



VERIFICATION POLICY

What is Verification?

Verification is a process used by the U.S. Department of Education to verify the data submitted by the student, spouse and/or parent on the Free Application for Federal Student Aid (FAFSA). Once a student submits the FAFSA, the student will receive an Institutional Student Information Record (ISIR) or a Student Aid Report (SAR). When an Expected Family Contribution (EFC) is calculated, it will appear at the upper right corner of the ISIR or SAR. If the student is selected for verification by the U. S. Department of Education, an asterisk will appear next to the EFC.

For the 2021-2022, 2022-2023 award year, there are 3 verification tracking groups for students selected for verification, so not all students who are selected will be required to submit the same verification data. There are certain data elements that the school may need to verify. Below is a listing of the data elements that may be requested.

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Income earned from work
- Household size
- Number in college
- Identity/statement of educational purpose

In addition, NETTTS will review comment codes displayed on the student's ISIR. The Central Processing System (CPS) adds comment codes to the ISIR to provide information about the student's FAFSA. The Financial Aid Department will review these comment codes to assess whether any data elements must be reviewed and/or resolved.

How will you know if you are selected for verification?

You will be contacted by the Financial Aid Department {in person, my phone or email} if you are selected for verification. NETTTS will provided you with the required verification worksheet and data elements that need to be returned with the worksheet.

How do you complete verification?

When notified by the Financial Aid Department, you will be given the applicable Verification Worksheet that will need to be completed by yourself, spouse (if applicable), and/or parent (if applicable) and a listing of data elements that need to be returned.

When will I need to return the verification document?

Typically, within 2 weeks. Specifically, since NETTTS has a rolling enrollment, the deadline depends on your circumstances. When you are contacted by the Financial Aid department, you will be given a deadline of when the documents need to be returned, which is usually within 2 weeks of notification.

Payment of Federal student aid will not be disbursed until the verification is completed and the FAFSA is found to be accurate. Failure to provide the requested documentation may result in the student's loss of Federal Student aid eligibility.

What happens next?

Once all verification documents are received in the Financial Aid Department, a review of the documents will determine whether a correction needs to be made. If so, the Financial Aid Department will notify the student [in person or via email] to let them know that a correction is required on their FAFSA. This could result in an increase or decrease of the Federal aid amounts (including the Pell Grant and Direct Loan amounts).

If at the time of filing a FAFSA, the information is not correct, the student and/or parent (if applicable) must make the appropriate corrections to the FAFSA and resubmit. The only data element that may not need to be updated is the marital status. The Financial Aid Department is available to answer questions regarding the corrections process.

When reviewing verification documents, the Financial Aid Department will refer to the current versions of the Federal Student Aid Handbook (Application and Verification Guide), The ISIR Guide, and SAR Comment Codes and Text – each of which is available on <https://fsapartners.ed.gov>.

Professional Judgment

If your FAFSA information is selected for verification, the verification process must be completed before NETTTS exercises professional judgment to adjust any values used to calculate your EFC.

Reporting Fraud

Pursuant to federal regulation 34 C.F.R. § 668.16(g), following a thorough investigation, NETTTS must refer to the Department of Education's Office of Inspector General (OIG) any credible information indicating that the applicant for federal student aid may have engaged in fraud or other criminal misconduct in connection with his or her application. Common misconduct may include false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications and false statements of income.