UF | UNIVERSITY of FLORIDA

Division of Enrollment Management
Office of Student Financial Aid and Scholarships

23/24
S107 Criser Hall • PO Box 114025
Gainesville, FL 32611-4025
352-392-2244
352-392-2861 Fax • www.sfa.ufl.edu

Federal Verification/Discrepancy Procedures

Federal Verification: What is it and How Are Students Notified?

"Federal Verification" is a review process, mandated by the federal government, to check the accuracy of information reported on financial aid documents submitted by students and their families. The federal verification process was established to ensure that limited financial aid dollars are awarded to eligible students in an equitable and consistent manner. Nationwide, the federal government selects 18 percent of student financial aid applications for verification.

If your application is selected for verification, you will receive official notification from the Department of Education via your Federal Student Aid Report (SAR). Do not submit any documents unless we request that you do so.

Notification by UF is done *after* we receive the student's processed electronic SAR from the federal servicer. UF notifies students they have been selected for verification by emailing each selected applicant regarding required documentation.

Who Must Be Verified?

In general, students who appear likely to have made errors in completing their applications are selected for verification or students who have been selected by the federal government.

This institution verifies applicants:

- Whose application is selected by the US Department of Education.
- Whose application data fails to successfully complete a mandatory federal data match.
- Who file as independent but do not appear to meet the criteria for age, being a foster child, orphan, having children or other dependents, marital status, active-duty military status, veteran status, being graduate/professional students, having a legal guardian, being an emancipated minor, being an unaccompanied youth or having dependency status overrides.
- Who show conflicting information exists within the student's file. UF will resolve discrepancies in application information if a discrepant item was used to determine eligibility and an update of the item could cause the applicant's eligibility to change.
- We have reason to believe that the information provided to establish eligibility for aid is inaccurate.

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Specific Items That May Be Verified?

- Household Size
- Number in College
- High School Completion
- Identity Statement/Statement of Educational Purpose
- Income Earned from Work
- Adjusted Gross Income (AGI)
- Taxes Paid
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- Education Credits
- IRA Deductions and Payments
- Tax Exempt Interest Income

What Documentation or Form Is Needed?*

- Federal regulations mandate that schools must collect an IRS tax return transcript or a signed tax return with all schedules as documentation. Verification will recognize all files using the IRS Data Retrieval Tool to import valid tax data to the application as meeting the requirement for tax return transcripts for both parent and student information.
- If you or your student have not filed a tax return and are not required to do so, a Non-Tax Filer's Form will need to be completed all W-2's will be required.
- Dependent/Independent Household Size and Number in College Form

   *Additional documentation may be required if there is a discrepancy on the FAFSA.

Deadlines for Submission of Documents

Per federal regulation, to be eligible, students must have a valid *Free Application for Federal Student Aid (FAFSA)* in-house while the student is in attendance.

1. Supplemental Educational Opportunity Grant (SEOG), Florida Student Assistance Grant (FSAG), and Federal Work-Study (FWS) applicants must submit all documents needed to complete the verification process by the last day of the term for which they are currently enrolled. Unpaid SEOG, FSAG, and FWS are canceled on a term-by-term basis.

2. Eligible Federal Pell Grant applicants selected for verification must submit ALL documentation needed to complete the verification process within 120 days after their last day of enrollment for the 2023-24 academic year, or by September 21, 2024, whichever comes first.

3. Applicants who withdraw from school during a term for which they are being verified will be given a 120-day extension from the date of their withdrawal to submit all requested documents. For applicants whose last term is Fall 2023, the deadline for submission of documents is <u>April 13, 2024</u>. Applicants with Spring 2024 as a last term must submit all documents by <u>August 31, 2024</u>. The Summer A/B/C 2024 applicants' deadline is <u>September 21, 2024.</u>

Consequences of Missed Deadlines

1. Applicants who miss the deadlines listed above will be ineligible for 2023-24 financial assistance and will:

    • Not be disbursed any additional SEOG, FSAG, or Pell Grant funds and will be subject to repayment of any funds previously received for the 2023-24 academic year.

    • Not be eligible to continue working through the FWS employment program.

    • Not be eligible for Federal Direct Stafford Loan certification.

2. Federal Direct Stafford Loan checks of any applicants selected for verification after their loan application has been "certified" will not be disbursed until verification has been completed.

Notification of Completion of Verification

1. For Pell Grant and campus-based aid awardees: disbursement of the student's Pell Grant and/or campus- based aid funds constitute notification that the verification process is completed.

2. For Federal Direct Stafford Loan awardees: disbursement of the student's Federal Direct Stafford Loan checks or delivery of loan promissory notes constitutes notification that the verification process has been completed.