask a question about the academic subject studied in the course such as exchanged emails,
- Printouts of your course activity on Canvas. Simply logging in is insufficient, but participation in discussions, asking questions of the instructor, or submitting assignments counts as participation.
- Your instructor may also email us directly at finaid@usu.edu to confirm participation.
  - Please have them include your full name, USU ID, and course name and number.
  - We cannot accept forwarded correspondence from your instructor.

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<tr>
<th>Subject and Course Number</th>
<th>Credits</th>
<th>Instructor’s Signature Documenting Participation</th>
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☐ I understand that I am responsible for dropping the courses listed above.

☐ I have provided the documentation or signatures to verify that I participated in all withdrawn courses.

☐ I did not participate in some of my courses. I understand that I must immediately repay that portion of aid I received for classes I did not attend.

☐ I did not participate in any withdrawn courses. I understand that I must immediately repay any aid I received for these courses.

Student’s Signature: ____________________________ Date: ____________________________

Return form to and any supporting documentation USU Financial Aid Office, 1800 Old Main Hill, Logan UT 84322-1800 (TSC 106) or fax to (435) 797-0654 or scan/email to finaid@usu.edu or upload pdf to http://usu.edu/finaid/upload

✓ Warning: You are responsible for dropping the courses listed above.