

## 2017-2018 Independent Verification Worksheet (V4)

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification.

You must complete, sign and submit this worksheet along with any required documents to the Tusculum College Office of Financial Aid. After reviewing your file you may be asked for additional information. The law says that we have the right to ask you for this information before disbursing Federal Student Aid.

**SUBMISSION DEADLINE: June 1, 2017** *Verification paperwork received after this deadline may cause a delay in the processing of funds to your student account.*

If you have questions about this process, please contact the Office of Financial Aid as soon as possible to prevent delays.

### A. Independent Student's Information

_____ Student's Last Name	_____ Student's First Name	_____ Student's M.I.	_____ Student's Social Security Number
_____ Student's Street Address (include apt. no.)			_____ School Assigned ID Number (if known)
_____ City	_____ State	_____ Zip Code	_____ Student's Date of Birth
_____ Student's Email Address			_____ Student's Home or Cell Phone Number

### B. High School Completion Status

Please check the document you will submit to verify your high school completion status when the student will begin college in 2017-2018:

- A copy of your high school diploma
- A copy of your 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 exam) 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 when you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree
- If State law required a homeschooled student to obtain a secondary credential for home school (other than a high school diploma or its recognized equivalent), a copy of that credential
- If State law does not require a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by your parent or guardian, that lists the secondary school courses that you completed and documents the successful completion of a secondary school education in a home school setting

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

If you have already submitted this documentation or plan to submit to Tusculum, please indicate which office it was or will be submitted and an approximate date:

Admission Office. Sent (date): \_\_\_\_\_ OR Will send (date): \_\_\_\_\_

Registrar's Office. Sent (date): \_\_\_\_\_ OR Will send (date): \_\_\_\_\_

Other Office: \_\_\_\_\_ Sent (date): \_\_\_\_\_ OR Will send (date): \_\_\_\_\_

*If you are unable to obtain the documentation listed above, you must contact the Office of Financial Aid.*

**C. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one spouse whose information was reported on the FAFSA must sign and date.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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

Please review your information for accuracy and remember to include the following:

- Complete and accurate High School Completion information.
- Complete and accurate Identity and Statement of Educational Purpose – Original documentation is required

*Submit this worksheet to the Tusculum College Office of Financial Aid. You should make a copy of this worksheet for your records.*

Note: If we have reason to believe that any information on this form is inaccurate we may require supplemental documentation

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**D. Identity and Statement of Educational Purpose**

You must verify your identity and sign a statement of Educational Purpose. There are two options for completing this section:

**Option 1:** Appear in person at Tusculum College (main campus or any site locations) and present an unexpired valid government-issued photo identification.

**Option 2:** If unable to appear in person you must provide an original notarized statement (see reverse side).

**OPTION 1 (appear in person)**

In order to verify your identity, present an unexpired valid government-issued photo identification (ID), such as, but not limited to:

- A driver's license
- Other state-issued ID
- Passport

*Tusculum College will maintain a copy of your photo ID that is annotated with the date it was received and the name of the official at the institution authorized to validate your ID.*

**Statement of Educational Purpose**

**You must sign in the presence of a Tusculum College Official:**

I certify that I \_\_\_\_\_ am the individual signing this Statement of  
(Print Student's Name)

Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Tusculum College for 2017-2018.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's ID Number

\*\*\*FOR INTERNAL USE ONLY\*\*\*

Tusculum College Staff ID Verification: Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Unexpired Valid Government-issued photo ID used to verify identity:

\_\_\_\_ Driver's License

\_\_\_\_ U.S. Passport

\_\_\_\_ Other Government/State Issued ID \_\_\_\_\_  
Type of State Issued ID

**Please submit the original of Section D; copies are not acceptable (for this section only).**

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**Option 2 (unable to appear in person)**

**Identity and Statement of Educational Purpose (To Be Signed With Notary)**

If you, the student, are unable to appear in person at Tusculum College (main campus or site location) to verify your identity, you must provide:

- (a) A copy of an unexpired **valid** government-issued photo identification (ID) that is acknowledged in the notary statement below, such as, but not limited, to a driver's license, other state-issued ID, or passport; **and**
- (b) The original notarized Statement of Educational Purpose provided below, which must be notarized.

**Statement of Educational Purpose  
(To Be Signed in the Presence of a Notary)**

I certify that I \_\_\_\_\_ am the individual signing this Statement of  
(Print Student's Name)

Educational Purpose and that the federal student financial assistance I may receive will only be used for the educational purposes and to pay the cost of attending Tusculum College for 2017-2018.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's ID Number

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and provided to me  
(Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**  
(seal)

\_\_\_\_\_  
Notary signature

My commission expires on \_\_\_\_\_  
Date

**Please submit the original of Section D; copies are not acceptable (for this section only).**