

## 2022-2023 Verification Process and Deadlines

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 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. Acceptable documentation for students selected by CPS for the current year is listed at the end of this document.

Students selected by CPS 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 CPS after initial packaging but before first disbursement will have their offers of federal student aid removed until verification is complete.

Students selected by CPS 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. 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.

VU may 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 the student was selected for verification by CPS, the verification process will be completed before a professional judgment is rendered for adjusting any data elements that affect the expected family contribution (EFC).

VU will manually select for institutional verification students whose ISIR has a FLAG 07 and were not selected for verification by CPS. Students/parents will have to submit relevant tax documentation.

### **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. 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.

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 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 16, 2023 as 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*. VU needs this reasonable amount of time to complete the verification process prior to the 120-day or the September 16, 2023 deadline

**Consequence:** Missing the 120-day or September 16, 2023 deadline will mean that the student is not eligible for disbursement of any additional financial aid for the 2022-2023 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 FAFSA based on the documentation provided. When verification is completed prior to packaging of financial aid, any change in the EFC 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 MyVU account for the most up-to-date awards, which will reflect any changes in EFC.

### **Acceptable Documentation for 2022-2023**

- **Dependent Students:**
  - **Students in group V1:** Completed and signed VU dependent verification worksheet for 2022-2023 to confirm:
    - ❖ Number in household
    - ❖ Number in college
  - Income and tax information from 2020 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 or a signed copy of the 2020 federal tax return (1040). Those not required to 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 does not file a tax return for 2020 must obtain and submit an IRS verification of non-filing letter dated on or after October 1, 2021. If the verification of non-filing letter cannot be obtained, a completed affirmation of non-filing form will be accepted.
- **Independent Students:**
  - **Students in group V1:** Completed and signed VU independent verification worksheet for 2022-2023 to confirm:
    - ❖ Number in household

- ❖ Number in college
- Income and tax information from 2020 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 or signed copy of 2020 federal tax return (1040). Those not required to 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 person who does not file a tax return for 2020 must obtain and submit an IRS verification of non-filing letter dated on or after October 1, 2021. If the verification of non-filing cannot be obtained, a completed affirmation of non-filing form will be accepted.
- **Exceptions as follows:**
  - For those who have filed an **amended tax return:**
    - ❖ Unchanged IRS DRT data on the FAFSA **or** IRS Tax Return Transcript for 2020 **or** signed copy of the IRS tax return for 2020 **AND**
    - ❖ A signed copy of the 2020 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:
    - ❖ IRS letter showing approval of additional extension beyond the automatic 6-month extension **AND**
    - ❖ IRS verification of non-filing letter dated on or after October 1, 2021 **AND**
    - ❖ Copies of all 2020 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 2020.
- **Students in group V4:**
  - Signing of the Statement of Educational Purpose 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.
    - ❖ **Exception** for distance education or other students who cannot reasonably present in person: These students can submit the by mail their signed Statement of Educational Purpose notarized by a notary public and a copy of a valid, unexpired government-issued photo ID that has been signed and dated by the notary public.
- **Students in group V5:** Same documentation noted above for both group V1 **and** group V4.