



**Penn State  
Student Aid**

Mailing address:  
Office of Student Aid  
314 Shields Building  
664 Curtin Road  
University Park, PA 16802

Fax: 1-814-863-0322  
psu.edu/costs-aid/contact

## Course Attendance Confirmation

Student Name: \_\_\_\_\_ PSU ID: \_\_\_\_\_

Federal Student Aid regulations require that the Return of Title IV funds calculation (R2T4) be undone for a student who returns in the same semester in which they previously ceased attendance. We returned federal student aid to the Title IV aid programs as you ceased attendance earlier in the semester. Your schedule indicates you have course(s) later this semester. If you return for this course, for our office to reverse your withdrawal and reinstate your federal aid, provide written confirmation from at least one of your instructors that you have begun attendance in their course. Please have your instructor complete the section below. **This form must be completed on or after the course's start date.**

Course Subject: \_\_\_\_\_ Course Number: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ PSU E-mail: \_\_\_\_\_

By signing this document, I certify that the above student began attendance in my course.

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To upload this form, please visit the Office of Student Aid [website](#).