

## **Flagler College Financial Aid Verification Policy**

### **What is Verification?**

At Flagler College, federal verification is performed on all applicants selected by the Central Processing System (CPS). Flagler College must also resolve instances of conflicting information. Additionally, Flagler College will verify any information that the College has reason to believe is incorrect.

Under certain circumstances a CPS selected application may be excluded from some or all of the federal verification requirements due to unusual circumstances including: the death of the student, a student who is not an aid recipient, a student who is only eligible to receive unsubsidized student financial assistance.

If a student is selected for verification, this means that the Office of Financial Aid will request additional information to verify the data provided on the FAFSA. It is important to note that not all students will be asked for the same information. Additionally, the need to verify an application is assessed each year. The Office of Financial Aid may request additional information at any point during the academic year if deemed necessary.

Verification results that require changes to the FAFSA and subsequent changes to the student's financial aid package will be made prior to disbursement of federal funds. Students will receive a revised FAFSA from CPS reflecting all changes made. If the FAFSA changes result in a change to the financial aid awards, a revised award letter notice will be sent to the student. If the verification results do not justify financial aid that has already been disbursed, the student is responsible for repaying all financial aid for which he/she is no longer eligible. Failure to meet the repayment obligation will result in the student being referred by Flagler College to the US Department of Education. Verification results that reveal possible fraud or criminal misconduct in connection with the financial aid application or verification processes will result in the matter being referred by Flagler College to the Office of the Inspector General of the US Department of Education for investigation.

In the event that individual circumstances and unusual situations are not addressed or defined through standard verification procedures, additional review is necessary. These cases must be sufficiently documented and may be processed in accordance with regulations as defined in Professional Judgement and Dependency Overrides Statute: HEA Sec. 479A(a)(7) and Sec. 480(d)(7).

To facilitate processing and eliminate confusion, any documents submitted should include the student's full name and student ID number.

### **Notification Procedure**

Students will be notified if verification documents are requested. Students will be notified by email to their Flagler College email account, and information will be posted on the financial aid website, <https://financialaid.flagler.edu>, the secure student financial aid portal. Reminder notices are sent until the requested information has been received. Students are responsible for sharing information requests with their parents.

### **Final Deadline**

Federal verification must typically be completed prior to the end of the academic year or before the student ceases enrollment, whichever occurs first. Students, who fail to comply with verification requirements, including submitting documentation within required timelines, will not have federal Title IV funds disbursed and may have federal Title IV funds cancelled. It is the responsibility of the student to provide information and complete the verification process.

### **Consequences of not submitting verification information in a timely manner**

Funds are awarded according to the priority deadline, and awards cannot be finalized until all requested verification items have been received and reviewed. Once all requested information has been received, awards are processed based on funding availability. If financial aid verification is finalized after semester payment is due, students are subject to late fees.

### **Freshmen and Transfer Students**

March 1<sup>st</sup> is the priority deadline for the FAFSA. This is the deadline for maximum consideration for campus-based and institutional need-based aid. Before we can process an award estimate for a new student, the student's admission acceptance must have been finalized, and the FAFSA must have been completed. Please see following for our policy on processing award estimates.

### **Award Estimates**

We can process estimated financial aid awards for new undergraduates selected for verification if they have completed the FAFSA, and certain other requested items. An estimated award may be completed before the following have been received: IRS data retrieval or IRS tax return transcript, verification worksheet, and W-2s for non-tax-filers with income. Our recommended deadline to submit these items is June 1<sup>st</sup>. If the above requirements are met, we will process an award estimate so that the student may make an enrollment decision by the Admission Office's May 1<sup>st</sup> deposit deadline. Because of the nature of the verification process, it is the responsibility of the student to confirm whether an estimate will be available by May 1<sup>st</sup> when additional documents have been requested.

Please note: All verification information must be submitted before a final award can be determined and before any funds can be disbursed. Also, the estimated award may change depending on the final tax data and other verification information.

### **Continuing students**

For maximum consideration of Campus-based and institutional need-based aid, verification documentation must be received prior to the annually established priority deadline date of April 1<sup>st</sup>. April 1<sup>st</sup> is the priority deadline for the FAFSA. In addition, we must have received all requested verification information by this deadline. It is the responsibility of the student to contact the Office of Financial Aid in the event that the family is unable to complete the data retrieval process because they owe money to the IRS or will not be processing their return until after April 1<sup>st</sup>. These students may request an Award Estimate, described above. A qualified staff member will provide information about extended timeframes, available options, and potential impacts on the final award.

### **Contact**

Questions regarding this policy should be directed to the Office of Financial Aid at (904)819-6225.