

## Verification Process

This procedure applies to all students selected for verification by the U.S. Department of Education. The Financial Aid Office will request additional information to validate the information you provided on your application. The Financial Aid Office identifies the cases selected by the system and notifies by letter that you were selected for verification, the necessary documents that must be completed and the deadline for forwarding these required documents. All scholarships selected by the U.S. Department of Education, identified by an asterisk (\*) next to the EFC, will be verified, as well as those in which the Financial Aid Office understands contain conflicting information. Until the **2017-2018**, verifications tracking flags will place the student in one of three verification tracking groups.

**Students who are selected for verification will be placed in one of the following groups. The group determines which FAFSA information must be verified for the student.**

The Financial Aid Office will not disburse any financial assistance funding or process and Student Loan application from students that do not complete the verification process.

A student that does not complete the process within the aid year will not receive any Title IV financial aid funds.

If upon revising documentation submitted by the student and it is understood that false, fraudulent, or other criminal conduct has been issued by the student in order to receive Title IV funds, said student will be referred to the Office of the Inspector General, as established by Federal Regulations.

### Standard Verification Group V1

Students in this group must verify the following if they are tax filers:

- Adjusted gross income
- Income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Household size
- Number in college

Students who are not tax filers must verify the following:

- Income earned from work
- Household size
- Number in college

**NOTE:** Applicants may be moved from previously assigned Groups V1 and V4 to Verification Tracking Group V5. Applicant is only required to verify the additional items in V5 that were not previously verified.

**SNAP Verification Group V2 (Until the 2014-2015 this group is reserved for future use by the U.S Department of Education)**

**Child Support Paid Verification Group V3 (Until the 2016-2017 this group is reserved for future use by the U.S Department of Education)**

#### **Custom Verification Group V4**

- Students must verify high school completion status
- Identity and a statement of educational purpose

**NOTE:** Applicants may be moved from previously assigned Groups V1, V4 to Verification Tracking Group V5. Applicant is only required to verify the additional items in V5 that were not previously verified.

#### **Aggregate Verification Group V5**

- Students must verify high school completion status
- Identity and a statement of educational purpose
- Addition to the items in the Standard Verification Group.

**Household Resources Group V6 (Until the 2017-2018 this group is reserved for future use by the U.S Department of Education)**

#### **Required Documents**

- Income Tax Return form signed by the taxpayer (student and/or parents).
- Verification Worksheet provided by the U.S. Department of Education, duly completed and signed.
- Any other document requested by the Financial Assistance Officer necessary to resolve discrepancies in information.

**NOTE:** Some cases are not required to have a signed verification worksheet. This because the documents submitted by the student and/or his parent support the information submitted in the FAFSA and then the verification process can be completed.

#### **Cases that may be Exempt from Verification**

1. The applicant is eligible to receive only unsubsidized student financial assistance.
2. Incarcerated students at the time of verification.
3. Recent immigrants that arrive in the United States during the academic year.
4. Students that completed the verification process at another institution during the same academic year. A letter from the other institution must be requested that includes the following information:
  - Certification that the verification was completed
  - Verified Transaction Number of the ISIR
  - If relevant, reasons for not recalculating the student's EFC
5. Residents from the Pacific Islands (Guam, American Samoa, Commonwealth of the northern Mariana Islands, Micronesia, and Republic of Palau).
6. The spouses (of an independent married student) or the parents (of a dependent student) cannot sign if one of the following conditions is applicable:
  - Reside in territories outside of the United States and cannot be contacted by normal means of communication

- Death or is physically or mentally handicapped
- Whereabouts unknown

## **Rights and Responsibilities of Students participating of Financial Assistance**

### **Rights**

- Receive orientation on available financial assistance programs and how they can benefit from them.
- Know the requirements for withdrawals, reimbursements and return of financial aids.

### **Responsibilities**

- Apply to FAFSA on time.
- Forward all requested documents on time.
- Use financial aid for educational purposes.
- Know the terms of the loan and promissory notes that are signed.
- Report to the Institution any change in address, financial situation, or dependent status while studying.
- Request information related to payment plans, deferments or postponements, if you have a loan.
- Complete an exit interview if you have a loan; and if you graduate, withdraw, abandon studies or have a less than part-time academic course load.
- Maintain Satisfactory Academic Progress.