

## High School and Educational Purpose Verification

### A. Student's Information

_____ Student's Last Name	_____ First Name	_____ M.I.	_____ Student's SSN
_____ Student's Street Address (include apt. no.)			_____ Student's Date of Birth
_____ City	_____ State	_____ Zip Code	_____ Student's Email Address
_____ Student's Home Phone Number (include area code)			_____ Student's Alternate or Cell Phone Number

### B. High School Completion Status Worksheet

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2022–2023:

- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- 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).
- An official 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.
  - *Additionally if the home-schooled student is under the age of compulsory attendance, which is sixteen (16) years old in Massachusetts, a letter from the student's school district's superintendent or school committee is required stating the student is not considered truant and would not be required to attend further schooling or continue to be home-schooled if the student has completed his/her home school program.*

**A student who is unable to obtain the documentation listed above must contact the Student Financial Services Office.**

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## C. Statement of Identity and Educational Purpose (To Be Signed at the Institution)

The student must appear in person at Berkshire 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.

### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student's Name)

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 Berkshire Community College for 2022-2023.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## D. 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 Berkshire Community 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.

### Notary's Certificate of Acknowledgement

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

On \_\_\_\_\_, before me, \_\_\_\_\_  
Date Notary's name

Personally appeared \_\_\_\_\_, and proved to me,  
Printed name of signer

on the basis of satisfactory evidence of identification \_\_\_\_\_  
Type of unexpired 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

SEAL

Office use only:

\_\_\_\_\_  
Signature of Certifying Financial Aid Officer

\_\_\_\_\_  
Date