



Office of Financial Aid

Phone: (740)389-4636

Email: financial-aid@mtc.edu

**2024-2025 Verification Worksheet
V4 – Custom Group**

Your application was selected for review in a process called “**Verification.**” In this process, Marion Technical College (MTC) will be comparing information from your FAFSA with copies of your, your spouse’s (if applicable), or your parent(s) **2022 Federal tax transcripts**, or with W-2 forms or other financial documents. The Dept. of Ed. requires MTC to process this information in order for the student to receive Federal aid. If there are differences between your FAFSA information and your financial documents, we will send corrections electronically to have your information reprocessed.

STEP 1: STUDENT INFORMATION

<hr/>			<hr/>	
Last Name	First Name	MI	Social Security #	
<hr/>			<hr/>	
Address			Date of Birth	
<hr/>			<hr/>	
City			()	
State			Phone Number	
<hr/>			<hr/>	
ZIP Code				

STEP 2: HIGH SCHOOL COMPLETION STATUS

Provide **one of the following documents** that indicate the student’s high school completion status

- A copy of the student’s high school diploma;
 - A copy of the student’s final official high school transcript that shows the date when the diploma was awarded;
 - A copy of the student’s General Educational Development (GED) Certificate or other state-authorized examination that the State recognizes as the equivalent of a 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.
 - The student’s academic transcript listing successful completion in at least a two-year program that is acceptable for full credit towards a bachelor’s degree;
 - Home School – the student’s transcript or equivalent, signed by the parent or guardian, that lists the secondary school courses completed by the applicant and documents the successful completion of a secondary school;
 - Home School – a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent) provided for under State law;
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STEP 3: IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE

The student must meet with a Financial Aid Counselor **IN PERSON** at MTC and present the following documentation to verify the applicant's identity. Below are the items needed during the meeting:

- A valid government-issued photo identification, such as, but not limited to, a driver's license, other state-issued ID, or passport. MTC will maintain a copy of the photo ID that is annotated with the date it was received and reviewed and the name of the financial aid officer authorized to collect the student's ID.
- A signed statement (below) certifying that the Federal student financial assistance received will only be used for educational purposes to pay the cost of attending MTC for the 2024-2025 award year.

I certify, that I (print 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 MTC for 2024-2025.

If the student is unable to appear in person at MTC to verify his/her identity, the student must provide:

- A copy of the valid government-issued photo 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
- The original Statement of Educational Purpose, which is provided above, 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.

STEP 4: CERTIFICATION AND SIGNATURES

By signing this worksheet, I/we certify that all the information reported on this worksheet to qualify for Federal student aid is complete and correct. If dependent, at least one parent must sign.

WARNING: This process is deemed required by the Federal Government. If you purposely give false information you may be fined, be sentenced to jail, or both.

Student _____ Date ____/____/____

Parent _____ Date ____/____/____

Return this form and ALL documentation to MTC Financial Aid Office.