

Southeast Tech must review the requested information, under Federal financial aid program rules (CFR Title 34, Part 668).

Failure to complete verification will delay your financial aid award.

A. Student Information

Date of Birth	Phone Number ()	Social Security/ID #		
First & Last Name	Address	City	State	Zip

B. Tax Information

Complete this section only if yourself and/or your spouse will not file and are not required to file a 2015 income tax return with the IRS. You must provide copies of 2015 IRS W-2 forms issued to the student and/or spouse by their employers for all income, if not required to file. Please check "Did Not Work" if you, your spouse, or both didn't work in 2015. Please check "Not Req to File" if you, spouse, or both **weren't** required to file a tax return in 2015.

(Please check below if applicable)

Employee's Name	Employer's Name	2015 Amount Earned	Did Not Work	Not Req to File

C. Family Information

List the people in your household; include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2016 through June 30, 2017, or if the child would be required to provide your information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards, even if they do not live with you. Do not include children that child support was paid during 2015.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2016 through June 30, 2017.

Include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016 and June 30, 2017. If more space is needed, attach a separate page with your name and Social Security number at the top.

First & Last Name	Age	Relationship	Attending College in 2016–2017
		SELF	SOUTHEAST TECHNICAL INSTITUTE

D. SNAP Benefits

Check **one** below:

You received SNAP (Food Stamps) in 2014 or 2015.
You must attach documentation from agency.

You did not receive SNAP (Food Stamps) in 2014 or 2015.

E. Child Support

If you (or your spouse) **paid** child support during 2015, please fill out the chart below and attach documentation. **Children listed below can't be included in household size from page one:**

Amount of Child Support Paid Out in 2015	Who the Child Support was Paid to (First & Last Name)	Child's First & Last Name	Age

F. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2016–2017.

- _____ A copy of the student's final official high school transcript that shows the date when the diploma was awarded
- _____ A copy of the student's General Educational Development (GED) certificate or GED transcript
- _____ A copy of the student's high school diploma

G. Documentation of Identity/Statement of Educational Purpose

This section must be completed either in the presence of Financial Aid Staff or Public Notary. In order to complete the Verification process, you will need to appear in person at Southeast Technical Institute and present your government issued ID (such as a driver's license, military ID, passport) and this verification worksheet to an institutionally authorized Financial Aid staff. Financial Aid staff will need to validate the statement below at the time of submission by maintaining a copy of your photo ID and by providing a signature and date.

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 Southeast Technical Institute for 2016–2017.

Student's Signature and Date

Financial Aid Staff's Signature and Date

If you cannot appear in person to submit this verification worksheet, you will need to provide a copy of your government issued photo ID and this verification worksheet notarized by a public notary.

Notary's Certificate of Knowledge

State of _____ City/County of _____ on _____

before me, _____ personally appeared, _____ and provided to me on basis of satisfactory evidence of identification _____ to be the above named person who signed the foregoing instrument.

Notary's Name

Printed Name of Signer

Type of Government Issued Photo ID Provided

WITNESS my hand and official seal _____
Notary's Signature _____ *Date Commission Expires* _____

(Seal)

H. Certification and Signature

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

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and date this worksheet. If married, the spouse's signature is optional.

Student's Signature _____ *Date*

Spouse's Signature (optional) _____ *Date*

Submit this worksheet along with other required documents to the Southeast Tech Financial Aid Office.