

IMPORTANT DETAILS ON COMPLETING THIS DOCUMENT

1. We strongly advise that you type your answers into the fillable fields for clarity.
2. If parent signature is required, parent must hand-sign the document. Digital signatures for parents are not allowed.
3. Do not use a mobile phone to complete this document. Doing so may result in lost data and inaccurate formatting.
4. You must save this document to your computer, or print it immediately, to prevent loss of the data you entered.
5. **Students within our service area must submit documents to the Financial Aid Office in person.** Distance students may submit documents via student email or postal service. The Financial Aid Office is no longer able to accept documentation via fax.
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.

For document submission via e-mail and post

Last Name	First Name	Student ID
Mailing Address	City/State/Zip	Date of Birth
Primary Telephone	Email Address	

Type of Documents Submitted (specify each document individually):

1. _____
2. _____
3. _____
4. _____
5. _____

Number of documents submitted: _____

Date documents were requested: _____

Student Name (Please Print) _____ Student Signature _____

By signing this document:

- I attest that I have read and understood the Financial Aid e-mail document submission policy in full.
- I understand that it is my obligation to submit all requested documents in unison and that said documents must be appropriately completed and contain all required information.
- I further understand that the Financial Aid Office assumes no responsibility for incorrect, incomplete, or unsolicited documents; nor will the financial aid office process my documents if they are submitted out of accordance with the stated submission policy.