

**Alaska Department of Revenue
Permanent Fund Dividend Division**

Education Verification Form for Calendar Year 2015

In order for us to complete processing your 2016 PFD application, you must provide the requested information **within 30 days after the date of this request**. If we do not receive this information, your application **will be denied** in accordance with 15 AAC 23.173(d).

You said you were absent from Alaska because you enrolled and attended school as a full-time student. Please do one of the following:

1. All college, university, technical or vocational school students

- sign and date the authorization on the reverse side of this form;
- forward this form to the registrar's office of the educational institution which you attended;
- have the registrar's office complete the reverse side of this form;
- return this completed form (you or the registrar) directly to the Department of Revenue; and
- attach a written explanation if you are in a special graduate or Ph.D. program.

2. The sponsor of all seventh through twelfth grade foreign exchange students

- obtain a letter from the school or sponsoring organization with the specific dates of attendance; and
- return that letter with this form to the Department of Revenue at the address below.

3. The sponsor of all seventh through twelfth grade students attending a boarding, private or public school

- have the school your child attended complete the reverse side of this form, or
- obtain a letter from the school with the specific dates of attendance and type of tuition paid;
- complete information below for the person who the child lived with while at school:

Name of person child lived with	Telephone Number	Relationship to Child

- return this form and any attachments to the Department of Revenue at the address below.

If you were absent from Alaska and attended **more than one school** during calendar year 2015, provide a **separate Education Verification Form for each school**. You may make copies of this form. This form is also available on our web site at www.pfd.alaska.gov.

Collegiate means the student is attending an institution that is Title IV or accredited. If the school is neither, it can qualify if a minimum of three accredited colleges will accept its credits upon transfer or for graduate program purposes.

Vocational-technical (Voc-Tech) and Professional Development Receiving vocational, professional, or other specific education on a full-time basis means attending a program for which, as determined by the Alaska Commission on Postsecondary Education, a comparable program is not reasonably available in the state at an educational institution eligible to participate in financial aid programs administered by the Alaska Commission on Postsecondary Education.

Send completed form and required documentation to Department of Revenue, PFD Division,
PO Box 110462, Juneau, AK 99811-0462

Education Verification Form
For Calendar Year 2015

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Students See back of page for instructions.

Send a separate Education Verification Form for each school you enrolled in and attended during calendar year 2015. You may make copies of this form. Sign the authorization for release of information below.

I authorize release of information regarding my enrollment and TUITION to the Alaska Department of Revenue, Permanent Fund Dividend Division.

Printed Name of Student (Applicant)	Social Security Number	Date of Birth
Signature of Student (Applicant)	Date	Telephone Number

Registrar - Please complete this form. National Clearinghouse cannot provide all necessary information. For each semester or quarter that the student was enrolled in and attended your institution during calendar year 2015, **you must provide dates, enrollment status and tuition type.**

Dates Student Enrolled and Attended During Calendar Year 2015.	Enrollment		Type of Tuition Paid		
	Part Time	Full Time	Resident	Non-Resident	No distinction
/ / 2015 through / / 2015					
/ / 2015 through / / 2015					
/ / 2015 through / / 2015					
/ / 2015 through / / 2015					

1. If you checked **Resident** under *Type of Tuition Paid* above, you must answer the following question.

a. Does resident tuition mean that this student is a resident of the state or country where your institution is located?

Yes No

b. If no, attach an explanation and copies of your resident tuition requirements.

2. What is the student's anticipated graduation date (Month/Year)?

Month	Year
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3. Check the type of educational program that applies to this student:

Collegiate Voc-Tech Professional Development Secondary

Yes No

4. Is this program an online or distance education program?

5. Is this institution accredited by an accreditation association recognized by the US Dept. of Education?

6. Is this a Title IV institution?

7. (Answer only if you answered NO to BOTH questions 5 & 6; Skip if the answer to either question 5 or 6 is YES.)

If your school is not Title IV or accredited, will three institutions that are accredited or Title IV accept credits from this institution upon transfer or for graduate program purposes? **If Yes, provide copies of letters from three accredited or Title IV institutions that accept credits from this institution.**

Signature of Registrar	Date	Registrar's Seal	
Printed Name of Registrar	Telephone Number		
Name of Your Institution			
Mailing Address	City	State	Zip Code

Make sure that all information is completed before submitting, including type of tuition paid.

Note: If you received this request again, it is because the previously submitted form was not complete.

Send completed form to Department of Revenue,
PFD Division, PO Box 110462, Juneau, AK 99811-0462

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