

CUSTOM VERIFICATION WORKSHEET V4 2023 – 2024

Due to the information provided in your **2023-2024 Free Application for Federal Student Aid (FAFSA)**, your form was selected for review in a process called *Verification*. The *FAFSA* will be compared to the information on this worksheet, along with any other required documents. If there are inconsistencies, the *FAFSA* may need to be corrected. If you are a dependent student, your parent(s) must complete and sign this worksheet (with all other requested documents) before submitting it to the College's Office of Student Financial Services.

This process takes 14 business days from the time that all requested documents are received (i.e., this does not include any time for necessary corrections). Please be advised that it may take longer during times of peak activity at the College (i.e., the beginning of the fall and spring). **For this reason, it is essential to check the College's academic calendar for the Financial Aid Guaranteed Processing during the term of enrollment.** Forms are located online at: polk.edu (click on Admission & Aid, then Financial Aid, and then Forms [left tab]). Questions about verification should be directed to the Office of Student Financial Services as soon as possible to prevent delays in receipt of financial aid.

Student Name (Please Print): _____ Student ID: _____

Contact Phone Number: _____ Term: _____

A. Dependency Status and Family Information: Please read the information and check the appropriate box.

_____ **Dependent Status:** A dependent student is required to provide parental data on the *FAFSA*. This includes students who do not live with their parents, and do not fall in the following categories: married, financially supporting a child at 51% (from July 1, 2023, through June 30, 2024), serving in the military, a veteran, or a qualified unaccompanied youth.

_____ **Independent Status:** Students are considered independent if they are married, have a child that they must take care of 51% of the year, serve in the military, are veterans, or are qualified unaccompanied youth.

B. High School Completion Status – Students must provide one of the following documents to the Polk State College Admissions Office. Please check the box that indicates the high school completion status. **Please select **only** one box. This pertains to the student only.*

_____ **High School Diploma**

A copy of the high school diploma or copy of the final high school transcript that includes the date of completion.

_____ **State Certificate**

A copy of the certificate that the student received after passing a state-authorized examination that is recognized as the equivalent of a diploma.

_____ **Completion of Secondary Education in a Foreign Country**

Documentation via a "secondary school leaving certificate" (or another similar document) that shows completion of secondary education.

_____ **GED Completion**

A copy of the GED Certificate or an official copy of the GED Transcript.

_____ **Associate Program Completion**

Evidence of an official transcript showing that the student completed at least a two-year degree that is acceptable for full credit toward a baccalaureate degree.

_____ **Home Schooled Students**

A transcript (or the equivalent) that is signed by the student's parent or guardian and lists the secondary courses that the student completed. Please also submit a statement that the student successfully completed a secondary school education in a home-school setting.

Student Signature

Date

Parent Signature (if dependent) or Spouse

Date

Validity of Identification and Statement of Educational Purpose: Please mail a copy of an unexpired valid government-issued photo identification. Acceptable identification cards include, but are not limited to a driver's license, state-issued identification, military identification, or passport. Print the Statement of Educational Purpose (below), and have it notarized.

Note: Only the original notarized Statement of Educational Purpose will be accepted.

Student Information

Student Name:	Student ID:
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Identity and Statement of Educational Purpose (to be signed with notary)

I, _____, (the student) certify that I am the individual signing this **Statement of Educational Purpose** and that the federal financial aid assistance I may receive will only be used for educational purposes to pay for the cost of attending Polk State College for the **2023-2024** academic year.

Student Signature Date

Notary Stamp Date

Signature of Notary

Mail this original notarized form with a clear, legible copy of your unexpired picture and identification to:

Polk State College
Office of Student Financial Services
999 Avenue H, N.E.
Winter Haven, FL 33881-4299