Financial Aid Verification Policy

Verification is the process of checking the accuracy of the information supplied by financial aid applicants on the Free Application for Federal Student Aid (FAFSA).

The verification requirements delineated in this policy statement apply to all applicants for Federal student aid under the following programs:

- The Federal Pell Grant Program
- The Federal Supplemental Educational Opportunity Grant Program
- The Federal Work-Study Program
- The Federal Perkins Loan Program
- The Federal William D. Ford Direct Loan Program

For verification purposes, St. Louis College of Pharmacy (STLCOP) defines a financial aid applicant as an enrolled student who is eligible to receive a Federal financial aid award. Aid will not be disbursed from any of the aforementioned Federal programs, the Access Missouri Grant or any Institutional need-based awards until the verification process has been completed.

Verification Selection

It is STLCOP's policy to verify all applicants selected for verification by the Central Processing System (CPS) and all Health Professions Loan recipients not selected by the CPS. STLCOP also reserves the right to select additional applications for verification.

Notification of Selection

Your Federal Student Aid Report (SAR) will indicate whether or not your file has been selected for verification. The SAR is typically accessed via a link sent to you by the Department of Education after you file your FAFSA. If you are selected for verification, there will be an asterisk* next to your Expected Family Contribution (EFC) figure on your SAR.

You will also receive notification via email from the Financial Aid Office alerting you of your selection and detailing the additional documentation you will be required to submit before your financial aid awards are considered official and disbursable. This statement will be sent when the Financial Aid Office sends notification of your award package which typically occurs within weeks of your FAFSA submission.

Verification Documentation

STLCOP encourages all eligible FAFSA filers to use the IRS Data Retrieval Tool to import financial information from the IRS into the FAFSA to ensure accuracy and reduce documents that must be submitted to satisfy verification selection.

Dependent students selected for verification must submit a Federal Dependent Verification Worksheet signed by the student and a parent. Parent and student tax return transcripts must be obtained from www.irs.gov for selected students who do not use the IRS Data Retrieval Tool. Individuals reporting income, but not required to file a Federal tax return must submit copies of all Federal W-2s received the previous tax year.

Independent students selected for verification must submit a Federal Independent Verification Worksheet signed by the student and his/her spouse (when applicable). Student and spouse (when applicable) tax return transcripts must be obtained from www.irs.gov for selected students who do not use the IRS Data Retrieval Tool. Individuals reporting income, but not required to file a Federal tax return must submit copies of all Federal W-2s received the previous tax year.

Verification Submission Deadlines

STLCOP strongly recommends all verification documents be submitted to the Financial Aid Office within three weeks of the College's notification of selection. The official submission deadline for Pell grants, regulated by the U.S. Department of Education, will be followed at STLCOP and can be located in the *Federal Register*. No Federal, state and Institutional aid will be disbursed until all required verification submissions are received by the Financial Aid Office.

Applicant Correction & Notification Procedures

The Financial Aid Office will electronically submit to the Central Processor corrections to the FAFSA data resulting from verification. The Central Processor will then send an SAR Information Acknowledgment to the applicant as notification of these corrections. Applicants will also be notified of award changes resulting from verification by the receipt of an updated award notification from the Financial Aid Office.

Verification Items

Data Element	Student	Parent/Spouse	Documentation
Undergraduate			
Dependency Status	Yes	N/A	Dependent Verification Worksheet
Household Size	Yes	Yes	Dependent Verification Worksheet
Number in College*	Yes	Yes	Dependent Verification Worksheet
Child Support Paid	Yes	Yes	Dependent Verification Worksheet
SNAP Benefits	Yes	Yes	Dependent Verification Worksheet
Adjusted Gross Income	Yes	Yes	IRS Data Retrieval/Tax Return Transcript
Income Tax Paid	Yes	Yes	IRS Data Retrieval/Tax Return Transcript
Other Untaxed Income	Yes	Yes	IRS Data Retrieval/Tax Return Transcript
Education Tax Credits	Yes	Yes	IRS Data Retrieval/Tax Return Transcript
IRA and KEOGH/SEP Deductions	Yes	Yes	IRS Data Retrieval/Tax Return Transcript
*Parents in College are not included			
Graduate			
Dependency Status	Yes	N/A	Dependent Verification Worksheet
Household Size	Yes	Yes	Dependent Verification Worksheet
Number in College	Yes	Yes	Dependent Verification Worksheet
Child Support Paid	Yes	Yes	Dependent Verification Worksheet
SNAP Benefits	Yes	Yes	Dependent Verification Worksheet
Adjusted Gross Income	Yes	Yes	IRS Data Retrieval/Tax Return Transcript
Income Tax Paid	Yes	Yes	IRS Data Retrieval/Tax Return Transcript
Other Untaxed Income	Yes	Yes	IRS Data Retrieval/Tax Return Transcript
Education Tax Credits	Yes	Yes	IRS Data Retrieval/Tax Return Transcript
IRA and KEOGH/SEP Deductions	Yes	Yes	IRS Data Retrieval/Tax Return Transcript

Individuals reporting income, but not required to file a Federal tax return must submit copies of all Federal W-2s received the previous tax year.

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Overpayments, fraud and abuse

The STLCOP Financial Aid Office will report to the Office of Inspector General all instances of suspected fraud where a financial aid applicant, employee or other individual has misreported information and/or altered documentation for the purpose of increasing aid eligibility or fraudulently obtaining Federal aid funds.

Professional Judgment

The Financial Aid Office may make exceptions to the above guidelines for unusual/extenuating circumstance of the student and/or parent. Professional Judgment applications are available in the Financial Aid Office. Professional judgment cannot be used to waive general student eligibility requirements or to circumvent the intent of the law or regulations.