



Financial Aid Office Verification of Attendance: Unofficial Withdrawals

The student below was reported as not attending one or more of their courses. In order to avoid institutional liability, we request that you verify that the student below is enrolled, attending classes and making satisfactory progress to date before his/her federal financial aid is disbursed. Please complete the information below and have the student return it to the Financial Aid office.

I certify that the following student is currently attending my class and making satisfactory academic progress to date.

First Name	MI	Last Name	Banner ID Number
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Course Subject/Number	Semester/Year	Faculty Signature	Date

Comments:

FOR OFFICE USE ONLY

Date Received _____/_____/_____

Reviewed By _____