

Never Attended (NA) Status – Proof of Attending Course Form

The Office of Financial Aid is required to confirm student enrollment before any aid can be disbursed to a student's account. Instructors are required to report students who have never attended courses. If a student is reported for not attending a course, it may impact their award amounts. Students are given an opportunity demonstrate their attendance prior to permanent financial aid eligibility adjustments. All resolution forms must be submitted by Oct 15th for the fall semester and Jan 31st for the Spring Term.

To be completed by the student. Please print.

SECTION I	Name		Semester
	Email		RCBC Student ID #
	Home Phone	Cell Phone	
	Address		
	City, State, Zip		

In addition to this form, students are required to provide documentation that they are currently participating in academically-related activities. Academically-related activities **DO NOT** include logging into an online class without active participation or participating in academic counseling or advisement. **Your form will not be accepted without supporting documentation.**

Please indicate the type of documentation that you are including with your form:

- Graded and dated exam or quiz
- Graded and dated assignment
- Documentation showing participation in an online discussion
- Other (please specify) _____

To be completed by the course instructor. Please print.

SECTION III	Instructor's Name	Course ID & Section
	Instructor's Email	
	Instructor's Phone	

I certify that the above student has attended my class and will be allowed to complete the course earning an official grade at the end of the term. If the student stops attending, a grade of ST or SR (with date of last attendance) will be awarded in lieu of an F.

Instructor's Signature (Electronic signatures will not be accepted.)

Date

Phone (856) 222-9311, ext. 1575 • Fax (609) 894-0139 • Email financialaid@rcbc.edu