

## **Financial Aid Verification**

West Virginia University Hospitals, in accordance with 34 CFR 668.51 and the Federal Student Aid Handbook, has implemented procedures to verify the accuracy of information on the student's Free Application for Federal Student Aid (FAFSA). Federal guidelines require verification of all applications selected by the Central Processing System (CPS) for students who will receive (or have received) subsidized student financial assistance. However, in an effort to provide accuracy and consistency, West Virginia University Hospitals has adopted a 100% verification policy for all financial aid applications for enrolled students. WVUH will not disburse Pell Grant or Direct Loan funds until the verification process is completed and all discrepancies are resolved.

### **I. FAFSA Information to be Verified**

For enrolled students who request Federal financial aid, the Financial Aid Administrator (FAA) will verify the following items on the student's FAFSA:

1. Household Size
2. Number Enrolled in College
3. Adjusted Gross Income
4. U.S. Income Tax Paid
5. Untaxed Income and Benefits
6. SNAP Benefits
7. Child Support Paid
8. Income Earned from Work for Non-tax filers

### **II. Verification Documents**

In the verification process, the school will be comparing the information on the student's ISIR with the information on the following documents:

1. Verification Forms (completed and signed)
2. FAFSA data :
  - When completing the FAFSA, if the student and/or their parents used the IRS Data Retrieval Tool to transfer IRS income information into the FAFSA, and (2) the student and/or parents did not change the data, **No additional tax forms are required**
  - When completing the FAFSA, if the student and/or their parents (1) did not use the IRS Data Retrieval Tool to transfer IRS income information into the FAFSA, or (2) the student and/or their parents used the tool but changed the data. **An IRS tax return transcript(s) must be submitted to verify tax information.** (See instructions on the Verification forms on how to obtain a tax transcript)

### **III. Verification Process**

The FAA will resolve all discrepancies between the ISIR, the FAFSA data and the provided documentation. Additional supporting documentation may be required. If the verification process identifies errors or inconsistencies, one of the following actions will be taken:

1. The FAA will submit a correction for a student using FAA Access, providing the discrepancy is clearly identified and the correct information is available on the signed verification documents.
2. The student will be notified of the discrepancy and will be ask to submit additional supporting documentation and to either make the correction using FAFSA on the Web, or designate the FAA to make the corrections upon the receipt of the requested documentation.

  
\_\_\_\_\_  
Education Manager