



## Financial Aid Verification Facts

### Overview of the Verification Process

Your application was selected for review in a process called "Verification". In the process, College of Saint Elizabeth will be comparing information from your applications with signed copies of your (and your parent(s)/ spouse's, if you were married) Federal tax forms, or with w-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal or State aid. If there are differences between your application information and your financial documents, the College of Saint Elizabeth may need to make corrections electronically. Federal regulations allow the College of Saint Elizabeth to require you to complete verification before we certify Federal Stafford Loan, credit any aid to your bill, or disburse funds to you.

### Selection

The U.S. Department of Education (USDE) selects applicants to be verified based upon information provided by the student/family on the need analysis forms (FAFSA). The institution also may require a student to complete the verification process even if not selected by USDE.

### Items that may require verification are:

- Adjusted gross income
- US income tax paid
- Untaxed portions of IRA Distributions
- Untaxed portions of pension
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Number in household
- Number in college
- Child support paid
- SNAP benefits
- Earned income credit, for NJ state verification, if applicable
- Untaxed Social Security benefits, for NJ state verification, if applicable
- High school completion status, if applicable
- Identity/statement of education purpose, if applicable

### Deadlines

It is important to return documentation within 10 days from the date requested. Please remember that until the verification process is completed and all requested documentation is received and reviewed, your financial aid will not be credited to your bill. In addition, we will be unable to certify your Federal Subsidized Loan application on your behalf.

## Pell grants

If you are eligible to receive a Pell Grant, your completed FAFSA must be received by the last date of attendance. The Financial Aid Office must receive a valid FAFSA with any needed corrections by the school year or 60 days from your last date of attendance, whichever is earlier.

## New Jersey TAG (Tuition Aid Grant)

NOTE: At times the State of NJ (HESAA) will request verification information. Please adhere to HESAA's deadlines and respond to their inquires directly at 1-800-792-8670. The Financial Aid Office must receive all verification information at least three (3) weeks prior to the New Jersey Higher Education Student Assistance Authority (NJHESAA) deadlines for submitting data changes. The State deadlines are 11/15 for Fall awards and 3/15 for Spring awards.

## All Other Aid Programs

The Financial Aid Office asks that all requested documentation be received within 10 days from the date of request. All requested documentation must be received no later than 60 days following your last day of enrollment on at least half-time basis.

## Consequences of NON-Compliance with Deadlines

Your failure to provide the requested documentation within the specified time period may result in the following:

1. Denial of financial aid for the semester or academic year
2. Future application for financial aid not processed
3. Your financial aid application material may be forwarded to USDE for review

## Corrections and Notifications

The Financial Aid Office will recalculate eligibility for all aid programs; you will receive a revised award notice if your financial aid changes as a result of verification. You will receive a reprocessed Student Aid Report (SAR) with the revised information for your records. If after review of your corrected SAR you have questions, please contact us through [financialaid@cse.edu](mailto:financialaid@cse.edu). For security reasons, please utilize your College of Saint Elizabeth email account. Corrections for NJ TAG awards will be submitted on your behalf; you will receive a revised Student Eligibility Notice from the State of New Jersey if your TAG Grant changes a result of verification.

## More Information on Verification

Please feel free to contact the Financial Aid Office if you have any additional questions about verification. Questions should be directed to [financialaid@cse.edu](mailto:financialaid@cse.edu).