

# 2021-2022 Identity & High School Completion Status Document

Elms College • Financial Aid Office • 291 Springfield Street, Chicopee, MA 01013

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## Why am I being asked to complete this form and what are my responsibilities?

Your 2020–2021 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification, which requires the Financial Aid Office to collect information from you and your family to compare to the data you reported on your FAFSA. Please provide this completed worksheet, and any financial documentation requested from you below, to the Financial Aid Office within 15 days of receipt. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. If you have questions about the verification process or your specific household or financial situation, please contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed.

## What are the Financial Aid Office's responsibilities?

The Financial Aid Office will use this worksheet and your financial records will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected or we may ask for additional information. If the information you supply during the verification process should change your financial aid package, the Financial Aid Office will inform the student immediately of any and all changes.

## Section 1: Student's Information

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Student's Last Name	Student's First Name	Student's M.I.	Elms College ID Number
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Student's Street Address (include apt. no.)	Student's Date of Birth
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City	State	Zip Code	Student's Phone Number
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## Section 2: 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 2021-2022:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (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 homeschool setting.

If the student is unable to obtain the documentation listed above, they must contact the Financial Aid Office at [finaid@elms.edu](mailto:finaid@elms.edu) or (413) 265-2249.

### **Section 3: Identity and Statement of Educational Purpose**

#### **Identity and Statement of Educational Purpose (To be signed at the institution)**

The student must appear in person at **Elms College, Chicopee, MA** to verify his or her identity by presenting an unexpired 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 by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

#### **Identity and Statement of Educational Purpose (To be signed with Notary)**

If the student is unable to appear in person at **Elms College, Chicopee, MA** to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (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
- (b) The original Statement of Educational Purpose provided below, which 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.

**Statement of Educational Purpose**

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

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 \_\_\_\_\_ for 2020-2021.

(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(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 proved to me  
(Printed name of signer)

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)

**Section 4: Certification and Signatures**

Each person signing this worksheet certifies that all the information reported is complete and correct. If student is dependent, the parent whose information was reported on the FAFSA must sign and date.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (required if student is dependent)

\_\_\_\_\_  
Date