

VERIFICATION – POLICY

Purpose:

Once a student completes the FAFSA to apply to participate in federal financial aid their application is sent to the Central Processing System (CPS). CPS will select applications to verify the information submitted by the student. This process is called verification and student must submit the proper documentation to verify their information to be eligible to participate in federal aid. This policy describes the process to be followed

Policy:

1. Only those students selected for verification by the U.S. Department of Education (DOE) or those with conflicting information in their records will be required to submit supporting documentation.
2. In most cases, the required documentation consists of a completed Verification Worksheet by the student and/or parent and the use of the Data Retrieval Tool (DRT) through the FAFSA which is a direct link to the IRS, a Tax Transcript from the IRS or w2's from the required year. This information is to be provided by the student to the campus Financial Aid Coordinator for processing.
3. Students eligible to receive a Pell Grant or a Subsidized Direct Loan will have 30 calendar days to complete verification beginning no later than the students start date. If the student fails to submit or complete the required verification documentation in the allotted amount of time. They will be considered a cash pay student and payment will be required at that time.
4. No Federal Pell Grant or Subsidized Direct Loan funds will be disbursed prior to the completion of verification.
5. All students will be notified on a timely basis if they were selected for verification and what supporting documentation is required. At that time the student will be informed of the time parameters and the consequences of not completing the verification procedure. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify the student via award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by the U.S. Department of Education (DOE).
6. If the student receives an overpayment based on inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to DOE for resolution and an overpayment will be reported. Unless required by DOE, no Federal financial aid will be disbursed to the student.
7. The financial aid file will be documented that verification has been completed.



Verification Deadline Letter

You are a ____ Independent or ____ Dependent student.

Dear Student,

Date: _____

Congratulation on beginning your program at Avalon! Your 2016/2017 FAFSA application has been selected for verification. When a student applies for federal financial aid they submit a Free Application for Federal Student Aid (FAFSA), which you have already done. The Department of Education (DOE) randomly selects student's FAFSA application for verification. This means that we must verify the information that you put on your FAFSA. In order for us to verify the information you put on your FAFSA you will be required to submit supporting documentation to the financial aid office.

No financial aid can be disbursed until this process is complete. You must complete verification within 30 days of your start date. If you fail to submit the required documents in the time allotted, you will then be considered a cash paying student and a payment will be required in order for you to continue your schooling.

VERIFICATION DEADLINE – (fill in the date)

1. **Verification Worksheet:**
 - a. Independent students completed and signed by you.
 - b. Dependent students completed and signed by you and a parent
2. **2015 Taxes: You Must**
 - a. Use the IRS Data Retrieval Tool on FAFSA on the web to pull taxes over from the IRS or;
 - b. Provide a Tax Transcript from the IRS
3. **Non-Filers:** if you did not and are not required to file a tax return
 - a. Independent students complete and sign the non-tax filers statement
 - b. Provide 2015 W2(s)
 - c. Dependent student both you and a parent must each complete and sign a non-tax filers statement
 - d. Provide 2015 W2(s)

Visit www.irs.gov to download and print your transcript. You also may request it to be mailed to you online or by calling IRS at 1-800-908-9949. Lastly you can also stop by your local IRS office to pick up in person. **In order to receive your transcript immediately you must mention to the IRS agent that you need the transcripts to complete verification and attend school. An appointment is required to pick up your transcript in person.**

In order to avoid delays be sure all the forms are complete and signed.

Student Signature

Date