

# Financial Aid Verification Policy

Pacific School of Religion

## 2016-2017 Financial Aid Verification Policy

In accordance with regulations set forth by the United States Department of Education, the Office of Recruitment, Admissions, and Financial Aid verifies every Free Application for Federal Student Aid (FAFSA) that has been selected for Verification before need-based federal aid can be disbursed. Verification ensures the accuracy of the information submitted on the FAFSA. The process reduces errors and ensures that eligible students receive all of the federal financial aid to which they are entitled and prevents ineligible students from receiving aid for which they do not qualify.

**A FAFSA application may be selected by the United States Department of Education Central Processing Service or by PSR Financial Aid.** Reasons for being selected include, but are not limited to:

- Incomplete data
- Inconsistent and/or incongruent data
- Random selection
- Estimated income tax information

Students are notified if their FAFSA is selected for Verification via a comment on the Student Aid Report (SAR) that is provided to them after submitting their FAFSA as well as by PSR Financial Aid via e-mail. The email will be generated and sent as soon as we receive the FAFSA data from the Department of Education.

**Students selected for Verification should submit the required documents no later than the first day of classes in their next upcoming term of enrollment. Financial aid will not be awarded until completion of the Verification process.** In some extreme cases, students who have been selected but who cannot complete the process may appeal to the Office of Financial Aid for a preliminary award. A preliminary award may be granted if the appeal documentation is merited. In either case, whether a new or returning student is selected, no federal aid can be disbursed until the Verification process is completed.

FAFSA data items that may need to be verified include, but are not limited to:

- Household size
- Number in college
- Adjusted gross income
- Tax liability
- Untaxed income
- Supplemental Nutritional Assistance Program Benefits (SNAP)
- Child Support Paid

To complete Verification, students will be required to submit the following documentation to PSR Financial Aid:

- [2016-2017 Verification Worksheet](#)
- Copies of student's (and spouses if applicable) 2015 federal income tax return transcript. Tax transcripts can be ordered directly from the IRS web site at <http://www.irs.gov/Individuals/Get-Transcript>.
- In lieu of a federal tax return transcript, tax filers can transfer their income tax information directly from the IRS to the FAFSA by using the Data Retrieval Tool or DRT. Data must be transferred without any changes. For information about the IRS Data Retrieval Tool go to: <https://studentaid.ed.gov/sa/fafsa/filling-out#irs-drt>
- Student (and spouse's if applicable) 2015 W-2 form(s).

PSR Financial Aid will notify the student via e-mail if additional documentation is required. Please do not send copies of tax returns (1040, 1040A, 1040EZ). The U.S. Department of Education regulations state we can only verify using tax return transcripts, or by use of the IRS Data Retrieval Tool (DRT).

Should any corrections to the student's FAFSA be necessary, PSR Financial Aid will instruct the student to make the corrections to their FAFSA based on the Verification documentation via e-mail. Once the corrections are made, a financial aid award can be packaged based on the new and verified FAFSA transaction that is sent to us.

Should PSR Financial Aid have reason to believe that the information submitted on the FAFSA and/or the Verification documents has been altered and/or misrepresented in order to fraudulently receive federal need-based aid, all questionable evidence will be submitted to the Office of the Inspector General at the California Regional Office.

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