



**Office of Financial Aid**

Phone: (740)389-4636

Email: [financial-aid@mtc.edu](mailto:financial-aid@mtc.edu)

**2021-2022 Verification Worksheet  
V4 – Custom Group**

Your application was selected for review in a process called “**Verification.**” In this process, Marion Technical College (MTC) will be comparing information from your FAFSA with copies of your, your spouse’s (if applicable), or your parent(s) **2019 Federal tax transcripts**, or with W-2 forms or other financial documents. The Dept. of Ed. requires MTC to process this information in order for the student to receive Federal aid. If there are differences between your FAFSA information and your financial documents, we will send corrections electronically to have your information reprocessed.

**STEP 1: STUDENT INFORMATION**

_____	_____	_____	_____
Last Name	First Name	MI	Social Security #
_____			_____
Address			Date of Birth
_____			( _____ )
_____	_____	_____	_____
City	State	ZIP Code	Phone Number

**STEP 2: HIGH SCHOOL COMPLETION STATUS**

Provide **one of the following documents** that indicate the student’s high school completion status

- A copy of the student’s high school diploma; Continue to STEP 4.
  - A copy of the student’s final official high school transcript that shows the date when the diploma was awarded; Continue to STEP 4.
  - A copy of the student’s General Educational Development (GED) Certificate or other state-authorized examination that the State recognizes as the equivalent of a high school diploma. Continue to STEP 4.
  - For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
  - The student’s academic transcript listing successful completion in at least a two-year program that is acceptable for full credit towards a bachelor’s degree; Continue to STEP 4.
  - Home School – the student’s transcript or equivalent, signed by the parent or guardian, that lists the secondary school courses completed by the applicant and documents the successful completion of a secondary school; Continue to STEP 5.
  - Home School – a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent) provided for under State law; Continue to STEP 4.
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### STEP 3: IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE

The student must meet with a Financial Aid Counselor **IN PERSON** at MTC and present the following documentation to verify the applicant's identity. Below are the items needed during the meeting:

- A valid government-issued photo identification, such as, but not limited to, a driver's license, other state-issued ID, or passport. MTC will maintain a copy of the photo ID that is annotated with the date it was received and reviewed and the name of the financial aid officer authorized to collect the student's ID.
- A signed statement (below) certifying that the Federal student financial assistance received will only be used for educational purposes to pay the cost of attending MTC for the 2021-2022 award year.

I certify, that I (print name) \_\_\_\_\_ 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 MTC for 2021-2022.

**If the student is unable to appear in person at MTC to verify his/her identity, the student must provide:**

- A copy of the valid government-issued photo 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
- The original Statement of Educational Purpose, which is provided above, 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.

### STEP 4: CERTIFICATION AND SIGNATURES

By signing this worksheet, I/we certify that all the information reported on this worksheet to qualify for Federal student aid is complete and correct. If dependent, at least one parent must sign.

**WARNING: This process is deemed required by the Federal Government. If you purposely give false information you may be fined, be sentenced to jail, or both.**

Student \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Return this form and ALL documentation to MTC Financial Aid Office.**