

Verification of Attendance Spring 2021

One or more of your instructors reported that you have not begun attendance in their class. In order to be eligible to receive federal financial aid, we must verify your enrollment based on attendance records. Please provide the following information.

Student's Printed Name

UCA ID Number

Step 1: Check the appropriate box below.

- ☐ I have not begun attending any of my courses. [This means you are not eligible for any federal financial aid that you may have been awarded.]
 - You may stop here, sign this document and submit it to the Office of Student Financial Aid. Please note that you are responsible for withdrawing from courses based on university procedures.
- ☐ I began attending some but not all of my courses. Please visit with a Financial Aid Counselor before going on to Step 2.
- ☐ I began attending all of my courses and believe I was reported in error. Please ask the financial aid staff to identify the courses reported as not attending.

Step 2: Submit this document to the instructors for which verification was not confirmed. Once completed, return this document to the Office of Student Financial Aid.

	Course Number	Course Title	Date 1 st Attended	Date Last Attended	Instructor Signature	Instructor Phone Number
1						
2						
3						
4						
5						

Step 3: If the Date 1st Attended and the Date Last Attended are the same for any course, you must write an explanation below: _____

Student's Signature

Date

Once received, staff will review and if necessary contact the student and/or instructors for additional information and make any necessary adjustments to the federal financial aid awards and/or release holds.

OFFICE USE ONLY: Tracked by/date: _____ Reviewed by/date: _____