

FINANCIAL AID OFFICE - ATTENDANCE VERIFICATION FORM

In order to receive your financial aid check, you are required to verify that you are attending classes. You must have this form completed by your instructor(s) and bring it with you when you come to claim your check at the Cashier Windows in Building I. Picture ID is required.

ON THE 1ST DAY OF THE DISBURSEMENT, GRANT CHECKS ARE HANDED OUT AFTER 2PM. AFTER THAT 1ST DAY YOU CAN PICK UP ANY TIME DURING NORMAL BUSINESS HOURS.

LOAN CHECKS ARE HANDED OUT AFTER 2PM ON THE 1ST DAY OF THE DISBURSEMENT.

ENROLLMENT STATUS		NOTE: When you submit this form and sign for your check(s), you are certifying that you have notified the Financial Aid Office of any change of enrollment status, and that you have attended enough classes to equal the credit load used to determine your financial aid eligibility. (Example: A full-time student must have signatures documenting at least 12 credits.) <u>If you are enrolled in classes that do not start on the first day of the term, and your instructor has signed for you to get your check, you will be responsible for repayment of a portion of your financial aid funds if you drop later classes or never attend.</u>
12+ credits	Full Time	
9-11 credits	3/4 Time	
6-8 credits	1/2 Time	
1-5 credits	<1/2 Time	
0 credits	not enrolled	

FAILURE TO NOTIFY THE FINANCIAL AID OFFICE OF CHANGES IN YOUR ENROLLMENT LEVEL MAY RESULT IN AN OVERPAYMENT. THE COLLEGE WILL BILL YOU FOR FUNDS OWED TO THE DEPARTMENT OF EDUCATION.

Please note:

1. This form must be completed **every time** a check is picked up. Checks will not be released without a completed form. NO exceptions.
2. If you have any outstanding debts to the college, they must be paid before your check is disbursed.
3. If the check you are receiving has no fees deducted, you are responsible for paying tuition that is due.

STUDENT USE ONLY

PROGRAM TITLE AND/OR COURSE #	Number of CREDITS

INSTRUCTORS USE ONLY

If you teach classes that run in sequence and not concurrently, please indicate that by your signature. If the student does not begin attendance in these classes, they will be responsible for repayment of funds for which they are not eligible.

INSTRUCTOR SIGNATURE	Most recent date attended
	/ /
	/ /
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	/ /
	/ /

****To verify attendance of online classes ~ attach a copy of most recent assignment submitted or posting from discussion board that reflects your name and class name. For students disbursed on first day of quarter; if no assignments or discussion board postings are available, you may submit a print screen of your Canvas homepage.**

Student's Name (please print) _____

SID Number _____ Date _____