Verification of Enrollment Request

JCCC School Code: 008244-00

I authorize Johnson County Community College to release my information as indicated on this form. I understand that if this form is not complete or does not include my signature, it will not be processed. JCCC ID# First Name MI Date of Birth Last Name Street Address City State Semester & year to be verified: Summer _ Standard Verification of Enrollment includes student's name, ID #, semester start and end dates, number of enrolled credit hours and full time or part time status for the term indicated above. If you need additional information to be included, check one of the special categories below. Student Loan Deferment: include student's social security #: ___ (Complete & sign student portion of loan deferment form if attached. (required by lenders) Forms will be processed after the first week of the semester) Car Insurance Good Student Discount: include grade point average (GPA). Third Party or Employer Tuition Reimbursement: include grades tuition. courses Parent Name (Member of Insurance) Health Insurance: include Member / Group ID # Include anticipated graduation date. Include verification of academic good standing. Letter of Non-Attendance (student has NO academic record at JCCC). Other: **Mail verification to:** (we **DO NOT** fax verifications of enrollment) Student's mailing address at the top of this form Email to: _____ Street Address Name (company or person) City State Zip Student's Signature (required) Daytime Phone Number Date

Submit this request by faxing to:913-469-2300

Email to: Registrar_Office@jccc.edu

Mail to:

Verification of Enrollment Instructions

Request forms must include the signature of the student and a **complete mailing address** for the recipient in order to be processed. Incomplete forms will be returned to the student without being processed.

Verification of enrollment requests are generally processed within three business days of the date received in the Records Office. Verifications for student loan deferments have a different timeline as required by the lenders. JCCC will process loan deferments after the 100% refund period.

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