



2019-2020 Financial Aid Verification Worksheet V1

Financial Aid Office
400 W 11th · Coffeyville, KS 67337
Phone: 620.251.7700

This worksheet and any accompanying tax documents should be submitted in person, by postal mail or with the Financial Aid upload tool on the Financial Aid Page at www.coffeyville.edu.

Student Name: _____ ID Number: _____ DOB: _____

Email: _____

Step 1 - Household Information

1) Select your status. You are considered a dependent student if you were required to provide parental information on your FAFSA.

- Dependent Students:** List the people in your parents' household. Do not include foster children. Include:
- (1) yourself, **regardless of where you live**
 - (2) the parent(s) you listed on the FAFSA, **even if you do not live with them at this time.**
 - (3) your parents' other children, IF (a) your parents will provide more than half of the children's support from 7/1/19-6/30/20, or (b) the children will be considered dependent on their own FAFSA.
 - (4) Other people, if they now live with your parents, and your parents

- Independent Students:** List the people in your household. Do not include foster children. Include:
- (1) yourself
 - (2) your spouse, if you are married
 - (3) your children, IF (a) you will provide more than half of the children's support from 7/1/19-6/30/20
 - (4) Other people, if they now live with you, and you will provide more than half of their support from 7/1/19-6/30/20

Full Name	Age	Relationship to Student	Attending College in 19/20?	Name of College Attending <small>(Student must be in at least half time. Do not include parents)</small>
		Self	Yes	Coffeyville Community College

Step 2 - Tax Forms & Income Information - Calendar Year 2017

Student Information Year 2017	Required Documentation	Parent Spouse Information Year 2017
<input type="checkbox"/> I filed a Federal Income Tax Return →	<ul style="list-style-type: none"> • Use the IRS Data Retrieval Tool on the FAFSA OR • Submit a signed 2017 Tax Return OR • Order a Tax Return Transcript -Go to irs.gov and select "Get Your Tax Record." Mail, fax or scan transcript to the CCC Financial Aid Office 	<input type="checkbox"/> I filed a Federal Income Tax Return ←
<input type="checkbox"/> I worked but am not required to file →	<ul style="list-style-type: none"> • Provide copies of all W2s from 2017 and, if you are a parent or independent student, a non-filer letter from IRS. 	<input type="checkbox"/> I worked but am not required to file ←
<input type="checkbox"/> I did not work or earn income →	<ul style="list-style-type: none"> • Non-filer Letter - For parent and independent student only 	<input type="checkbox"/> I did not work or earn income ←

NON-TAX FILING PARENTS AND INDEPENDENT STUDENTS: Each non-tax filing parent and independent student who earned income in 2017 **must submit all W-2 forms received for 2017 and a verification of non-filer letter from the IRS.** If you did not keep copies of your W-2s, you may request a wage and income transcript from the IRS, or contact previous employers. "Verification on Non-Filing" may be ordered by submitting **IRS Form 4506-T** and check box 7. The form is available at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.

Step 3 - Certification: By signing this worksheet, I certify all the information reported is complete and correct.

Student Signature _____ Date _____ Student Name (Please Print) _____

Parent Signature (If student is dependent) _____ Date _____ Parent Name (Please Print) _____



2019-2020 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 2019-2020 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 2019-2020 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 2019-2020.

(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:

1. A copy of a valid government issued photo 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.

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 2019-2020.

(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)