2015-2016 Verification Process

Dear Applicant:

Verification is a process required by the federal government wherein selected financial aid applicants must confirm or verify the data they submitted on the FAFSA. To do this, applicants must submit the appropriate Verification Worksheet along with Federal Tax returns for the year on which the FAFSA is based.

This means that before you may receive aid, you are required to supply our office with written documentation to support many of your answers. This applies to all types of federal aid including loans and work-study. Understand that should the documents you present necessitate a correction of any answer(s) on your FAFSA, your aid eligibility may be subject to recalculation and previous award types and amounts could change.

All selected applicants must submit a completed Verification Worksheet to the Office of Student Financial Aid, along with the following:

IRS TAX RETURNS TRANSCRIPTS:

**IRS 1040A/1040EZ/1040Telefile filers:**
1) Copy of student (and spouse)/parents’ **2014 IRS tax return transcript(s)**

**IRS 1040 (Long form) filers:**
1) Copy of student (and spouse)/parents’ **2014 IRS tax return transcript(s)**

To obtain an IRS tax return transcript go to http://www.IRS.gov/individuals/Get-Transcript. Make sure you order the “IRS tax return transcript” and not the “IRS tax account transcript.” If you filed an amended return, you will need to submit a signed copy of the original tax form, the IRS Tax Return Transcript and a signed copy of the IRS Form 1040X that was filed with the IRS.

**Deadlines:**

You must complete the Verification Process by the applicable date listed below or within 15 Days of the date of the Verification Request whichever is later.

- **Fall**- November 6
- **Spring**- March 4
- **Summer**- July 1

The Financial Aid Office will not process your loans & other aid until the verification process is complete. Failure to complete this process will delay the processing of your financial aid. Your application will be de-activated should you fail to comply with the deadlines as listed above.

**Corrections/Changes:** If corrections of your student aid data are necessary, the school will submit them via the Central Processing System (CPS) on-line. Any resulting changes in your aid eligibility will be communicated to you by a revised award letter within two weeks of submitting the changes.

The prompt submission of all required forms and documents is requested, to avoid undesired delays in the processing of your financial aid application. Unsigned or illegible copies may be returned to you as unacceptable. Due to the volume of applications received during peak processing periods, please allow approximately three weeks for the completion of your verification by the Office of Student Financial Aid.

Thank You.