

## 2017-2018 Dependent Student Comprehensive Verification Worksheet

Student's Name: \_\_\_\_\_ Clarion ID: \_\_\_\_\_

Please print clearly

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the Student Financial Services (SFS) Office staff will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. Clarion may also ask for additional information. **Note:** Federal aid will not be awarded or disbursed until verification is complete. Failure to complete the verification process in a timely manner may result in loss of federal grants and loans.

### A. HOUSEHOLD INFORMATION

List the people in your parent's household that your parent(s) will support between July 1, 2017 and June 30, 2018.

Include:

- Yourself (student), even if you don't live with your parent(s).
- Your parent(s), (including stepparent) as reported on your FAFSA.
- Your parent(s)' dependent children if your parents provide **more than half** of their support and will continue to do so between July 1, 2017 and June 30, 2018.
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2017 through June 30, 2018.

College/University: Include the name of the college for any household member who will be enrolled at least half-time in a degree or certificate program at a post secondary institution any time between July 1, 2017 and June 30, 2018.

Full Name	Age	Relationship to Student	College/University in 2017-18	Will be Enrolled at Least Half Time? (Yes or No)
		Self	Clarion University	

If more space is needed, attach a separate page with the student's name and Clarion ID.

**When you, the student, are not enrolled in school, with whom do you normally reside:**

Mother & Father     
  Mother Only     
  Father Only     
  Mother/Stepfather  
 Father/Stepmother     
  Other \_\_\_\_\_

**Based on your answer above, what is your parent(s)' marital status as of the date you filed your 2017-2018 FAFSA?**

Never Married     
  Married/Remarried     
  Unmarried and both parents living together  
 Divorced/Separated     
  Widowed

**What is the month and year of your parent(s)' marital status listed above:** \_\_\_\_\_

**Did you or anyone in your household receive benefits in 2015 from any of the programs listed below? (Check all that apply)**

Social Security     
  Welfare     
  Subsidized Housing



**B. STUDENT'S 2015 INCOME INFORMATION**

Did you file a 2015 U.S. Federal Tax Return? Please check one box ONLY.

- Yes, I used the IRS Data Retrieval Tool to directly import my income information into the FAFSA.
- Yes, but I was unable or chose not to use the IRS Data Retrieval Tool. I am attaching a copy of my 2015 IRS Tax Return Transcript.
- No, I will not file and am not required to file a 2015 IRS Federal Tax Return.
  - **Complete the chart below:** list employer(s) and the amount that was earned in 2015. **If none, list \$0 or N/A**
  - **Attach signed copies of all 2015 W-2 and 1099 Forms** for each employer/source listed below.
  - **AND submit a 2015 IRS Verification of Non-filing Letter.**

	Employer's Name/Source of Income	2015 Amount Earned
└──┬──▶		\$
		\$
		\$

**C. PARENT'S 2015 INCOME INFORMATION**

Did you file a 2015 U.S. Federal Tax Return? Please check one box ONLY.

- Yes, the student's parent(s) used the IRS Data Retrieval Tool to directly import income information into the FAFSA.
- Yes, but the student's parent(s) were unable or chose not to use the IRS Data Retrieval Tool. A copy of their 2015 IRS Tax Return Transcript(s) is attached.
  - **NOTE:** *If married and filing separate returns or if your biological parents live together and are not married, a tax transcript is required for both parents.*
- No, the student's parent(s) will not file and are not required to file a 2015 IRS Federal Tax Return.
  - **Complete the chart below:** list employer(s) and the amount that was earned in 2015. **If none, list \$0 or N/A**
  - **Attach signed copies of all 2015 W-2 and 1099 Forms** for each employer/source listed below.
  - **AND submit a 2015 IRS Verification of Non-filing Letter.** Each parent in the household who did not file, must submit one.

	Employer's Name/Source of Income	2015 Amount Earned
└──┬──▶		\$
		\$
		\$

**D. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE**

You must appear in person either at Clarion University **OR** in front of a notary to verify your 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. Clarion University will need to maintain a copy of your ID.

Please indicate the method in which you will complete the Statement of Educational Purpose. Please check one box ONLY.

- I choose to complete the Statement of Educational Purpose in person at Clarion University in the Office of Student Financial Services. I will bring my government-issued ID with me for the office to make a copy.
- I choose to complete the Statement of Educational Purpose in front of a notary. I will present the notary with my government-issued ID as well as make a copy of my ID and submit it along with the below signed statement.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose  
(Print Student's Name)  
and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending **Clarion University** for 2017-2018.

\_\_\_\_\_  
(Student's Signature) (Date) (Student's ID Number)

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_ City/County of \_\_\_\_\_ On \_\_\_\_\_  
(Date)

before me, \_\_\_\_\_, personally appeared, \_\_\_\_\_,  
(Notary's name) (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**  
(seal)

\_\_\_\_\_  
(Notary signature)  
My commission expires on \_\_\_\_\_

**E. HIGH SCHOOL COMPLETION STATUS**

Please indicate which of the following documents the student will provide to indicate the student's high school completion status when the student begins college in 2017-2018. **NOTE: If you have already provided this information to the Admissions Office, please indicate this by checking the last box.**

- 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 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 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.
- I have already provided this information to the Admission's Office.



## F. CERTIFICATION

By signing this worksheet, I/we certify that all the information reported is complete and correct. I understand that the Clarion Student Financial Services Office will make corrections on the FAFSA if any differences are discovered during the verification process.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent's Signature (At least one parent must sign)*

\_\_\_\_\_  
*Date*

**FEDERAL WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

**Mail or fax this signed form to:  
Clarion University, Student Financial Services Office, 840 Wood Street, Clarion, PA 16214  
Fax: 814-393-2520**

It is the policy of Clarion University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student's or prospective student's gender, gender identity, race or color, ethnicity, national origin or ancestry, age, mental or physical disability, religion or creed, genetic information, affectional or sexual orientation, veteran status, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Direct inquiries to the Title IX Coordinator, Clarion University of Pennsylvania, 103 Carrier Administration Building, sfenske@clarion.edu or phone 814-393-2351, or the Director of Social Equity, 210 Carrier Administration Building 16214-1232; Email asalsgiver@clarion.edu or phone 814-393-2109. Inquiries may also be directed to the Director of the Office for Civil Rights, Department of Education, 330 Independence Avenue, SW, Washington, DC 20201.