



TUITION VERIFICATION LETTER REQUEST FORM

Tuition Verification Letters are utilized for the purpose of Employee Reimbursement. This verification will include a breakdown of your tuition, mandatory fees, miscellaneous fees, and payments received for the semester(s) indicated below. This letter is not intended for tax purposes.

Section 1: Student Information

LAST NAME:

FIRST NAME:

STUDENT ID NUMBER:

DATE OF REQUEST:

CONTACT PHONE NUMBER:

Section 2: Verification

Term(s) to verify (please check all that apply)*:

- Fall Year: _____
- Spring Year: _____
- Summer Year: _____

Format (please check one):

Verification Letter

Account Statement displayed on UHD Official Letterhead *(skip to section 3)*

**REQUESTS FOR THE CURRENT TERM CANNOT BE PROCESSED UNTIL AFTER THE WITHDRAW FOR REFUND PERIOD HAS CONCLUDED.*

Include my schedule (please check one):

- Yes
- No

Address my letter in attention to a specific person/company (please check one):

- Yes (please indicate name) _____
- No

Section 3: Delivery Method

I would like my verification letter to (please check one):

- Be mailed to my address on file
- Be emailed to my UHD Gatormail and other certified email address(es)
- Be picked up

Other Information to be included (Please note that grades/GPA cannot be included on Tuition Verification Letters):

Submit completed form to Cashiers@uhd.edu or in person at the One Main Building, Suite 310S

Please allow 5-10 business days for processing during peak time and 3-4 business days during non-peak time.