

## FEDERAL FINANCIAL AID PARTICIPATION AND ATTENDANCE REPORTING (DROP FOR NON-ATTENDANCE)

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### ➤ Attendance Requirements

Active class attendance and participation lead to academic success. Financial aid funds are disbursed in "good faith" that you are attending your classes. Federal regulations require Columbus State to maintain records showing that you commenced attendance for each semester during which you received financial aid. Instructors are required to submit multiple attendance reports each term. If you never attend, or stop attending a course, you will be administratively withdrawn from that course. Tuition, fees, and financial aid disbursements will be revised based on the enrollment changes and monies will be returned to the appropriate Federal, State, and/or Institutional program(s). This could result in a balance owed to the college that could affect your future enrollment plans. For complete details of this policy, please refer to the financial aid website at:

<https://www.csc.edu/services/financial-aid/maintaining-eligibility/index.shtml>

### ➤ Attendance Reporting Process

The instructor electronically completes and submits the participation and attendance record for each student who receives federal financial aid. The de-registration is processed according to the last date of participation and attendance submitted by the instructor. An e-mail communication is sent to each student's CSCC student e-mail account who has been dropped for non-participation/non-attendance.

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If you have questions about being dropped for non-participation/non-attendance please contact your instructor.