

Verification Policy

POLICY

When a student files the FAFSA, the U.S. Department of Education may select the applicant for a process called verification. Verification must be completed before aid is awarded, unless the student is selected after packaging due to an update, correction, etc. If there are differences between the FAFSA and verification documents, corrections will be submitted by our office to the Central Processing System. If the EFC changes as the result of a correction, the student will receive an updated Student Aid Report from the Central Processor.

To avoid a delay in the processing of federal student aid:

- Be aware that additional documents may be requested to resolve any potential conflicting information.
- The verification worksheet must be signed by all applicable parties.
- If there are discrepancies found between the FAFSA and the documentation submitted, additional documents could be requested at a later date.
- The deadline to submit documents to ensure timely packaging of upcoming fall/spring awards is February 1st. The deadline to submit documents for spring only students is November 1st. The deadline to submit documents for summer is March 1st. If the student does not submit their documents by the deadline, the student's file will be reviewed in the order that it is received, offering no guarantee that they will have packaged financial aid by the payment deadline.

If a student is requesting an income adjustment to the FAFSA through the Professional Judgment petition, the verification process must be completed first. Student's displaying a special circumstance will be evaluated on a case-by-case basis by using professional judgment. If the counselor sees any conflicting information on the FAFSA, they reserve the ability to request additional documentation or select the file for verification.

The student is notified of outstanding documents on their account through student email, as well as outreach from the reception staff at MSSU. When the FAFSA is received, the student receives an automated email notifying them of outstanding requirements immediately.

The student is required to complete verification (if selected) to receive financial aid. If the student or parent refuses to complete the verification process, no aid can be awarded. The student is responsible for monitoring their student account for notification of further documents needed. The student is also responsible for submitting documents by the deadline for timely packaging.

Referrals: If it is determined that a student has received funds which he or she was not eligible to receive, the student must repay the total amount. This could occur when a FAFSA is selected for verification after the initial award. If a repayment is not made, the overpayment must be referred to the U.S. Department of Education or the Bursar's Office at MSSU.

Suspected Fraud: MSSU is required to refer all cases of suspected fraud to the U.S. Department of Education Office of the Inspector General.