

CONFIRMATION OF ATTENDANCE

May 22, 2017

The Office of Financial Aid has been informed that all grades submitted on your behalf for Spring 2017 were not passing (only W, I, & F grades). Federal financial aid recipients who fail to earn at least one passing grade during the semester are considered "unofficially withdrawn."

Without acceptable proof of attendance or participation in an academically related activity in each class, you are subject to a Return of Title IV funds calculation, and a portion or all of your financial aid for Spring 2017 may be returned to the federal program.

In order to confirm your attendance, you have these two options:

- *Option 1:* Have all your professors send an email to finaid-wd@uncc.edu specifically stating that you attended the course(s) and the last date of attendance/participation.
- *Option 2:* Submit this Confirmation of Attendance form, signed by ALL professors. Email the completed form to finaid-wd@uncc.edu or fax the form to 704-687-1461.

June 2, 2017 is the deadline for submission of all class attendance/participation information via email or this form. If appropriate confirmation has not been received by that date, some or all of your federal and state funding may be returned.

- If you were paid federal financial aid based on full-time enrollment, and you are not able to confirm attendance in all courses, your aid will be adjusted to the amount of credit hours confirmed and the calculation will be based on the last date of attendance.
- If professor(s) are not able to confirm attendance in ALL classes after the 50% point of the semester, or if they confirm attendance but no specific date is given, the return calculation will be based on the midpoint (50%) of the semester.
- You are responsible for reimbursing UNC Charlotte for the total amount of funds returned. You will be billed on your student account for the amount that you will owe back to the university.
- Once all funds are returned, they cannot be reinstated after the deadline.

Student Name: _____ Student ID: _____
First *MI* *Last*

Phone Number: _____ Email Address: _____

In lieu of emails from your professors, this section must be completed by ALL professors. They **MUST SIGN** for each class enrolled and indicate your last date of participation or attendance, even if you have withdrawn from the class. If you are unable to get your professor's signature, you have the dept. chair sign this form and include the last date of attendance.

Subject, Course, and Section:	Number of Credits:	Professor/Instructor Signature:	Last Date of Participation*:

* For online courses please submit the last date of activity

I certify that this information is accurate to the best of my knowledge and original signatures have been obtained.

Student Signature: _____ Date: _____

Return to the Office of Financial Aid: finaid-wd@uncc.edu