



THE UNIVERSITY OF SCRANTON VERIFICATION POLICY AND PROCEDURES

The section below explains your rights and responsibilities. Please read carefully.

Submission of Requested Documentation

All requested information must be provided to The University of Scranton Financial Aid Office within 14 days of the notification date. If the requested documentation is unavailable at the time of the request, an extension can be granted provided the Financial Aid Office receives a written request explaining the reason the documentation is not provided and an estimated date the information will be available. Please note, however, that Federal and institutional aid cannot be finalized until such time as all requested documentation is provided. Failure to satisfy all requests will result in the cancellation of all Federal aid and University of Scranton need-based grant aid.

Documentation Required

- A completed **Verification** form.
- Submission of Signed Copy of Federal Tax Return or Federal IRS Return Transcripts.
- Any other verification forms requested by the Financial Aid Office such as W-2(s) if self-employed - Schedules C, if farm income – Schedule F, and if partnership - Schedule K-1 (Form 1065), asset verification forms, non-tax filer form, etc.

Review of Information

After all requested information is submitted, application data will be verified. If all application information is accurate, aid will be processed and/or finalized. If corrections are required, the Financial Aid Office will correct the data electronically with the Federal Student Aid Program and process your Financial Aid.

Notification of Verification Results

Notification of your award eligibility and/or certification of Federal loans will indicate your eligibility for Federal and institutional funds. In cases where aid had been previously awarded, notification will only be sent when program eligibility changes.

Overpayment of Federal Funds

In cases where corrections result in an overpayment of Federal funds, you will receive notice on steps required to repay the Federal programs and the consequences of not making proper repayment.

Reporting Fraud

In cases where intent to commit fraud to obtain federal funds is suspected, the University will refer the case to the U.S. Department of Education's Office of Inspector General for review and resolution, and no further processing of financial aid will occur until the case is resolved.

**Any questions concerning these policies and procedures should be directed to
The University of Scranton Financial Aid Office.**