

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

You are receiving this form because your Free Application for Federal Student Aid (FAFSA) was selected for this additional process to complete your initial application for federal, state, and institutional student financial aid. Your eligibility for financial aid cannot be determined without this information. Refer to the Checklist below for IMPORTANT instructions on what you need to do. This process may take 15-20 business days, but during peak processing times it may take longer.

## QUESTIONS

### *Is there a deadline for Verification?*

Your eligibility for financial aid cannot be determined until verification is complete – so the deadline you should adhere to is: “AS SOON AS POSSIBLE.” If you need financial aid to help you pay for your college expenses (tuition, fees, books, etc.), then it is in your best interest to complete the instructions within the Checklist as soon as possible. (Keep in mind, tuition/fees are due by the first day of each semester.)

Federal regulations allow applicants up to 120 days after the last day of attendance to complete Verification for Federal Pell Grant consideration only; however, if financial aid eligibility cannot be determined while you are enrolled, you may be dropped from your classes (or sent to collections) per the institution's policy for non-payment.

### *How did I get selected for Verification?*

The U.S. Department of Education (DOE) requires reviews of federal student aid applications to check the accuracy of the data. In some cases the college may verify more applications by using our own selection criteria. Or, it may be needed to resolve conflicting data. Please note: the DOE may select your application at a later date for Verification of additional items. If this happens to you, you must complete the subsequent request to be eligible for federal and state financial aid programs and you may lose aid previously awarded if you do not comply.

### *Who reviews my file?*

All forms used in Verification are sent to the Financial Aid Office at MACC. A financial aid administrator will compare information on the documents. All information is confidential.

### *What if conflicting information or mistakes are found?*

If any items are found to be conflicting with information originally reported on your FAFSA, additional supporting documentation will be requested to resolve the issue(s). If any items have to be corrected, the Financial Aid Office at MACC will send changes to the U.S. Department of Education's Central Processing Center electronically. Corrections could affect financial aid estimates sent to you earlier. The Financial Aid Office will send you a revised Award Letter if any amounts change. You should not make any changes after the new transaction is processed.

## CHECKLIST

**THE STUDENT MUST APPEAR IN PERSON AT THE TIME THIS DOCUMENT IS RETURNED TO MACC and SIGN IN THE PRESENCE OF MACC FINANCIAL AID OR OTHER AUTHORIZED STAFF.**

**If you cannot return this document in person, you must have Section D completed by a Notary Public.**

**Failure to provide all required documentation in this Checklist will result in delayed processing of your financial aid.**

- This COMPLETED 2023-2024 Verification Worksheet – V4.
- A valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. (a student ID is not valid) Note: expired documents are not valid.

**Bring your documents to the closest MACC Campus, or mail (documents may not be faxed or scanned) to:**

Moberly Area Community College  
Financial Aid Office  
101 College Avenue  
Moberly, MO 65270-1304

*Your documents will be reviewed faster if they arrive as a group rather than one at a time – all documents should have your name, SSN, and/or MACC Student ID# included. Please allow 15-20 business days for processing. Attach all supporting documents to this form when submitting.*

**If you have any questions while completing this form contact the Financial Aid Office at:**

**(660) 263-4100, ext 11301; or, by email\* at:**

**[finaid@macc.edu](mailto:finaid@macc.edu)**

**\*Do not email any documents containing Personal Identifiable Information (such as Social Security Numbers)**

**Student Information**

Student's Name: \_\_\_\_\_ MACC Student ID or SSN: \_\_\_\_\_

Complete Address: \_\_\_\_\_

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

**Identity and Statement of Educational Purpose**

You must appear in person at MACC to verify your identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. MACC will maintain a copy of the photo ID that is annotated with the date it was received and the name of the authorized staff at MACC who collected the documents. Note: Expired documents are not valid.

In addition, the student must sign, in the presence of the institutional official, the following:

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ (*print your 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 Moberly Area Community College for 2023–2024.

**You must appear in person at the time this document is signed in the presence of MACC Financial Aid or other authorized staff. If you cannot return this document in person, you must sign in the presence of a Notary Public.**

Student Signature/Date \_\_\_\_\_

MACC FAO Staff Signature (or other MACC authorized staff)/Date \_\_\_\_\_

**\*To be completed by Notary Public if submitting by mail:**

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

On \_\_\_\_\_, before me, \_\_\_\_\_,

*(Date)**(Notary's name)*

personally appeared, \_\_\_\_\_, and provided to me on basis of satisfactory

*(Printed name of signer)*

evidence of identification \_\_\_\_\_ to be the above-named person who

*(Type of government-issued photo ID provided)*

signed the foregoing instrument.

**WITNESS my hand and official seal***(Notary signature)***My commission expires on \_\_\_\_\_***(Date)***Sign this worksheet**

By signing this worksheet, I/we certify all the information reported on it is complete and correct. I have attached all required documents as outlined in the Checklist on page one. (At least one parent must sign, if dependent.) By signing this form, I agree to provide information that will verify the accuracy of my information, if requested. If I purposely give false or misleading information, I will be referred to the United States Department of Education's Inspector General. **Additionally, I understand MACC will make changes to my FAFSA in order to resolve conflicting information and/or to reflect accurate data.**

\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Parent Signature\_\_\_\_\_  
Date