VERIFICATION POLICY

The U.S. Department of Education requires schools to participate in the procedures for verifying the information on the Free Application for Federal Student Aid, FAFSA. Any student who completes a FAFSA may be randomly selected for verification by the Department of Education. This verification process involves the review of tax information and household information to ensure the accuracy of the
FAFSA application. To complete the verification, students and parents, as applicable, are asked to submit the required documents below to the Financial Aid Office.

The Financial Aid Office will verify all mandatory items required by the U.S. Department of Education. After the initial verification document request has been met, the financial aid advisor will review the information on the FAFSA. If all data matches, we will document the process as completed. We may ask for additional information if we find discrepancies that cannot be explained. The financial aid office must
resolve any conflicting information before disbursing any federal financial aid. All federal aid is subject to change until verification is completed and applicable FAFSA correction has been made. The financial aid office is required to review all subsequent IRIS transactions for the entire processing year, even if an earlier transaction was verified.

Students whose financial aid information requires reprocessing, based on the verification process, will have corrections electronically processed by the financial aid advisor. Any corrections will generate an updated Student Aid Report, which the Central Processing System (CPS) will send to the student. The
school will receive the subsequent Institutional Student Information Record (ISIR). The Ex pected FamilyContribution (EFC) may change based on the information submitted. If any changes to eligibility occur as the result of verification, the Financial Aid Office will communicate to the student to detail what changes are required via email, phone, or in person and provide revised estimated award notification if necessary.

Verification Tracking Groups and Verification Items

V1 – Standard verification group for tax filers.

- · Adjusted gross income
- · U.S income tax paid
- · Untaxed portions of IRA distributions and Pensions
- · IRA deductions and payments

- Tax-exempt interest income
- Education tax credits
- Number of Household members
- Number in college

V1 – Standard verification group for non-tax filers.

- Income earned from work
- Number of Household members
- Number in college

V4 – Custom verification group

- High school completion status and identity/statement of educational purpose.

V5 – Aggregate verification group

- High school completion status, identity/statement of educational purpose
- V1 verification items

Documents Required
- IRS tax return signed by tax filer or Tax transcripts from IRS and 1040X for amended tax return
- IRS verification of non-filing (VNF) letter
- W2 forms
- Verification worksheet
- Other documents as requested
- Government-issued photo identification

Timeline and Deadlines

Allow two weeks to complete the verification process once the verification items have been submitted. The process might take longer if we receive incomplete documents or require additional information. The deadline for a student or prospective student to submit documents as part of the verification process is thirty days after the Financial Aid Office sends message via email or phone to the student or prospective student indicating he or she has been selected for verification.
Federal aid will be forfeited if the student is selected for verification and completes only some required review components by the deadline noted above.