

## VERIFICATION PROCESS

This procedure applies to all students selected for verification by the US Department of Education, Office of Financial Aid, will require more information to validate the information you provided in your application. The Financial Aid Office identifies the selected cases in the system and sends you a letter notifying him that was selected for verification documents necessary to complete the process and the deadline for submitting such documents. All selected by the US Department of Education, which is identified with an asterisk \* next to the EFC and all those that Officer Financial Aid understand that may contain conflicting information Scholarships are verified.

The group determines which information from the FAFSA must be verified.

The Financial Aid Office funds disbursed no financial support or processed educational loans to students who do not complete the verification process.

If in reviewing the documents submitted by the student it has incurred misinformation, fraud and other criminal behavior to receive Title IV funds will be referred to the Office of the Inspector General as set forth in Federal Regulations.

### **Standard verification: Verification Flag V1**

The items to be checked in this group are the following if filing return of income tax:

- AGI
- income tax paid US
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- income tax-exempt interest
- education credits
- household size
- Number college
- Benefits Program Supplemental Nutrition Assistance SNAP
- Child support paid

Students who do not tax fillers must verify:

- Income from work
- Size of household
- Number of college students in the family
- Benefits Supplemental Nutrition Assistance Program SNAP
- Child Support Paid

### **Child Support Paid Verification Group: Verification Flag 3**

Students in this group should verify the benefits of child support paid by them or their spouses / as, their parents, or both.

### **Custom Verification Group: Verification Flag 4**

For students classified in this group check should verify that you have completed high school and confirm your identity and educational purpose, in addition to verify receipt of SNAP benefits and payment of child support benefits.

### **Aggregate Verification Group: Verification Flag 5**

For students classified in this group must verify completion of high school, identity and educational purpose. In addition the verification elements in the standard group:

The items to be checked in this group are the following if filing return of income tax:

- AGI
- income tax paid US
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- income tax-exempt interest
- education credits
- household size
- Number college
- Benefits Program Supplemental Nutrition Assistance SNAP
- Child support paid

Students who do not tax fillers must verify:

- Income from work
- Size of household
- Number of college students in the family
- Benefits Supplemental Nutrition Assistance Program SNAP English
- Child Support Paid

### **Household Resources Group: Verification Flag V6**

For students classified in this group the elements of the standard group checked addiction and other items not taxable as:

- Payments to pension savings plans and tax-deferred retirement
- Support children received
- Housing, food and other subsidies were paid to members of the military, clergy and others
- Veterans

- Other untaxed income
- Money received or paid on behalf of the applicant
- Resources or benefits that are not in the FAFSA, and in kind the support of a family member or a government agency

**Cases that be excluded for the verification process:**

- 1. Students incarcerated at the time of verification.
- 2. Recent immigrants arriving in the United States during the academic year.
- 3. Students who completed the verification process at another institution in the same academic year. You must ask the other institution a letter with the following information:
  - \* Certification that the verification is completed
  - \* Number of transaction ISIR verified
  - \* If relevant, reasons not to recalculate the student's EFC
- 4. Residents of the Pacific Islands Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, Micronesia, and the Republic of Palau).
- 5. Husbands for an independent student, married or parents for a dependent student may not sign if you apply one of the following conditions:
  - \* reside outside the territory of the United States and cannot be reached through normal channels of communication
  - \* dies or is physically disabled and mentally
  - \* whereabouts are unknown

Responsibilities of participating students financial aid rights:

Be oriented on economic assistance programs available and how they can benefit from these. Meet the requirements to be low, redemption and repayment of financial aid.

Responsibilities:

- Order on time
- Use financial aid for educational purposes
- Know the terms of the loan and signing promissory notes.
- Inform the institution change of address, change in economic conditions or changes in your dependency status while studying.
- Request information about payment plan, deferments or postponements if you loan.
- Complete exit interview if you have loan and graduates, withdraws, leaving school or have an academic load of less than half time.
- Provide timely requested documents
- Maintain satisfactory academic progress