

Verification is the process of confirming the accuracy of data submitted by applicants when they file the FAFSA. Students selected for verification by the FAFSA central processing system (CPS) 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 electronic Student Aid Report (SAR). 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.

Students selected by CPS before initial packaging who do not submit the necessary documents will not be packaged until verification is complete. Students selected by CPS after initial packaging but before first disbursement will not receive their disbursement until verification is complete. Students selected by CPS after first disbursement will have their Pell grant removed and not receive second disbursement of loans until verification is complete. At point any Pell grant for which the student is still eligible will be reinstated. Students who fail to submit acceptable verification documents will not be awarded financial aid. Acceptable documentation for the current year is listed at the end of this section.

VU will manually select for institutional verification applicants whose FAFSA filing history reveals any conflicting information that FSA regulations require the university to resolve. Notification will be provided either by a postal letter accompanied by the documents required or by an e-mail to the student's preferred e-mail account. VU will also select for institutional verification applicants who indicate on the FAFSA that they or their parents have legal dependents other than spouse or children so that we can ensure that the applicant or parents do provide more than half support for the claimed dependents.

VU will require verification documents of any student who submits a request for consideration of special circumstances who was not already selected for verification by CPS. If student was selected for verification by CPS, the verification process must be completed before a professional judgment is rendered for adjusting any data elements that affect the expected family contribution (EFC).

Deadlines for Submitting Documentation; Consequences for Failing to Meet Deadlines

The deadlines for submitting documentation for students selected for verification by the FAFSA central processing system (CPS) or by student financial services vary according to several factors.

Generally, 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 ISIR from CPS so that if the student wants a federal loan, the loan can be certified before the student becomes ineligible.

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.

Deadlines for students identified for verification who are enrolled for summer sessions vary according to which sessions students are enrolled in.

Intersession & Summer I or Summer I only: June 1, 2017.

8-week session: June 29, 2017

Summer I & II or 10-week session or Summer II only: July 10, 2017

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 student 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 September 23, 2017, 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*. VU needs this reasonable amount of time to complete the verification process prior to the 120-day or September 23rd deadline. (As specified in the *Federal Register* (Vol. 81, No. 64, Monday, April 4, 2016, p. 12810), CPS will not accept any corrections to a 2016-2017 FAFSA after September 23, 2017.)

Consequence: Missing the 120-day or September 23rd deadline will mean that the student is not eligible for disbursement of any additional financial aid for the 2016-2017 award year.

Students are sometimes identified for verification by FAFSA central processing because they have submitted a correction to their FAFSA. When this occurs after initial packaging of aid or after initial disbursement of aid for a semester, the university removes any federal Pell grant funds until verification is complete. Students should submit verification documentation before the end of the semester or before official or unofficial withdrawal. If this is not possible, they are subject to the NON-NEGOTIABLE DEADLINE noted above.

Consequence: Missing this deadline will mean that we cannot reinstate any Pell grant that had been removed or disburse any loan allocation that required verification.

Acceptable Documentation for 2016-2017

▪ **Dependent Students:**

- **Students in group V1:** Completed and signed VU dependent verification worksheet for 2016-2017 to confirm:
 - ❖ Number in household
 - ❖ Number in college
 - ❖ Whether SNAP benefits were received in the household during 2014 or 2015
 - ❖ Whether child support was paid, and if so, the amount, for whom it was paid, and to whom it was paid.
- Income and tax information from 2015 for both student and parents/stepparents. Tax filers do this via use of IRS data retrieval tool without changing data or an IRS tax return transcript. Those not required to file an IRS tax return confirm this and any earnings on the verification worksheet along with W2s or an explanation of why they cannot get W2s.
- When necessary, a completed and signed VHR-D7.

▪ **Independent Students:**

- **Students in group V1:** Completed and signed VU independent verification worksheet for 2016-2017 to confirm:
 - ❖ Number in household
 - ❖ Number in college

- ❖ Whether SNAP benefits were received in the household during 2014 or 2015
- ❖ Whether child support was paid, and if so, the amount, for whom it was paid, and to whom it was paid.
- Income and tax information from 2015 for both student and, when relevant, spouse. Tax filers do this via use of IRS data retrieval tool without changing data or IRS tax return transcript. Those not required to file an IRS tax return confirm this and any earnings on the verification worksheet along with W2s or an explanation of why they cannot get W2s.
- When necessary, a completed and signed VHR-I7.
- **Exceptions as follows:**
 - For those who have filed an amended tax return
 - ❖ IRS Tax Return Transcript **OR** IRS Record of Account Transcript **OR** Return Transcript For Taxpayer (RTFTP) **AND**
 - ❖ A signed copy of the IRS Form 1040X that was filed with the IRS.
 - For those who have filed an extension
 - ❖ IRS Form 4868, *Application for Automatic Extension of Time to File* **AND**
 - ❖ Copies of all W-2 forms **OR**, if self-employed, a signed statement with the amount of the AGI and U.S. income taxes paid.
- **Students in group V2** (SNAP verification group): ED is not using this verification group for 2016-17.
- **Students in group V3** (Child support paid group): ED is not using this verification group for 2016-17.
- **Students in group V4:**
 - Confirmation that the student has completed high school. We rely on the registrar's office record on SOAHSCH for this documentation or confirmation from the military education program (MEP) that the student is an active duty member of the military.
 - Signing of the Statement of Educational Purpose in the presence of an authorized representative of VU. Currently, this can be any financial aid counselor or the designated 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 government-issued ID card, which we will copy, sign, & date.
 - ❖ Exception for distance education students who cannot reasonably present in person: These students can submit an original copy by mail of their signed Statement of Educational Purpose and copy of valid government-issued ID that have been notarized by a notary public.
 - Completed and signed SNAP benefits verification form, as relevant, for dependent or independent student.
 - Completed and signed child support paid verification form, as relevant, for dependent or independent student.
- **Students in group V5:** Same documentation noted above for both group V1 and group V4.
- **Students in group V6:**
 - Same documentation noted above for group V1 students **AND**

- Completed and signed household resources verification form (VHR-D7 or VHR-I7) to confirm other untaxed income on the 2016-2017 FAFSA:
 - ❖ Payments to tax-deferred pension and savings
 - ❖ Child support received
 - ❖ Housing, food, and other living allowances paid to member of the military, clergy, and others
 - ❖ Veterans noneducation benefits
 - ❖ Other untaxed income
 - ❖ Money received or paid on the applicant's behalf.