



FINANCIAL AID OFFICE
 620 W. Clairemont Avenue • Eau Claire, WI 54701-6162
 (715) 833-6200 or 1-800-547-2882
 Fax (715) 833-6293

Verification of Attendance

Student Section	<p>If you answer "Yes" to EACH OF THE FOLLOWING THREE QUESTIONS, you must complete the Student Section of this form, have an instructor complete and sign the Instructor Section, and submit the form to the CVTC Financial Aid Office.</p>	
	<ol style="list-style-type: none"> 1. Do you believe you will be getting an "F" in ALL of your classes this semester? 2. Did you receive financial aid this semester? 3. Have you attended one (1) course all semester? 	
	_____ Name of Student	_____ CVTC Student ID No.
	_____ Course Attended Throughout Term	
	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall
<input type="checkbox"/> Spring	Year: _____	

Instructor Section	<p>Since CVTC is not an attendance taking school, the Financial Aid Office is currently assuming the above student stopped attending CVTC and failed to complete the necessary paperwork to officially withdraw.</p>	
	<p>This form is to be completed by you only if the student making the request has attended your class throughout the semester. They are not required to attend every class but should have had continued attendance throughout the semester.</p>	
	<p>I, _____ (Name of Instructor),</p> <p>verify that the above-named student attended my class (identified above) throughout the semester.</p>	
	_____ Instructor Signature	_____ Date

Students should return this completed form to the CVTC Financial Aid Office, Room BEC116.