

## 2025-2026 Verification Process and Deadlines

Verification is the process of confirming the accuracy of data submitted by applicants when they file the Free Application for Federal Student Aid (FAFSA). Students selected for verification by the FAFSA Processing System (FPS) will be required to submit family financial data and other documentation required to confirm or resolve issues. Students are notified by the U.S. Department of Education that they have been selected for verification in their FAFSA Submission Summary (FSS). Vincennes University will also provide the first verification notification by mail to the student's address on file in the registrar's office or by e-mail to the student's preferred e-mail account. Acceptable documentation for students selected by FPS for the current year is listed at the end of this document.

Students selected by FPS before initial packaging who do not submit the necessary documents will not be packaged until verification is complete. Students who fail to submit acceptable verification documents will not be awarded federal and state financial aid. Students selected by FPS after initial packaging but before first disbursement may have their offers of federal student aid removed until verification is complete. Students selected by FPS after first disbursement of any federal financial aid funds will not receive a second disbursement and, if work study, are no longer able to earn work study funds until verification is complete. Once verification is completed, at that point any currently pending federal financial aid for which the student is still eligible will be disbursed.

A student who has received any federal financial aid before being selected for verification, and then fails to submit all verification documents prior to the relevant deadlines, must return the federal aid as follows. Because the university will have to cancel any FSEOG funds, the student will owe those amounts through the university. If the student does not return the amount of disbursed federal Pell grant funds to the university, a federal Pell grant overpayment will be reported to the U.S. Department of Education. Students are ineligible for any more state and federal financial aid until they repay any federal grant overpayments. Students are still responsible for repaying any direct student loan funds they have received.

### **Deadlines for Submitting Documentation & Consequences for Failing to Meet Deadlines**

Students should submit complete documents required for verification at least four (4) weeks before the end of a semester or enrollment period. This provides the university enough time to process the verification and receive the corresponding FSS transaction from FPS so that if the student wants a federal loan, the loan can be certified before the student becomes ineligible. Students become ineligible for loans if the loan is not certified before the student is no longer registered for courses.

**Consequence:** If the student misses this deadline, it is possible that VU will not be able to certify a federal loan application before the student becomes ineligible though late disbursement of a Pell grant to eligible students may be possible.

Deadlines for students identified for verification who are enrolled for summer sessions vary according to which sessions students are enrolled in. Students in summer sessions should contact the Student Financial Services office for deadlines based on their enrolled sessions.

**Consequence:** Missing these deadlines may make it impossible for students to receive federal loans for the summer though late disbursement of a Pell grant to eligible students may be possible.

**NON-NEGOTIABLE DEADLINE:** Students identified for verification who complete a semester or who officially or unofficially withdraw from a semester and are not enrolled in the next semester of the same academic year must **complete the verification process** no later than 120 days after the day of the student's last enrollment or before the September deadline date determined by the U.S. Department of Education, whichever is earlier. For this reason, students should submit complete verification documentation *no later than at least two weeks prior to these non-negotiable deadlines*.

**Consequence:** Missing the 120-day or Dept. of Ed deadline will mean that the student is not eligible for disbursement of any additional financial aid for the 2025-2026 award year. In some circumstances it could result in a required repayment of SEOG to the university or in a federal Pell grant overpayment being reported to the Department of Education.

### After Completion of the Verification Process

VU will make any necessary corrections to a student's FSS based on the documentation provided. When verification is completed prior to packaging of financial aid, any change in the Student Aid Index (SAI) will be reflected in the student's initial offer of financial aid. If completion of verification results in a change of an award a student has already received, VU will notify the student via their preferred email to check their online student account for the most up-to-date awards.

#### Acceptable Documentation

##### ▪ Dependent Students:

- **Students in group V1:** Completed and signed 2025-2026 dependent verification worksheet to confirm the Number in family size, unless this information was imported directly from the IRS and no manual changes were made.
- Income and tax information from 2023 for both student, student's spouse, and parents/stepparents. Tax filers do this by importing federal tax information directly from the IRS without changing data or an IRS tax return transcript or a signed copy of the 2023 federal tax return (1040).
  - ❖ Tax filers who reported a Foreign Income Exemption will be required to submit a tax return transcript or a signed copy of the 2023 federal tax return (1040).
  - ❖ Tax filers who reported a rollover on their 2023 tax return from an untaxed portion of a pension or IRA distribution, are required to enter this amount on the verification worksheet.
- Those not required to file and who did not file an IRS tax return report any earnings on the verification worksheet along with W2s or an explanation of why they cannot get W2s.
  - ❖ Each parent, listed on the FAFSA of a dependent student, who earned income from a foreign country and was not required to file a tax return for 2023 with a non-IRS tax authority, must obtain and submit a verification of non-filing letter dated on or after October 1, 2024 if obtainable free of charge. If the verification of non-filing letter cannot be obtained, a completed affirmation of non-filing form will be accepted.
  - ❖ Nontax filers without a social security number (SSN), Individual Taxpayer Identification Number (ITIN), or Employer Identification Number (EIN) who have not filed and are not required to file a 2023 income tax return must certify they do not have a SSN, ITIN, or an EIN.

##### ▪ Independent Students:

- **Students in group V1:** Completed and signed 2025-2026 dependent verification worksheet to confirm the Number in family size, unless this information was imported directly from the IRS and no manual changes were made.
- Tax filers do this by importing federal tax information directly from the IRS without changing data or an IRS tax return transcript or a signed copy of the 2023 federal tax return (1040).
  - ❖ Tax filers who reported a Foreign Income Exemption will be required to submit a tax return transcript or a signed copy of the 2023 federal tax return (1040).
  - ❖ Tax filers who reported a rollover on their 2023 tax return from an untaxed portion of a pension or IRA distribution, are required to enter this amount on the verification worksheet.
- Those not required to file and who did not file a IRS tax return report any earnings on the verification worksheet along with W2s or an explanation of why they cannot get W2s.
  - ❖ Each parent, listed on the FAFSA of a dependent student, who earned income from a foreign country and was not required to file a tax return for 2023 with a non-IRS tax authority, must obtain and submit a verification of non-filing letter dated on or after October 1, 2024 if obtainable free of charge. If the verification of non-filing letter cannot be obtained, a completed affirmation of non-filing form will be accepted.
  - ❖ Nontax filers without a social security number (SSN), Individual Taxpayer Identification Number (ITIN), or Employer Identification Number (EIN) who have not filed and are not required to file a 2023 income tax return must certify they do not have a SSN, ITIN, or an EIN.

- **Exceptions as follows:**
  - For those who have filed an **amended tax return:**
    - ❖ Unchanged IRS data on the FAFSA **or** IRS Tax Return Transcript for 2023 **or** signed copy of the IRS tax return for 2023 **AND**
    - ❖ A signed copy of the 2023 IRS Form 1040X that was filed with the IRS **or** an IRS Record of Account Transcript.
  - For those who have filed an **extension of time to file** beyond the automatic 6-month extension:
    - ❖ A copy of the IRS's approval of an extension beyond the automatic 6-month extension for tax year 2023; and
    - ❖ A signed statement listing the sources of any 2023 income and the amount of income from each source; and
    - ❖ Copies of all 2023 W-2 and 1099 forms **AND**, if self-employed, a signed statement with the amount of the AGI and U.S. income taxes paid for 2023.
  - For a person called up for active duty or qualifying National Guard duty during a war, another military operation, or a national emergency, a school must accept a statement from the person certifying that they have not filed an income tax return or a request for a filing extension because of that service.
  - For an individual who was the victim of IRS tax-related identity theft:
    - ❖ A copy of the signed 2023 income tax return and applicable schedules the individual filed with the IRS; and
    - ❖ An IRS 4674C letter (a letter from the IRS acknowledging the identity theft) or a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and the IRS is aware of it.
- **Students in group V4:**
  - Signing of the Verification of Identity form in the presence of an authorized representative of VU. Currently, this can be any student financial services or personnel at Vincennes University Jasper Campus, the Aviation Technology Center, the American Sign Language program, or the site directors and advisors of the military education program.
  - Show a copy of a valid, unexpired government-issued photo ID card, which we will copy, sign, & date.
    - ❖ For students who cannot reasonably present in person can submit by mail their signed Verification of Identity form notarized by a notary public and a photocopy of a valid, unexpired government-issued photo ID that was presented to the notary.
    - ❖ For students who cannot appear in person or provide the notarized form, may video call with an authorized VU representative in order to confirm the student's identity. A screenshot of the student caller must be taken and annotated as documentation of identity.
- **Students in group V5:** Same documentation noted above for both group V1 **and** group V4.