

## **Class Attendance Verification**

If you been awarded financial aid, Class Attendance Verifications (CAV) will be e-mailed to your Campus Pipeline e-mail account on January 5<sup>th</sup>, a day before classes begin. If you have not been awarded financial aid yet, your CAV will be e-mailed to you as soon as your file has been processed and awarded. Print the CAV out as soon as you receive it. Take the CAV to each of your classes and have each instructor sign the form verifying that you are attending class. If you are enrolled in an Internet class, e-mail the instructors requesting verification of your attendance. When the instructor e-mails you back, print and attach the e-mail to the CAV. The e-mail needs to include your name, student ID#, and the class name with the correct course registration number (CRN). Please note that all e-mails must be dated on or after the first day of class for each term and within three weeks of the check disbursement date. Once you have all signatures and or e-mails from instructors, return the CAV to the financial aid office closest to you.

## **Check Disbursement**

In an effort to expedite the financial aid check disbursement process, your CAV must be received in our financial aid office, be verified against your major and that instructor signatures are correct. Then, a disbursement check will be mailed to you within 7 business days. This will greatly expedite the receipt of your financial aid funds. There will be no in-person check pickup. If you have applied for a loan, you must have signed your promissory note.