

## VERIFICATION OF FULL-TIME STUDENT STATUS

DATE: \_\_\_\_\_

To: **SCHOOL NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON NAME & TITLE: \_\_\_\_\_

TEL.: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FROM: **SITE MANAGER NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL.: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**HOUSEHOLD MEMBER'S NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

The person named above is a member of a household that has applied for or is recertifying eligibility for tax credit housing under Section 42 of the Internal Revenue Code. Tax credit regulations require us to verify all information used in determining the household's eligibility.

The household member has informed us that he or she is a student at your school. Please provide us with the information requested or forward this form to a colleague who can provide the information. Feel free to call the site manager at the number listed above with any questions. The household member has consented to the release of this information as shown in the Household Member Release.

We would appreciate your prompt return of this form to the site manager named above.

### INFORMATION REQUESTED

1. Is the household member's current subject load considered "full-time" under your school's standards?  Yes  No
2. Date the student enrolled as a full-time student \_\_\_\_\_ (MONTH/DAY/YEAR)  N/A
3. What date is the student expected to graduate? \_\_\_\_\_ (MONTH/DAY/YEAR)  N/A
4. If the student is not currently enrolled full time, do you anticipate the student enrolling full time in the next 12 months?  Yes  No  Don't Know
5. If the student no longer attends school, did the student attend school full time for at least five months during the current calendar year?  Yes  No

NAME & TITLE OF PERSON SUPPLYING INFORMATION \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

### HOUSEHOLD MEMBER RELEASE

TO THE HOUSEHOLD MEMBER:

YOU DO NOT HAVE TO SIGN THIS FORM IF THE NAME OR ADDRESS OF EITHER THE SITE MANAGER OR THE SCHOOL IS LEFT BLANK.

RELEASE: I hereby authorize the release of the requested information.

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

### PENALTIES FOR MISUSING THIS VERIFICATION FORM

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. Any owner (or any employee of the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Violation of these provisions are cited as violations of 42 U.S.C. Section 408 (a) (6), (7) and (8).