

Verification Policy

Verification is a process where the financial aid specialist must verify that information reported on the financial aid application is true and correct. Applicants are selected for verification through computer edits by the Department of Education or selection by the school. Applications selected for verification by the Department of Education are flagged with an “*” next to the EFC number on the Student Aid Report (SAR) and the student is notified of selection in Part I of the SAR as well as by a letter from the school. Applications selected by the school will not have an “*” next to the EFC so these students will be notified of selection by a letter from the school only.

Specific items to be verified are:

1. Adjusted gross income (AGI)
2. U.S. Income Tax paid
3. Income Earned from work
4. Untaxed Portions of IRA Distributions
5. Untaxed Portions of Pensions
6. IRA Deductions and Payments
7. Tax Exempt Interest Income
8. Education Credits
9. Other Untaxed Income
10. Number of Household Members
11. Number in College
12. SNAP – Supplemental Nutrition Assistance Program (Food Stamps)
13. Child Support Paid by the student (or spouse), the student’s parent, or both
14. High School Completion Status – ***Must submit to school verifiable documentation of high school completion or its equivalent.***
15. Identity/Statement of Educational purpose – ***Required to be provided in person by the student to an authorized official at the school. The student must be prepared to present a valid government-issued photo ID, such as but not limited to a driver’s license, other state-issued ID, or passport, etc.***

The Office of Financial Aid will notify all students selected for Verification by letter detailing what specific FAFSA items from above must be verified. Included with the letter will be all supporting documentation that must be completed, signed and returned to the school. In the event the student is selected for Verification of item 15 above, **Identity/Statement of Educational Purpose**, the student is required to report to the school in person, with appropriate ID, to sign all necessary documentation. Students who are unable to appear in person must notify the Office of Financial Aid **immediately** to obtain appropriate forms that must be completed in the presence of a Notary. *The original notarized Statement of Educational Purpose form must then be provided to the school.*

Selected students are required to provide documentation as specified by a letter from the Office of Financial Aid within 30 days of receipt of notice. Late applicants may be provided a shorter time period in which they must return required documentation in order for verification to be completed and aid processed prior to the end of their award year or program, whichever is earlier. Failure to do so will result in non-payment of awards for Pell, and loans will not be originated. Students will be responsible to pay all tuition costs.

If corrections need to be made to the SAR, the student will receive a letter stating the corrections needed and directions to resolve the issues. The school may be able to make the

required changes and the student will be notified in writing of the changes made on an updated SAR sent to the student from the US Department of Education. No payments for federal student aid will be made until the updated ISIR/SAR is received by the aid office. Students will be notified by the school in writing of award changes within 30 days of receipt of all required verification documentation.

Students requesting a review of their application due to special circumstances whose FAFSA application was selected for verification must complete the verification process before the school can make any changes or adjustments to the students' cost of attendance or to the values of the data items required to calculate the EFC.

The verification process is complete when all signed documents are reviewed by the aid officer and a valid ISIR/SAR is submitted to the aid office. A final and correct ISIR/SAR must be received at least four weeks prior to the earlier of the last day of the award year or the last day of attendance in order to receive direct loan payment. A final and correct ISIR/SAR received after this time is not eligible for verification or direct loan payment.

In the case where the student is responsible for an overpayment of federal aid to the U.S. Department of Education, the student will be notified in writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayments to the United States Department of Education Student FSA's Management Collections (ED Collections) and notify NSLDS of the overpayment. At this point, the student becomes ineligible to receive Title IV funds until the overpayment is resolved.