



University of Houston-Downtown  
Scholarships & Financial Aid Office

Summer 2023 Unearned Aid Letter

Dear Student,

You were awarded financial aid for this **Summer 2023 semester**. Our office was notified that your grades for that term were failing, which is an indication that you did not complete the courses attempted. **Grades of F, I, and U are considered failing grades.** Based on **the last date of activity** reported by your instructor, you did not complete your courses and therefore received failing grades.

If you have earned the failing grade or **received a grade change and can show proof that you completed at least one of the courses,** please document your circumstances below and provide supporting documentation to our office and or email within **15 days** of the date of this letter.

Failure to respond to this notification will result in an **adjustment to your Summer 2023 Financial Aid** Federal awards, a future HOLD may be placed on your student record that may prevent future registration and you may be ineligible for future financial assistance if this matter is not settled.

**Please check the box below that indicates your reason for receiving failing grades:**

- I earned failing grades.  
***(Please provide a letter and or email from your instructor that you completed the course and earned a failing grade)***
- I withdrew or stopped attending courses, please indicate date you last attended \_\_\_\_\_.
- I completed at least 1 course with a passing grade ***(failing grade changed to passing, must be able to provide proof from professor within allotted timeframe).***

**Please respond by checking off the option that applies to you.**

Please contact us if you have any questions regarding this notification.

Office of Scholarships and Financial Aid

One Main Street, Suite 350-S

Houston, TX 77002

(713) 221-8268 office

[boxiea@uhd.edu](mailto:boxiea@uhd.edu) email

Student Name:	Student ID:
---------------	-------------

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