

# UMKC Financial Aid & Scholarships Office

## Verification Policy

### Verification Requirements

Any student who completes a Free Application for Federal Student Aid (FAFSA) may be chosen for a verification review. The verification process entails the review of tax documents and household information to ensure the accuracy of the FAFSA application. The federal Central Processing System (CPS) selects FAFSA for the verification process based on a set of common edits developed by the Department of Education which check for consistency and accuracy.

The Financial Aid and Scholarships Office (FASO) staff will verify all mandatory items identified by the U.S. Department of Education (adjusted gross income, non-taxable income, household size, number of exemptions, the number in college and taxes paid). In addition, the FASO can verify discretionary items.

FASO staff must resolve any conflicting information before awarding financial aid. Applicants whose financial aid information requires reprocessing, based on the verification process, will have corrections electronically processed by the FASO staff. These corrections will generate an updated Student Aid Report which will be sent to the student by the CPS. The Expected Family Contribution (EFC) may change based on the corrections made. If conflicting information is discovered after aid is awarded or disbursed, FASO staff must resolve the conflicting information and the student will be required to pay aid received in excess of his/her eligibility. All conflicts must be resolved regardless of whether the student was selected for verification or not.

### Notification of Selection

Any student whose FAFSA application has been chosen for verification review will be sent a paper letter with all required forms, will be notified via their UMKC e-mail and will also have all required documents listed on their PATHWAY "To Do List." The student's FAFSA Student Aid Report will also indicate if the student has been selected by the CPS.

### Documentation Required to Complete Verification

1. Confirmation that the Data Retrieval Tool (DRT) was used to pull in IRS Tax information and no changes were made to the information after it was pulled into the application. This would result in a "02" reported on the ISIR. If DRT was not used, signed copies of federal **Tax Return Transcript(s)** for the student applicant and his/her parent(s). Copies of all W2s are required as well. Independent students need not submit parental information (unless completing HPL verification); however spousal information is required.
2. Full completion, with signatures, of either a Dependent or Independent Verification Form and Worksheets.
3. Additional documents and forms can be required depending upon individual student, spouse or parent information provided.

### Over-Payments of Aid

If it is determined that a student has received funds for which he or she is not eligible, the student must repay the amount. If repayment is not made, the over payment must be referred to the U.S. Department of Education. No further applications for financial aid will be processed.