

**REQUEST FOR REINSTATEMENT OF FINANCIAL AID  
DUE TO MONITORING CODE - NEVER ATTENDED**

You were recently notified by regular mail, that one or more of your instructors has indicated that you never attended one or more of your classes, or for courses taught online, did not submit an assignment on one or more of your classes. As a result, your financial aid award was adjusted because you do not qualify for financial aid for a class that was monitored as **NEVER ATTENDED**.

If you attended your class, or submitted at least one assignment for your online course, you are required to either submit this form to the One Stop office, any Regional location, or your instructor may email [sfitzsimmons@brookdalecc.edu](mailto:sfitzsimmons@brookdalecc.edu) from their Brookdale email address. The form or email must include the course code and section #. To insure reinstatement of federal aid all requests must be submitted before the end of the term. State aid may not be reinstated unless submitted within State deadlines.

**YOU MUST ENTER YOUR NAME, ID# AND TERM**

**\*Student Name:**

**\*Student ID#**

\_\_\_\_\_

\_\_\_\_\_

**\*TERM** \_\_\_\_\_

Course Code & #	Sec#	Print Instructor name and obtain *Signature of Instructor	Date

*\* The signature of the Instructor certifies that the student has attended at least one class in person, or online.*

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Certification: I certify that I attended at least one day of class in each of the classes listed above and my attendance has been certified by the appropriate instructor and division office.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_