



## Financial Aid Office

125 South 2<sup>nd</sup> St. Arkansas City, KS 67005  
Phone: 620.441.5304 | Fax: 620.441.5575  
Email: financialaid@cowley.edu

**Cowley College**

**2025-2026**

### **Documentation of Identity and Statement of Educational Purpose**

The student must **appear in person** at Cowley College, or one the CC outreach sites, 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.

If a student is **unable to appear** in person at Cowley College, or one of the CC outreach sites, to verify his or her identity, the student must provide:

- 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
- The **original** Statement of Educational Purpose, 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.
- If using a notary, you will need to **mail a copy of the ID and this form** to our office. Due to Department of Education regulations, faxed and emailed copies **will not** be accepted.

### Statement of Educational Purpose

#### **The student must complete the statement below:**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose  
(Printed name of student)

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Cowley College for the 2025-2026 academic year.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### **IF SUBMITTING IN PERSON**

To be completed by an authorized Cowley College staff member:

Cowley ID: \_\_\_\_\_ ID Type: \_\_\_\_\_

Date: \_\_\_\_\_ ID Number: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

#### **NOTARY**

**(A notary is needed only if student is NOT able to appear in person at Cowley College)**

State of \_\_\_\_\_ City/County of \_\_\_\_\_, on \_\_\_\_\_  
(Date)

before me, \_\_\_\_\_, personally appeared, \_\_\_\_\_, and  
(Notary's Name) (Printed Name of Signer)

provided to me on basis of satisfactory evidence of identification

\_\_\_\_\_  
(Type of Gov't Issued Photo ID) (Gov't Issued ID number)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**

(Seal)

\_\_\_\_\_  
Notary Signature

Date My Commission Expires: \_\_\_\_\_