



UofL Student Financial Aid Office Additional Information/Documentation Request

Please do not submit this page with your grade level discrepancy form. It is a resource for you to keep.

The grade level and/or degree status that you reported on your Free Application for Federal Student Aid (FAFSA) does not match the information on file at the University of Louisville. To confirm this information, our office is requesting that you print, complete, and return the attached “Grade Level Discrepancy” form with a **handwritten signature** and supporting documentation. Forms submitted without the requested documentation and signatures are incomplete and cannot be processed.

After reviewing your form and documentation, our office may request additional information or documentation, request that you make corrections to your FAFSA, or make corrections to your FAFSA¹. Make sure to monitor your UofL e-mail account and Tasks list for additional information about the status of your account. Please note there may be a hold placed on your account until all information is verified. Processing is completed when you no longer see “Grade Level Discrepancy” in your ULink Task Tile.

The checklist status in your ULink Task Tile will change throughout the process. Descriptions of each status are provided below:	
Initiated:	Your form has been assigned but not yet received by our office.
Accepted:	An item has been received but not reviewed.
Active:	Additional information is needed: Review your ULink Task Tile and your UofL e-mail.
Received:	Your form is being reviewed. Monitor your ULink Task Tile and your UofL e-mail.
In Progress:	Your form is being processed.

If you have any questions, or need additional information, please contact our office at (502) 852-5511. You may submit the completed form to our office via fax, mail, document upload, or in-person. **Do not submit this form or any requested documentation by e-mail.**

Please return your signed form and, if applicable, all requested documentation to the UofL Student Financial Aid Office using one of the options below:

The attached form must be printed then signed with a handwritten signature(s) before submitting.

ULink Financial Aid Document Upload²:	Log into your student ULink account at https://ulink.louisville.edu/ , open your ‘Tasks’ tile and select the ‘Financial Aid Document Upload’ menu. For additional information, please visit https://louisville.edu/financialaid/other-information/financial-document-upload .
Mail/In Person:	Student Financial Aid Office, Houchens Building Room 110, University of Louisville, Louisville, KY 40292
Fax Number:	502.852.0182
²DO NOT E-MAIL this form or attachments; the options above are the only permissible way to securely submit financial aid documents electronically. Do not submit this form or attachments to any other office.	

¹Federal law requires the resolution of any potentially conflicting information. We may make a correction to your FAFSA, which may result in a change to your eligibility for federal student aid. Corrections made by either our office or you could result in the requirement to provide parent information and signature.

GRADE LEVEL DISCREPANCY NOTIFICATION

Student Name: _____ Student ID: _____

Academic Period of Enrollment (*circle the appropriate term*)

Fall / Spring / Summer _____
(Year)

When our office reviewed your current Free Application for Federal Student Aid (FAFSA), we found you were not enrolled in the grade level and/or degree status you stated on the FAFSA. This conflict of information may prevent your federal financial aid eligibility review or disbursement.

Please answer the following questions about your enrollment and degree completion for the 2022-2023 academic year, sign, date, and return this form, along with supporting documentation to one of the options indicated on the first page. Do not e-mail.

1) Do you plan to enroll in coursework for the academic period indicated above?

Yes No

2) Will you/are you enrolled in a degree seeking graduate or professional degree program (such as an MA, MBA, MD, JD, PhD, EdD, etc.) for the academic period of enrollment listed above?

Yes No

3) Will you/have you earned an undergraduate bachelor's degree by the beginning of the academic period of enrollment listed above?

Yes No Date earned: Month _____ Year _____

By signing this form, you certify that all of the information you provided on the form and any submitted documentation is true and complete to the best of your knowledge and you agree, if asked, to provide information that will verify the accuracy of your completed form. If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.

Student Signature: _____ Date: _____ Phone number: _____

Office Use Only

FATERM Reflects: _____ Semester Term: _____
**Students enrolled in a Graduated NDG program cannot be considered a Graduate Student on the FAFSA.*

FATERM build Info Source: Admissions / Program / Term FATERM date: _____

- [] Updated GRLVL checklist to: _____ Date: _____ Init.: _____
[] SR or Admission discrepancy resolved
[] Notified student if parent info is required
[] ISIR correction needed
[] Advised student aid will not be processed until admitted to eligible program.