

☐ SUMMER ☐ FALL ☐ WINTER ☐ SPRING

SKAGIT VALLEY COLLEGE FINANCIAL AID OFFICE ATTENDANCE VERIFICATION FORM



In order to receive your financial aid check for the quarter indicated above, you are required to verify that you are attending classes. You must have this form completed by ALL of your instructors and **bring it with you** when you come to claim your check.

NOTE: If the date of any of your instructors signatures is more than 10 days before claiming your check or any instructor signature dates are prior to the first day of classes, an updated attendance verification will be required.

NOTE: Upon submission of this form and signing for and receiving my check(s), I certify that I have notified the Financial Aid Office of **any change** in or out of my previous enrollment status and that I have begun attendance in **all** classes used to determine my financial aid eligibility.

FAILURE TO NOTIFY THE FINANCIAL AID OFFICE OF ANY CHANGES FROM ONE CATEGORY TO ANOTHER MAY RESULT IN YOU OWING A REPAYMENT TO THE U. S. DEPARTMENT OF EDUCATION AND/OR HIGHER EDUCATION COORDINATING BOARD.

ENROLLMENT STATUS

- 12+ Credits = Full Time
- 9-11 Credits = 3/4 Time
- 6-8 Credits = 1/2 Time
- 1-5 Credits = <1/2 Time
- 0 Credits = Not Enrolled

Student complete name, Student Identification Number (SID), and left side of lower section.

Student's Name _____

Student Identification Number (SID) _____

This form must be completed every time a check(s) is picked up. Checks will not be released without it. **NO exceptions.** Additional forms are available in the Financial Aid Office.



STUDENT USE ONLY

INSTRUCTORS USE ONLY

Thank you for providing this information. We appreciate your help in documenting this student's attendance so that we can stay in compliance with current federal financial aid regulations. In the date space put in the date the student was last in class or working with you on class material.

CLASS TITLE AND COURSE #	CREDITS

=
=
=
=
=
=

INSTRUCTOR SIGNATURE	DATE (MUST BE POSTED)

TOTAL CREDITS 

Business Office/Cashier initial and check total credits vs. authorization

SIGNATURES FROM ALL INSTRUCTORS IS A MANDATORY REQUIREMENT OF THE U. S. DEPARTMENT OF EDUCATION

☺ SATISFACTORY PROGRESS ☹

DON'T RISK LOSING YOUR FINANCIAL AID!

- ◆ 200+ STUDENTS PER QUARTER ARE PUT ON DROP OR PROBATION DUE TO UNSATISFACTORY PROGRESS.

- ◆ **COMMON REASONS GIVEN ON PETITIONS THAT MAY NOT BE ACCEPTABLE FOR REINSTATEMENT OF AID INCLUDE:**

- ☹ "MY WORK HOURS CHANGED OR WERE INCREASED CAUSING ME TO DO POORLY."
 - ☺ MAKE SCHOOL A PRIORITY AND COMMUNICATE THAT TO YOUR EMPLOYER.
- ☹ "DISTANCE EDUCATION CLASSES DIDN'T WORK FOR ME."
 - ☺ MAKE SURE DISTANCE EDUCATION IS RIGHT FOR YOU BEFORE YOU ENROLL. INVESTIGATE WHAT IS INVOLVED IN TAKING A DISTANCE EDUCATION CLASS AND TALK WITH YOUR ADVISOR.
- ☹ I WAS SICK FOR A WEEK AND COULDN'T ATTEND CLASS.
 - ☺ CALL YOUR INSTRUCTOR AND/OR GET THE INFORMATION FROM OTHERS IN CLASS SO THAT YOU CAN KEEP UP AT HOME. DON'T MISS CLASS UNNECESSARILY.
- ☹ "I TOOK MORE CLASSES THAN I COULD HANDLE."
 - ☺ KNOW YOUR LIMITATIONS AND WORK WITH YOUR ADVISOR TO TAKE A MANAGEABLE LOAD.
- ☹ "I DIDN'T KNOW OR UNDERSTAND SATISFACTORY PROGRESS OR HOW FINANCIAL AID WORKS."
 - ☺ READ AND UNDERSTAND THE INFORMATION PROVIDED BY THE FINANCIAL AID OFFICE. ASK QUESTIONS IF YOU DO NOT UNDERSTAND.
- ☹ "MY STUDY ENVIRONMENT WAS NOT CONDUCIVE TO DOING WELL."
 - ☺ USE THE LIBRARY AND TIME BETWEEN CLASSES TO STUDY IF YOU ARE UNABLE TO CREATE A PRODUCTIVE STUDY ENVIRONMENT AT HOME.
- ☹ "I DIDN'T UNDERSTAND THE MATERIAL PRESENTED AND FELL BEHIND IN CLASS."
 - ☺ ATTEND ALL CLASSES, SEE YOUR INSTRUCTOR REGULARLY, GET TUTORING ASSISTANCE, AND GO TO STUDENT SUPPORT SERVICES. START THESE THINGS EARLY IN THE QUARTER, NOT AFTER YOU ARE WELL ON YOUR WAY TO FAILURE.
- ☹ MY DAYCARE PROVIDER QUIT IN THE MIDDLE OF THE QUARTER.
 - ☺ BEFORE THE QUARTER STARTS, MAKE SURE YOU HAVE A DEPENDABLE PRIMARY DAYCARE PROVIDER AND A BACKUP PROVIDER.