



MANCHESTER
COMMUNITY
COLLEGE

Verification of Attendance and Satisfactory Progress for Loans

In order to avoid institutional liability, we request that instructors verify that the student noted below is enrolled, attending classes and making satisfactory progress to date, before his/her Federal Stafford loan is disbursed. Complete the information below and have the student return it to the Financial Aid Office **by October 4, 2016.**

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

Student Name: _____

Banner ID: _____

<u>Course Subject/#</u>	<u>Semester/Year</u>	<u>Faculty Signature</u>	<u>Date</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Provided this form is returned to the Financial Aid Office by the deadline, **October 4, 2016**, and all other requirements are completed, the loan will disburse on **October 6, 2016**.

Note to student: If you have any online classes, please ask the instructor to email the Financial Aid Office.