

ISSUES WITH MY FAFSA

Sometimes there are questions about your loan history, if you had borrowed before; sometimes there are questions about your or your parents' identity.

Sometimes your FAFSA information is selected for *Verification* by the Department of Education. Most *Verification* is related either to income questions or identity questions. The FAO will inform you if you need to complete *Verification Worksheets*.

REQUIREMENT FOR FINANCIAL or IDENTITY VERIFICATION

Federal regulations require that some student aid applications be subject to the Verification process. This involves gathering proof of the information submitted on the student's FAFSA and verifying that the information is correct.

TIME PERIOD WITHIN WHICH REQUIREMENT DOCUMENTATION MUST BE PROVIDED

Unless extenuating circumstances intervene, the required documentation must be provided within **30 days of the date the applicant is notified** that they have been selected for Verification. Financial Aid Financing Letters [see Topic *After the FAFSA* below] are withheld until this process has been satisfactorily completed.

CONSEQUENCES OF FAILURE TO PROVIDE THE INFORMATION WITHIN THE 30-DAY PERIOD

Students will not receive a Financing Letter nor disbursement of funds until and unless they provide the information required for Verification. In addition, they will be expected to make cash payments to the Institution to cover their cost of education. If the results of the verification satisfy the requirements, the funds for which the student is eligible will be released after all other steps have been completed. If the verification results are inconsistent with previously provided information, the Financial Aid Office will contact the student. If the Institution has reason to believe that any application has been

intentionally submitted under false or fraudulent circumstance, such application will be referred to the Office of the Inspector General of the United States.

REQUIRED DOCUMENTATION

If selected, the applicant and /or parent must complete the **Verification Worksheet(s)** provided by the Financial Aid Office. Transcripts of the student and/or spouse's *prior-prior year* federal income tax return *may* be required to be submitted. If the applicant is a **dependent** student, the parent tax forms may also be required. After completing the Verification Worksheet(s), you must use SendSafely.com to return them to the FAO Financial Aid Office with this link:

<https://www.sendsafely.com/u/financialaidadministrator@circlesquare.org>

From this point forward you will always need to use this SendSafely link to exchange documents securely with the Financial Aid Office. This protects your PII [Personal Identifying Information] that may be contained in Financial Aid documents and personal or parent financial documents.

Each applicant has the following rights and responsibilities regarding Verification:

- The right to be informed that he/she has been selected for verification and what The responsibilities of such selection are.
- The consequences for not meeting those responsibilities, explained in detail in writing.
- The applicant will be informed of his/her right to appeal aid decisions. Such appeals must be made in writing to the Financial Aid Director within 10 calendar days of the date of the decision.
 - The school will inform the applicant of the results of the appeal within 30 calendar days of the receipt of the applicant's appeal.
- Information must be correct as of the date of verification or as of the date the first Institutional Student information Record (ISIR) is received by the Institution.

REQUIREMENT FOR CITIZENSHIP VERIFICATION

If a student applies for federal Title IV financial assistance, a database match will be conducted to determine the student's identity and eligibility status with the Social Security Administration (SSA) and the Immigration and Naturalization Service (INS). If the SSA or the INS is unable to complete the match, the student will be asked to submit additional documentation. Financial aid disbursements will not be made until identity and citizenship status has been verified.

CORRECTION OF INFORMATION

After any required corrections have been made, a new SAR and ISIR containing the corrected information will be generated. If the corrections result in a change in eligibility, the applicant will be so informed by the Financial Aid Office.