



RETURN TO BUSINESS OFFICE IN THE STUDENT SERVICES CENTER

Business Office Use Only:
B.O. initials _____
Date rec'd _____

ATTENDANCE VERIFICATION

STUDENT SECTION

Read carefully, complete and return to the Business Office.

- Your financial aid will **not** be credited to your account until both your enrollment and financial aid enrollment status match. Your funding will not be disbursed until you have submitted this completed Attendance Verification.
- This form must be submitted within 7 days of the instructor's signature date below. Funding must be picked up within 2 weeks from the start of the term or 2 weeks from the date of your award, whichever is later. If you do not submit this form, your funding will be cancelled and you will owe any tuition and fees you have incurred.
- As an admitted financial aid recipient, you are required to take **only** classes that progress you toward completion of your declared certificate or degree. An academic advisor is assigned to you through the Admissions Office. **It is your responsibility to meet with your assigned advisor for assistance in scheduling appropriate classes.**
- You are responsible for satisfactorily completing the enrollment status for which your financial aid package is based. Failure to do so can lead to owing money back and/or disqualification from future financial aid. You are responsible for understanding the Academic Progress Guidelines as outlined in the Financial Aid Handbook. This Handbook is available online at www.clatsopcc.edu on the Financial Aid site or through the Financial Aid Office.

One instructor's signature is required for ALL financial aid recipients to document class attendance.

Your information and signature below confirms that you have read and understand the requirements above.

Student-Please print clearly in ink:

Name: _____ Student ID# _____
Last First

Term-Circle one: Fall Winter Spring Summer Year _____

Signature: _____ Date _____

INSTRUCTOR SECTION FOR INSTRUCTOR USE ONLY!

Instructor: By signing below you are verifying that the above student last attended your class on the date indicated.

**COURSE
NUMBER**

**COURSE
NAME**

**INSTRUCTOR'S
SIGNATURE**

**TODAY'S
DATE**
