

# STUDENT IDENTITY DOCUMENTATION EXCEPTION FORM

american  
career  
college

PLEASE PRINT CLEARLY

Student Name

ID Number

All students are required to verify their identity by submitting a copy of a signed, unexpired, United States federal or state government-issued photo identification to the Financial Aid Office no later than their first day of attendance. This policy applies to all students, whether or not the student applies for financial assistance. The College reserves the right to request original or additional identity documents, at the College's sole discretion. Exceptions may be made on a case-by-case basis for students who are unable to provide the specified identity documentation. Use the space below to explain why you are unable to produce signed, unexpired, government-issued photo identification. Also attach a copy of the alternative identity documents that you do possess.

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By signing below, I certify that the information provided above is true and accurate. I also understand that, if this exception is approved, I must submit a copy of a signed, unexpired, United States federal or state government-issued photo identification to the Financial Aid Office if I obtain one in the future.

Student's Signature

Date

FOR OFFICE USE ONLY: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Description of alternative identity documents presented by student: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Campus Executive Director Signature

Date