

CAVF



Class Attendance Verification Form

Print Student's Last name, First, M. I.

CofC I. D. Number

Term: _____

Course number/CRN _____

Print Professor's Name: _____

Note to student: You received federal financial assistance in a prior term for which you have not received any credit for the course(s). It is your responsibility to contact at least one professor in your classes to certify your attendance. You have 30 days from the date this notice was sent to you to provide this documentation. Failure to comply will result in your aid being reduced resulting in a bill to the College for the amount of the reduction.

Note to professor: Please provide the date the student last attended your class. If unable to provide the last date of attendance, please provide the date the student last submitted an assignment, took a test, or submitted other material that confirms attendance up to that date. If the student attended the whole term and failed to earn a passing grade, use the date of the last class meeting or final exam.

Date of last attendance in the above referenced class: _____

Professor's signature

Date

Background Information: A student who receives federal financial aid is required to repay a portion of the federal aid if (s)he officially or unofficially withdraws from all of his/her classes prior to completing 60% of the term. If the student receives non-passing grades in a term that (s)he received aid, the institution must determine last day of attendance in at least one course. If this can not be documented, then we must default to completion of no more than 50% which results in the school having to return the prorated funds to the federal programs and creating a bill for the student.

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