



**Financial Aid: Intent to Return Confirmation**

Name: \_\_\_\_\_ VPCC ID: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**RE: INTENT TO RETURN CONFIRMATION** *(Signature required)*

You have withdrawn from one or more of your VPCC classes for this current term. Our records show that you are still registered for future classes during this term that have not yet started. Because you are currently not attending any other class, federal regulations require that we have written confirmation of your intent to return for later starting classes during this term, or we must calculate a return of some or all of your financial aid (Return to Title IV [R2T4] calculation). ***Please return this "Intent to Return Confirmation" to prevent money being returned to Federal and State aid programs no later than 5 days from the date you receive notification.***

**What do I have to do?**

- Complete and return this letter to the financial aid office confirming that you intend to return for all registered classes that have not yet started for this term.
- **Failure to return this form will not automatically drop your remaining classes. *If you do not plan to stay enrolled in later starting registered classes, you must drop the classes yourself.***

**Intent to Return Confirmation**

I have withdrawn from one or more of my VPCC classes for this current term. I am still registered for future classes during this term that has not yet started. Because I am currently not attending any other class, at this time, federal regulations require that I submit written confirmation of my intent to return for later starting classes during this term, or financial aid must calculate a return of some or all of my financial aid (R2T4). Please accept this "Intent to Return Confirmation" to prevent money being returned to Federal and State aid programs.

I am registered for, and will be attending, the upcoming sessions at VPCC. I understand that if I drop at a later date or do not attend according to my professor, I will be considered withdrawn from the college and a Return of Title IV Funds process will be completed based on my last date of attendance.

Session	Start-End Dates	Subject/Courses

Failure to submit this form could result in money being owed to VPCC and/or the Department of Education.

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

Date: \_\_\_\_\_

Return this form to: VPCC Hampton Campus- Kecoughtan Hall Room 209 or Historic Triangle Campus (Williamsburg) - Suite 117 - Upload to [MyVPCC Support Center](#) - Fax: (757) 825-3537 Email: [financialaid@vpcc.edu](mailto:financialaid@vpcc.edu)