

Institution Loan Verification of Enrollment Form

The purpose of this form is for an authorized official at an institution to verify the enrollment of a student that has been reported as less than half-time or withdrawn in order to update their loan status with the Texas Higher Education Coordinating Board.

Institution Contact Information		
Institution Name:		FICE Code:
Certifying Official		
First Name:	Last Name:	Phone (and extension):
Title:		Email:
Student Information		
First Name:	Last Name:	
Last Four Numbers of SSN:	CommonLine Unique ID (CLUID):	
Enrollment Information		
Enrollment Period Begin Date:	Enrollment Period End Date:	
Enrollment Status:	Anticipated Graduation Date:	
Certifying Official Signature		
Certification: I hereby certify that the information provided on this document is accurate and verifiable.		
Signature:		Date:
Submission Instructions		
To submit this form, follow these steps:	<p>Step 1. Save the completed form.</p> <ul style="list-style-type: none"> ○ When saving, add your six-digit FICE code in the title ○ Example: 012345_Institution Loan Verification of Enrollment <p>Step 2. Fax or email the completed form.</p> <ul style="list-style-type: none"> ○ Fax: (512) 427-6423 ○ Email: LPOSPRT@highered.texas.gov 	

For questions, contact Financial Aid Services at 844-792-2640 or through [CONTACT US](#) (select "Financial Aid Question" as the Contact Reason).