



*Student Financial Aid*

## 2019-2020 Custom Verification – Tracking Group V4

Your 2019-2020 Free Application for Federal Student Aid (F A F S A) was selected for review in a process called verification. If your F A F S A is incorrect the financial aid office may be required to make corrections to your processed F A F S A. Corrections may alter your financial aid eligibility. You must complete and sign this verification worksheet, attach any required documents, and submit it to the Financial Aid Office nearest you. Additional information may be requested. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed. The verification process may take up to three weeks to process during peak periods. If your file is incomplete, Pell Grant funds will not be available in the bookstore.

### Section A: Student Information

_____	_____	_____	_____
Last Name	First Name	MI	ID Number or last four of S S N
_____			_____
Street Address			Date of Birth
_____	_____	_____	_____
City	State	Zip Code	Telephone Number (including area code)
_____@students.chattahoocheetech.edu			
Student Email			

**Student Name:**

**Student ID:**

**Section B: High School Completion Status**

The Financial Aid Office is required to verify your completion of a high school program or its equivalent. Please provide the Financial Aid Office one of the following documents that indicate the student’s high school completion status. If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

- I have provided this information to Chattahoochee Technical College Admissions Office within the last two years.
- I have provided a copy of one of the following to Chattahoochee Technical College Financial Aid Office.
  - Student’s high school diploma.
  - Student’s final official high school transcript that shows the date when the diploma was awarded.
  - Student’s General Educational Development (GED) certificate or GED transcript.
  - Student’s academic transcript that indicates successful completion of at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
  - DD 214 Certificate of Release or Discharge from Active Duty if high school graduate or equivalent is noted
  - 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 would need 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 a secondary school education in a homeschool setting, AND, a document from the student’s local public high school district’s superintendent of schools indicating that the student’s homeschool program qualified as an exemption from compulsory school attendance requirements under State law for the time the student would have attended high school.
  - For students who completed a secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document is required. It must indicate a graduate date.

FA Office use only	
HS Completion verification on file with CTC Admissions, verified by _____	
Identity Verification Results Reported to CPS on _____	
<input type="checkbox"/> CPS Identity Verification Results Confirmation in file	<input type="checkbox"/> RHACOMM comment

**Student Name:**

**Student ID:**

Please note: In order for the Financial Aid Office to finish the verification process, please turn in all required documents. The verification process may take up to three weeks to process during peak periods. If your file is incomplete, your Pell Grant funds will not be available in the bookstore.

**Section C: Certification and Signature**

Each person signing this form certifies that all the information on it is complete and correct. Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

_____	_____	_____	_____
Student Signature	Date	Parent Signature (If dependent student)	Date

Student Name:

Student ID:



**Chattahoochee**  
TECHNICAL COLLEGE

*Student Financial Aid*

**2019-2020 Statement of Educational Purpose**  
(Tracking Group V4 & V5)

**Please note: This form cannot be faxed.**

<b>OFFICE USE ONLY</b>
Date received: _____
Received by: _____
Check form of ID presented:
<input type="checkbox"/> Driver's License
<input type="checkbox"/> State issued ID
<input type="checkbox"/> Passport

The student must appear in person at Chattahoochee Technical College to verify his or her identity by **presenting a valid, un-expired, 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 and that  
(Print Student's Name)

the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Chattahoochee Technical College for 2019-2020.

\_\_\_\_\_  
(Student's Signature)    (Student's ID Number)    (Date)

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

If the student is unable to appear in person at Chattahoochee Technical College to verify his or her identity, the student must provide:

- (a) A copy of the 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.

**Statement of Educational Purpose**

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

student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Chattahoochee Technical College for 2019-2020.

\_\_\_\_\_  
(Student's Signature)    (Student's ID Number)    (Date)

**Notary's Certificate of Acknowledgment**

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

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

On \_\_\_\_\_, before me,

(Date) \_\_\_\_\_ (Notary's name)

personally appeared \_\_\_\_\_ and proved to me on basis of satisfactory

(Printed name of signer)

evidence of identification, \_\_\_\_\_, to be the above named person who

(Type of government-issued photo ID provided)

signed the foregoing instrument.

**WITNESS my hand and official seal**

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

\_\_\_\_\_  
(Notary signature)