

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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