

## **WGTC 8.2**

### **Verification of Eligibility for Services**

All students, 18 and older, participating in WGTC Adult Education classes must complete the Verification of Eligibility as part of their mandated Technical College System of Georgia/Office of Adult Education intake packet/process. The student must present a valid, government-issued photo identification and attest to his/her citizenship status by signing the affidavit in the presence of a notary public. The form is notarized and remains a part of the student intake documents.

If a student checks that the student is a qualified alien or nonimmigrant under the federal Immigration and Nationality Act, 18 years of age or older, and lawfully present in the United States, then a copy of the form and a photocopy of the Alien Registration Card, Employment Authorization Document, Form I-94, or other documentation as provided by the Department of Homeland Security must be provided. The documentation provided and the Affidavit must be forwarded to the Office of Adult Education (OAE). Once received at OAE, the student's information will be verified through the SAVE system in the Department of Homeland Security. Students are eligible to receive services during this verification process. The Service Delivery Area (SDA) Program Administrator will be notified upon receipt of a response from the SAVE program. If the student status is not verified, the program can no longer provide services to the student.

Students refusing to sign the Addendum will not be permitted to participate in WGTC Adult Education classes. Additionally, students who indicate that they are not legal permanent residents or citizens of the United States and who are unable to provide satisfactory, current documentation (issued by the Department of Homeland Security) to allow for verification of their eligibility for services will not be permitted to participate in WGTC Adult Education classes.

Reference: Technical College System of Georgia Office of Adult Education Policy and Procedure Manual  
<https://tcsgeu/wp-content/uploads/2019/05/PP-MANUAL.pdf>

Policy Source: TCSG OAE Policy Manual	Policy Manager: Vice President, Adult Education	Effective: 3/2009
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