

# SHSU Financial Aid Policy Manual

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## Verification and Updating of Student Aid Application Information

- SHSU will complete the verification process on all students selected by the Federal Processor prior to making any Financial Aid Awards. Students selected for verification must meet the following criteria to be awarded financial aid:
  - Processed ISIR (must have official EFC) must be received prior to last class date of the students enrollment
    - Student has 120 day from last enrollment or September 15 whichever comes first to submit required documentation
  - Failure to submit required documentation within the specified time frame will result in student not being awarded financial aid
  - All documentation must be submitted to the institution prior to the institution exercising any authority to make changes to the applicant items required to calculate EFC.
  - If a correction is required the student will receive MIL e-mail advising them a correction has been made and will receive updated information from Federal Processor with new EFC.
- A student will receive a MIL e-mail with all required documents needed to satisfy verification. Possible required documents include but are not limited to:
  - IVW – INSTITUTIONAL VERIFICATION WORKSHEET - Your application has been selected for verification. Please complete and return to our office the Institutional Verification Worksheet (IVW).
  - ITW - INCOME TAX WORKSHEET - Your application has been selected for verification. Please complete and return to our office the Income Tax Worksheet.
  - ICS - CHILD SUPPORT AND SNAP WORKSHEET - Your application has been selected for verification. You have indicated on your FAFSA that you have received/paid child support and/or received Supplemental Nutrition Assistance Program (SNAP) benefits. Please complete and return this form to our office.
  - IPTX - PARENT 2012 TAX TRANSCRIPTS - Submit a copy of your parent's tax transcript for the 2012 year. This transcript may be obtained by calling the IRS at 800-829-1040 and requesting a copy. Please be sure to clearly identify student name and SAMID on all pages for identification purposes.
  - ISTX - STUDENT 2012 TAX TRANSCRIPTS - Submit a copy of your and/or your spouse's tax transcript for the 2012 year. This transcript may be obtained by calling the IRS at 800-829-1040 and requesting a copy. Please be sure to clearly identify your name and SAMID on all pages for identification purposes.
  - ISNAP - SNAP BENEFITS DOCUMENTATION - Submit documentation from the agency that issues your Supplemental Nutrition Assistance Program (SNAP) that confirms you have received these benefits in 2011 OR 2012.
  - IPUT - 2012 PARENT(S) UNTAXED WORKSHEET - Provide your parent(s) 2012 untaxed worksheet.
  - ISUT - 2012 STUDENT/SPOUSE UNTAXED WORKSHEET - Provide your and/or your spouse's 2012 untaxed worksheet.
- Student will be notified of conflicting data via MIL e-mail stating information pertaining to conflict and directing them to correct FAFSA
  - Conflict 1 – University records indicates student is undergrad but FAFSA indicates seeking something other than bachelor's degree
  - Conflict 2 – University records indicates student is undergrad but FAFSA indicates student has received 1<sup>st</sup> bachelor's degree by July 1

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- Conflict 3 – University records indicates undergrad/post-bachelor but FAFSA indicates Graduate student
- Conflict 4 – FAFSA indicates student is seeking 1<sup>st</sup> bachelor's degree and have received 1<sup>st</sup> bachelor's by July 1
- If any discrepancies not mentioned above student will receive notification of personal interview request.
- Fraud and Abuse
  - Should fraud or abuse be detected or suspected, report it to the Director of the Financial Aid Office. The Director will consult with the school's legal counsel prior to referring it for investigation to the Office of the Inspector General of the Department of Education or any agency outside the school.
  - All credible information indicating that an applicant for Title IV may have engaged in fraud or other criminal conduct will be provided. Fraud is an intent to deceive as opposed to a mistake. In addition we will refer any third-party servicer who may have engaged in fraud, breach of fiduciary responsibility, or other illegal conduct involving the FSA Programs.