



Confirmation of Attendance

In order to comply with federal regulations regarding disbursement of financial aid funds while minimizing the possibility of disbursing financial aid funds to students who have pre-registered, but then decide not to attend, Concord University asks students to confirm their intent to begin each semester for which they are registered. This is accomplished through the billing process by the Student Accounts Office (Business Office). When the Student Accounts Office generates billing notices for students, whether through the individual or mass billing process, the student is then automatically scheduled to receive an electronic request to confirm attendance for the specific term. The electronic request goes to all active e-mail addresses on file for the student; however, in order to guarantee identity, the confirmation of attendance must be electronically signed utilizing the student's University login credentials. All students, even those with a pending zero or credit balance, must confirm attendance through the electronic format.

The electronic confirmation of attendance process consists of automated e-mails that are set to send every Monday, Wednesday and Friday until the student completes the confirmation of attendance process. The automated e-mails begin 7 days following generation of the billing statement (to allow time for the student to receive the statement for review), but no earlier than 30 days prior to the start of the term (to reduce the number of false confirmations). The automated e-mails occur through the scheduled Last Day to Pay as published in the University's academic calendar, which is typically three weeks into the semester. At which time, registration is removed for any student who has not confirmed attendance. Financial Aid disburses only on those students who have completed the confirmation of attendance process.

In order to ensure financial aid funds are not paid to students who decide not to attend after completing the confirmation of attendance process but do not formally withdraw from the University, the Registrar's Office utilizes an attendance tracker program to allow for student financial aid packages to be appropriately adjusted.

As per the Academic Catalog 2017-2018, students are given the opportunity to drop courses within the first five days of the semester without academic penalty. However, if a student was originally packaged as a full-time student and later becomes less than full-time, due to limited attendance or non-attendance for a registered course, paperwork will be originated in the Registrar's Office and forwarded to the Student Accounts Office and Financial Aid Office for an adjustment to the student's financial aid package. Students will be notified of their aid adjustments and resulting monetary obligations to the University based upon the course registration adjustments; if necessary.