

VERIFICATION POLICY

Each year, the U.S. Department of Education selects students for verification of the information provided on the student's Free Application for Federal Student Aid or FAFSA. The regulations in Subpart E (sections 51 to 61 of Part 668 of the Title 34 of the Code of Federal Regulations) govern the verification by institutions of information submitted by applicants for student financial assistance under the subsidized student financial assistance programs.

In accordance with the provisions of Subpart E, Collin College has established and uses written policies and procedures for verifying a student's FAFSA information.

These policies and procedures include—

- The time period within which a student must provide any documentation requested by the College;
- The consequences of a student's failure to provide the requested documentation within the specified time period;
- The method by which the College notifies the student of the results of its verification including if, as a result of verification, the student's EFC changes and results in a change in the amount of the student's assistance under the title IV, HEA programs;
- The procedures the College will follow itself or the procedures the College will require a student to follow to correct FAFSA information determined to be in error; and
- The procedures the College will follow for making referrals to the Office of Inspector General.

Institutional Responsibility: The College must require a student whose FAFSA information is selected for verification to submit supporting documentation to verify specified data elements of his/her FAFSA, unless the student qualifies for a federal exclusion. (See the section "Exclusions from Verification".)

Applicant Responsibility: If the College requests documents or information from a student under this Subpart E, the student must provide the specified documents or information if they wish to receive federal financial aid.

SELECTION OF APPLICANTS

Standard Selection: As stated previously, to apply for federal financial aid a student must submit a FAFSA to the Central Processing System (CPS). The CPS selects which applications are selected for verification. Data-based statistical analysis is used to select for verification those applicants with the highest probability of error on their FAFSA submissions. The CPS sets a *Verification Flag* on the student's processed FAFSA report to indicate that the student's record has been selected for verification.

Customized Selection: The U.S. Department of Education’s long-range goal for verification has been a customized selection approach based on the data provided by each applicant on the FAFSA. This process identifies, for a selected applicant, only the FAFSA information that requires verification based upon that applicant’s data. For the current award year, the CPS uses a *Verification Tracking Flag* to place an applicant selected for verification into one of three Verification Tracking Groups. (See the section “Information to be Verified”.)

Update or Correction Selection: Students should be aware that an update or correction to his/her FAFSA may trigger the CPS to select the application or additional data elements for verification *at any time during the award year*, even if the initial FAFSA was not chosen. In addition, a student's verification tracking group could change on a subsequent transaction. In these cases, the College must require the student to submit any additional documentation needed to complete the verification process.

Institutional Selection: The College has the authority to select an application for verification if there is reason to believe that a student’s FAFSA information is inaccurate and/or contains conflicting information. The student will then be required to submit documentation to clarify the accuracy of the FAFSA data and/or to resolve the conflicting information.

Exclusions from Verification: Federal regulations stipulate that the College need not verify a student’s FAFSA information if—

- The student dies;
- The student does not receive assistance under the title IV, HEA programs for reasons other than failure to verify FAFSA information;
- The student is eligible to receive only unsubsidized student financial assistance; or
- The student who transfers to the institution had previously completed verification at the institution from which he or she transferred, and applies for assistance based on the same FAFSA information used at the previous institution, if the current institution obtains a letter from the previous institution:
 - Stating that it has verified the student’s information; and
 - Providing the transaction number of the applicable valid ISIR.

Note: Collin College does **not** accept verification completed by another institution for transfer students. These students are required to submit all required documentation and go through the verification process by us.

Unless the College has reason to believe that the information reported by a dependent student is incorrect, it need not verify the student’s parents’ FAFSA information if:

- The parents are residing in a country other than the United States and cannot be contacted by normal means of communication;
- The parents cannot be located because their contact information is unknown and cannot be obtained by the student; or
- Both of the student’s parents are mentally incapacitated.

Lastly, unless the institution has reason to believe that the information reported by an independent student is incorrect, it need not verify the student's spouse's information if:

- The spouse is deceased;
- The spouse is mentally incapacitated;
- The spouse is residing in a country other than the United States and cannot be contacted by normal means of communication; or
- The spouse cannot be located because his or her contact information is unknown and cannot be obtained by the student.

Collin College policy regarding federal exclusions: Verification requirements will be waived for the federal exclusions listed above (with the exception of accepting another institution's verification results) provided the College receives supporting documentation pertaining to the applicable exclusion by our published verification deadlines.

NOTIFICATION

A student whose FAFSA information is selected for verification will be notified of his/her selected status as follows:

- The CPS will notify the student on his/her Student Aid Report (SAR). Next to the EFC will be an asterisk referring to a comment in the student section of the SAR that tells the student that he/she will be asked by the College to provide documentation for verification; and
- Collin College's third-party verification vendor, Global FAS, will notify students via email of the requirement to log into the student processing portal (Global's custom portal for Collin College students) in order to view and provide needed documentation, and
- At the same time, the College sends an email to the student notifying them to login to the College's student web portal to check requirements as well as to watch the email they entered on the FAFSA for additional information and/or instructions;
- For files selected for verification by the FAO staff or chosen to be completed "in house" rather than through the third-party vendor, the College will notify students by an emailed missing information notification. The notifications will contain a link to the College's student web portal. This site allows the student to view all documentation needed to satisfy the verification requirements as well as any other information/documentation required in order to complete his/her financial aid file.

INFORMATION TO BE VERIFIED

For each award year, the Secretary of Education publishes in the **Federal Register** a notice announcing the FAFSA information that an institution and a student may be required to verify. The notice also specifies what documentation is acceptable for

verifying FAFSA information. The **Federal Register** lists the items below for the current award year. The individual verification items that a student must verify are based upon the *Verification Tracking Group* to which the student is assigned as listed in the chart below:

Verification Tracking	Verification Tracking	FAFSA Information Required
V1	Standard Verification Group (Tax filers)	<ul style="list-style-type: none"> • Adjusted Gross Income • U.S. Income Tax Paid • Untaxed Portions of IRA Distributions • Untaxed Portion of Pensions • IRA Deductions & Payments • Tax Exempt Interest Income • Education Credits • Number of Household Members • Number in College • Supplemental Nutrition Assistance Program (SNAP – Food Stamps) • Child Support Paid by the student (or spouse), the student’s parent, or both
V1	Standard Verification Group (Non-Tax Filers)	<ul style="list-style-type: none"> • Income Earned from Work • Number of Household Members • Number in College • Supplemental Nutrition Assistance Program (SNAP – Food Stamps) • Child Support Paid by the student (or spouse), the student’s parent or both
V2	Not currently in use	<ul style="list-style-type: none"> • n/a
V3	Not currently in use	<ul style="list-style-type: none"> • n/a
V4	Identity Verification Group	<ul style="list-style-type: none"> • High School Completion Status • Identity/Statement of Education Purpose
V5	Aggregate Verification	<ul style="list-style-type: none"> • All items in V1 and V4

V6	Not currently used	
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NOTE: Federal regulations stipulate that an institution may require a student to verify any FAFSA information that it specifies. On occasion, the College may therefore require a student to verify any FAFSA information and to provide any reasonable documentation.

ACCEPTABLE DOCUMENTATION

The documentation required for verification varies according to the specific FAFSA information being verified (i.e., the verification tracking group). A student selected for verification will need to submit the following acceptable documentation to the College to complete the verification process. If a student is unable to submit any of the required documents, he/she should contact the Financial Aid Office to discuss possible alternative acceptable documentation.

<i>FAFSA Information</i>	<i>Acceptable Documentation</i>
Household Size*	Collin College Verification Worksheet or meets exclusion
Number in College	Collin College Verification Worksheet or meets exclusion
AGI & U.S. Tax Paid	IRS DRT (unchanged)*** or IRS Tax Return Transcript****
Untaxed Income (Tax Return Data)	IRS DRT (unchanged)*** or IRS Tax Return Transcript****
Untaxed Income** (FAFSA Questions 45 & 94)	Collin College Verification Worksheet; IRS W2 Forms; Other documentation as requested by the College
Non-Filer Work Income	Collin College Verification Worksheet & IRS W-2 Forms
High School Completion	High School Diploma or transcript; GED certificate or transcript; homeschooled credential or transcript; a copy of the "secondary school leaving certificate" (or other similar document) for students who completed secondary education in a foreign country and are unable to obtain a copy of their high school diploma or transcript
Identity/Statement of Education Purpose	Original valid (unexpired) government-issued photo identification (ID) such as a passport or a driver's license and Identity and Statement of Educational Purpose
Other Information	Other documentation as specified by the CPS or the College

***Household Size:** Since 2016-17, the number of household members for dependent students must now include both of a dependent student's legal (biological or adoptive) parents if the parents live together, regardless of the marital status or gender of the parents.

Exclusions for verifying household size and # in college are:

- For independent students:
 - Married and HH size is 2 – number in college is 1
 - Not married and HH size is 1 – number in college is 1
- For dependent students:
 - Parents married and HH size is 3 – number in college is 1
 - Parent not married and HH size is 2 – number in college is 1

****Untaxed Income (FAFSA Questions 44 & 92):** If the College determines that the amounts provided and verified from Question 44, Question 92, and from other income information (e.g. adjusted gross income, income earned from work) do not appear to provide sufficient financial support for the number of household family members reported, the student and, if appropriate, the student's parents or spouse must explain how the family was financially supported during the calendar year.

*****IRS Data Retrieval Tool (DRT):** The IRS DRT is the fastest, easiest and most secure method of meeting verification requirements. To verify tax data, the U.S. Department of Education and the College encourage students and parents to use the IRS DRT to import data from their tax return directly to the FAFSA, either at the initial FAFSA filing or through the FAFSA correction process. For the retrieved data to be acceptable documentation of tax data, it is necessary that neither the student nor the parents change the data after it is transferred from the IRS.

Under the following conditions the IRS DRT is NOT available (all apply to both students and parents):

- The person did not indicate on the FAFSA that the tax return has been completed;
- The applicant or applicant's parents had a change in marital status after the end of the IRS tax year on December 31, 20XX;
- The first three digits of the SSN are 666;
- The person has been a victim of identity theft (See Victim of Identity Theft below.);
- The tax return was amended (See Filing an Amended Return below.);
- The person filed a tax filing extension with the IRS (See Tax Filing Extensions below.);
- The person filed a Puerto Rican or foreign tax return (See Foreign Tax Filers below.);
- The person is married and filed the tax return either as head of household or married filing separately;

- In all instances, when the dependent student's legal parents are unmarried and living together;
- Neither married parent entered a valid SSN on the FAFSA;
- A non-married parent or both married parents entered all zeros for the SSN on the FAFSA

*****IRS Tax Return Transcript:** If a student or parent cannot or will not use the IRS DRT, they must provide an income tax transcript obtained from the IRS that lists tax account information of the tax filer for the appropriate tax year.

Requesting a Tax Return Transcript: A student or parent may request an IRS Tax Return Transcript from the IRS, free of charge, in one of the following ways:

- Online by downloading an immediate PDF at <http://www.irs.gov/Individuals/Get-Transcript>;
- By calling 1-800-908-9946
- By mailing or faxing the paper Form 4506T-EZ (which can be printed from the IRS website). If ordering a fiscal year tax transcript, Form 4506-T must be used rather than 4506T-EZ

Victims of Identity Theft: A victim of IRS identity theft who has been unable to obtain a 2015 IRS Tax Return Transcript or use the IRS DRT must call the IRS's Identity Protection Specialized Unit (IPSU) toll-free at 800-908-4490. After the IPSU authenticates the tax filer's identity, he or she can ask the IRS to mail them an alternate paper tax return transcript, known as the TRDBV (Transcript Database View). Student must then submit this document to the College.

Filing an Amended Return: A student or parent who files an amended return can use the IRS DRT process, however, it will only transfer the original return; not the amended amounts. In these cases, he/she may submit to the Financial Aid Office:

- A signed copy of the original tax return that was filed, or a tax return transcript (which does not have to be signed), or any IRS transcript that includes all the income and tax information required to be verified (i.e., AGI, income tax paid, education credits, etc.), and
- A signed copy of the IRS Form 1040X (amended return) that was filed

On occasion, the College may also require that the student or parent submit an IRS tax account summary of the amended tax return.

Tax Filing Extensions: Since the Dept. of Education now requires students and parents to submit tax information for 2 years prior to the FAFSA year, there should be no circumstances where someone still hasn't filed their tax return. The IRS only allows extensions for maximum of 6 months.

Foreign Tax Filers: A student or parent who filed an income tax return other than an IRS form, such as a foreign or Puerto Rican tax form, must submit their foreign tax return (if they were able to obtain one without paying for it) and use the income and tax information (converted to U.S. dollars) from the lines of that form that correspond

most closely to the income information reported on a U.S. income tax return to complete the FAFSA. Foreign tax filers cannot use the IRS DRT process and, therefore, must submit signed copies of their foreign tax returns translated into English with U.S. dollar equivalencies to the Financial Aid Office.

Non-filers: A student or parent who is not required to file a U.S tax return is required to submit the Verification Worksheet for the appropriate year and copies of all IRS W-2 Forms to verify income earned from work. If an individual who is required to submit an IRS W-2 Form is unable to obtain one in a timely manner, the College may permit that individual to provide a signed statement that includes:

- The amount of income earned from work;
- The source of that income; and
- The reason that the IRS Form W-2 is not available in a timely manner.

If an independent student or parent(s) claims that they will not, and are not required to file a IRS income tax return, the College must require the student/parent to submit a "Verification of Non-Filing" from the IRS that the tax filer did not file a IRS income tax return. The request for "Verification of Non- Filing" can be obtained by the tax filer requesting an IRS Tax Return Transcript as outlined above.

Dependent students only do not need to submit the verification of non-filing letter.

DEADLINES AND FAILURE TO SUBMIT DOCUMENTATION

A student whose FAFSA information has been selected for verification must submit all documentation required for verification to the Financial Aid Office by specific deadlines according to the type of subsidized federal aid received and his/her period of enrollment.

For subsidized federal aid programs including Campus Based aid and Direct Loan aid (but excluding the Federal Pell Grant Program): Students must provide verification documentation prior to the last day of the student's enrollment.

For the Federal Pell Grant Program: For Pell Grant applicants, the Financial Aid Office must have verification documents and a valid output document no later than 120 days after the last day of enrollment or the Dept. of Ed's deadline in September, whichever is earlier.

Failure to submit required documents by the deadline will result in the student's ineligibility for financial aid for the award year.

UPDATING FAFSA INFORMATION

Generally, a student cannot update FAFSA information that was correct as of the date the application was signed because the FAFSA is considered to be a "snapshot" of the family's financial situation as of that date. For example, if a student's family sold some stock after signing the FAFSA and spent the proceeds on

an automobile or home improvement, the student cannot update the FAFSA to reflect a change in assets. After the FAFSA is signed, only certain items can be updated under the conditions listed below.

- **Dependency Status Change:** If a student's dependency status changes at any time during the award year, the student must update FAFSA information, except when the update is due to a change in the student's marital status.
- **Verification of Household Size or Number in College:** A student whose FAFSA information is selected for verification of household size or number in college must update those items to be correct as of the date of verification, except when the update is due to a change in the student's marital status.
- **Marital Status Change:** The College may require a student to update FAFSA information (under either situation listed above) for a change in the student's marital status if the College determines that the update is necessary to address an inequity or to reflect more accurately the student's ability to pay. These decisions will be made on a case-by-case basis and the reason documented in the file.

CORRECTING ERRORS ON FAFSA INFORMATION

If discrepancies are found between the documents submitted for verification and the information on the ISIR, the following procedures will be used for making the corrections:

- **ISIR** – corrections to any item(s) is, in most cases, submitted directly through FAA Access. On occasion, the Financial Aid Advisor or other staff may recalculate the EFC in Banner. In these cases, the corrections will be sent to the CPS, typically within 24 hours.
- **Award changes** – If corrections to the ISIR due to verification result in a change in the student's award, the student will be sent a revised award letter notification by email.

****Note: Although the College will be able to submit most changes to FAFSA information, on occasion it may be necessary for the student to submit changes directly to the CPS. In such cases, the College will notify the student in writing (by email) as to which data items must be corrected by the student and submitted for processing to the CPS.***

SUBSEQUENT ISIR TRANSACTIONS

If the Financial Aid Office receives a subsequent ISIR transaction that is flagged for verification after the student's file has already been awarded, the new ISIR transaction must be verified. Any changes to data elements that result in a change in EFC must be verified by requesting additional documentation and placing a hold on the financial aid disbursement until resolved.