

BridgeValley Community & Technical College
Proof of Attendance Form – _____ Semester _____ Year

Name: _____ B#: _____ Email: _____

Course (CRN)	Course Name & Section	Instructor's Name Printed	Instructor's Full Signature	Instructor's Comments Use back of form for additional comments.

Instructor: Please note the student must attend **one full week of your class before you sign this form.** If the student was reported in error and has been attending class, please provide notation in the remarks column along with your initials.

Note: Online Class Instructors may email Financial Aid after attendance in online courses for one full week at: finaid@bridgevalley.edu.

Student: Please return this form to the Financial Aid Office once all of your instructors have signed the form. In accordance with federal guidelines, financial aid will not be disbursed to your account until this is complete. This form is used to verify attendance in order to process federal student aid. The financial aid office has the right to verify all signatures with the professors, before processing your financial aid. **Any falsifying or forging of information on this form is a federal offense and will be reported to the Inspector General's Office. Also any student, who falsifies or forges any information on this form will not be eligible to receive financial aid and could be brought up on disciplinary charges with the college or local authorities.**

I verify that I have begun attending all courses at BridgeValley Community and Technical College. I am aware if I cease attendance in courses without properly withdrawing, it will be my responsibility to repay funds to BridgeValley CTC and/or the United States Department of Education.

Student Signature

Date