

Submit forms utilizing one of the options below. Note: email is not a secure form of communication, do not submit documents via email.

- Electronically via the Secure Document Upload Center - [financialaid.buffalo.edu/forms/documentation-upload-center/](https://financialaid.buffalo.edu/forms/documentation-upload-center/).
- Fax to 716-645-6566 • By mail to Financial Aid at 1Capen, Capen Hall, Buffalo, NY 14260

### Student Info

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ UB Person Number: \_\_\_\_\_

### Instructions

The UB Financial Aid Office conducts periodic reviews throughout the year to confirm students' eligibility for financial aid. At this time, we are unable to confirm that you began attendance in one or more of the courses in which you were enrolled during the recent term. **As a result, your Federal Pell Grant may be reduced or canceled.**

To regain your current eligibility, please submit documentation confirming that you began attendance or participated in each course for which you received a grade of F3.

### Documentation

Indicate which documentation you are attaching that proves you have participated in the class. **Include your name, UB Person Number, and the course name and number on each document.** Failure to properly identify the documents may result in negating this override request.

\_\_\_\_\_ Completion of assignment, paper or project submitted

\_\_\_\_\_ Course related discussion for an online class

\_\_\_\_\_ Graded examination or quiz

\_\_\_\_\_ Emails on assignments between you and your advisor

\_\_\_\_\_ Other

### Section 4: Certification and Signature

By signing this form, I certify that all information provided in this document is true, complete, and accurate to the best of my knowledge. I further understand that any false statement or misrepresentation will be cause for denial, reduction, withdrawal, and/or repayment of financial aid.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Cannot be typed)