Office of Financial Aid
Verification Policies and Procedures

How Students are Selected for Verification:

Verification is a process of reviewing the accuracy of information reported on the Free Application for Federal Student Aid (FAFSA). Selection can be random or based on inconsistent data on the FAFSA. The U.S. Department of Education selects the applications to be verified by the school. AAU also reserves the right to select additional applications before awarding Federal aid.

Documentation Requirements:

To fulfill the verification requirements, selected applicants must submit the following documentation to AAU’s Financial Aid Office:

- Completed verification worksheet.
- IRS Tax Return transcripts (www.irs.gov/Individuals/Get-Transcript or 1-800-908-9946) if you opted not to use the IRS DATA RETRIEVAL tool via www.fafsa.ed.gov. In addition, “IRS Form 1040X” is required if you are a filer with Amended Tax returns.
- Additional documentation requested by the Financial Aid Office.

Correction Procedures:

The Office of Financial Aid will compare the figures on the applicant’s tax return transcript and completed verification worksheet to the figures on the student’s financial aid application (FAFSA). If necessary, the financial aid administrator will submit FAFSA data corrections to the U.S. Department of Education. The U.S. Department of Education will then send a Confirmation Report of these changes to the applicant as notification of these corrections.

Notification:

Applicants will be notified of award changes via email due to verification from the Financial Aid Office. The revised awards will be posted in Peoplesoft Student Self-Service.

Deadlines:

The policy of AAU is for financial aid files to be complete within 14 days from the start of the semester (10 days for Summer semester). It is recognized that sometimes it is necessary to contact outside sources which could result in delays in obtaining the required documentation. Therefore, as long as the student is making every effort to obtain the documentation, the school’s submission deadline for the award year 2016-2017 is the same as the Federal correction deadline, the earlier of 120 days from the last date of attendance or September 9, 2017. Students who do not meet this deadline are not eligible for any Federal aid from the award year.