



University of Houston-Downtown
Scholarships & Financial Aid Office

Fall 2023 Unearned Aid Letter

Dear Student,

You were awarded financial aid for this **Fall 2023 semester**. Our office was notified that your grades for that term were failing, which is an indication that you did not complete the courses attempted. **Grades of F, I, and U are considered failing grades.** Based on **the last date of activity** reported by your instructor, you did not complete your courses and therefore received failing grades.

If you have earned the failing grade or **received a grade change and can show proof that you completed at least one of the courses,** please document your circumstances below and provide supporting documentation to our office and or email within **15 days** of the date of this letter.

Failure to respond to this notification will result in an **adjustment to your Fall 2023 Financial Aid** Federal awards, a future HOLD may be placed on your student record that may prevent future registration and you may be ineligible for future financial assistance if this matter is not settled.

Please check the box below that indicates your reason for receiving failing grades:

- I earned failing grades.
(Please provide a letter and or email from your instructor that you completed the course and earned a failing grade)
- I withdrew or stopped attending courses, please indicate date you last attended _____.
- I completed at least 1 course with a passing grade ***(failing grade changed to passing, must be able to provide proof from professor within allotted timeframe).***

Please respond by checking off the option that applies to you.

Please contact us if you have any questions regarding this notification.

Office of Scholarships and Financial Aid

One Main Street, Suite 350-S

Houston, TX 77002

(713) 221-8268 office

boxiea@uhd.edu email

Student Name:	Student ID:
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Student Signature: _____ Date: _____