

## Proof of Attendance Information/Instructions

Schools are required to verify that a student began attendance in all classes before financial aid awards can be paid to a student account or directly to a student. If the student begins attending some but, not all, classes a school must recalculate federal financial aid to reflect the actual enrollment. **Students who do not begin attendance are not eligible to receive federal financial aid.**

### ATTENDANCE REPORTING TIMEFRAMES FOR FULL TERM CLASSES

- At the End of the First Week of Classes
- Thirty Days into the Semester
- Mid-Term
- End of Term

**At the end of the first week** of classes faculty will report non-attending (never attended class) students prior to any funds being released to the students. For students reported as non-attending a Proof of Attendance requirement will be posted to their accounts and disbursement of aid stopped. Students will be notified via school email that they must provide Proof of Attendance in ALL classes prior to the release of financial aid funds. A Proof of Attendance form will be attached to the email. After the student attends one full week's worth of classes, each instructor must sign off on the form to verify the attendance. Once all the student's instructors sign the form, it is to be returned to the Financial Aid Office for processing.

**Thirty days into the semester** students will be checked again for non-attendance and stopped attendance prior to releasing loan funds to any student on a 30-day disbursement delay. If a student is reported for non-attendance or stopped attendance, their loan disbursement is stopped until the time attendance can be verified using the Proof of Attendance form. Students who do not have a pending loan disbursement will also be reviewed for non-attendance and stopped attendance. For students reported for non-attendance in a class on the thirty day report, but not on the first week report, a review will be conducted to insure reporting is correct and then the financial aid account will review to see if a reduction in aid is required for the non-attendance. Students reported as stopped attending will be required to provide Proof of Attendance in all classes. If Proof of Attendance is not received, the [Return to Title IV Aid](#) process will be initiated by the Financial Aid Office and any required reduction in aid funds will be made.

**At midterm** faculty members will again report student attendance. Students reported for non-attendance and stopped attendance will once again be reviewed by the Financial Aid office. Financial aid will be adjusted for students reported for non-attendance. Proof of Attendance will be requested for students who are reported as stopped attending. If Proof of Attendance is not received, the Return to Title IV Aid process will be initiated.

**At the end of the semester** faculty will report the last date of attendance for all students receiving an F or FI grade. For students who do not pass any classes and have stopped attending prior to the end of the semester, Return to Title IV Aid process will be initiated by the Financial Aid Office and any required reduction in aid funds will be made.

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-----**Late start or part of term class** (a class that does not span the full semester) timeframes are the end of the first week of that class, at mid-semester, and at the end of the semester. Students reported as never attending or stopped attending, in part of term classes, will need to follow the same Proof of Attendance procedures as students in full term classes.

If a student owes a balance as a result of a financial aid adjustment, that amount must be paid in full before the student can register for classes again or receive an official transcript to transfer to another college.