



## 2019-20 Institutional Verification Worksheet – V4

(Contact: V4\_Group)

**Please complete and return:**

**By fax: (785) 404-1485 or scan and e-mail to [finaid@kwu.edu](mailto:finaid@kwu.edu) or mail to the above address.**

**IMPORTANT:** Your Free Application for Federal Student Aid (FAFSA) was selected for a process called verification by the federal government. The verification process will be conducted by Kansas Wesleyan University in accordance with U.S. Department of Education rules 34 CFR, Part 668

*By law we are obligated collect this information before awarding Federal Financial aid.  
 No further processing will be done until all documentation is provided.*

Student Last Name	First	Middle	KWU Student ID # or Social Security Number	Date
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Student Email address	Student Cell Phone number
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### SECTION D: HIGH SCHOOL COMPLETION - STUDENT

**Please select the line below which best describes you:**

<input type="checkbox"/>	I DID graduate from High School and have a high school diploma.	<b>Office Use Only:</b> HS Transcript Ok: Yes or No IF NO: <input type="checkbox"/> HS Transcript Requested from HS <input type="checkbox"/> Dt _____ <input type="checkbox"/> Aid Placed on Hold <input type="checkbox"/> HS Transcript received Dt _____ <input type="checkbox"/> HS Transcript Ok: Yes or No
<input type="checkbox"/>	I DID receive a GED.	
<input type="checkbox"/>	I DID graduate from a home school program.	
<input type="checkbox"/>	I DID NOT receive a high school diploma or its equivalent from any of the above sources.	

If you graduated from high school, home school program, or received a GED, your application for Admission file will be reviewed for documentation appropriate to satisfy this federal requirement. If additional documents are needed, the Office of Student Financial Planning will email you at your KWU email account. If you were admitted with 24 or more semester hours, please have your high school transcript or GED forwarded to the KWU Office of Student Financial Planning.

**SIGNATURES:** By signing this worksheet, I (we) certify that all information reported to qualify for federal student aid is complete and correct. At least one parent must sign if you are dependent student. If only one parent’s financial information is on FAFSA, that parent should sign this form.

Student	Date	Parent Signature	Date
		(Required if parent data required on FAFSA)	
Student’s Spouse (Optional)	Date		

**Parent Contact Information:** (For parents of “Dependent Students only” (Dependent = Parent Financial Information required on FAFSA.) The Office of Student Financial Planning will use this information to contact the parent to quickly resolve questions to prevent delays in processing your awards.

Parent who completed FAFSA Name:
Parent who completed FAFSA: Email Address
Parent who completed FAFSA: Cell Phone (       )       -



SECTION E: IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE

(To be completed in front of a Student Financial Planning Representative or Notary Public)

IMPORTANT: Please read and sign the Statement of Educational Purpose below indicating that the statement and all other information contained on this worksheet is true and correct. WARNING! If you purposely give false or misleading information to help establish eligibility for federal student aid, you may be subject to a federal fine of up to \$20,000, a prison sentence, or both. By signing this statement, you certify that all the information reported in and for this student's application for financial aid is complete and accurate.

STATEMENT OF EDUCATIONAL PURPOSE: I certify that I, \_\_\_\_\_,
(Print Student's Name)

am the individual signing this 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 Kansas Wesleyan University for 2019-20.

INSTRUCTIONS FOR SUBMISSION OF THIS FORM: (Please read carefully.)

Option 1: Present this form IN PERSON to the Kansas Wesleyan University Office of Student Financial Planning along with valid, government-issued photo identification (i.e. driver's license, state issued photo identification, military identification, or passport). If you present this form in person to the KWU Office of Student Financial Planning, we will maintain a copy of your government photo identification and date received and name of official who collected it.

Option 2: If you are unable to present this form in person to KWU Office of Student Financial Planning, you MUST HAVE IT NOTARIZED below. Notary publics can typically be found at banks, government offices and real estate offices.

NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT (for those unable to appear in person in the KWU Student Financial Planning Office)
State of \_\_\_\_\_, City/County of \_\_\_\_\_
On this date of \_\_\_\_\_, before me (notary's name) \_\_\_\_\_
personally appeared (name of person signing this form) \_\_\_\_\_
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 (signature) \_\_\_\_\_ My commission expires on (date) \_\_\_\_\_

KWU SFA ONLY:
Government ID accepted by \_\_\_\_\_ Date: \_\_\_\_\_
[ ] Attach photocopy of student's government Issued ID.
[ ] Entered on FAA Access-On-Line on Date \_\_\_\_\_ by Initials \_\_\_\_\_
[ ] Attach FAA Access On Line print-out.