

COLLIN COUNTY COMMUNITY COLLEGE STUDENT REQUEST FOR VERIFICATION OF ENROLLMENT

PLEASE PRINT

NAME: _____ CWID: _____

DATE OF BIRTH: _____ DATE: _____

SEMESTER(S) TO BE VERIFIED: _____

SIGNATURE: _____

For Loans

Collin College allows you to obtain your own, official verification of enrollment via CougarWEB. Just log in and click the link on the Home page under "Student Quicklinks".

All enrollment verifications for loan purposes are processed by the **NATIONAL STUDENT CLEARINGHOUSE (NSCH), 13454 Sunrise Valley Dr., St. 300, Herndon, VA 20171-3280**, and sent directly to the lender. Enrollment will be verified based on the number of hours in which a student is enrolled as of a specified date on which this information is provided to the NSCH by the college. Enrollment status updates are sent to the NSCH **three times** during the semester except during summer.

Other Needs

1. _____ **Insurance.** Note: Must provide letter from Insurance Company that states they will not accept our enrollment verifications through the Clearinghouse before we will complete enrollment verification in the office.
2. _____ I do not have a Social Security Number and verifications are not available through the Clearinghouse.
3. _____ **Other: (Please give reason)**

Note: Documentation must be provided from the Company/Employer/Other that they will not accept our enrollment verifications through the Clearinghouse before we will complete an enrollment verification in the office.

_____ Please **hold** for pick up.

_____ Please **mail** to: _____

Please allow two (2) working days for processing. Note: Requests for verification of enrollment at the beginning of a semester will be processed in 2-3 days AFTER census day.

*With few exceptions, state law gives you the following rights regarding the information collected by Collin about you: the right to request to be informed about the information; the right to receive and review the information; and the right to correct information about you that is incorrect.

05.2013

Collin Office Use Only

DATE MAILED OR PICKED UP:	BY:
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