

GADSDEN STATE COMMUNITY COLLEGE

P. O. Box 227 • Gadsden, Alabama 35902-0227 • www.gadsdenstate.edu
(256) 549-8264 • FAX (256) 549-8450

To: Selected Students
From: Kelly J. D'Eath
Director of Financial Aid
Subject: Verification of Class Attendance

Your financial aid award may have been decreased due to lack of verification of attendance. **This reduction in aid may result in an outstanding balance with the College.** If so, you will receive a bill from the Business Office under separate cover. *In order to reduce your debt to the College, you need to attend class and complete and return this signed verification (according to the directions below). You should also return any books to the Bookstore for classes you are not attending. You may be administratively withdrawn from classes for which the Financial Aid Office has not obtained attendance verification.*

- √ **Obtain required instructor's signature (s) for the course(s) listed below.**
 - VIDEO COURSES - Signatures may be obtained from Library Personnel when checking out a video.
 - INTERNET COURSES - An email from your instructor indicating that you have logged on and participating can be sent to the Financial Aid Director at kdeath@gadsdenstate.edu.
- √ **Sign and date this form.**
- √ **Return this form to a Gadsden State Financial Aid Office** (Gadsden, McClellan or Ayers).

Name _____ **Student #:** _____ **Term:** _____ **Year:** _____

Course Number	Instructor's Signature

I certify that the signatures obtained from instructors are official. I understand that any misrepresentation of information on this form may result in the cancellation of my eligibility for any financial assistance and may require repayment of any such funds received.

Student Signature

Date

INSTRUCTIONS TO INSTRUCTORS: Your signature above will certify that the student has attended your class and is officially enrolled. If the student has not attended at least once, NEVER ATTENDED should be entered on the instructor's signature line *without your signature*.