



Verification Policy

Verification is a U.S. Department of Education mandated process to check the accuracy and completeness of data provided on a Free Application for Federal Student Aid (FAFSA) for selected applicants. Applicants are selected for verification by the U.S. Department of Education or by the school.

The school may request that School Serving Center (SSC) complete the verification process with the student. If so the student will work directly with SSC to complete the verification process and will receive communications from SSC on how to complete the process.

Students being verified by Wake Technical Community College Financial Aid Office (WTCC FAO) will be directed through the WTCC e-mail account as to what documents and steps to take to complete the verification process. The students Webadvisor account is the primary communication point and students should visit the site often during the verification process to see what items are still outstanding or what new items may have been added. It is the student's responsibility to provide any outstanding information for the verification process by the school's deadlines below. **The school is unable to disburse federal student financial aid until the verification process is complete.** According to federal regulations, verification must be complete and a valid record must be on file at the school by the deadline of September 2016 or 120 days after the last day of the student's enrollment, whichever is earlier.

Verification may include, but is not limited to, review of any of the following data for a student, a student's spouse, or parents of a dependent student:

- Adjusted Gross Income
- Taxes Paid
- Income Earned from Work
- Certain Untaxed Income Items
- Household Size
- Number in College
- Receipt of Food Stamps/SNAP Benefit
- Child Support Paid
- High School Completion
- Identity/Educational Purpose
- Documents relating to citizenship status, veteran status, and social security number

- Any other documentation required due to inconsistent or conflicting information

If the applicant uses the ***FAFSA IRS Data Retrieval Tool*** to transfer federal income return data to the FAFSA without changing the transferred data, the unchanged data elements will generally not be subject to verification.

However, if data elements are determined to be inaccurate or incomplete in the verification process, generally WTCC FAO will electronically submit the verified data to the U.S. Department of Education; but occasionally the student will receive e-mail instructions for correcting their FAFSA data.

When the verification process has been completed the school will also check all other eligibility criteria required to determine eligibility. Once all eligibility requirements have been met the student will be offered an initial financial aid award package or notify the student of any changes to an existing financial aid award package. If the verification results do not justify aid already disbursed, the student is responsible for repaying all aid for which s/he is not eligible. Failure to meet the repayment obligation will result in the student being referred by WTCC to the U.S. Department of Education.

The verification process is meant to ensure that Federal Aid is disbursed equitably and by Federal Law. The school is required to notify the U.S. Office of the Inspector General if information is misreported or altered documentation is submitted in order for a student to fraudulently obtain federal funds.