

MURRAY STATE COLLEGE
2013-2014 VERIFICATION POLICIES
(Revised February 20, 2014)

Verification:

Verification is a process to confirm the information you provided on the Free Application for Federal Student Aid (FAFSA).

Applications to be Verified:

MSC verifies all applications that are selected for verification by the federal government. In addition, students who submit conflicting or incomplete information may be selected for verification by the MSC Financial Aid Advisor. Students who are selected for verification will be asked to provide supporting documentation of income, household size, number in college, untaxed income and benefits, etc. to verify the data provided on the Free Application for Federal Student Aid (FAFSA). You should not submit tax transcripts or other verification documents unless it is requested by the Financial Aid Office. Students requesting that unusual circumstances be considered (professional judgment) must complete verification, if selected, before any type of professional judgment will be considered.

Items to be Verified/Acceptable Documentation:

The MSC Financial Aid Office requires appropriate documentation based on the guidelines published in the federal government's Application and Verification Guide. For standard verification the items that generally must be verified by comparing the data provided on the FAFSA with data items on the IRS tax transcript and Verification Worksheet are as follows:

- Household Size: The Dependent or Independent Verification Worksheet is used to verify household size. These documents are available on the financial aid webpage and must be completed, signed, and returned to the MSC Financial Aid Office. Only dependents for whom more than half their support is provided should be included on the worksheet. Children included in the household size should not also be included in the child support paid section.
- Number in College: The Dependent or Independent Verification Worksheet is also used to verify this item. The student is always included in the number in college. Others can only be included if they are included in the household size and will be attending a college at least half-time (6 credit hours per semester) and are working on a degree or certificate leading to a recognized educational credential at an eligible school. Parents should not be included in the number in college.

- Adjusted Gross Income: Acceptable documentation is an IRS tax transcript for the most recent year or use of the IRS Data Retrieval Tool and making no changes to the transferred information. Non-filers may indicate this on the Dependent or Independent Verification Worksheet or complete the Non-Filer Form located on the MSC webpage. Non-filers need to verify income from work and submit copies of W2's.
- U. S. Income Tax Paid: Acceptable documentation is an IRS tax transcript for the most recent year or use of the IRS Data Retrieval Tool and making no changes to the transferred information. Non-filers may indicate this on the Dependent or Independent Verification Worksheet or complete the Non-Filer Form located on the MSC webpage.
- Other Information to be Verified:
 - Food Stamps/Supplemental Nutrition Assistance Program (SNAP)
 - Child Support Paid
 - Untaxed Portions of IRA Distributions
 - Untaxed Portions of Pensions
 - Education Credits
 - IRA Deductions and Payments
 - Tax Exempt Interest Income
 - Non-tax Filers must Verify Income Earned From Work (submit W2's)

Other Types of Verification:

- V2 Verification: Receipt of SNAP benefits (food stamps) may be verified through the V2 Snap Verification Form located on the MSC webpage. A SNAP benefits award letter may be requested as necessary to resolve conflicting data.
- V3 Verification: Child support paid may be verified through the V3 Child Support Paid Verification Form located on the MSC webpage. Information on the amount paid, name of child it was paid for, and name of person to whom the support was paid must be completed. A signed statement may be requested from the person to whom child support was paid to resolve any conflicting data.
- V4 Custom Verification: The V2 Snap Verification Form, V3 Child Support Paid Verification Form and the V4 Custom Verification Forms, located on the MSC webpage, must be submitted. Items being verified are high school completion status, identity/statement of educational purpose, SNAP, and child support paid.
- V5 Aggregate Verification: Verified through the Dependent or Independent Verification Worksheet and V4 Custom Verification Form located on the MSC webpage. This is a complete verification of the standard and other verification categories listed above.

- V6 Household Resources Verification: Verified through the Dependent or Independent Verification Worksheet and the V6 Income and Resource Expense Statement Form located on the MSC webpage. Applicants whose resources appear insufficient to support the household size may be selected for this verification group.

IRS Data Retrieval Tool:

- Available at www.fafsa.gov. Eligible parents and students may use this tool to transfer tax data from the IRS to the FAFSA.
- Available within two weeks of electronically filing a return.
- Available within eight weeks of mailing a paper return.
- Applicants who use the IRS Data Retrieval tool must not change the data transferred from the IRS.

IRS Data Retrieval Tool may not be available if:

- Marital status has changed since filing the return.
- If the parents or student is married but filed tax returns separately (i.e. “married filing separately” or “head of household”).
- If an amended tax return was filed.
- If the student or parent has been a victim of identity theft.
- If the home address on the FAFSA does not match the address on the tax return.

Federal Tax Return Transcripts:

- The federal government no longer allows us to accept copies of tax returns.
- Applicants unable to use the IRS Data Retrieval tool or who change the data transferred may obtain an IRS Tax Return Transcript at www.irs.gov or by calling IRS at 1-800-908-9946.
- If your marital status has changed after filing the tax return, you filed an amended tax return, filed for extension, or are unable to obtain an IRS Tax Return Transcript due to identity theft, contact the Financial Aid Office for more information.

Process:

1. MSC receives FAFSA data from the federal government several times a week. Within 2 business days of receiving the results of the FAFSA, the Financial Aid Office will send applicants selected for verification by the federal government a letter stating the documents which must be submitted. The federal government has customized the verification process and different documents will be required for different verification categories. The document request letter and accompanying materials will indicate the specific documents required. Forms may be downloaded from the MSC financial aid webpage.

2. Applicants should submit all requested documents within two weeks of receiving the document request letter to avoid delays in processing their aid. Refer to deadlines and consequences sections for more information.
3. When the applicant has submitted all requested documents and is properly admitted and enrolled at MSC, the Financial Aid Advisor will complete the verification process. At that time, the Advisor may request additional documentation to clear up any conflicting or inconsistent information. The review process usually occurs within one to two weeks of receipt of the final documentation.
4. Often times, corrections are required if the information indicated on the submitted documents does not match the FAFSA data. The Financial Aid Office will submit corrections on the student's behalf by sending them electronically to the U. S. Department of Education system. Generally, the corrected data is processed and received back in our office within 72 hours after corrected data is submitted. Upon receiving the corrections electronically, an award notice will be sent to the student if all documentation has been submitted and all eligibility criteria have been met.

Deadlines:

Students selected for verification must submit required paperwork as quickly as possible to avoid delays in processing aid.

- The federal government's processor must receive a FAFSA by June 30, 2014 for the 2013-2014 award year.
- FAFSA corrections must be submitted to the federal government's processor by September 22, 2014 for the 2013-2014 award year.
- MSC must receive valid FAFSA results (an ISIR) from the government's processor while the student is still enrolled and eligible for payment, but not later than September 29, 2014 for the 2013-2014 award year.
- Students selected for verification by the federal government or by the school must have verification documents and valid FAFSA results (ISIR) no later than 120 days after the last day of enrollment or September 29, 2014, whichever is earlier.
- Student loans may not be certified after the last date of the loan period.
- If a student is selected for verification after aid has been awarded and disbursed, the student must complete the verification process within the same timeframe in order to remain eligible. Failure to complete verification or if the verification

does not justify aid already disbursed, then the student is responsible for repaying all aid he/she is not eligible for.

Consequences for failing to submit documents in time:

- The application cannot be processed and federal aid will not be awarded.
- The student being responsible for paying his/her tuition, fees, and other institutional charges out of pocket.
- The semester and/or academic year ending with the student having an outstanding balance with the college. This would prevent the student from enrolling in future semesters, receiving grades, obtaining a transcript, etc.

Inspector General Notification:

MSC refers to the Office of Inspector General for investigation cases as follows:

- After conducting the review of an application, the college has credible information indicating that an applicant may have engaged in fraud or other criminal misconduct in connection with the aid application. The type of information that an institution must refer is that which is relevant to the eligibility of the applicant for Title IV, HEA program assistance, or the amount of the assistance. Examples of this type of information are:
 - False claims of independent student status;
 - False claims of citizenship;
 - Use of false identities;
 - Forgery of signatures or certifications; and
 - False statements of income
- Any credible information indicating that any employee, third-party servicer, or other agent of the college that acts in a capacity that involves the administration of the Title IV, HEA programs, or the receipt of funds under those programs, may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility, or other illegal conduct involving the Title IV, HEA programs. The type of information that an institution must refer is that which is relevant to the eligibility and funding of the college and its students through the Title IV, HEA Programs.