

THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 634

SUBJECT: Verification of Data

Responsibility of: Financial Aid Office
Originated: May, 2005 Revised July, 2011

Purpose

Verification is the process by which the Financial Aid Office checks the accuracy of information submitted on the Free Application for Federal Student Aid (FAFSA). Each year the U.S. Department of Education selects applicants for verification. All students selected for verification from the Central Processing Center (CPS) are verified by The Reading Hospital School of Health Sciences (TRHSHS). Additional students may be selected for verification by TRHSHS at its discretion to resolve conflicting information or due to concerns that data may not be accurate or complete.

Items to be verified for Title IV applicants include:

- a. Household size
- b. Number enrolled in college
- c. Adjusted Gross Income (AGI)
- d. U.S. income tax paid
- e. Certain untaxed income and benefits such as child support received, IRA/KEOGH deductions, tax exempt interest income, and any other items as required by the U.S. Department of Education

Process

1. The Financial Aid Office will send a Verification Selection letter and/or a Missing Documents Request List to the student's home address if selected for verification along with a list of documents that must be submitted. A Verification Worksheet will also be included.
2. Documents requested may include:
 - a. Signed photocopy of student's (and spouse's if applicable) Federal tax return, accompanying Schedules, and W-2s
 - b. Signed photocopy of parent's (and stepparent's if applicable) Federal tax return, accompanying Schedules, and W-2s
 - c. Documentation of wages, untaxed income and benefits
3. Time Period – All applicants are requested to submit the required forms and documentation within 30 days of notification from the Financial Aid Office. Submitting the required documents by the due date facilitates the school's ability to verify all information in a timely manner, ensures that financial aid awards and reconciliation of

funds are accurate, and that financial aid is posted to a student's account in a timely manner. TRSHS follows the Federal guidelines of deadline dates for the submission of verification documents published in the Federal register or 120 days from the last day of the student's enrollment, whichever is earlier.

4. As a courtesy, the Financial Aid Office may contact students on a weekly basis using emails, letters, and phone calls to give updates on requested verification documents.
5. The Financial Aid Office will submit corrections electronically to the Central Processor resulting from verification. The student will receive an updated Student Aid Report and TRSHS will receive an updated ISIR. A revised Award Letter will be sent to the student by mail if applicable of updated award amounts.
6. Overpayments – If it is determined that a student has received funds that they were not eligible to receive, the Financial Aid Office will return the funds and will invoice the student for any account balance that may occur as a result.

Consequences

A Financial Aid Award letter will not be sent nor will aid be disbursed to those selected for verification until all documents required are submitted and the verification process is completed. If financial aid has already been disbursed and the student is subsequently selected for verification, further disbursements are stopped until the verification process is completed. Failure to submit the required documentation (or submit it in a timely manner) may eliminate the eligibility for federal and institutional financial aid funds.