

STUDENT POLICY

STU-25 Student Age Verification Policy

1. Purpose

Date of birth verification is required to confirm student eligibility, ensure compliance with applicable laws, program rules, and maintain accurate student records.

2. Policy Statement

All parents or legal guardians must upload documentation verifying the student's date of birth as part of the student application or enrollment process. Students will not be considered fully enrolled or eligible to participate in the program until acceptable documentation has been submitted and verified.

3. Acceptable Documentation

Parents or legal guardians must upload one of the following documents clearly showing the student's legal name and date of birth:

- Birth Certificate (issued by a government authority)
- State issued ID (driver's license or non-driver ID) for each student
- Certificate of Live Birth
- Other government-issued document showing the student's legal name and date of birth, subject to program administrator approval

Documents must be complete, legible, and unaltered.

4. Submission Requirements

1. The document must be uploaded through the program's secure online portal.
2. The document must clearly display:
 - Student's full legal name
 - Student's date of birth
 - Issuing authority
3. Photographs or scans must be clear and readable.

5. Review and Verification

ScholaVia or Program administrators will review submitted documents to confirm the student's date of birth. If a document is unclear, incomplete, or appears altered, the parent or guardian may be required to submit additional documentation.

6. Failure to Provide Documentation

If acceptable date of birth verification is not provided:

- The student's application or enrollment may remain pending.
- Access to program funds or services may be delayed or suspended until documentation is received and verified.
- Continued failure to provide required documentation may result in denial or termination of program participation.

7. Data Privacy and Security

All submitted documents will be stored securely and handled in accordance with applicable privacy laws, including student data privacy protections. Access to these documents will be limited to authorized personnel responsible for enrollment and compliance.

8. Record Retention

Age verification documents will be retained in accordance with the CSF's record retention policies and applicable state and federal regulations.