



# MADISON COLLEGE FINANCIAL AID

## School Withdrawal Clearance Letter

To determine your federal loan eligibility at Madison College, we are required to review your student loan history. As a result of our inquiry into the National Student Loan Data System, it appears that you are attending another institution at the same time that you are intending to enroll at Madison College or you have attended another institution during the 2019-2020 school year. To ensure that you are awarded financial aid in compliance with Federal Regulations, we will need you to obtain the following information from your previous school.

Please be aware that you will not receive financial aid until all documentation is received and reviewed. Therefore, failure to submit this form and any necessary documentation in a timely manner and/or provide accurate information may significantly delay the processing, awarding and potential disbursement of financial aid funds.

**INSTRUCTIONS** - In order for Madison College to determine your financial aid eligibility, please complete the student information requested below. Then send this form to your previous school to be completed by a financial aid administrator.

### STUDENT INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student ID \_\_\_\_\_

### STUDENT SIGNATURE

*By signing, I certify that the information provided above is true and that I understand that my financial aid eligibility will be determined based on this information.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Electronic signatures are not accepted.\*

### TO BE COMPLETED BY A FINANCIAL AID ADMINISTRATOR AT YOUR PREVIOUS SCHOOL

#### Student Information:

Name (please print) \_\_\_\_\_ SSN \_\_\_\_\_

#### Amounts Disbursed (2019-2020):

Sub Loan: \$ \_\_\_\_\_ Unsub Loan: \$ \_\_\_\_\_ Pell Grant: \$ \_\_\_\_\_

Last Date of Disbursement: \_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_

Are future disbursements cancelled?  Yes  No

#### School Certifying Official:

Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Signature of School Certifying Official \_\_\_\_\_ Date \_\_\_\_\_

\*Electronic signatures are not accepted.\*

### SCHOOL CERTIFYING OFFICIAL SUBMISSION INSTRUCTIONS

Please sign and submit your completed form in **one** of the following ways:

- Email: [financialaid@madisoncollege.edu](mailto:financialaid@madisoncollege.edu)
- Mail: Madison College Financial Aid, 1701 Wright Street, Madison, WI 53704
- Fax: (608) 243-4245
- In Person: At the Truax Enrollment Center or at any Regional or Metro campus