Policy Proposal for Enrollment Verification

UWF will not release financial aid until attendance in all classes has been verified by the instructor at the beginning of each semester. Beginning Fall 2014 instructors must submit verification of enrollment through class attendance (may be determined by an assignment or requirement of participation for on-line classes) no later than one week after the drop/add deadline for the full term. Financial Aid will only disburse aid after all of a student’s instructors have verified attendance. After the deadline to verify enrollment, Financial Aid will review students that still have not been confirmed as attending each class and adjust/cancel aid as necessary.

Students who are not verified will remain registered in the course; however, non verification may affect financial aid.

Justification: Provides mechanism to ensure we are in compliance with federal regulations. We are required to verify that a student began attendance in classes. Volume 4, chapter 2, page 27 of the 2013-14 FSA Handbook explains that the school must verify that a student is enrolled prior to disbursement. Volume 5, chapter 1, page 5 explains the need to verify that a student begins attendance in all courses for which they are registered.

https://nautical.uwf.edu/portalMenuModules/general/allServices.cfm?fuseAction=ERPIssues_Update&IssueNo=88