



Central Alabama Community College

2015-2016 Verification of High School Completion, Identity and Statement of Educational Purpose

This form is to be used for V4 & V5. Please attach to V1.

A. Student's Information (Please Print)

_____	_____	_____	_____
Student's Last Name	Student's First Name	Student's M.I.	Last 4 Digits of Student's Social Security Number
_____			_____
Student's Street Address (include apt. #)			Student's Date of Birth
_____	_____	_____	_____
City	State	Zip Code	Student's Email Address
_____		_____	
Home Phone Number	Cell Phone Number (include area code)	Student's CACC ID Number (if known)	

B. Verification of High School Completion

In accordance with federal regulations, CACC's Financial Aid Office must receive documentation of your high school diploma, recognized equivalent or home-schooled credential. **NOTE: The documentation MUST be submitted to CACC's Financial Aid Office, even if previously provided to another CACC Office/Department (such as the Office of Enrollment Services).**

Check the ONE blank applicable to the documentation you will be submitting with this completed worksheet:

- _____ *Copy of my high school diploma*
- _____ *Copy of high school transcript showing the date when the diploma was awarded;*
- _____ *A state certificate or transcript you received after you passed a state-authorized examination (GED test, HiSet, TASC) that the state recognizes as the equivalent of a high school diploma*
- _____ *For students who completed secondary education in a foreign country, provide a copy of the "secondary school leaving certificate" or other similar document*
- _____ *Academic transcript showing successful completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree*
- _____ *For a homeschooled student from a state where state law requires the student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a copy of that credential.*
- _____ *For a homeschooled student from a state where state law does not require the student to obtain a secondary school completion credential for home school (other than a high school diploma or its 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 includes a statement that the student successfully completed a secondary school education in a home school setting.*

NOTE: A student who is unable to obtain the documentation listed above must contact the Financial Aid Office.

C. Identity Verification and Statement of Educational Purpose

The student must appear in person at Central Alabama Community College to verify 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 C Number. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

If the student cannot sign in person, this section must be completed and signed in the presence of a notary.

If the student is unable to appear in person at Central Alabama Community College to verify his or her identity, the student must provide the following:

1. 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
2. The original notarized Statement of Educational Purpose provided below.

Identity and Statement of Educational Purpose

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

Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Central Alabama Community College for 2015-2016.

 Student's Signature Date

 CACC Financial Aid Staff Member's Signature Date
 (ONLY IF WITNESSING IN-PERSON SIGNATURE OF STUDENT)

 CACC Financial Aid Staff Member's Printed Name & Title Date
 (IF SIGNED ABOVE, STAFF MEMBER MUST ALSO COPY ORIGINAL ID'S)

Notary's Certificate of Acknowledgement – (This section MUST be completed by a notary ONLY if you are unable to present your verification and sign your statement of Educational Purpose IN PERSON to a CACC Financial Aid Staff Member.)

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____, personally appeared, _____,
 (Date) (Notary's name) (Printed Name of Signer)

and proved to me on basis of satisfactory evidence of identification _____ to be the
 (Type of government-issued photo ID provided)

above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
 (seal)

 (Notary signature)

My commission expires on _____
 (Date)

D. Certification and Signatures: Each person signing this worksheet certifies that all of the information reported on it is complete and correct. If dependent, the student and one parent must sign and date this worksheet.

Student Signature	Date
Parent Signature (if dependent)	Date

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both. Also, you may be subject to disciplinary action by the College.

Do not mail this worksheet to the U.S. Department of Education.
Return this worksheet to the Financial Aid Office at:

<i>Financial Aid Office – Alexander City Campus</i> 1675 Cherokee Road Alexander City, AL 35010	<i>Financial Aid Office – Childersburg Campus</i> 34091 US Hwy 280 Childersburg, AL 35044	<i>Financial Aid Office – Talladega Center</i> 1009 South Street East Talladega, AL 35160
---	---	---

You should make a copy of this worksheet for your records.

The Free Application for Federal Student Aid (FAFSA) is the only form that a student is required to complete to be considered for student assistance from any of the Title IV, HEA programs. No additional application or other request for information can be required by an institution in support of the student's request for Title IV, HEA program assistance, except for information needed to ensure the student's eligibility for such assistance (e.g., information needed to complete verification or to demonstrate compliance with the student eligibility provisions of the HEA and the regulations).

It is the official policy of the Alabama Community College System that no person shall, on the grounds of race, color, handicap, gender, religion, creed, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Central Alabama Community College will make reasonable accommodations for qualified disabled applicants or employees.