

## Muhlenberg College Federal Aid Verification Policy

Verification is the process of confirming the accuracy of student reported data on financial aid applications. You will be notified by the Department of Education on your SAR or ISIR (Results from your FAFSA filing) if you have been selected by the Department of Education for Verification. In addition, Financial Aid Counselors may select a student for verification if there is a discrepancy or a condition which is unusual and warrants investigation. **Starting with the 2012-2013 academic year**, schools will have to verify **all** applications that are flagged for verification by the Department of Education—regardless of what type of Federal aid they receive. Before Federal Aid may be processed and Federal Loans processed, students selected for verification will need to:

- Get back into their FAFSA (no sooner than February 1, 2016) and have their FAFSA corrected automatically by using the IRS data match/data retrieval process. Information on this process may be found at <https://fafsa.ed.gov/help/irshlp9.htm> **OR**
- Contact the IRS directly and request a Federal Tax Transcript. For information on how to do this go to <https://www.muhlenberg.edu/main/aboutus/finaid/IRSTaxTranscript.pdf> Once received it would be forwarded to the Office of Financial Aid.
- Complete the Verification Worksheet and provide any required supporting documentation to the Office of Financial Aid
- Resolve any conflicting information a Financial Aid Counselor may find when reviewing the FAFSA, the IRS information and the Muhlenberg College Financial Aid Application or Federal Verification Worksheet.
- Counselors will review your information and submit any required corrections directly to the federal processors.

The Financial Aid Counselor will notify students of any changes in their aid eligibility that result from any corrections made and finalized financial aid awards may be viewed on our Financial Aid Online system <https://np.muhlenberg.edu/NetPartnerStudent/>.

Except for a few specific situations, all federal aid must be processed and credited to a student's account before the last day of the semester. We would hope families would submit any requested information within 2 weeks of the initial request. **All information should be submitted no later than 30 days before the last day of class each semester in order to insure sufficient time for processing any pending student loan application.**

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