

2025 - 2026 V-4 Verification Worksheet

IMPORTANT: This original form must be returned in person or by mail.
Federal Regulations do not allow us to accept electronic submissions

Student Information	
Student Name:	
Student ID:	Date of Birth:
Student Email:	Student Phone Number:
Student Address:	

******* IMPORTANT: Please read before proceeding. *******

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. In this process, the Office of Scholarships and Financial Aid (OFSA) will compare your FAFSA with the information on this form and with any other required documents. Federal law requires us to compare this information before awarding federal aid. If there are differences between your FAFSA and Verification documents, we will make the corrections electronically. We may request additional information. If you have questions about the Verification process, contact us as soon as possible so that your financial aid will not be delayed.

What you should do:

- Complete both sides of this form in their entirety. Answer all questions; if the situation does not apply to you, enter **zero** or **N/A**.
- Sign the form.
- Submit the form and all other required documents to Southern

A. Family Information

☐ Dependent Students	☐ Independent Students
List everyone in your parents' household, including: • Yourself; • Your parents (including stepparent); • Your parents' other children, even if they don't live with your parents, if your parents will provide more than half of their support from July 1, 2025 through June 30, 2026 • Other people, if they now live with your parents, and your parents will provide more than half of their support from July 1, 2025 through June 30, 2026. List the college name for any household member, excluding your parents, who 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, 2025 and June 30, 2026.	List everyone in your household, including: • Yourself; • Your spouse, if you are married; • Your children, even if they do not live with you, if you will provide more than half of their support from July 1, 2025 through June 30, 2026 • Other people, 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, 2025 through June 30, 2026. List the college name for any household member who 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, 2025 and June 30, 2026.

A. High School Completion Information

Provide **one** of the following documents that will indicate the student's high school completion status when the student begins college in 2025–2026 **Check the box of the document you will attach to this worksheet.**

- ☐ A copy of the student's high school diploma or 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 (GED test, HiSET, TASC, or other State-authorized examination) that the State recognizes as the equivalent of a 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.
- ☐ 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 in 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.

B. SNAP Information

The student certifies that a member of her/his or her/his parents' (if dependent) household received benefits from the SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM or SNAP (formerly known as food stamps)

- ☐ One of the persons included in my house hold on the FAFSA received SNAP benefits in 2023.

C. Child Support Information (if applicable)

One of the parents included in the household or the student paid child support in 2023. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, and the total amount of child support that was paid in 2023 for each child. If more space is needed, provided a separate page that includes the student's name and ID number at the top.

[illegible]

D. Identity/Statement of Educational Purposes



The student must appear in person at Southern WV Community & Technical College to verify his or her 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. 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 collect the student's ID.

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

Statement of Educational Purpose

I certify that I _____ (*Print Student's 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 ***Southern WV Community & Technical College*** for 2025-2026 year.

WARNING: If you purposely give false information on this worksheet you may be fined, be sentenced, to jail, or both.

(Student's Signature)

(Student's ID Number)

(Date)

NOTARIZED STATEMENT IS ONLY NECESSARY IF STUDENT CANNOT APPEAR IN PERSON

(Copy of Driver's license, US passport, or other picture ID must accompany this form if signed by a notary)

Notary's Certification of Acknowledgment

State of _____

City/County of _____

On _____, before me, _____,

(Date)

(Notary's name)

personally appeared, _____, and proved to me

(Printed name of signer)

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

(seal)

(Notary signature)

My commission expires on _____

(Date)

E. Agreement and Understanding

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and date this worksheet. If married, the spouse's signature is optional. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student Signature:

Date:

Parent Signature (Dependents Only):

Date:

****If you are a dependent student, you must provide a parent signature****

OPTIONS TO SUBMIT VERIFICATION FORMS AND OTHER DOCUMENTATION

In Person	Mail (Form must be notarized)
Please visit one of our campus locations to see financial aid representative in person	SWVCTC C/O Financial Aid 100 College Drive, Logan, WV, 25601

Southern West Virginia Community and Technical College is an Equal Opportunity/Affirmative Action Institution and does not discriminate based on race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, or age in admission, employment, or educational programs and activities; nor does it discriminate based on genetic information in employment or employee health benefits. Faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in discrimination investigations. This nondiscrimination policy also applies to all education programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education. Southern will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in the college's CTC offerings. Auxiliary aids and services are available upon request to individuals with disabilities. Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate based on race, ethnicity, sex, color, creed, gender, religion, age, sexual orientation or gender orientation or expression, physical or mental disability, marital or family status, pregnancy, genetic information, veteran status, service in the uniformed services, ancestry, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to Affirmative Action Officer/Title IX Coordinator, Ms. Debbie C. Dingess, Chief Human Resources Officer, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7408; or Section 504 Coordinator, Ms. Dianna Toler, Director of Student Success, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7315. TTY 304-792-7054 may be used to communicate with any office or employee of the College.

For more information visit: www.southernwv.edu

#FINDYOURDIRECTION