



Custom Verification Worksheet (V4) 2019-2020

Financial Aid Office

Your 2019-2020 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 Financial Aid Office. 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 SPCS 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

We need to verify your completion of a high school program or its equivalent. Springfield College must have one of the following documents to verify the student's high school completion status when the student is enrolled in 2019-2020:

- A copy of the student's high school diploma.
- 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 the 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. Please specify the name of the examination: _____
- 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 homeschooled 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 homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), we need a copy of 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.

Check here if you provided the Springfield College Admissions Office 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 Admissions Office has it you will not need to send another copy to the Financial Aid Office.

If the student is unable to provide one of the above documents, please contact the Springfield College Financial Aid Office.

Student's Name: _____

Student's ID Number: _____

SECTION C: Identity & Statement of Educational Purpose

The student must verify his or her identity by one of the following two methods:

1. Appear in person at the Financial Aid Office at Springfield College by presenting a valid government-issued photo identification (ID) (cannot be expired), such as, but not limited to, a driver's license, other state-issued ID, or passport. The college will maintain a copy of the student's photo ID that is annotated with the date it was received and reviewed and the name of the college official authorized to receive and review the student's ID. In addition to the ID document, the student must sign, in the presence of a Springfield College official, the following *Statement of Educational Purpose* provided below.
2. If the student is unable to appear in person at Springfield College to verify his or her identity, the student may sign the *Statement of Educational Purpose* in front of a notary public and must provide the following to the Springfield College Financial Aid Office:
 - A copy of the valid government-issued photo ID (cannot be expired) 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
 - The original notarized *Statement of Educational Purpose* provided below. **We need a "wet" signature which means we cannot accept a faxed or scanned copy of the signed statement.**

Statement of Educational Purpose

I certify that I _____ am the individual signing this *Statement of 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 2019-2020.

(print student's name)

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 2019-2020 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 Financial Aid Office, Springfield College, 263 Alden Street, Springfield, MA 01109-3797.

Thank you for your assistance with the verification process.