



Your 2024–2025 Free Application for Federal Student Aid (FAFSA) has been selected by the Department of Education for a process called verification. The law says that before awarding Federal Student Aid, we need to confirm the information you and your spouse, if applicable, reported on your FAFSA. To verify that you provided correct information we will compare your FAFSA with the information on this worksheet and any other required documents and make corrections as needed to the Federal Student Aid Processor. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to our office. If you have questions about verification, contact us as soon as possible so your financial aid will not be delayed.

STEP 1: INDEPENDENT STUDENT INFORMATION

| | | | |
|---------------------------------|------------|----------|------------------------------------|
| Last name | First Name | MI | Glen Oaks ID# (Required) |
| Street Address (Include Apt. #) | | | Date of Birth |
| City | State | Zip Code | Primary Phone# (Include Area Code) |
| Personal Email Address | | | |

STEP 2: FAMILY SIZE

1. Include student name and age in this section:

| Student Name | Age | Relationship to Student |
|--------------|-----|-------------------------|
| | | Self |

2. Include spouse’s name (if you are currently married) and age in this section:

| Spouse Name | Age | Relationship to Student |
|-------------|-----|-------------------------|
| | | Spouse |

3. In the table on page 2, include the student’s dependent children if the following are true:

- They live with the student (or live apart because of college enrollment).
- They receive more than half of their support from the student, and they will continue to receive more than half their support from the student during the award year.
- Do not include foster children.

4. In the table on page 2, include other persons if the following are true:

- They live with the student.
- They receive more than half of their support from the student, and they will continue to receive more than half of their support from the student during the award year.

The provided criteria for “dependent children” or “other persons” align with the requirement that family size align with whom the student could claim as a dependent on a U.S. tax return if the student were to file a U.S. tax return at the time of completing the 2024-2025 FAFSA. As a result, the student should not include any unborn children in the family size.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

| Student's dependents and/or Other Persons (first and last name) | Age(s) | Relationship to Student |
|--|--------|-------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

STEP 3: 2022 INCOME INFORMATION TO BE VERIFIED

Must be completed, check one option each for student and spouse, if applicable

| STUDENT | SPOUSE |
|---|--|
| <input type="radio"/> Student filed taxes | <input type="radio"/> Spouse filed taxes |
| <input type="radio"/> Student had no income, did not file taxes | <input type="radio"/> Spouse had no income, did not file taxes |
| <input type="radio"/> Student had income, did not file taxes: W-2s attached | <input type="radio"/> Spouse had income, did not file taxes: W-2s attached |

STEP 4: STUDENT/SPOUSE WHO DID NOT FILE A 2022 FEDERAL TAX RETURN

Only complete this section if the student AND/OR spouse earned income but will not file and is not required to file a 2022 IRS Income Tax Return

The student/spouse was employed in 2022 and has listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form, or an equivalent document is provided. [Provide copies of all 2022 IRS W-2 forms issued to the student/parent by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

| Employer's Name | IRS W-2 or an Equivalent Document Provided? | Annual Amount Earned in 2022 |
|---|---|------------------------------|
| <i>(Example) ABC's Auto Body Shop</i> | <i>Yes</i> | <i>\$4,500.00</i> |
| | | |
| | | |
| | | |
| | | |
| Total Amount of Income Earned from Work | | \$ |

Required Documentation from student/spouse who did not file a 2022 federal tax return:

- Provide a signed and dated statement certifying that the student/spouse has not filed and is not required to file a 2022 income tax return.
- Include sources of 2022 income earned from work and the amount of income from each source.

STEP 5: IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE
(TO BE SIGNED AT THE INSTITUTION)

Do not complete this section in advance. The student must appear in person at Glen Oaks Community 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, 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 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.

Acceptable Government Issued ID (GOCC Employee or Notary, check which document is copied for review)

Driver's License State issued ID Passport

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 **GLEN OAKS COMMUNITY COLLEGE** for 2024-2025.

Student's Signature

Date

Glen Oaks ID#

To be completed by Financial Aid Administrator if submitting in person:

Financial Aid Officer Name Printed

Financial Aid Officer Title

Financial Aid Officer Signature

Date

If the student is unable to appear in person at Glen Oaks Community College to verify his/her identity, the student must provide to the institution's Financial Aid Office: (1) a readable 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 (2) 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. To be completed in the presence of a Notary Public if submitting by mail:

State of

City/County of

On _____, before me, _____, personally appeared,
(Date) (Notary's Name)

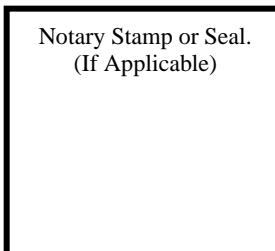
_____, and proved to me on basis of satisfactory evidence of identification
(Printed name of signer)

_____ to be the above-named person who signed the foregoing instrument.
(Type of government-issued photo ID provided)

WITNESS my hand and official seal:

(Notary Signature)

My commission expires on _____.
(Date)



STEP 6: CERTIFICATIONS AND SIGNATURES

Each person signing below certifies that all the information reported is complete and correct. The student whose information was reported on the FAFSA must sign and date.

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

Print Student's Name

Glen Oaks Student ID # **(Required)**

Student's Signature **(Required)**

Date

Spouse's Signature **(Optional)**

Date

Submit this worksheet and required documentation to the Financial Aid Office via:

Mail: Glen Oaks Community College, Attn: Financial Aid Office, 62249 Shimmel Rd. Centreville, MI. 49032

Email: Scan to financialaid@glenoaks.edu

Upload to MyGOCC Student Portal: Login, select the Financial Aid Tile and select Required Documents