

Verification Policy

What is Verification?

Each year the Central Processing System (CPS) of the U.S. Department of Education selects a number of Free Application for Federal Student Aid forms (FAFSAs) for a process called verification. If your FAFSA is selected for verification, Ameritech will need to collect additional documentation from you in order to verify some of the information you provided on your FAFSA. For example, Ameritech may ask for additional information about your income, the number of people in your household, the number of people attending college in your household and/or other information.

How You Will Be Notified

If your FAFSA is selected for verification, you will be notified as follows:

1. When the Department of Education sends you the Student Aid Report (SAR), it will include an asterisk (*) next to the Expected Family Contribution (EFC). The asterisk lets you know that Ameritech will ask for documentation for the verification process.
2. Ameritech will notify you by e-mail. Notifications will begin as soon as Ameritech receives the FAFSA selected for verification. Notifications will continue until you have submitted all documents required for verification or the deadline for submission has passed.

The notifications from Ameritech will include information about required documentation. After you submit documents for review, the Financial Aid Office may reach out to you again to resolve the conflicting information by requesting additional documentation.

Correcting Errors on the FAFSA

Upon receipt of the Student Aid Report (SAR), you should review all the information listed and submit for correction any errors reported on the original FAFSA.

The CPS will send Ameritech an electronic summary of the selected student's original FAFSA and any corrected FAFSA information. Once received, all FAFSA data, verification worksheets, and any supplemental verification documents will be reviewed by the Financial Aid Office to verify the accuracy of the student's FAFSA information and to calculate the student's eligibility for FSA.

If the FAFSA information changes as a result of the verification process, Financial Aid staff will

- Submit the FAFSA changes and corrections to CPS for processing
- Recalculate the Federal Pell Grant based on the student's recalculated EFC
- Notify you via e-mail of any changes to that academic year's FSA package
- Adjust that academic year's FSA package based on the recalculated EFC

Verification Deadline and Failure to Submit

The Financial Aid Office will not award or disburse Federal Student Aid (FSA) until the verification process is complete. Failure to complete the verification process by the deadline may result in a student not being eligible for FSA, in which case the student will need other means to pay for courses. Requested verification documentation must be submitted no later than 120 days after the student's last date of attendance for the current award year.

Subsequent FAFSA Transactions

Making changes or updates to your FAFSA will result in a subsequent transaction being sent to Ameritech. If the subsequent transaction is selected for verification after FSA has been awarded or disbursed, you will be notified via email. You have 15 calendar days after the date of notification to submit all requested documentation for review. Failure to submit the requested documents within the 15-day timeframe will result in the cancellation of all need-based FSA.

Referral of Fraud Cases

Students and parents are advised that Ameritech must and will refer to the Office of Inspector General (OIG) any credible information indicating that an applicant for FSA may have engaged in fraud or other criminal misconduct in connection with FAFSA applications. Common misconduct includes false claims of independent status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Note that fraud is the intent to deceive as opposed to a mistake on an application.