

College of Saint Mary Verification Policy

Financial aid applicants selected for verification must comply with the verification procedures required by the Higher Education Act of 1965, as amended, and Subpart E of 34 CFR Part 668.53 of the "Verification of Student Aid Applicant Information" regulations.

Applicants will either be notified by the Federal processor through a comment on the Student Aid Report (SAR) and/or by notification from College of Saint Mary through a missing information letter mailed to the student. College of Saint Mary will verify all applicants selected by the Federal processor. In addition, College of Saint Mary reserves the right to verify any application not federally selected for verification, but appears to have inaccurate or inconsistent information.

College of Saint Mary will send the Verification Worksheet to selected students. The completed Verification Worksheet, along with the proper supporting documentation requested on the missing information letter, will be required to comply with regulations.

College of Saint Mary considers the verification process to begin at the time the Verification Worksheet is received by financial aid. Verification information must be accurate as of the signature date on the Verification Worksheet.

Items to be verified:

- Number of household members
- Number of household members enrolled at least half-time in eligible postsecondary institutions
- Food Stamps – Supplemental Nutrition Assistance Program (SNAP)
- Child Support Paid
- Income information for tax filers
 - Adjusted Gross Income (AGI)
 - U.S. income tax paid
 - Untaxed IRA Distributions
 - Untaxed Pensions
 - Education Credits
 - IRA Deductions
 - Tax Exempt Interest
- Income information for nontax filers
 - Income earned from work

Applicants must submit the requested documentation within two weeks of the date requested. Failure to provide the documentation within 30 days of the request may result in discontinued processing of the financial aid application. Conflicting data must be verified and resolved before processing is complete. Title IV and state aid will not be disbursed to a student's account until financial aid has completed verification. This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Direct Loans (Stafford and PLUS), and Nebraska Opportunity Grant (NOG). Students will be prevented from earning a Federal Work Study award until verification is complete.

Students must complete their financial aid file, including verification documents, before they can complete Semester Financial Arrangements.

Corrections to data will result in a recalculation of the applicant's financial aid eligibility. If the recalculation results in a change to the expected family contribution calculation components, financial aid will submit the corrections electronically through PowerFAIDS to the Central Processing System (CPS). When the corrected ISIR is received, financial aid eligibility is determined from the corrected ISIR and a revised award letter is mailed to the student notifying them of any changes to their awards as a result of the verification.

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