

**Identity Verification
Worksheet**

Federal Student Aid Programs

Your application is selected for a review called "Custom or Aggregate Verification" which requires an identity verification worksheet be completed in addition to our regular verification worksheet. Federal regulations give our office the right to request this information before awarding financial aid. To avoid delays in processing your financial aid, please complete as soon as possible. *Wenatchee Valley College must review the requested information, under the financial aid program rules (CFR Title 34, Part 668).*

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

A. STUDENT INFORMATION (Name must match SS card and all identity docs. If this is not the case, contact our office for further directions)

Last Name			First Name			MI	ID#:
Address (include apt # if applicable)			Date of Birth			**ctcLink ID required**	
City	State	ZIP Code				Daytime Phone (include area code)	

*****Read instructions (pg. 3) carefully FIRST and follow all directions EXACTLY.***. Forms not completed as instructed, or missing required documentation, will be considered incomplete and will not be processed. If you have questions, contact our office.**

B. HIGH SCHOOL COMPLETION STATUS

We need to verify what your high school completion status will be **when you begin college in 2021-2022**. Please complete both Items #1 and #2 below, submit appropriate documentation for item #2.

1. ENROLLMENT PLANS: For the year 2021-2022, I will begin enrollment at WVC in the following quarter (check ONE box only):

- FALL 2021 (09/27-12/16) WINTER 2022 (01/03-03/23) SPRING 2022 (04/04-06/17) SUMMER 2022 (06/27-08/19)

2. HIGH SCHOOL COMPLETION STATUS: Check ONE box for the completion status. Present original documentation for us to photocopy – if you have questions, or are unable to obtain or bring in the documentation required, contact the financial aid office. *If you think you previously submitted a particular document, check with financial aid. If we have it on file, we can copy and attach it.* **If the name on your education document does not match name on your photo ID, also submit name change document.**

- I graduated high school. I am attaching a copy of my **high school diploma**.
- I graduated high school. I am attaching a copy of my **official final high school transcript which includes the date of graduation**.
- I have a GED. I am attaching a copy of my **GED certificate**.
- I have a GED. I am attaching a copy of my **GED transcript**.
- I was Home schooled. I am attaching a transcript or the equivalent - signed by my parent or guardian - that lists the secondary school courses I completed and documents the successful completion of a secondary school education in a homeschool setting.
- I do not have a diploma or GED. I am attaching a State Certificate that is recognized by the state that issued it as the equivalent of a high school diploma.
- I do not have a diploma or GED. I am attaching an academic transcript that shows I successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- I am currently working on my high school diploma. I expect to graduate ____/____ (mm/yy). I understand that I must submit a copy of my diploma or final transcript prior to receiving financial aid.
- I am currently working on my GED. I expect to complete my GED ____/____ (mm/yy). I understand that I must submit a copy of my GED or GED transcript prior to receiving financial aid.
- I do not meet any of the circumstances above. (Please contact the financial aid office for further information & instructions.)

Page 1 of 2

COMPLETE BOTH PAGES
Incomplete forms will not be processed

For	<input type="checkbox"/> 1 – In Person, no issues	<input type="checkbox"/> 2 - Remotely, no issues
Office	<input type="checkbox"/> 3 - Identity issue	<input type="checkbox"/> 4 - HS completion issue
Use	<input type="checkbox"/> 5 - No Response/not located	<input type="checkbox"/> 6 – Both 3 & 4
Only:	TRK 09=S	Initials: _____ Date: _____

C. STUDENT IDENTITY AND STATEMENT OF PURPOSE: To complete this section, you must do one of the following, complying with the instructions exactly as stated: (note: bring valid ID only. **Expired ID will not be accepted.**)

- **Option #1:** **Appear in person** at the Wenatchee Valley College Financial Aid Office. Present to a financial aid official your valid government-issued photo ID **AND** sign the Educational Purpose Statement in the presence of the financial aid official.
- **Option #2:** **Appear in person** before a Certified Notary of the Public. Present to the Notary your valid government-issued photo ID **AND** sign the Educational Purpose Statement in the presence of the Notary. The Notary must make a copy of ID. **Attach copy of ID to this worksheet and MAIL this original notarized statement- along with copy of ID and the required documents from Section B - to the WVC financial aid office address at the bottom of page 1.** Faxed or emailed items will not be processed.

1. STUDENT IDENTITY VERIFICATION: Check ONE box and follow directions - if you have questions, contact financial aid office

- I am appearing in person at the WVC financial aid office with my valid government-issued photo identification (driver's license, state identification card, or passport ONLY). **Financial Aid office will make a copy of your ID from the original.**
- I appeared in person before a Certified Notary of the Public, who made the attached copy of my valid government-issued photo identification (driver's license, state identification card, or passport ONLY). ***Notary must make the copy of your ID***

2. STUDENT STATEMENT OF EDUCATIONAL PURPOSE: Check one box and complete the statement in the presence of the indicated official. IF YOU OR A NOTARY HAVE ANY QUESTIONS, CONTACT THE WVC FINANCIAL AID OFFICE

- I am appearing in person at the WVC financial aid office to sign the Student Statement of Education Purpose below. (Student **must** sign statement in front of financial aid staff)
- I appeared in person before a Certified Notary of the Public and signed the following notarized statement in the Notary's presence. I understand that Wenatchee Valley College does not reimburse for any fees associated in the notarizing process.

Student's Statement of Educational Purpose: ****ALL FOUR FIELDS REQUIRED****

I certify that I _____ am the individual signing this
(Print Student's Name)
 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 Wenatchee Valley College for 2021-2022.

(Student's Signature) (Date) (Student's ctcLink ID Number)

Notary's Certificate of Acknowledgement:

Notary use only

State of _____ City/County of _____

On _____, before me, _____,
(Date) (Notary's name)

personally appeared, _____, and provided to me on basis of satisfactory evidence of
(Printed name of signer)

identification _____ to be the above-named person who signed the foregoing instrument.
(Type of government-issued photo ID provided)

WITNESS my hand and official seal

(Notary signature)

My commission expires on _____ (seal)
(Date)

D. Student Signature: Sign & Date This Worksheet (*REQUIRED*)

By signing this worksheet, I certify that all the information reported on this worksheet is complete and correct.

Financial Aid Staff Use Only:

- Student appeared in person with valid ID & signed the SEP in my presence.
 ID Expires: _____ HS/ID Name Match? _____ if no, **CHANGE DOCS REQ'D**

Student Date Financial Aid Staff Date

Identity Verification Worksheet Instructions

The Identity Verification Worksheet is **ONLY to be used by students who have been selected by the Central Processing System for High School Completion and Identity Verification.** This additional verification is required to comply with federal law and must be completed prior to processing and/or disbursing financial aid. Instructions for the worksheet must be followed exactly or the worksheet and documents will not be processed. If you have any questions, please contact our office for assistance.

****IMPORTANT! – THIS WORKSHEET AND REQUIRED DOCUMENTS CANNOT BE FAXED OR EMAILED.****

Worksheet and required documents must be presented in person to financial aid staff. Exception: *If you are unable to appear in person to the WVC Financial Office or Omak Branch Office, see instructions described in Section C, Option #2.* In this case, all items must be mailed directly to the WVC Financial Aid Office.

Wenatchee Valley College does NOT reimburse for any fees incurred in the notarizing process.

❖ Page 1, Section A: Student Information – Fill out completely

❖ Page 1, Section B: High School Completion Status

- The purpose of this verification is to comply with federal law that financial aid is only to be given to those who have completed high school, a GED, or equivalent. If you believe you should be eligible for aid but do not fit the criteria listed on the worksheet, OR if you have any questions about this section, please contact the WVC financial aid office. ****Note: if document name differs from that on current id, also submit your Name Change documents (e.g., marriage certificate, court documents).****
 - ◆ Item #1: Check the quarter that you will begin enrollment at WVC for the 2020/2021 year.
 - ◆ Item #2: Check one box and submit the indicated documentation.

❖ Page 2, Section C: Student Identity And Statement Of Purpose

- **To complete this section, the student has two options:**
 - ◆ **Option #1:** Appear in person at the Wenatchee Valley College Financial Aid Office or Omak Branch office. Student must bring acceptable identity documents as listed below. Student must sign the Statement Educational Purpose in the presence of the financial aid staff.
 - ◆ **Option #2:** Appear in Person before a Certified Notary of the Public, bringing acceptable identity documents as listed below. Student must sign the Statement of Educational Purpose in the presence of the Notary. See Notary Information below. ***Notary fees are not reimbursed.***
- **Acceptable documents for Student Identity Verification (Valid only. **Expired ID not acceptable**):**
 - Passport
 - Driver's license
 - State Identification card
- **Notary Information:**
 - ✓ Notary must copy the **valid, non-expired** Identity documents presented in person by the student
 - ✓ Notary must complete, sign, date and notarize the Notary's Certificate of Acknowledgement
 - ✓ **Worksheet and copy of identity document[s] must be mailed to the WVC financial aid office address listed below.**

❖ Page 2, Section D: Student Signature – Do not forget to sign and date

Wenatchee Valley College - Financial Aid Office 1300 Fifth Street Wenatchee, WA 98801 Phone (509)-682-6810

This page is for information purposes only. It is not required to be submitted with your form.

Wenatchee Valley College Non-discrimination Statement

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.

Wenatchee Valley College Declaraciones de no discriminación

Wenatchee Valley College está comprometido a una política de igualdad de oportunidades en el empleo y la matriculación de estudiantes. Todos los programas están libres de discriminación y acoso contra cualquier persona debido a raza, credo, color, origen nacional o étnico, sexo, orientación sexual, identidad o expresión de género, la presencia de cualquier discapacidad sensorial, mental o física, o el uso de un animal de servicio por una persona con discapacidad, edad, estatus o familias con niños, estado civil, religión, información genética, veterano descargado honorablemente o estatus militar o cualquier otra base prohibida por el RCW 49.60.030, 040 y otras leyes y reglamentos federales, o participación en el proceso de queja.

Las siguientes personas han sido designadas para atender consultas sobre las políticas de no discriminación y el cumplimiento del Título IX para los campus de Wenatchee y Omak:

- Para denunciar discriminación o acoso: Coordinador del Título IX, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- Para solicitar adaptaciones para discapacitados: Coordinador de acceso estudiantil, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: marque 711, sas@wvc.edu