# Verification

Verification is the process of confirming the accuracy of student reported data on financial aid applications.  Only a portion of the student population is selected for verification.

### Verification Time Frame

Upon receipt of a completed FAFSA that has been selected for verification the Office of Financial Aid will complete an estimated financial aid package and email an award letter which includes information about the verification procedures and required documents. Students are encouraged to complete this process as quickly as possible as aid cannot be dispersed until verification is completed.  Verification must be completed by the last day of the term in which they are seeking aid.

### Document Collection Procedures

Required documentation items are identified and receipt date is maintained in Powerfaids. When all required documents are received, the student is considered complete and ready to be verified.

### Documentation

Documentation submitted to the Office of Financial Aid must be legible and have the student's name and social security number for identification purposes.  If the student submits a document which is not legible, the office will contact him/her for another copy of the document.

### Processing Time Period

Students are notified that the initial award is an estimate until the verification process is complete.  The office is committed to completing the verification process as quickly as possible once complete documentation is received, usually within two weeks.

**Failure to Comply**

Students who fail to submit verification documents cannot be awarded federal aid.  State and institutional grants will be subject to program rules. Students who fail to complete verification prior the last day of the term in which they are seeking aid will forfeit federal and state need based aid.

**Notification to Students**

Students are notified of the results of verification by receipt of an award letter. In addition, students will receive an updated Student Aid Report reflecting any changes made as a result of the verification process.