Financial Aid Attendance Requirement

Eligibility for federal student financial aid is, in part, based on your enrollment status for the session in which you are enrolled. Federal regulations require that students attend all registered classes in order to receive federal financial aid funds. Students who register for courses but do not attend may be reported for non-attendance by Tri-C faculty. Your financial aid will be adjusted to reflect eligibility only for those classes that you attend. Students who do not attend classes for the entire term are required to withdraw from the courses.

The College is required to ensure that students receive financial aid only for the courses that they attend and complete. Effective fall 2011, students who are reported as non-attendance in at least one of their registered courses will have all financial aid funds held until confirmation of attendance in all remaining registered courses has been verified.

Attendance for all courses for which you are still registered must be confirmed to have the financial aid hold removed and financial aid funds released. Steps for confirming attendance for all courses that have not been reported as non-attendance are outlined below.

Instructions for confirming attendance:

1. Instructors must send an email from their Tri-C email account to faattendance@tri-c.edu.
2. The subject line of the email must include the student’s complete name and student identification number.
3. The body of the email must include:
   a. the course reference number
   b. the course subject
   c. the course title
4. The instructor(s) must state that the student has been regularly attending the course.
5. The instructor(s) has the option of carbon copying the student’s Tri-C email when sending the confirmation to the attendance electronic mailbox.
6. Once confirmation of attendance is received for all courses, your financial aid may be released.

Students should allow the Student Financial Aid & Scholarships office a minimum of five (5) business days after the receipt of all attendance confirmations to verify the information and release the financial holds on student accounts.

Please note: All courses that have not been reported as non-attendance must confirm the student’s attendance in order for the student’s financial aid to be released at the time of disbursement.