

# VERIFICATION POLICY

Verification is a process which requires an institution to confirm the accuracy of information used to determine a student's eligibility for federal student assistance. A student's file may be selected for verification by either the school or by the U.S. Department of Education.

If a student's file has been selected for review under the verification process, depending upon the reason the file was selected, some of all of the following information may be requested from the student:

- A completed Verification Worksheet, signed by the student, spouse or parent when applicable.
- A copy of an IRS Tax Return Transcript from the U.S. Internal Revenue Service will be required unless the student (and parents where applicable) have properly used the IRS Data Retrieval Tool to import tax information into the student's FAFSA record. A Tax Return Transcript will serve to confirm the accuracy of income and other tax related amounts that the student reported on his/her FAFSA application if the IRS/DRT has not been used.

## Obtaining Tax Return Transcripts

Students can obtain tax return transcripts:

- Via the Internet at [www.irs.gov](http://www.irs.gov)
- Via phone by calling 1-800-908-9946
- Via mail or fax by completing IRS Form 4506T-EZ

Internet and phone requests are easy and tax return transcripts will be mailed to the tax filer's address within 5-10 days. Submission of Form 4506T-EZ can authorize mailing of the transcript to a third party (such as the institution) but will take approximately 30 days.

- Other documentation may be requested by the institution to verify the accuracy of your application information including, but not limited to, marital settlement agreements, divorce decrees, W-2 forms, etc.

Students must provide the above information to the institution within 120 days of the student's last date of attendance, or before the respective award year funding processes close in accordance with dates published annually in the Federal Register, whichever is earlier. Failure to complete the verification requirements on a timely basis may result in forfeiture of any federal aid awarded during the award year.

Students will be notified by the institution if any discrepancies are discovered during the verification process. Students may be required to correct any erroneous information by using the ISIR correction process at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The verification process is not considered to be completed during periods of corrective action. Corrections generally include a recalculation of the student's EFC, and electronic resubmission of applicant information through the FAFSA Central Processor.

If a student's award changes as a result of the verification process, the student will be counseled and informed of how the change affects his/her packaging and financial obligations to the institution.

In the event this verification process identifies that a student received an overpayment of federal aid, the student will be required to refund the overpayment promptly. The student will be ineligible for any future federal aid until any and all amounts owed are repaid. If the student fails to repay any refund due, or if the institution determines that the student may have engaged in fraud or misrepresentation regarding the federal aid process, the student will be referred to the U.S. Department of Education for further investigation and prosecution.

**Students will forfeit their right to federal assistance for non-compliance with verification policies.**

# 2017-2018 Award Year Verification Procedures

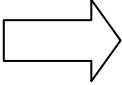
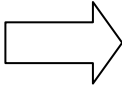
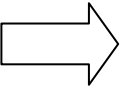
Newly effective with the 2017-2018 federal aid award year are the elimination of verification requirements regarding child support paid, a family's receipt of SNAP (Supplemental Nutrition Assistance Program) benefits, and the elimination of Verification Tracking Group 6 regarding low-income applicants.

Files that are selected for verification are placed in one of three different *Verification Tracking Groups (V1, V4, or V5)*. Based on which group the file is placed, verification procedures may be modified. The procedures listed below are to be followed when completing verification requirements for each group.

Upon receipt of the student's ISIR and any required verification documents from the student, the following data elements are reviewed against the applicant's ISIR for accuracy:

## Verification Tracking Group "V1"

The following data elements are required to be verified against the required documentation listed:

<i>ISIR Data Field</i>		<i>Acceptable Documentation</i>
<b><i>Tax Filers</i></b> <ul style="list-style-type: none"><li>Adjusted Gross Income</li><li>U.S. Income Tax Paid</li><li>Untaxed Portions of IRA Distributions</li><li>Untaxed Portions of Pensions</li><li>IRA Deductions and Payments</li><li>Tax Exempt Interest Income</li><li>Education Credits</li></ul>		<b>Use of the IRS Data Retrieval Tool as evidenced by a "02" code on the ISIR Or An official IRS Tax Return Transcript</b>
<ul style="list-style-type: none"><li>Number of Family Members</li><li>Number in College</li></ul>		<b>Completed and Signed "V1" Verification Worksheet</b>
<b><i>Non-Tax Filers</i></b> <ul style="list-style-type: none"><li>Income earned from work</li><li>Number of Family Members</li><li>Number in College</li></ul>		<b>Completed and Signed "V1" Verification Worksheet</b>

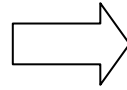
**Verification Tracking Group "V2"** (Reserved for Future Use)

**Verification Tracking Group "V3"** (Reserved for Future Use)

### Verification Tracking Group “V4”

The following data elements are required to be verified against the required documentation listed:

- High School Completion Status
- Identity/Statement of Educational Purpose



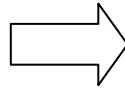
**Completed and Signed “V4”  
Verification Worksheet**

### Verification Tracking Group “V5”

The following data elements are required to be verified against the required documentation listed:

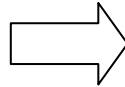
#### ***Tax Filers***

- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Credits



**Use of the IRS Data Retrieval  
Tool as evidenced by a “02”  
code on the ISIR  
Or  
An official IRS Tax Return  
Transcript**

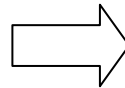
- High School Completion Status
- Identity/Statement of Educational Purpose
- Number of Family Members
- Number in College



**Completed and Signed “V5”  
Verification Worksheet**

#### ***Non-Tax Filers***

- High School Completion Status
- Identity/Statement of Educational Purpose
- Income earned from work
- Number of Family Members
- Number in College



**Completed and Signed “V5”  
Verification Worksheet**

**Verification Tracking Group “V6” (Reserved for Future Use)**



## 2017-2018 Verification Worksheet (Dependent Student) Verification Tracking Group V1



Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

### SECTION 1 INCOME VERIFICATION

- |     |  |                          |                          |
|-----|--|--------------------------|--------------------------|
|     |  | Yes                      | No                       |
| 1a. | Did you file, or are/were you required to file a U.S. Income Tax Return for 2015?                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. | Did your parents file, or are/were your parents required to file, a U.S. Income Tax Return for 2015? | <input type="checkbox"/> | <input type="checkbox"/> |

If you (and/or your parents) filed, **or are/were required to file**, a U.S. Income Tax Return for 2015, to satisfy this requirement you are encouraged to use the IRS Data Retrieval process to electronically import your tax information into your FAFSA record. This can be done at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you cannot use this option, you must provide the institution with an **IRS Tax Return Transcript** available either online at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946.

If you (and/or your parents) did not file, **and are/were not required to file**, a U.S. Income Tax Return for 2015, you must list the source and amount of income earned during 2015 below **and provide copies** of W-2s forms to the financial aid administrator at the institution.

**IF YOU OR YOUR PARENT DID NOT WORK IN 2015 AND HAD NO EARNED INCOME IN THAT YEAR, ENTER "NA" (NOT APPLICABLE) IN THE EMPLOYER COLUMN AND ENTER "\$0" OR "ZERO" IN THE APPLICABLE AMOUNT EARNED COLUMN.**

<i>Employer's Name</i>	<i>2015 Amount Earned by Student</i>	<i>2015 Amount Earned by Parent</i>	<i>You must include your IRS W2 or 1099. Explain here if it is not provided.</i>

### SECTION 2 FAMILY SIZE VERIFICATION

List below the people in your family that will receive more than half of their support from your parents from 7/1/17 through 6/30/18. Also provide the name of any college/university/vocational school that a person in your family will attend on at least a half time basis during 7/1/17 – 6/30/18. The first line should represent the student for whom this form is being completed, and whose signature will appear in the Certification at the bottom of this page.

<i>Full Name</i>	<i>Age</i>	<i>Relationship</i>	<i>College at Which Enrolled at Least Half Time</i>
<i>SELF / STUDENT</i>			

### CERTIFICATION & SIGNATURE

Each person signing below certifies that all of the information reported on this worksheet is complete and correct.

Student's Signature	/ /	Date
Parent's Signature (at least one must sign)	/ /	Date

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.**



## 2017-2018 Verification Worksheet (Independent Student) Verification Tracking Group V1



Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

### SECTION 1 INCOME VERIFICATION

Yes      No

- 1a. Did you file, or are/were you required to file a U.S. Income Tax Return for 2015?
- 1b. If married, did your spouse file, or was your spouse required to file, a U.S. Income Tax Return for 2015?

If you (and/or your spouse) filed, **or are/were required to file**, a U.S. Income Tax Return for 2015, to satisfy this requirement you are encouraged to use the IRS Data Retrieval process to electronically import your tax information into your FAFSA record. This can be done at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you cannot use this option, you must provide the institution with an **IRS Tax Return Transcript** available either online at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946.

If you (and/or your spouse) did not file, **and are/were not required to file**, a U.S. Income Tax Return for 2015, you must list the source and amount of income earned during 2015 below **and provide copies** of W-2s forms to the financial aid administrator at the institution.

**IF YOU OR YOUR SPOUSE DID NOT WORK IN 2015 AND HAD NO EARNED INCOME IN THAT YEAR, ENTER "NA" (NOT APPLICABLE) IN THE EMPLOYER COLUMN AND ENTER "\$0" OR "ZERO" IN THE APPLICABLE AMOUNT EARNED COLUMN.**

<i>Employer's Name</i>	<i>2015 Amount Earned by Student</i>	<i>2015 Amount Earned by Spouse</i>	<i>You must include your IRS W2 or 1099. Explain here if it is not provided.</i>

### SECTION 2 FAMILY SIZE VERIFICATION

List below, the people in your family that will receive more than half of their support from you (and/or your spouse) from 7/1/17 through 6/30/18. Include yourself (and your spouse, if married). Also provide the name of any college/university/vocational school that a person in your family will attend on at least a half time basis during 7/1/17 – 6/30/18. The first line should represent the student for whom this form is being completed, and whose signature will appear in the Certification at the bottom of this page.

<i>Full Name</i>	<i>Age</i>	<i>Relationship</i>	<i>College at Which Enrolled at Least Half Time</i>
<i>SELF / STUDENT</i>			

### CERTIFICATION & SIGNATURE

Each person signing below certifies that all of the information reported on this worksheet is complete and correct.

Student's Signature	/    /	Date
Spouse's Signature (optional)	/    /	Date

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.**

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

## VERIFICATION OF HIGH SCHOOL COMPLETION

You must provide one of the following documents as evidence of your high school completion status:

- A copy of your high school diploma.
- A copy of your final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript indicating that the student passed a State authorized examination (GED, HiSET, TASC, or other approved State authorized exam) that the State recognizes as the equivalent of a high school diploma.
- An academic transcript indicating that you have successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

## VERIFICATION OF IDENTITY AND CERTIFICATION OF EDUCATIONAL PURPOSE

You must appear in person at the institution to verify your identity by presenting valid, government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

*(If you are unable to appear in person, this document must be notarized)*

In addition, you must sign, in the presence of the institutional official, the following Statement of Educational Purpose:

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the

**Print Student's Name**

Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending

\_\_\_\_\_ for 2017-2018.

**Name of Postsecondary Educational Institution**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Signature and ID Number Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
School Official Witness Signature Date

## CERTIFICATION & SIGNATURE

Each person signing below certifies that all of the information reported on this worksheet is complete and correct.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Signature Date

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.**

## 2017-2018 Verification Worksheet (Dependent Student) Verification Tracking Group V5 (Page 1 of 2)

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

- SECTION 1 INCOME VERIFICATION**
- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1a. Did you file, or are/were you required to file a U.S. Income Tax Return for 2015?                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. Did your parents file, or are/were your parents required to file, a U.S. Income Tax Return for 2015? | <input type="checkbox"/> | <input type="checkbox"/> |

If you (and/or your parents) filed, **or are/were required to file**, a U.S. Income Tax Return for 2015, to satisfy this requirement you are encouraged to use the IRS Data Retrieval process to electronically import your tax information into your FAFSA record. This can be done at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you cannot use this option, you must provide the institution with an **IRS Tax Return Transcript** available either online at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946.

If you (and/or your parents) did not file, **and are/were not required to file**, a U.S. Income Tax Return for 2015, you must list the source and amount of income earned during 2015 below **and provide copies** of W-2s forms to the financial aid administrator at the institution.

**IF YOU OR YOUR PARENT DID NOT WORK IN 2015 AND HAD NO EARNED INCOME IN THAT YEAR, ENTER "NA" (NOT APPLICABLE) IN THE EMPLOYER COLUMN AND ENTER "\$0" OR "ZERO" IN THE APPLICABLE AMOUNT EARNED COLUMN.**

<i>Employer's Name</i>	<i>2015 Amount Earned by Student</i>	<i>2015 Amount Earned by Parent</i>	<i>You must include your IRS W2 or 1099. Explain here if it is not provided.</i>

- SECTION 2 FAMILY SIZE VERIFICATION**
- List below the people in your family that will receive more than half of their support from your parents from 7/1/17 through 6/30/18. Also provide the name of any college/university/vocational school that a person in your family will attend on at least a half time basis during 7/1/17 – 6/30/18. The first line should represent the student for whom this form is being completed, and whose signature will appear in the Certification on page 2.

<i>Full Name</i>	<i>Age</i>	<i>Relationship</i>	<i>College at Which Enrolled at Least Half Time</i>
<i>SELF / STUDENT</i>			

**Your verification documentation is not yet complete.  
Please continue to Page 2 of this worksheet to complete verification of additional information.**

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

### VERIFICATION OF STUDENT'S HIGH SCHOOL COMPLETION

You must provide one of the following documents as evidence of your high school completion status:

- A copy of your high school diploma.
- A copy of your final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript indicating that the student passed a State authorized examination (GED, HiSET, TASC, or other approved State authorized exam) that the State recognizes as the equivalent of a high school diploma.
- An academic transcript indicating that you have successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

### Completion of High School Abroad

If you completed secondary education in a foreign country and you are unable to obtain a copy of your high school diploma or transcript, you may document your high school completion status by obtaining a copy of a "secondary school leaving certificate" (or similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where you completed secondary school. To be eligible for federal aid your foreign high school credential must be at least equivalent to that of secondary education in the U.S.

### VERIFICATION OF IDENTITY AND CERTIFICATION OF EDUCATIONAL PURPOSE

You must appear in person at the institution to verify your identity by presenting valid, government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

*(If you are unable to appear in person, this document must be notarized)*

In addition, you must sign, in the presence of the institutional official, the following Statement of Educational Purpose:

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the  
**Print Student's Name**

Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending

\_\_\_\_\_ for 2017-2018.  
**Name of Postsecondary Educational Institution**

_____ Student's Signature and ID Number	____/____/____ Date	_____ School Official Witness Signature	____/____/____ Date
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### CERTIFICATION & SIGNATURE

Each person signing below certifies that all of the information reported on this worksheet is complete and correct.

_____ Student's Signature	____/____/____ Date	_____ Parent's Signature (at least one must sign)	____/____/____ Date
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**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.**



## 2017-2018 Verification Worksheet (Independent Student) Verification Tracking Group V5 (Page 1 of 2)

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- |                                      |   | Yes                      | No                       |
|--------------------------------------|---|--------------------------|--------------------------|
| <b>SECTION 1 INCOME VERIFICATION</b> |   |                          |                          |
| 1a.                                  | Did you file, or are/were you required to file a U.S. Income Tax Return for 2015?                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b.                                  | If married, did your spouse file, or was your spouse required to file, a U.S. Income Tax Return for 2015? | <input type="checkbox"/> | <input type="checkbox"/> |

If you (and/or your spouse) filed, **or are/were required to file**, a U.S. Income Tax Return for 2015, to satisfy this requirement you are encouraged to use the IRS Data Retrieval process to electronically import your tax information into your FAFSA record. This can be done at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you cannot use this option, you must provide the institution with an **IRS Tax Return Transcript** available either online at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946.

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<i>Employer's Name</i>	<i>2015 Amount Earned by Student</i>	<i>2015 Amount Earned by Spouse</i>	<i>You must include your IRS W2 or 1099. Explain here if it is not provided.</i>

**SECTION 2 FAMILY SIZE VERIFICATION**  
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<i>Full Name</i>	<i>Age</i>	<i>Relationship</i>	<i>College at Which Enrolled at Least Half Time</i>
<i>SELF / STUDENT</i>			

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In addition, you must sign, in the presence of the institutional official, the following Statement of Educational Purpose:

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**Print Student’s Name**

Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending

\_\_\_\_\_ for 2017-2018.

**Name of Postsecondary Educational Institution**

_____	/	/	_____	/	/	_____
<b>Student’s Signature and ID Number</b>			<b>Date</b>			<b>School Official Witness Signature</b>
						<b>Date</b>

### CERTIFICATION & SIGNATURE

Each person signing below certifies that all of the information reported on this worksheet is complete and correct.

_____	/	/	_____
Student’s Signature			Date
_____	/	/	_____
Spouse’s Signature (Optional)			Date

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.**