

Attendance Verification - Winter Quarter 2003

To obtain your Winter Quarter financial aid check, your instructor(s) must certify that you have begun attendance in **each** of your classes (as in every class). Full-time students must have at least 12 credits certified. Bring this completed form to the Financial Aid Office when claiming your check.

Checks will be disbursed beginning at 8:30 A.M. on Tuesday, January 7, 2003.

Important: This form must be signed and dated no more than three (3) days before claiming your check. Students taking on-line courses may, in lieu of the signature, submit an electronic confirmation from your instructor(s) indicating you have started the class(s). ***If any signature (electronic confirmation) is more than three (3) days old, a new date and signature (confirmation) are required.***

Student's Name: _____

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

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

Student completes this block.		Instructor completes this block.	
Class Title	Credits	Instructor Signature	Date student last attended
Total Credits			

If you withdraw from all your classes, you may owe a repayment to federal and/or state financial aid funds in addition to college tuition and fees.