



2023-2024 Verification Worksheet V4/V5

High School Completion Status please check box. Only one that indicates your high school completion status.

☐ **High School Diploma**

Please include:

Copy of the student's high school diploma OR
Copy of the student's final high school transcript which
includes the date of high school completion

☐ **Two Year Program Completion**

Please include:

Copy of the student's official academic transcript showing
the student has completed at least a two year program
acceptable for full credit towards a bachelors degree

☐ **GED Completion**

Please include:

Copy of student's GED Certificate OR
Copy of student's GED Transcript

☐ **Home Schooled Students**

Please include:

If state law requires a home-schooled student to obtain a
secondary school completion credential for home school
(other than a high school diploma or recognized equivalent),
a copy of that credential

If state law does not require a home schooled student to
obtain a secondary school completion credential (other than a
high school diploma or 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 documents the successful completion of the secondary
school education in a high school-setting

Sign this Worksheet

By signing this worksheet, I certify that all information reported on this worksheet is complete and correct under penalty of perjury.

Student Signature

Date

Parent Signature (if student is dependent)

Date

Identity Verification and Statement of Educational Purpose

As per federal regulation, Coffeyville Community College must receive documentation of your identity AND a signed Statement of Educational Purpose for the 2023-2024 award year. To complete this verification process you will need to:

1. Submit a copy of a government issued photo identification (such as drivers license, passport or military ID AND
2. Submit a Statement of Educational Purpose signed by the student for the 2023-2024 award year. This must be a set signature and can not be faxed.

If you come to the Financial Aid Office at Coffeyville Community College in person to show your original government issued ID for us to copy, AND while in person, sign the certification and signature section on the next page, this worksheet does not need to be notarized. Otherwise, if you are unable to provide the documentation in person, then the certification and signature section on the next page must be notarized.

Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at Coffeyville Community College to verify his or her identity by presenting a 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 with the date it was received and the name of the official at the institution authorized to collect the student's ID. In addition, the student must sign, in the presence of the institutional official the following:

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 Coffeyville Community College for 2023-2024.

(Student's Signature)

(Date)

(Student's ID Number)

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

If the student is unable to appear in person at Coffeyville Community 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.

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 Coffeyville Community College for 2023-2024.

(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 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)