



COLUMBIA COLLEGE

Tysons Main Campus
 8620 Westwood Center Dr.
 Vienna, VA 22182
 Tel. 703-206-0508
 Fax. 703-206-0488

Centreville Extension
 5940 Centreville Crest Lane
 Centreville, VA 20121
 Tel. 703-266-0508

Silver Spring Extension
 12125 Veirs Mill Road
 Silver Spring, MD 20906
 Tel. 301-929-0565

2017-2018 V4 Independent Custom Worksheet

Your **2017–2018 Free Application for Federal Student Aid (FAFSA)** was selected for review in a process called **verification**. The law says that before awarding Federal Student Aid, **Columbia College Office of Student Financial Aid (CC OSFA)** may ask you to confirm the information **you (and your spouse, if married)** reported on your FAFSA. To verify that you provided the correct information, CC OSFA 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. **You (and your spouse, if married) whose information was submitted on the FAFSA, must complete and sign this worksheet, attach any required documents, and submit this form and the required documents to CC OSFA.** After a review of the information you submit, the CC OSFA may still ask for additional information. If you have questions about verification, contact the CC OSFA as soon as possible so that the processing of your financial aid will not be delayed.

A. Student's Information

LastName	MiddleInitial	First Name	XXX-XX-
			SocialSecurity Number
StreetAddress(includeapt. #)			DateOf Birth(MM/DD/YYYY)
City	State	Zip Code	Primary Phone
Email Address			

B. Student's Other Information to Be Verified

- Complete this section if the member(s) in your household (listed in Section B) received benefits from the **Supplemental Nutrition Assistance Program (SNAP)** or **food stamps** any time **during the 2015 or 2016 calendar years**.

*SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (or 1-800-433-3243).

Indicate the total amount of SNAP benefits received in 2015 and/or 2016 for any member of your household:

\$ _____ 2015 \$ _____ 2016

Note: If the CCOSFA has reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, additional documentation will need to be requested from the agency that issued the SNAP benefits in 2015 and/or 2016.

- Complete this section if you (and/or your spouse, if married) **paid child support in 2015**:

I (and/or my spouse, if married) listed in Section B **paid child support in 2015**. I have indicated below the name of the person who paid the child support and the name of the person to whom the child support was paid, the name(s) and age(s) of the children for whom child support was paid, and the total annual amount of child support that was paid in 2015 for each child. If asked by the CC OSFA, you may need to provide additional documentation of the payment of child support. *If you need more space, attach a separate sheet of paper.*

Name of person who paid child support	Name of person to whom child support was paid	Name of child for whom support was paid	Age of child	Amount of child support paid in 2015
<i>Ex. Joe Jones</i>	<i>Jane Doe</i>	<i>Jake Jones</i>	<i>15</i>	<i>\$6,000</i>

Note: The CC OSFA may require additional documentation if there is reason to believe that the information regarding child support paid is inaccurate.

Student Name: _____

C. High School Completion Status

You must provide one of the following documents to the CC OSFA in order to verify your high school completion.

- A copy of high school diploma or final official high school transcript** that shows the date when the diploma was awarded.
- A state certificate or transcript** received by the student after the student passed a **State-authorized examination** (GED test, HiSET, TASC, or other State-authorized examination) that the State recognizes as the equivalent of a high school diploma.
- 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**.
- A copy of the “secondary school leaving certificate” or other similar document**, for students who completed the secondary education in a foreign country.
- If State law requires a **homeschooled student** to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), **a copy of that credential**.
- If State law does not require a homeschooled student to obtain secondary school completion credential for homeschool (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.

D. Documentation of Identity/Statement of Educational Purpose

*****DO NOT COMPLETE THIS SECTION UNTIL YOU ARE EITHER **IN PERSON** AT THE CC OSFA OR **IN THE PRESENCE OF A NOTARY*******

In order to complete the Verification process, you will need to appear **in person** at the CC OSFA and present an unexpired valid government-issued photo ID (such as a driver’s license, military ID, passport, etc.) and this verification worksheet to the Office. The CC OSFA 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. ***If you cannot appear in person to submit this worksheet, you will need to provide a copy of your government-issued photo ID and this worksheet notarized by a public notary to the CC OSFA.***

Statement of Educational Purpose

I certify that I, _____, am the individual signing this Statement of Educational Purpose and that the Federal
(Student’s Name)
student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Columbia College
for 2017-2018.

Student’s Signature

Date

Financial Aid Staff’s Signature

Date

OR

Notary’s Signature

Date

If the student is unable to appear in person, have a notary to complete the Notary’s Certificate of Acknowledgement in next page.

Student Name: _____

E. Notary's Certificate of Acknowledgement:

State of _____

County of _____

On _____, before me, _____, personally appeared
(Date) (Title of the officer)

_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s)
(Name of the officer)

is/are subscribed to the within instrument and acknowledged to me that he/she they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public _____ (Seal)

F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on this form is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. The student (and his or her spouse, if married) must sign and date below..

Student's Signature

Date

Spouse's Signature

Date

Submit this worksheet to the CC OSFA.

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