



Students required to provide proof of their high school completion by the Department of Education must obtain and provide to the Office of Financial Aid one of the following documents:

- A copy (official or unofficial) of the student's high school diploma.
- A copy of the student's final **official** high school transcript showing the date of graduation.
- A copy of the student's General Educational Development (GED) certificate or transcript.
- An academic transcript indicating the successful completion of a 2 year program acceptable for full credit towards a bachelor's degree.
- For homeschooled students, a secondary school completion credential in the form of a transcript signed by a parent or guardian. This document must list the secondary school courses that the student completed and that the student successfully completed a secondary school education in a home school setting, according to state requirements.

**NOTE:** Documents submitted to the Office of Financial Aid will not be returned.

Documents can be submitted via email to [financialaid@ben.edu](mailto:financialaid@ben.edu); faxed to 630-829-6101; or uploaded to the Financial Aid dropbox located on our [website](#).