VERIFICATION OF ACADEMIC ENGAGEMENT

PURPOSE

Students participating in an Education Abroad program who receive federal financial aid must complete this form to verify academic engagement in at least one course in order to remain eligible for aid awarded during the semester. For more information, please review the Withdrawing and Non-Attendance page on the financial aid website for more information:
http://www.finaid.txstate.edu/undergraduate/withdrawals.html.

BACKGROUND

Per federal regulations, Texas State is required to review students who are awarded federal financial aid but receive all non-passing grades. In such cases, students are considered unofficially withdrawn from the university for federal financial aid purposes. As a result, a federal withdrawal calculation must be performed to determine the amount of Title IV funds that the student must repay. The only exception is when an institution can document (within 30 days of the end of the semester) that the student was academically engaged after the 60-percent point of the semester.

INSTRUCTIONS

- Student must complete Section 1, 2, and 4.
- Instructor must complete Section 3.
- Student must email completed form to the Study Abroad Office at studyabroad@txstate.edu by the deadline indicated above.

SECTION 1: STUDENT AND COURSE INFORMATION

Name of Student:

Texas State ID#: _____________________________________________________________________________

Term:  □ Fall 20____ □ Spring 20____ □ Summer 20____

Please identify the course at your host institution you are using to verify academic engagement.

Host Institution: _____________________________________________________________________________

Course Number and Title: _____________________________________________________________________

Name of Instructor: _________________________________________________________________________

Class Meeting Times: _________________________________________________________________________

I confirm that I was academically engaged after ____________________________ during the semester indicated above.

60%-point of the term

__________________________________________________________________________________________

_____________________________  __________________________
Student Signature                Date
I. Some students who rely on financial aid disbursement to enroll in faculty-led study abroad programs are allowed to defer payment upon approval. This document serves as notification that the Study Abroad Office has granted permission to defer payment without penalty and to notify the student of expected payment.

Student Name       Texas State ID#

Program

I, have been notified that I may defer payment for my participation in . I will pay the full amount due to the Study Abroad Office, Texas State University, upon receipt of my financial aid disbursement prior to my departure. I understand that if I fail to meet my obligation to pay in full by the start of the study abroad program on , a hold will be placed on my record until payment is received.

I understand that I must provide proof of financial aid eligibility for my program and that any late fees applicable to my program will be added to my balance.

II. If you elect to drop from the program you are responsible for all expenses paid on your behalf. This document serves as notification that you will be obligated to pay those expenses and that a hold will be placed on your record until payment is received.

Your signature below acknowledges that you understand your financial obligation to the Study Abroad Office at Texas State University for having payments deferred due to the late disbursement of financial aid.

Signature:        Date:

SECTION 2: ACADEMICALLY RELATED ACTIVITY

Select one from the options below:

☐ A. I attended classes and engaged in an academically related activity such as class attendance, laboratory work, or supervised studio work after the date indicated above. Complete sections 1, 2, 3 and 4.

☐ B. I attended classes and have copies of dated, graded assignments. Complete Sections 1, 2, and 4 and attach a graded assignment, quiz, or exam dated after the date indicated above.

☐ C. I participated in an online discussion related to a course. Complete sections 1, 2, and 4 and attach documentation verifying your participation after the date indicated above.

☐ D. I initiated contact with a faculty member to ask a question about the academic subject studied in the course. Complete sections 1, 2, and 4 and attach documentation verifying contact made after the date indicated above.

SECTION 3: FACULTY VERIFICATION OF ACADEMIC ENGAGEMENT  (THIS SECTION TO BE COMPLETED BY THE COURSE INSTRUCTOR)

This section is required if student only selected option A in section 2 or did not provide satisfactory documentation of academic engagement.

I confirm that was academically engaged in my course after during the semester indicated above.

______________________________
Student Name

________________________________
Name of Instructor

Date

______________________________
Instructor Signature

Instructor E-mail

SECTION 4: STUDENT CERTIFICATION STATEMENT

I am aware of what is considered an academically related activity, and affirm that I was academically engaged in the course listed above after during the semester indicated above.

60%-point of the term

______________________________
Student Signature

Date