

UNIVERSITY OF NEW MEXICO  
OFFICE OF STUDENT FINANCIAL AID  
CORRESPONDENCE COURSE VERIFICATION FORM

Name of Student	UNM ID No.	Telephone No. / Email Address

For which semester are you completing this form:       Summer       Fall       Spring

NOTE: Students must complete this form each semester for which they wish to receive financial aid for correspondence coursework.

If you add regular UNM courses to your schedule after submitting this form to our office, check with your Financial Aid Officer to ensure those courses are considered in your course load.

Section I - Student Criteria
<p>The student must:</p> <ol style="list-style-type: none"> <li>1. Take courses through Extended University that are applicable towards their program at UNM.</li> <li>2. Be enrolled in a degree-granting program, and making satisfactory academic progress as specified by the UNM Satisfactory Academic Progress policy.</li> <li>3. Submit this completed form, a copy of the registration card, documentation of required books/supplies with a receipt for their purchase, and a receipt for tuition paid to Extended University to their Financial Aid Officer prior to receiving financial aid funds.</li> <li>4. Submit their grade transcript from Extended University to their Financial Aid Officer at the end of the semester.</li> <li>5. <i>Complete the course(s) by the end of the UNM standard semester for which this form is being completed.</i></li> </ol>

Section II - To be completed a student's UNM Academic Advisor				
<p>How many of the <u>credit hours</u> the student is taking as correspondence study are applicable to their program at UNM?</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> <p>Please list the course(s) the student is taking through correspondence study which are applicable to their program at UNM:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 50%; height: 20px;"></td> <td style="border: 1px solid black; width: 50%; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; width: 50%; height: 20px;"></td> <td style="border: 1px solid black; width: 50%; height: 20px;"></td> </tr> </table>				
Academic Advisor's Signature	Printed Name			
Academic Department	Telephone No. / Email Address			

Section III - To be completed by UNM Extended University	
<p>The course(s) listed above will be completed by: (month/day/year)</p>	
Program Coordinator's Signature	Printed Name
Telephone No.	Email Address

The University of New Mexico is an Equal Opportunity/Affirmative Action Institution. Pursuant to the Americans with Disabilities Act, if you require this information in alternative format or have special needs, please contact the Office of Student Financial Aid for assistance.  
ONLY TUITION/FEES AND REQUIRED BOOKS AND SUPPLIES MAY BE ADDED TO THE COST OF ATTENDANCE FOR CORRESPONDENCE COURSES. STUDENTS ENROLLED ONLY IN CORRESPONDENCE COURSES MAY NEVER BE CONSIDERED MORE THAN HALF-TIME.

## **Enrollment status for students taking regular and correspondence courses**

If a student is enrolled in a noncorrespondence study program, but correspondence coursework is combined with regular coursework, the correspondence courses must meet the following criteria to be included in the student's enrollment status:

- The courses must apply toward the student's degree or certificate or must be remedial work to help the student in his or her course of study.
- The courses must be completed during the period required for the student's regular coursework, e.g., a term.
- The amount of correspondence work counted can't be more than the number of credit hours of regular coursework in which the student is enrolled.

If the student is taking at least a half-time load of correspondence courses, the student would be paid as at least a half-time student, regardless of the credit hours of regular coursework. A student will be paid as a less-than-half-time student for any combination of regular and correspondence work that is less than 6 credit hours or the appropriate equivalent of half-time.

Federal Student Aid Handbook

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