



FINANCIAL AID OFFICE - ATTENDANCE VERIFICATION FORM

In order to receive your financial aid check, you are required to verify that you are currently 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's office in Building 17 or in the Administration Office at the South Hill Campus. Picture ID is required.

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.) If you provide false information in order to receive your financial aid check, or if you submit instructor signatures for classes that you never attend, you will be responsible for repaying a portion of your financial aid funds.

ENROLLMENT STATUS

12+ credits	Full Time
9-11 credits	3/4 Time
6-8 credits	1/2 Time
1-5 credits	Less than 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 OF AID. IF THIS OCCURS, YOU WILL OWE MONEY BACK TO EITHER THE COLLEGE OR THE U.S. DEPARTMENT OF EDUCATION.

STUDENT USE ONLY

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.

Signatures can be provided for late-starting classes providing you have reviewed the class syllabus with the student.

COURSE TITLE &/OR COURSE #	Number of CREDITS

=
=
=
=

INSTRUCTOR SIGNATURE	Date
	/ /
	/ /
	/ /
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**To verify attendance of online classes ~ attach a copy of your completed first assignment; or one of your postings from the discussion board; or your biography if required per syllabus.

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. Additional forms are available in the Financial Aid Office. Instructor signatures are only valid for 10 business days.
2. If you have outstanding debts with the college, the debts must be paid before your check is disbursed to you.
3. If the check you are receiving is for your Federal Stafford Loan, we have credited your account for any outstanding tuition and fees. You have the right to cancel all or a portion of your loan at any time. Forms are available in the Financial Aid Office.

Student's Name (please print) _____

Social Security Number _____ SID Number _____