**Briar Cliff UNIVERSITY**

*the catholic franciscan learning place*

## 2021/2022 Verification Worksheet – V4/V5

The Department of Education selected your 2021/2022 Free Application for Federal Student Aid (FAFSA) for a review process called Verification.

- **If the requested forms and documents are not completed within 30 days:**
  - o **Any Federal Financial Aid awarded will be canceled/returned to the Department of Education**
  - o **The student will then need to contact the BCU Business Office to make arrangements to pay their bill.**
- You may submit your verification documents after the 30 day deadline but prior to the end of the term to have your Federal Financial Aid awarded or re-instated, however; not all of the programs for which you may have been previously eligible may have funding remaining.

Please complete this worksheet in full with a student signature and either:

- bring it in person to the BCU Financial Aid Office in Noonan Hall with any requested supporting documents (Proof of High School Completion status and government issued photo ID) OR
- bring it to a Notary with any requested supporting documentation, once the notary completes their authorization, then mail it and copies of the supporting documentation to the BCU Financial Aid Office

Student Name: _____ Student ID: _____

Student Home Street Address: _____

Student Home City/State/Zip: _____

Student E-Mail Address: _____ Phone #: _____

**High School Completion Status:** (Check one)

|  |  |
|---|---|
|  | I've submitted my final High School transcript upon my admission to BCU. |
|  | I have not submitted my final High School transcript to BCU. |

- If you have submitted your final High School Transcript to BCU, please bring your unexpired government issued photo ID and this form to the BCU Financial Aid Office (or the Notary if you do not live locally).

- If you have not submitted your final High School transcript to BCU, please bring one of the below HS Completion documentation, your unexpired government issued photo ID, and this form to the BCU Financial Aid Office (or the Notary if you do not live locally).

Types of Government Issued Photo ID (must not be expired):
- State Issued Driver's License
- State Issued ID
- Passport

We cannot accept a Military ID-as it is illegal for us to make a copy of a Military ID
We cannot accept a BCU, another school or an employer's ID as they are not sufficient for this purpose

Types of HS Completion documentation
- High School Diploma
- Official High School Transcript that states your graduation date
- General Educational Development (GED) certificate or other state-sanctioned test or diploma-equivalency certificate
- Home schooled one of the following:
  - o Secondary School completion credential issued by your state (if your state issues these)

- - Signed and dated statement from your parent listing the High School classes through home schooling you completed, your grades for these classes and your graduation date
  - Secondary School leaving certificate or similar document from the proper government agency for students who completed secondary school in a foreign country
  - Non-BCU College transcript that states you completed an Associate's degree
  - Non-BCU College transcript that states you completed 60 semester (72 quarter) credits that did not result in the awarding of an associate's degree
    - You will also need certification from the BCU registrar that all of the above credits will apply to a Bachelor's degree
  - BCU transcript showing 60 semester (72 quarter) earned credits that were either completed at BCU or transferred into BCU applying to your Bachelor's degree

**Student Physically Sign this Worksheet in front of personnel from the BCU Financial Aid Office or the Notary. (Electronic or typed signatures cannot be accepted)**

### 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 Briar Cliff University for 2020-2021.**

_____      _____      _____
**Student's Signature**                                      **Date**                        **Student ID**

Each person signing this form certifies that all information reported on it is complete and correct. *Warning: If you purposely give false or misleading information on this worksheet, you may be fined up to $20,000, sent to prison, or both*.

**If signed in person in front of BCU Financial Aid Personnel-**Worksheet signed and original documentation presented to:
(Make copy of the unexpired government issued photo ID and sign and date that also)


_____      _____
BCU Financial Aid Personnel Signature                                      Date

**If signed in person in front of a Notary-**Notary's Certificate of Acknowledgement
(Make copy of the government issued photo ID and sign and date that also)


State of _____   City/County of _____

On_____ (Date), before me, _____ (Notary's name), personally

appeared, _____ (Printed name of signer), and proved to me on the basis

of satisfactory evidence of identification _____

(Type of unexpired government-issued photo ID provided) to be the above-named person who signed the foregoing

instrument.

WITNESS my hand and official seal                   _____
                                                                                          (Notary signature)
My commission expires on _____ (Date)   (seal)

If you have questions regarding this process please call the Financial Aid Office at 800-662-3303 or e-mail
financial.aid@briarcliff.edu.

Physically mail to or bring in this worksheet and original supporting documentation to:
Briar Cliff University, Financial Aid Office, 3303 Rebecca Street, Noonan Hall, Sioux City, IA 51104