

Please complete this form using blue or black ink

It is time to schedule a disbursement for your student loan. Please complete this form as directed and return it to TBCC's Financial Aid Office. Additional funds will not be released to you without receipt of this completed form.

Student Name: _____
Last Name
First Name/MI
Student ID#

Current 2017-2018 term enrolled Summer Fall Winter Spring

INSTRUCTIONS TO STUDENT:

- Complete the table below by listing all of your classes for the term.
- Take this form to each of your classes and ask your instructor(s) to sign and date.
- Return completed form to TBCC's Financial Aid Office.
- For online course(s), e-mail each of your online instructor(s) requesting verification of your attendance and participation in each class. Your instructor's response to you will serve as their signature. Please print their reply and attach it to this form prior to submitting to Student Services.

INSTRUCTIONS TO FACULTY:

- Verify the student is attending your class(es) regularly **AND** is participating accordingly.
- If student is not attending and/or not participating appropriate for successful learning outcomes, please explain in the comments section below.

Course Name and Number (i.e. Hst 203)	Is student attending <u>AND</u> participating accordingly? Yes/No	Instructor Signature	Date

COMMENTS: _____

Certification:

My signature below certifies the information provided on this form is true and correct. I am aware incorrect information may adversely affect my future financial aid funding.

 Student Signature Date

