



**Custom Verification Worksheet (V4)
2021-2022**

Office of Financial Aid

Your 2020-2021 FAFSA was selected for a review process known as verification. This means that you are now required to complete and return this worksheet to Springfield College Office of Financial Aid. We will compare your FAFSA data with the information provided on this worksheet. If there are differences we will update your FAFSA, and if necessary, recalculate your eligibility for federal and institutional aid. If you have any questions, please contact us at 413.748.3108 or for ROCE students: 413.748.3112 or via email @ financialaid@springfieldcollege.edu.

SECTION A: Student's Information

College ID: _____

Student's Last Name _____ First Name _____ M.I. _____

Student's Date of Birth _____

Student's Street Address (include apt. number) _____

Student's Phone Number _____

City _____ State _____ Zip _____

Student's Email Address _____

Student's marital status: ___ Single ___ Married ___ Separated

Student Status: New student Continuing student
(circle one)

SECTION B: High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2021–2022:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or another similar document.
- A 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 that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- 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.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (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.

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

Check here if you provided the Office of Admissions with one of the documents listed above. Please circle the bullet in the list above which corresponds to the specific document. We will verify that they have the document and if the Office of Admissions has it you will not need to send another copy to the Office of Financial Aid.

Student's Name: _____

Student's ID Number: _____

SECTION C: Identity & Statement of Educational Purpose: (To Be Signed at the Institution)

The student must appear in person at Springfield College to verify his or her identity by presenting an unexpired valid 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. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below. Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary) If the student is unable to appear in person at Springfield College to verify his or her identity, the student must provide to the institution: (a) A copy of the unexpired valid 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
(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 Springfield College for 2021–2022.

Student's Signature: _____

Date: _____

Student's ID Number: _____

***For Springfield College Use only:
Authorization form which was signed at the Institution***

Name of Springfield College employee

Signature of authorized Springfield College employee

Date viewed documents and signing statement

Student's Name: _____

Student's ID Number: _____

Notary's Certificate of Acknowledgement

State of _____

County of _____

On _____, before me, _____, personally
(date) (name of notary public)

appeared, _____, and proved to me on basis of
(printed name of signer)

satisfactory evidence of identification _____
(type of unexpired government-issued photo ID provided)

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

Witness my hand and official seal

Notary signature
My commission expires on _____

SECTION D: Certification and Signatures

Each person signing below certifies that all of the information reported is complete and accurate. The student and one parent whose information was reported on the 2021-2022 FAFSA must sign and date.

Referral of Fraud Cases

If we suspect that a student, employee, or other individual has misreported information or altered documentation fraudulently to obtain federal funds, we are required to report our suspicions and provide any evidence to the U.S. Office of Inspector General.

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

Student's signature

Date

Parent's (or Spouse's) signature

Date

Parent's email address

IMPORTANT: Please note that the *Statement of Educational Purpose* must have "wet" signatures. This means that this form CANNOT be faxed or scanned to us. Please mail or hand-deliver this completed form to the Office of Financial Aid, Springfield College, 263 Alden Street, Springfield, MA 01109-3797.

Thank you for your assistance with the verification process.