

# Attendance Verification and Check Release Authorization



The student must first fill out the student section of this form, then take it to the instructor(s) to complete the instructor section. The student should then return the form to the Financial Aid Office where a Financial Aid representative will sign the authorization section if the student is eligible for the loan proceeds. The student should then present the authorized form to the Business Office to receive the loan proceeds.

**STUDENT SECTION:** By signing this document and accepting the loan proceeds, I understand that this is a loan and must be repaid in full, whether or not I completed school or I am able to find employment. Also, I understand that I must maintain satisfactory academic progress according to Financial Aid Federal Guidelines. Failure to do so will result in the cancellation of this, or any future loan disbursements.

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTOR SECTION:** Please indicate the number and title of the course(s) the above student is attending for the current semester. Signature and last day of attendance is needed.

Course #	Course Title	Instructor's Signature	Last Date Attended

**AUTHORIZATION SECTION:** To be completed at the Financial Aid Office:

Student  does  does not meet the requirements to receive the loan proceeds for the \_\_\_\_\_ semester.

Please release funds to the above named student.

Financial Aid Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:** CRI Code: **FAC09AVA** Date Entered: \_\_\_\_\_ Initials: \_\_\_\_\_ Date Scanned: \_\_\_\_\_ Initials: \_\_\_\_\_