



Verification

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1. Applicants who are selected for verification according to the Department of Education will have their applications reviewed. Applicants who estimate their tax information or indicate they will file taxes will be selected for verification on a case by case basis. Students who are rejected due to no signature on the FAFSA may also be verified.
2. Applicants selected for verification will be contacted by the Coordinator of Financial Aid/Registrar during the initial review of the application. A letter will be sent requesting the needed documentation. Students and families will be encouraged to process their tax information via the IRS Data Retrieval Tool available through www.fafsa.gov.
3. Required documentation may include the following but not limited to:
 - A. Federal tax transcripts
 - B. W2's
 - C. Department of Education verification forms
 - D. Copy of Social Security cards, passports, and/or citizenship documents
 - E. Child support documents
 - F. Unemployment documents
 - G. SNAP funding documentation
4. The deadline for submitting documentation is one month from the date of contact for priority consideration of campus-based or institutional aid, if appropriate. Extension of this deadline will be made on a case-by-case basis. The final deadline for submission of documentation is one month prior to the last day of the student's enrollment for the award year
5. Documentation submitted by the applicant will have the following data reviewed but not limited to:
 - A. Adjusted gross income for the base year
 - B. U.S. income tax paid for the base year
 - C. Number of family members in the household
 - D. Number of family members attending college
 - E. Certain untaxed income and benefits from the base year
 - (a) Social Security benefits
 - (b) Child support
 - (c) Untaxed payments to IRA and/or Keogh plans
 - (d) Educational tax credit
 - (e) Foreign tax credit

5. Corrected information that is the result of verification will be used in recalculating the applicant's Expected Family Contribution (EFC). The recalculated EFC will be used in awarding aid. All documentation will be maintained in the student's financial aid file
6. A correct, valid SAR or ISIR must be on file in the Financial Aid Office before federal and/or state financial aid is awarded
7. Discrepancies of applicant information may in some cases require further follow-up with the applicant to achieve correct information. Situations indicating possible fraud or criminal misconduct will be handled according to institutional policy
8. The Coordinator of Financial Aid/Registrar reserves the right to exercise professional judgment, to verify additional data items beyond the minimum elements required by the Department of Education or verify information for applicants not selected by the Department of Education.