

**CoINSTRUCTIONS FOR COMPLETING THE
2007-2008 COLLEGE ENROLLMENT AND/OR EMPLOYMENT
VERIFICATION FORM**

ALL AWARD RECIPIENTS must complete Section I of the College Enrollment and/or Employment Verification Form, with the exception of Item #4. The award recipient must sign date and return the verification form along with any other requested documentation according to the directions below:

Award recipients who are still enrolled in a degree-seeking program at an accredited 4-year college or university must submit the completed College Enrollment and/or Employment Verification Form **AND** written Verification of Enrollment hours for the 0708 academic year from your college or university.

Award recipients who have graduated or ceased to be enrolled in courses at a 4-year college or university and are currently employed in one of the 24 Southside Virginia localities must submit the completed College Enrollment and/or Employment Verification Form **AND** written employment verification from the current employer.

- Award Recipients must complete Section I of the College Enrollment and/or Employment Verification Form.
- The 0708 employer or representative must complete Section II of the College Enrollment and/or Employment Verification Form and include a letter of verification written on company letterhead.

Award recipients who are still enrolled in a degree-seeking program at an accredited 4-year college or university **AND are also employed in one of the 24 Southside Virginia localities** must submit the completed College Enrollment and/or Employment Verification Form **AND** written Verification of Enrollment hours for the 0708 academic year from your college or university **AND** written employment documentation from the current employer.

- Award Recipients must complete Section I of the College Enrollment and/or Employment Verification Form.
- Award Recipient must request that verification of 0708 college enrollment be sent from the Registrar's Office at their college or university to the VA Tobacco Scholarship/Loan Office.
- The 0708 employer or representative must complete Section II of the College Enrollment and/or Employment Verification Form and include a letter of verification written on company letterhead.

2007-2008 College Enrollment and/or Employment Verification Form

This Employment Verification form is to be **fully completed and submitted** to the Southside Forgiveness Loan Program. Incomplete form will result in having to pay the loan back to the VA Tobacco Commission. Treasurer of Virginia, Southside Loan Program, PO Box 1987, Abingdon, VA 24212-1987. For assistance, call 276-619-4376.

INSTRUCTIONS: **Section I** to be **completed by the applicant**, including signature at the bottom. If still enrolled in a college/university, **student must** return official verification of enrollment along with this form, **(See enclosed instructions.)**

Section II to be completed by an authorized representative of the employing firm. **An official letter from** the school or company you work for on their letterhead **must be attached** to the form verifying your employment. **(See enclosed instructions.)**

In order to receive loan forgiveness the applicant must be teaching or employed in their field of study in one of the approved 24 localities: Amelia, Appomattox, Bedford, Brunswick, Buckingham, Campbell, Charlotte, Cumberland, Dinwiddie, Franklin, Greensville,, Halifax, Henry, Lunenburg, Mecklenburg, Nottoway, Patrick, Pittsylvania, Prince Edward, Sussex and Cities; Bedford, Danville, Emporia, and Martinsville.

SECTION I: To be completed by the applicant

1. Social Security Number: ____ - ____ - ____

2. Name: Last _____ First _____ MI _____

Permanent Mailing Address: _____

City _____ State ____ Zip _____ Email Address: _____

Phone Numbers (H) ____ - ____ - ____ (W) ____ - ____ - ____

3. Name of College or University: _____

Year Degree Completed or Expect to Complete: Fall _____ Spring _____ Summer _____

Major: _____ Minor: _____

If you are still enrolled in college you must send official enrollment verification from the college/university you are attending with this form. You will not be granted a time extension on your loan if we do not receive the enrollment verification. (This verification can be obtained from your school's registrar's office).

4. I authorize the Authorized Representative from the organization in which I am employed _____, (School District OR Employer Name) to certify my full-time employment as a Virginia licensed teacher or my full-time employment in a field relative to my degree. Employment must be within one of the 24 Southside Virginia localities.

Applicant's Signature

Date

Section II on back page

