

BOSTON UNIVERSITY SCHOOL OF SOCIAL WORK FINANCIAL AID OFFICE

FINANCIAL AID VERIFICATION PROCEDURES 2015-2016

What is verification?

Verification is the process used to check the accuracy of the information that a student gives when applying for financial aid. This process is required by federal regulations; therefore we are required to adhere to these procedures.

Students selected for verification

If conflicting information is found between documents that were submitted and the FAFSA, the SSW Financial Aid Office may request additional documents to resolve the conflicts. Once we receive all of the required documents, we will compare them to your FAFSA data. If errors are found, corrections will be submitted to the Department of Education for reprocessing.

What information will the student need to provide?

The student will have to provide documents or related material requested by the Financial Aid Office within 10 days of request or by the deadline date, whichever date is earlier. The requested documents will include:

- A complete copy of your (and your spouse's if married) U.S. Federal Income Tax Return
- Verification of any untaxed income
- An Income Verification Form and statement of non-filer status if you are not required to file with the U.S. Internal Revenue Service (IRS).

Completion of Verification

A financial aid administrator will review all of the documents you have submitted. When the verification review is completed you may receive one of more of the following:

- An award email confirming your financial aid awards
- An email indicating the reason you are not eligible for financial aid
- An email that list any other applicable information

Consequences

Your failure to provide the required documentation within the specified time period could result in loss of financial aid for the semester or academic year, and future applications for financial aid may not be processed.

How can I Expedite the Process?

- Respond as quickly as possible to any requests for information
- Ensure that all signature requirements are met
- Make sure all forms are completely filled out and legible
- Do not leave any items blank (use zero or N/A)

Tax Filer Extension

If a student has requested a tax filer extension for 2014 and provided required documents to the Financial Aid Office, the student may be awarded financial aid for Fall Semester 2015 only. The student must, however, update the FAFSA through the IRS Tax Retrieval process and submit a signed copy of their 2014 Federal Income Tax Return to the Financial Aid Office no later than December 1, 2015, prior to aid being disbursed for Spring Semester 2016. **Further, if the student fails to complete this process, or if after completion of verification it is determined that the student was not eligible for the funds received, the Boston University School of Social Work will adjust the awarded amount based on the updated information. This may cause the student to be billed for all or some of the federal aid funds released for the Fall semester. A hold will also be placed on the student's Student Account and information will be reported to the Department of Education.**

Misuse of Financial Aid and the Referral Process

The Boston University School of Social Work will report any potential fraud or falsified information (on the part of the student, spouse, preparer of financial aid applications, or related parties) to the U.S. Department of Education Office of the Inspector General at 1-800-MIS-USED (1-800-647-8733) or by email at oig.hotline@ed.gov.