IMPORTANT DETAILS ON COMPLETING THIS DOCUMENT

1. **Students within our service area must submit documents to the Financial Aid Office in person.** Distance students may submit documents via student email to financialaidoffice@abtech.edu or postal service, though we strongly recommend submitting them in person if possible. The Financial Aid Office is no longer able to accept documentation via fax. If you submit documents via email, with the understanding that email submissions are not a secure form of communication, complete and include an official Financial Aid Cover Sheet with your submission. The Cover Sheet can be found at abtech.edu /Financial Aid /Forms & Resources. Documents that are submitted via email without the completed Cover Sheet will not be processed by the Financial Aid Office.

2. We strongly advise that you type your answers into the fillable fields for clarity.

3. If parent signature is required, parent must hand-sign the document. Digital signatures for parents are not allowed.

4. Do not use a mobile phone to complete this document. Doing so may result in lost data and inaccurate formatting.

5. You must save this document to your computer, or print it immediately, to prevent loss of the data you entered.

6. The fillable fields on this document may not work when opened in the Mozilla Firefox browser. We advise that you complete the form in Internet Explorer or Chrome instead.

7. You must use Adobe Reader to fill out this document across all operating systems and devices. Using the Preview app on Apple desktop, notebook, and iOS devices will result in lost data.

Name: _____ **A-B Tech ID**: _____ **Date of Birth**: _____

INSTRUCTIONS

You must appear in person at A-B Tech to verify your identity by presenting a valid government-issued photo identification (ID). Examples of accepted forms of ID are listed in section A below. The institution will maintain a copy of your photo ID that is annotated with the date it was received and the name of the official at A-B Tech authorized to collect the student's ID.

SIGNATURE REQUIREMENT

- You must sign, **in the presence of the A-B Tech official**, the statement in Section B, or.
- If you cannot appear in person, you must send us a readable photocopy of the acceptable Photo ID, and you must sign, **in the presence of a notary**, the statement in Section B.

A. VERIFICATION OF GOVERNMENT ISSUED ID (Notary, check which document is copied for review)

☐ Driver's License   ☐ Non-Driving State ID   ☐ Military ID   ☐ Passport

B. SIGNATURE(S)

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 A-B Tech for 2019-2020.

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.	**Notary Stamp or Seal** (If Applicable)
_____ **STUDENT SIGNATURE** **DATE**	My commission expires on:
_____ NOTARY SIGNATURE (If applicable) DATE	_____ Date

NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT

State of _____ City/County of _____

On_____, before me, _____, personally appeared, _____
    (Date)   (Notary's name)   (Printed name of signer)
and provided to me on basis of satisfactory evidence of identification (indicated in Section A above) to be the above-named person who signed the foregoing instrument.

Financial Aid Office Use Only
Verified by: _____ Date: