

2019-2020 Verification Information and Policies

All federally selected applicants will be verified by the institution.

Non selected applications may be selected if the Financial Aid Counselor deems that verification of data is necessary.

Documents that may be requested:

Parent and/or Student (and Spouse if needed) Tax Transcripts for 2016

Parent and/or Student (and Spouse if needed) W2 forms for non-filers

Federal IRS Verification of Non-Filing

Verification Worksheet

Other Untaxed Income Verification

Identity Verification

High School Completion Status

Statement of Educational Purpose

Other documents as needed based on review

Student Responsibilities:

1. Documents are requested from the student every 30 days through an electronic letter flow process until received. The priority deadline to receive verification documents is 2 weeks after the first reminder letter is received. The FAO will process any verification, however, based on the federal calendar. (120 days after the last date of attendance or the published Federal deadline date, whichever is first) to ensure proper processing of aid for which the student is eligible. The student may not be eligible for student loans or institutional funds.
2. If a student fails to return required documents before the end of the 120 day time frame, they will lose all eligibility for federal and/or need based institutional aid that they may have been eligible for.
3. No aid will be disbursed until all information is received and reviewed.
4. Students are notified of their verification results by their award letter. If an award changes, new students will receive another revised award letter with any changes and an email to review their Panther Portal. If no changes occur, no notification is made, however, the student may still review their award on Panther Portal (student gateway portal that is password protected).
5. With required documentation received, the Financial Aid Office will submit all changes to the ISIR to reflect changes based on verification. The student or parent may be notified if additional information is needed to correct any data element on the FAFSA (see conflicting data as well). The student or parent may also use the Data Retrieval Tool online in lieu of requesting tax transcripts.
6. **Write the Student's Name and Student ID # on all Tax Transcripts before submitting**

A few items to take into consideration:

We may only accept Tax Transcripts from the IRS (other provisions may be necessary in some situations on a case by case basis for those who are having difficulty obtaining the tax transcripts-contact the Financial Aid Office for assistance).

There are other provisions, however, we prefer to adhere to the tax transcript policy to maintain consistency.

1. Once we have all data to verify, we will complete the verification process unless through receipt of documents we show conflicting information.

2. All corrections will be submitted to the Federal Processor and a new ISIR received. Adjustments may be made with the new EFC received, however, nothing should be disbursed until corrections return from CPS.
3. For all applicants (those selected and not selected for verification), if personnel has reason to believe that there is discrepant information on the FAFSA application, additional documentation (i.e. tax documents, signed statement from student/parent) or verbal confirmation with the parent or student can be utilized to clear the conflicting data elements.

Personnel will also document in notepad and in the file the conversation or the documents received to clear the conflicting data.

4. All C Codes as designated on the FAFSA are considered conflicting data and will be resolved as above.
5. All internal offices may report conflicting data to the Financial Aid Office that may need to be resolved as well, such as loan data, grade changes, admissions data etc.
6. No aid will be disbursed until the conflicting data is resolved.

Office of Inspector General Referrals

If the Financial Aid Office suspects that a student, employee, or other individual has misrepresented or altered documentation to fraudulently obtain federal funds, they will be reported to the Office of the Inspector General for further review.