



ENROLLMENT VERIFICATION REQUEST

9000 Overland Avenue
Culver City, California 90230

IT IS VERY IMPORTANT THAT YOU READ ALL INFORMATION CAREFULLY BEFORE COMPLETING THIS FORM: Enrollment verification provides information regarding current enrollment only. This information may include; semester dates, course name and number, course day and time and enrollment status (full-time, part-time student, etc.). ***An Enrollment Verification Request does not verify grades. To request grades complete a Transcript Request form.*** NOTE: West Los Angeles College is not responsible for verifications after they have been processed and mailed. Verifications will only be held for pick up for 30 days.

Processing Steps:

1. Complete the Enrollment Verification Request form.
2. Attach any and all forms to your request. If you do not attach a form, the Admissions Office will issue a standard Verification of Enrollment.
3. Pay fees at the Business Office and return your form and receipt to the Admissions Office counter.

Last Name	First Name	Middle Initial	SID or SS Number
Other Names Used		Date of Birth	Telephone Number
Address	City	State	Zip
			Email Address

Semester and Year: ☐ Winter _____ ☐ Spring _____ ☐ Summer _____ ☐ Fall _____

☐ **Other:** _____

Signature _____ **Date** _____

Verification Released To (Sign ONLY after picking-up verification in person):

Second Signature _____ **Date** _____

REGULAR VERIFICATION SERVICE \$3.00 per copy * ☐ Mail ☐ Pick-Up Number of copies _____ Allow 5 working days processing time	RUSH VERIFICATION SERVICE \$10.00 per copy** ☐ Mail ☐ Pick-Up Number of copies _____ Allow 24 working hours processing time	ELECTRONIC VERIFICATION SERVICE For Loan Deferments Only Free ☐ Select Here Loan Deferment form must be provided by you. (See reverse side for additional information)
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* First two copies of transcript/verification ever requested are free, thereafter; the fee is \$3.00 per copy. ** \$7.00 if you have not obtained your two free copies.

Please print address information below. Student is responsible for correct address. Mail Verification to: Attn: _____ Company: _____ Address: _____ City, State, Zip: _____	Please print address information below. Student is responsible for correct address. Mail Verification to: Attn: _____ Company: _____ Address: _____ City, State, Zip: _____
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FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE

Amount Due _____ ☐ Initial _____ (Admissions check box and initial for payment received)	Date Prcsd _____ Number of Verifications _____ A & R Assistant _____
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Electronic Verifications

Electronic Verifications are processed through the National Student Clearinghouse. The National Student Clearinghouse is a non-profit association founded by the higher education community whose purpose is to streamline the student record verification process for colleges and universities. The Clearinghouse is responsible for providing status and deferment information, on behalf of the school, to guaranty agencies, lenders, service and the Department of Education's NSLSA Phase II. The Clearing house process identifies borrowers who: withdraw from school and need to begin repayment, transfers from one school to another; returns to school and may be eligible for a deferment; or are continuing in the school and are eligible for deferment extension. The Clearing house will process all Enrollment Verification Forms and deferment forms from all guarantors, lenders and servicers on the school's (WLAC) behalf.

More information about the Clearinghouse may be obtained by calling (703) 742-7791 or from their website:

www.studentclearinghouse.org

Student deferments that are eligible for this process are: Direct Loans, Federal Family Education Loan Program (FFEL).

When a student requests an Electronic Verification to be sent through West Los Angeles College, Admissions Office, the following process will occur:

1. WLAC will collect the original deferment form along with WLAC's Verification Request Form. The form must have the Banking Institution information on it or attached to it.
2. WLAC Admissions will send the original deferment form to the National Student Clearinghouse at:

2300 Dulles Station Boulevard
Customer Service Suite 300
Herndon, VA 20171

3. The National Student Clearinghouse will process and send the verification information electronically to the Banking Institution within three business days.