

# Averett University

## Verification Policy & Procedures

*Verification is a requirement of the U.S. Department of Education and is the process of confirming information submitted on the FAFSA. This review must be conducted under the Federal Financial Aid program rules (34 CFR, Part*

All federally selected applicants will be verified by Averett University Student Financial Services (SFS) Office. Non selected applications may be selected if the Student Financial Services Counselor deems that verification of data is necessary to resolve conflicting information.

Documents that may be requested:

Student and/or Parent/Spouse (if applicable) Tax Transcripts for the previous calendar year

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

Verification Worksheet

High School Completion Status

Statement of Identity & Educational Purpose Verification

Other documents as needed based on review

Student Responsibilities:

1. Documents are requested from the student through an email notice by Student Financial Services Counselor. Students without email address will have the notice postal mailed to the address listed on the FAFSA. Contact will be made for missing documents on monthly basis, either by email, postal mail, or phone call until verification process is completed. The priority deadline to receive verification documents is 2 weeks after the first notice is received by the student.
2. If a student fails to return required documents before the beginning of the semester they may risk loss of eligibility for federal, state, 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. With required documentation received, the Student Financial Services Office will submit all changes to the ISIR to reflect changes based on verification documentation. The student or parent may be notified if additional information is needed to correct any data element on the FAFSA including any conflicting data. The student or parent may also use the Data Retrieval Tool online in lieu of requesting tax transcripts.
5. Students are notified of their verification results if an award changes. If no changes occur, no notification is made, however, the student may review their award on Net Partner (student gateway portal that is password protected).

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 Student Financial Services 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 Net Partner and in the file the conversation or the documents received to clear the conflicting data.
4. All C Codes as designated on the FAFSA will be reviewed and if necessary and will be resolved as above.
5. All internal offices may report conflicting data to the Student Financial Services 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.