

ATTENDANCE VERIFICATION FORM

To obtain your Quarterly financial aid check, you are required to verify that you are attending classes. You must have this form signed by your instructors to certify that you have begun attendance in your classes. Full-time students must have at least 12 credits certified. Bring this completed form to the Financial Aid Office to claim your check.

Students taking on-line courses must submit documentation that verifies you are in "electronic" attendance.

If one or more of your classes are not scheduled to meet until after the 3rd class day of the quarter, obtain instructor signatures and dates for all of your other classes, bring this form to the Financial Aid Office and notify staff of your situation so they can assist you in receiving your check.

Student certification: By submission of this form, I certify that I have notified the Financial Aid Office of any change in my enrollment status and that I have begun attendance in all classes used to determine my financial aid eligibility.

If any signature is more than three (3) days old or any signature is prior to the first day of the classes, an updated attendance verification with new signatures is required.

Student's Name: _____

Social Security Number: _____ **Student ID:** _____

Note to Instructor: Your signature below certifies that the above named student has attended in the course indicated next to your signature.

Student completes this block.		Instructor completes this block.	
Class Title	Credits	Instructor Signature	Date Signed
			/ /
Total Credits			

FAILURE TO NOTIFY THE FINANCIAL AID OFFICE OF ANY CHANGES IN ENROLLMENT STATUS MAY RESULT IN YOU OWING A REPAYMENT TO THE U.S. DEPARTMENT OF EDUCATION AND/OR SOUTH SEATTLE COMMUNITY COLLEGE.