



COLUMBIA COLLEGE

Tysons Campus
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Form 040-016
Rev. 05/2024

2024-2025 V4 Independent Custom Verification Worksheet

Your **2024–2025 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

			XXX-XX-
Last Name	Middle Initial	First Name	Social Security Number
Street Address(include apt. #)		Date of Birth (MM/DD/YYYY)	
City	State	Zip Code	Primary Phone
Email Address			

B. 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.

Student Name: _____

C. 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 2024-2025.

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: _____

D. 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)

E. 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.