



Fairfax Campus  
8300 Merrifield Avenue  
Fairfax, VA 22031  
TEL. 703-206-0508

Centreville Extension  
5940 Centreville Crest Lane  
Centreville, VA 20121  
TEL. 703-266-0508

Silver Spring Extension  
12125 Veirs Mill Road  
Silver Spring, MD 20906  
TEL. 301-929-0565

## Student Withdrawal Clearance Letter

Dear Student:

In order to determine your Federal Financial eligibility at Columbia College, we are required to review your student financial aid history. As a result of our inquiry in the National Student Loan Database System, it appears you are attending another institution within the same time that you are planning on enrolling with Columbia College. In order to ensure that you are awarded in compliance with Federal regulations, we will need you to obtain the following information from your previous school.

*Please sign below to give authorization to release information:*

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

*The following information must be completed by a Financial Aid Administrator at your previous educational institution.*

**Student:**

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**To be completed by Financial Aid Office:**

Loan Period: \_\_\_\_\_ Academic Year: 2014/2015 or 2015/2016  
(circle one above)

Gross Loan Amount(s) Disbursed: Sub \$ \_\_\_\_\_ Unsub \$ \_\_\_\_\_

Pell Amount Disbursed: \$ \_\_\_\_\_ Official Last Date of Attendance: \_\_\_\_\_

Future Disbursements Cancelled? Yes No (circle one)

Last Date of Loan disbursement: \_\_\_\_\_

Name of School Certifying Official (*Print*): \_\_\_\_\_ Date: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

*Signature of School Certifying Official* \_\_\_\_\_