

## Notice to Financial Aid Applicants Student ID Requirements

The Macomb Community College Financial Aid Office requires identification from you before you can receive service and/or obtain information about your financial aid record. We implemented this procedure in an ongoing effort to protect the confidentiality of the student's records.

### To Speak to a Financial Aid Staff Member (in person)

#### Student

- ◆ You must show a picture ID, such as a driver's license, State ID, passport, or other evidence of identification satisfactory to the Financial Aid Office.

A student must fill out an **Identification Authorization Form** and turn it in, in person, to the Financial Aid Office, authorizing the spouse and/or parent access to the student's information. This form can be found on our website ([www.macomb.edu/financialaid](http://www.macomb.edu/financialaid)) or from the Financial Aid Office. The form must be filled out with the name, date of birth, and last four digits of the SSN of the person being granted permission.

**See note below\***

#### Spouse

- ◆ Spouse must present valid picture identification such as a driver's license, State ID, passport, or other evidence of identification satisfactory to the Financial Aid Office.

#### Parent(s)

- ◆ Parent must present valid picture identification such as a driver's license, State ID, passport, or other evidence of identification satisfactory to the Financial Aid Office.

**and**

- ◆ Parent's information is reported on the student's financial aid application.

### Telephone Service

The following is required for students, spouses and/or parents who telephone the Financial Aid Office for service. The student **must** have an **Identification Authorization Form** on file.

#### Student, Spouse (if applicable) and Parent (if student is dependent)

- ◆ Must provide adequate identifying information, such as Macomb ID number or Social Security number, date of birth and current address.

**\*Note:** If the student is separated or divorced, no information can be released to the spouse. Under **no** circumstances will information be released to a girlfriend, boyfriend, sibling or friend(s) of the student. If the student's parents are separated or divorced, information will only be released to the parent who provided information on the student's financial aid application and who the student authorizes to receive this information.