

# Enrollment Verification

For the purposes of financial aid and verification of enrollment, a student is considered enrolled in semester courses by the census date if they are in attendance by the end of the add/drop period: for College of Food Innovation & Technology (laboratory courses) by Thursday of week 1 and for all academic courses by Thursday of week 2. For online courses, a student is considered enrolled by the census date if they complete the first stated assignment or activity by the due date.

If students do not meet these criteria, they will be withdrawn without academic penalty from the course (i.e., as never attended) and, when appropriate, issued a tuition adjustment in accordance with the Tuition and Fees Credit Policy.

Johnson & Wales University has authorized the National Student Clearinghouse (NSC) to act as our agent for providing enrollment verification for insurance purposes, student loans, future employment, military IDs and all other services that require proof of being enrolled at the university. The enrollment certificate will provide details on whether a student is enrolled full time, half time or less than half time for the current semester or for a total enrollment history at the university. This service is offered at no cost to students and is accessible 24 hours per day, seven days per week, including holidays, for immediate assistance. This verification provides enrollment status only. It does not provide information on specific courses taken or grades received; courses and grades are indicated on a university transcript.

Students may print their own enrollment certificates conveniently and easily via jwuLink beginning the 10th day of each semester. Each certification that the National Student Clearinghouse supplies is an official university document. Please note that enrollment can only be verified for the actual term in which a student is registered. Verification of future enrollment or class registration cannot be issued until actual registration occurs and the National Student Clearinghouse is notified of student registration. Enrollment data is reported to NSC approximately every 45 days.

The university began submitting data to the National Student Clearinghouse in September 1999.

## How to Obtain an Enrollment Certificate

1. Go to jwuLink and scroll to Pages.
2. Locate Student Account.
3. Locate Enrollment Certificate. You will be directed to the National Student Clearinghouse site where you are able to perform the following functions:
  - Print a certificate of enrollment to be forwarded to health insurer, housing provider, credit issuer, or other student services provider. (*An **official** Certification of Enrollment will be available from the Clearinghouse on approximately the **10th** class day of the semester.*)
  - View the enrollment information on file with National Student Clearinghouse.
  - View the student loan deferment notifications that the Clearinghouse has provided to loan holders (lenders and guarantors).
  - View the proof(s) of enrollment that the Clearinghouse has provided to health insurers and other providers of student services or products.

## Loan Deferment

### Loan Deferment

Student enrollment is reported automatically to the National Student Clearinghouse for loan deferment purposes. Most lenders, guarantors, and loan servicers provide paperless deferments based on enrollment data reported to them by NSC. If contacting a lender about a deferment, direct them to the National Student Clearinghouse website for this information.

You can review the deferment forms and electronic notifications that have been sent to your loan holders through NSC:

- Login to jwuLink.
- Click the Student Account tab, select "Enrollment Certificate," and then click "Get an Enrollment Certificate."
- Select the "Student Loan Deferment Notifications" link.

If you are still in school and receive a repayment letter, you should contact the loan holder or servicer to verify that the deferment has been processed. Direct the loan holders to verify enrollment through the National Student

Clearinghouse. The LoanLocator feature will list who your lenders are and how to contact them.

Please note: it can take up to two weeks after the term begins before the loan companies receive confirmation of enrollment.

Contact Student Academic Services ( sas.pvd@jwu.edu) for assistance.

## Third Parties

### Third Parties

Johnson & Wales University has authorized the National Student Clearinghouse to act as its agent for all verification requests from third parties. All insurers, lenders, employers and others who need to verify enrollment and/or degrees of Johnson & Wales University students must use the National Student Clearinghouse services. This information is available 24 hours a day, 7 days a week, 365 days a year. The Johnson & Wales University National Student Clearinghouse Enrollment Verification code is 003404.

- Enrollment verifications are not available for students who have requested that their directory information not be released.
- Verifications do not include student ID, Social Security number, specific course information, or grades.
- The enrollment verification reports all completed or in progress degree programs at Johnson & Wales University. Other academic program notations including minors, options, certificates and non-credit programs are reported on the student's official academic transcript.

To obtain information, please choose a link below to access the information needed:

[Degree Verification for Third Party Agencies](#)

[Enrollment Verification for Third Party Agencies](#)

If you have questions or need assistance, please contact the National Student Clearinghouse at:

National Student Clearinghouse  
2300 Dulles Station Blvd, Ste 300  
Hendon, VA 20171  
Tel: 703-742-4200  
Fax: 703-742-4239

[www.studentclearinghouse.org](http://www.studentclearinghouse.org)