



2019-2020
V4 Independent Institutional Verification Worksheet
Financial Aid Office • 411 Central Ave. • Salinas, CA 93901

Your 2019–2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. In this process we will compare information from your FAFSA with the information you provide on this form. If necessary, we will make corrections and update your FAFSA application.

Student's Last Name First Name M.I.

Hartnell Student's ID #

Student's Street Address (include apt. no.)

Student's Date of Birth

City State Zip Code

Student's Email Address

Student's Home Phone Number (include area code)

Student's Alternate or Cell Phone Number

Priority Due Date: ASAP*

Submit the completed and **signed** forms to 1 of our 3 locations:

*Financial Aid Office: Building B
411 Central Ave.
Salinas, CA 93901
(831) 755-6806*

*Alisal Campus
1752 E. Alisal St.
Salinas, CA 93905
(831) 755-6960*

*King City Education Center
117 N. 2nd St.
King City, CA 93930
(831) 386-7100*

To protect your personal information please consider bringing these documents to the Hartnell College Financial Aid Office in person. If you have questions about the information contained in this packet, please contact us at (831) 755-6806.

Please be advised that due to FERPA laws, our office does not disclose any information pertaining to your financial aid file by phone. Students will need to come in person with a picture ID for additional information.

Use the checklist below before submitting your information to avoid delays:



Proof of High School Completion

Bring original diploma/certificate which shows you (the student) received your High School Diploma (or equivalent).



Government Issued Identification

Bring your government issued ID. This includes the following: State Driver's license, State ID or Passport.



Answer All Questions

Answer every question. DO NOT LEAVE BLANKS. If something does not apply to you, respond using "N/A" (not applicable). A blank answer will mean the information is incomplete and you may be asked to complete a new packet, which may delay your financial aid disbursement.



Signatures

Signatures are required on the Certification section found on the last page of this packet

***Verification forms are reviewed in
the order in which they are received
by the Hartnell Financial Aid Office**

A. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2019–2020:

- A copy of the student's 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.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A State certificate or transcript received by a student after the student passed a State authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An 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.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (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.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

B. Identity and Statement of Educational Purpose (Must Be Signed at the Institution)

The student must appear in person at **HARTNELL COLLEGE** to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational
(Print Student's Name)

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 **HARTNELL COLLEGE** for 2019–2020.

(Student's Signature)

(Date)

(Student's ID Number)

Certification

C. Certification and Signatures

- I hereby declare that all information reported on this document is true and accurate to the best of my knowledge.
- I understand that any false statements or misrepresentations will be cause for denial, reduction, cancellation and/or repayment of financial aid
- I understand that these documents are reviewed in the order in which they are received by the Hartnell College Financial Aid Office and that if any additional documents are requested; the Financial Aid Office will notify me via school email.

Student's Signature (Required)

Date

Spouse's Signature (Optional)

Date

All applications for financial assistance programs; i.e., student loans, work Compensation, grants, scholarships, special funds, subsidies, prizes, etc., will be considered by the Hartnell College District / Local School District without regard to race, color, national origin, gender, marital status or disability. Harassment of any employee/student with regard to race, color, national origin, gender, marital status or disability is strictly prohibited.