



School Withdrawal Clearance Letter

Dear Student,

Please review the following instructions carefully before completing this form.

In order to determine your federal loan eligibility at Averett University, we are required to review your student loan history. As a result of our inquiry into the National Student Loan Database System, it appears that you are attending another institution at the same time that you are intending to enroll at Averett University. In order to ensure that you are awarded in compliance with Federal Regulations, we will need to obtain the following information from your previous school.

Please sign to give authorization to release information.

Student Signature: _____

Date: _____

PLEASE NOTE: The remainder of this form will need to be completed by a Financial Aid Administrator from the institution you most recently attended prior to enrolling at Averett. Please fax this signed form to the financial aid office at your previous school to have the document completed and returned to our offices here at Averett.

The following information must be completed by a Financial Aid Administrator at your previous school.

Student Information

Student Name (Print): _____ Social Security: _____

Gross Stafford Loan Amounts Disbursed: _____ Sub: \$ _____ Unsub: \$ _____

Most Recent Award Period: _____ Pell Grant Disbursed: (If Applicable): _____

Future Disbursements Cancelled? Yes ___ No ___ Official Last Date of Attendance: _____

School Certifying Official:

Name: (Print) _____ Date: _____

Institution Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone : _____ Email Address: _____

Signature of School Certifying Official: _____

This form may be used for certification. Thank you for your cooperation. **Please fax to 1-434-791-5647**