

FAFSA Verification Policy

Some students that submit a FAFSA will be selected for a process called verification. Students may be selected by the U.S. Department of Education or by Concordia University Wisconsin.

1. Students selected for verification will be contacted by U.S. Postal Service mail or e-mail to complete the required documents for the verification process. Students can also view missing documents on their CUW Portal. This correspondence will be sent within seven (7) business days of receipt of the FAFSA or upon determination of verification. Upon receipt of the request for verification documents, Concordia expects the individual to complete and return the documents to the Financial Aid Office within two weeks. Completed and signed documents should be returned via regular U.S. mail, faxed to the general Financial Aid fax number (262) 243-2636, or electronically mailed to the general Financial Aid e-mail account (finaid@cuw.edu).
2. A student's financial aid package cannot be processed for any aid sources until the required verification documents are signed and submitted in full to the Financial Aid Office. Please make sure to complete every section of the verification documents. If a section does not apply, please fill it with NA or 0. Students that do not supply the documents within 30 days of the last day of the term will not be eligible for any aid. Students that do not return the documents in a timely manner may be subjected to University holds if classes have begun.
3. FAFSA corrections submitted from information in the supporting documents required for verification will be made by Concordia and sent to CPS electronically.
4. When a correction is made and a student's Expected Family Contribution (EFC) changes, the student will be notified by a new CPS generated Student Aid Report (SAR) sent to the student. A revised award reflecting changes will be sent to the student from the financial aid office; information about a student's financial aid application and award can always be accessed on the student's Concordia Portal account.
5. Any student determined by the Financial Aid Office to have committed fraud when completing the FAFSA or in the supporting verification documents, will be referred (via a faxed letter) to the Inspector General of the United States.
6. Any student determined by the Financial Aid Office to have an overpayment caused by the verification process will be reviewed and resolved by Concordia following federal rules. This may be done by returning/reducing Federal awards, re-awarding Subsidized and Unsubsidized loans, as well as altering any other awards. Over awards that cannot be resolved will be reported to the appropriate Federal or State office.
7. Acceptable form: When selected for verification a student and his/her parent(s) (if dependent) will be required to use the Data Retrieval Tool on the FAFSA or submit their signed Federal Tax return transcripts if tax filers along with the aid year specific Concordia University Wisconsin Verification Worksheet to the Financial Aid Office. The above listed forms are the only acceptable documents for

the verification process at Concordia University Wisconsin (please note additional types of documents maybe requested as needed). Federal Tax return transcripts can be ordered on the IRS website (www.irs.gov) and the official Concordia University Wisconsin verification worksheet can be found in the Financial Aid Office or on-line at www.cuw.edu/financialaid. Verification documents **must be signed** by the student/filer (this does not mean the tax preparer). All documents must also be complete. All questions must be answered, include a "N/A" or "0" instead of leaving a blank.

8. Non filers: Students/parents (of dependent students) who are not required to file federal taxes must document this on the verification worksheet. Students/parents (of dependent students) who are required to file based on IRS guidelines but have not filed will not be eligible for Financial Aid. Information on IRS guidelines can be found at www.irs.gov.

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