

COMPLETE SECTIONS A-G and attach any applicable documentation. You must sign this worksheet. Appear in person with your valid, government-issued photo ID (Military ID is not acceptable for this form) and sign the Educational Purpose Statement in the presence of a Financial Aid staff member OR appear in person before a Certified Notary of the Public and show them your valid, government-issued photo ID (Military ID is not acceptable for this form) AND sign the Educational Purpose Statement in the presence of the Certified Notary of the Public. Mail the original Worksheet with original signatures to the Financial Aid Office with a Notary Certificate of Acknowledgement. The Financial Aid Office cannot process your application without this information.

FEDERAL STUDENT AID PROGRAMS: Your application was selected for review in a process called "Verification." In this process, the Financial Aid Office compares information from your FAFSA application with your financial documents. We are required to review your FAFSA information under financial aid program rules (34 CFR, Part 668). The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, corrections to your FAFSA may be required.

A: STUDENT INFORMATION

Last Name:	First Name:	Middle Initial:
Social Security #:	Student ID #:	DOB:

B: FAMILY INFORMATION

List the people in your household in the table below. Include:

- Yourself
- Your spouse (if applicable)
- Your children (under age 24) if you will provide more than half of their support July 1, 2018 through June 30, 2019.

Include other people as part of your household ONLY IF:

- They now live with you **AND** you provide more than half of their support **AND** will continue to provide more than half of their support from July 1, 2018 through June 30, 2019. Documentation may be required.

Number in College: Please include in the College Attending column below information about any household member, excluding the parents, who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, include the name of the college. If more space is needed, provide a separate page with the student's name and ID number at the top.

NOTE: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institution is inaccurate.

Full Name	Age	Relationship	College Attending
		Self (student)	Bellevue College

C: HIGH SCHOOL COMPLETION STATUS

- A copy of the student's high school diploma.
- 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).
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- 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 homeschooled student in a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a homeschooled student from a state where state law does not require the student to obtain a secondary school completion credential for homeschool (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.

A student who is unable to obtain the documentation listed above must contact the financial aid office. In some cases, the financial aid office may accept a copy of a Form DD 214 as proof of high school completion. Please contact our office regarding this option.

D: STUDENT AND SPOUSE INCOME INFORMATION TO BE VERIFIED

1. TAX RETURN FILERS

Complete this section if the student and spouse filed or will file a 2016 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

- I used the IRS Data Retrieval Tool on the FAFSA. If you used the IRS Data Retrieval Tool and the results came through successfully you do not need to submit a Tax Return Transcript.
- I am attaching my **2016 IRS Tax Return Transcript**. Bellevue College will not accept copies of tax returns.
- I filed an amended 2016 Tax Return. If you select this option you must submit a Tax Return Transcript and a signed copy of your 1040X.

2. NONTAX FILERS

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- The student and spouse were not employed and had no income earned from work in 2016.
- The student and/or spouse was employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. Provide copies of all 2016 IRS W-2 forms or equivalent document.

You must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority. Documentation includes a verification of nonfiling letter from the IRS. This form may be obtained by completing an IRS Form 4506-T and checking box 7.

Employer	Earning/Income	Spouse	Earning/Income
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

E: REQUIRED SIGNATURE

I affirm that the information provided in this application and other financial aid documents is true and correct to the best of my knowledge. I agree that I have reviewed, understand and agree to the conditions, responsibilities and obligations in order to receive financial aid for the 2018-2019 academic year as stated in the Conditions of Award and Satisfactory Academic Progress Policy, available on the Financial Aid website.

Student Signature:	Date:
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F: EDUCATIONAL PURPOSE

Completion of this section **MUST BE WITNESSED BY A FINANCIAL AID STAFF MEMBER.**

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

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport (Military ID is **NOT** acceptable for this form);

AND

- (b) The original notarized Statement of Educational Purpose provided below.

Statement of Educational Purpose:

I certify that I, _____ (*print first and last 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 Bellevue College for the 2018-2019 school year.

Student Signature:	Student ID #:	Date:
Witnessing Financial Aid Staff Member's Signature:		Date:

G: NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT (*original hard copy must be mailed in – cannot be faxed*)

Only applicable if student is not able to appear in person with government issued ID to Financial Aid Office.

State of _____, City/County of _____

on _____ (*date*), before me, _____ (*notary's name*),

personally appeared, _____ (*printed name of signer*), 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 _____ (*notary signature*)

My commission expires on _____ (*date*).

Place seal here.

Bellevue College Financial Aid Office • 3000 Landerholm Circle SE • Room B123 • Bellevue, WA 98007-6484
(425) 564-2227 • Fax (425) 564-6196 • www.bellevuecollege.edu/fa

Bellevue College does not discriminate on the basis of race, color, national origin, language, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at www.bellevuecollege.edu/policies/. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, (425)564-2641, Office C227, and EEOC/504 Compliance Officer, Office R130, (425) 564-2266.