



## CASPN - FAFSA VERIFICATION POLICY

Verification is a process which enables a school to confirm the accuracy of information used to determine a student's eligibility for Federal Student Aid. A student's file may be selected for verification by either the school or by the U.S. Department of Education.

If a student's file has been selected for review under the verification process, the following material may be requested from the student:

1. A completed Verification Worksheet, signed by the student (and parent when applicable).
2. A copy of the U.S. Income Tax Return Transcript, OR signed and dated Federal Income Tax Forms, for the base year filed by the student. Married students must also provide their spouse's Tax Return Transcript, OR signed and dated Federal Income Tax Forms. Dependent students must also provide their parent's Tax Return Transcript, OR signed and dated Federal Income Tax Forms. The IRS Tax Return Transcript can be requested at <https://www.irs.gov/individuals/get-transcript> or by phone at 800.908.9946 or by making an appointment with your local IRS Office.
3. If the student and/or parent(s), or spouse were not required to file a U.S. Income Tax Return, a Verification of Non-Filing Letter will need to be provided to the Financial Aid office. This can also be requested via <https://www.irs.gov/individuals/get-transcript> or by phone at 800.908.9946 or by making an appointment with your local IRS Office.
4. Any other information deemed necessary by the institution including, but not limited to, social security benefit documentation, divorce decrees, or W-2 forms.

The institution will withhold financial aid payments from any student who has not completed the verification requirements within the prescribed deadlines. ***Students must provide the above information within two (2) weeks of the date requested, or one week from date of request if request is made on or after Orientation.***

Students will be required to correct any information that is found to be inconsistent as a result of the verification process. The verification process is not considered to be complete during periods of corrective action. Corrections generally include a recalculation of the student's EFC, and resubmission through the U.S. Department of Education's Central Processor.

If a student's award changes as a result of the verification process, the student will be counseled and informed of how the change affects his/her packaging and financial obligations to the institution.

To protect the integrity of federal student assistance programs, institutions must enforce verification policies. It is the student's responsibility to comply with any and all requests by the institution for verification material, within prescribed deadlines.

In the event of an overpayment in the Pell Grant, the student will be notified and given 30 days to repay the overpayment. After that time any unpaid balance in excess of \$25 will be sent to the Department of Education for collection action. Until the balance is cleared, the school will withhold all academic transcripts and the student will no longer be eligible for Title IV assistance. Students will forfeit their right to federal assistance for non-compliance with verification policies.