

# Tabor College 2021-2022 Institutional Verification Worksheet (V4)



**IMPORTANT:** Your Free Application for Federal Student Aid (FAFSA) was selected for a process called verification by the federal government or Tabor College. The verification process will be conducted by Tabor College in accordance with U.S. Department of Education's rules 34 CFR, Part 668. Complete all questions on this form and return it with a notarized copy of your government issued i.d. if not turning form into Tabor College OFA in person.

*By law we have the right to ask for this information before awarding Federal Financial aid.  
No further processing will be done until all documentation is provided.*

Student's Last Name	First Name	Middle Initial	Student ID /or Social Security Number (last 4 digits)	
Street Address		City	State	Zip Code
Student's email address			Student's cell phone number	

## **A. HIGH SCHOOL COMPLETION STATUS - STUDENT**

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2021-2022:

- A copy of the student's high school diploma or high school transcript showing the date the diploma was awarded.
- 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.

**B. IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE**

The student must appear in person at Tabor 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, or state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated by 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.

**Identity and Statement of Educational Purpose (To be Signed in the Presence of a Notary)**

If the student is unable to appear in person at Tabor College to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government issued photo identification (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
- (b) The original Statement of Educational Purpose provided below, which 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.

**C. Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the Federal  
(Print Student’s Name)  
student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Tabor College for 2021-2022.

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

NOTARY CERTIFICATE OF ACKNOWLEDGEMENT (for those unable to appear in person)

State of \_\_\_\_\_, City/County of \_\_\_\_\_

On this date of \_\_\_\_\_, before me (notary’s name), \_\_\_\_\_,

Personally appeared (name of person signing this form) \_\_\_\_\_, and

Provided to me on basis of satisfactory evidence of identification (type of government-issued photo ID provided)

\_\_\_\_\_ to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal (signature) \_\_\_\_\_

My commission expires on (date) \_\_\_\_\_.

Tabor College In-Person Confirmation & Signature: I certify that the above individual has presented a valid government-issued photo ID and am able to confirm the identity of the student. I have witnessed the student’s signature on this Purpose Statement.

\_\_\_\_\_

(Tabor College Staff Signature) (Date)

*You should make a copy of this worksheet for your records. Do not mail this worksheet to the Department of Education.*

Tabor College  
Attn: Financial Aid  
400 S Jefferson, Hillsboro, KS 67063-1799  
Phone (620) 947-3121 x1726  
Fax (620) 947-6276