

V-4 Custom Verification Group
STUDENT INFORMATION ON VERIFICATION PROCEDURES

The Department of Education has selected your application for Federal Student Aid for verification. Verification is the process your school uses to confirm that the data reported on your FAFSA is accurate. Your school is required to collect documentation that supports the information you reported.

If you used the Internal Revenue Service Data Retrieval Tool (IRS DRT) when filling out your FAFSA, and you have not changed any of the information retrieved, you will not have to verify that information. If you didn't use the IRS DRT and you're selected for verification, log back in at www.fafsa.gov to see whether you can use IRS DRT to fill in the relevant fields on your FAFSA. If not, your school may require you to submit a tax return transcript as part of the verification process. You can find your tax return transcript through the IRS's Get Transcript service at <http://www.irs.gov/Individuals/Get-Transcript>

You must provide the following checked information to the school in order to complete the verification process:

- _____ Completed Independent Verification Worksheet
- _____ Completed Dependent Verification Worksheet
- _____ Non-expired Government Issued Photo ID
- _____ Proof of HS Completion
- _____ Other _____
- _____ Other _____
- _____ Other _____

When the above information is received we will check the following for accuracy:

- ✓ High School Completion Status
- ✓ Identity/Statement of Educational Purpose

Please be advised that the institution may require additional information if there is conflicting documentation in the student file.

If errors exist the Institutional Student Information Record will be sent back for reprocessing. We will notify you within three weeks with a new award letter, if your award will change due to verification.

The Institutional Student Information Record (ISIR) must be processed by the students last day of attendance or by the date specified by USDE for the award year, whichever comes first. Students who are selected for verification must complete the verification process (submit all required forms and have the ISIR corrected) within 120 days of their last day of attendance or by the date specified by USDE for the award year, whichever comes first. If the student does not complete verification within the time frame the student will not qualify for Title IV at this institution.

NOTE: If you do not turn the documentation in to your school within 30 days, you may need to pay cash to attend school until verification is completed. The school may take into account extenuating circumstances on this 30 day deadline.

School: Glen Dow Academy

Student Name: _____

SSN: _____

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. Should additional space be required for any of the below fields, a separate sheet may be attached to complete the data. In addition, you will need to sign and date each additional sheet. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. STUDENT'S INFORMATION TO BE VERIFIED**1. HIGH SCHOOL COMPLETION STATUS - Check the box that applies and provide a copy of the applicable document to indicate the student's high school completion status when the student begins college in 2018-2019**

- Documentation of high school completion obtained prior to the 2018-2019 award year
- Copy of student's high school diploma
- Copy of the student's final official high school transcript that shows the date when the diploma was awarded
- A state certificate or transcript received by a student after the student passed a State-authorized examination (GED test, HiSET, TASC, or other State-authorized examination) that the State recognizes as the equivalent of a High School diploma
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree
- If State law requires a homeschool student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential
- If State law does not require a homeschool student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.
- DD214 indicating that the individual is a high school graduate or equivalent (**Note** - this option should only be used if the student cannot obtain any other documentation that confirms completion of a secondary school education.)

*** A student who is unable to obtain the documentation listed above must contact the financial aid office.**

School: Glen Dow Academy

Student Name: _____ SSN: _____

2. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE – Student must sign the below statement (this does not replace the required signature(s) at the bottom of this form) in person and their unexpired government-issued photo ID kept on file. If they cannot be present at the school they must sign the statement in front of a Notary with the Notary’s information also completed. The School representative must sign confirming they have copied the unexpired government-issued ID and will ensure it is maintained at the institution for the required Title IV record retention period.

Check the box that applies: In Person as the School In Person in Front of a Notary

IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE (To be signed at the institution)

The student must appear in person at _____ to verify his or her identity by presenting
(Name of Post Secondary Educational Institution)

an unexpired government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to receive and review the student's ID.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose
(Print Student's Name)

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending

_____ for 2018-2019.
(Name of Post Secondary Educational Institution)

(Student's Signature)

(Date)

School Official Certification

I have received and reviewed _____ government-issued ID _____
(Student Name) (Type of ID)

on _____
(Date reviewed)

(School official signature)

(Print Name)

(Date)

School: Glen Dow Academy

Student Name: _____ SSN: _____

Notary's Certificate of Acknowledgement

IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE (To be signed in the presence of a Notary)

The student is unable to appear in person at _____ to verify his or her identity,
(Name of Post Secondary Educational Institution)

the student must provide to the institution;

(a) A copy of the unexpired government-issued photo identification (ID) that is acknowledged in the notary statement below or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and

(b) The original Statement of Educational Purpose, provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and
(Print Student's Name)

that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending

_____ for 2018-2019.
(Name of Post Secondary Educational Institution)

(Student's Signature)

(Date)

Notary's Certificate of Acknowledgement

State of _____, City/County of _____ On _____,
(Date)

before me, _____, personally appeared, _____
(Notary's Name) (Printed Name of Signer)

and proved to me on basis of satisfactory evidence of identification _____ to be the above-named
(Type of Government Issued Photo ID Provided)

person who signed the foregoing instrument.



WITNESS my hand and official seal

(Notary's Signature)

My Commission Expires On: _____
(Date)

B. CERTIFICATION AND SIGNATURE

By signing below, you certify that all of the information reported is complete and correct. *The student reported on the FAFSA must sign and date.*

Student Signature

Date

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.