

## VERIFICATION POLICIES & PROCEDURES

Students who apply for Federal Student Aid and receive a Student Aid Report (SAR) or ISIR may be selected for a process called Verification in which the U.S. Department of Education requires the students to verify the information provided on the Federal Application for Aid (FAFSA). The SAR will have an asterisk\* next to the EFC that indicates the student has been selected. The school is responsible for verifying the financial information used to calculate the student award.

The financial aid advisor will explain the verification process and documents needed to the student during the enrollment interview or during a phone consultation. If the student needs to verify adjusted gross income and taxes paid, the advisor will explain how to obtain a Tax Return Transcript for the files. Alternative documentation may be accepted in some cases. The Department also has provided Verification Worksheets which will be completed by the student for the files.

The Financial Aid Office is obligated to address any discrepancies and request documentation to resolve them. The Financial Aid Office will make the necessary corrections and submit them electronically to the U.S. Department of Education. If after the corrections are made, the student's award changes, a revised award notice will be provided to the student within two weeks of the completed verification process. No funds can be disbursed until the Verification process is completed.

### **Verification is required for the following items:**

- Adjusted gross income
- US income tax paid
- Household size
- Number enrolled in college
- High School completion status
- SNAP benefits • Child support paid/received
- Certain Untaxed income and benefits
- Identity statement/Education intent

**NOTE:** The above items are required to be verified; however, the Financial Aid Office is obligated to address any other discrepancies and request documentation to resolve them.

### **Acceptable Documentation**

For the 2016-2017 school year students must obtain a Tax Return Transcript from the IRS instead of the Tax Return. The Tax Return Transcript will be the only acceptable form of tax verification documentation. Alternative documentation may be accepted in some cases. The Financial Aid Office can tell the student what documentation is needed and acceptable for each item to be verified.