

Verification for 2014-2015

IMPORTANT CHANGE

Effective 2012-2013, copies of Federal Tax Returns (i.e. Form 1040) ARE NOT acceptable documents. The federal regulations regarding Verification now mandate the submission of IRS Tax Transcripts OR successful completion of the IRS Data Retrieval option on the FAFSA.

FINANCIAL AID VERIFICATION PROCEDURES 2014-2015

What is verification?

Verification is the process used to check the accuracy of the information that a student gives when applying for financial aid.

Verification procedures are governed by the Higher Education act of 1965, as amended and Subpart E of 34CFR Part 608. "Verification of Student Aid Application Information" regulations are published in the Federal Register dated on March 14, 1986, and August 15, 1986.

The selection of an application by the U.S. Department of Education does not mean that they believe your information is incorrect. Some applications are selected for review on a random basis. Applications are also selected upon a set of common edits that check data for consistency and logic. In some cases, data is checked against the Social Security Administration and the Veterans Administration to ensure that these benefits are being reported correctly. Finally, data is submitted to the U.S. Department of Education. Until the verification process is complete, no Federal Funds may be disbursed. If the student is seeking a Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, or a Federal Direct PLUS Loan and is selected for verification, the application cannot be processed until verification is completed.

The Kentucky Horseshoeing School Financial Aid Office will notify students if selected for verification. Pay particular attention to the listed items that are requested in the notification letter.

What information will the family need to provide?

The family will have to provide documents or related material requested by the Financial Aid Office within 10 days of request or by the deadline date, whichever date is earlier.

Completion of Verification

When the verification review is completed you may receive one of more of the following:

- An award email confirming your financial aid awards, • A letter or email indicating the reason you are not eligible for financial aid
- A letter or email that list any other applicable information, or
- A new Student Aid Report reflecting changes that we have made to your application electronically as a result of verification. Once you have received the SAR, please review it for accuracy.

Consequences

Your failure to provide the required documentation within the specified time period could result in:

- Loss of financial aid for the semester or academic year,
- Future applications for financial aid may not be processed, or
- Your financial aid application material may not be forwarded to the U.S. Department of Education for review.

Tax Filer Extension

If a student or parent has requested a tax filer extension for 2013 and provided required documents to the Financial Aid Office, the student may be awarded financial aid for Fall Semester 2014 only.

The student must, however, update the FAFSA through the IRS Tax Retrieval process or submit an IRS transcript to the Financial Aid Office no later than December 1, 2014 prior to aid being disbursed for Spring Semester 2015. Further, if the student fails to complete this process, Kentucky Horseshoeing School will bill the student for any federal aid funds released for the Fall semester, a hold will be placed on the student's University account, and information will be reported to the Department of Education.

VERIFICATION PROCESSING AND INSTITUTIONAL DEADLINE DATES**Federal Pell Grant**

In order to be considered for the Federal Pell Grant, KHS must have a valid Student Aid Report (SAR) on file while the student is enrolled or eligible, and meets all other program eligibility criteria, whether selected for verification or not. If a Federal Pell Grant applicant is selected to have information on his or her application verified, he or she must have on file, in addition to the SAR, the requested documents. In the case of an applicant who leaves schools because of graduation, completion of an academic term, or withdrawal, information must be submitted so the verification process is completed by August 1, 2015; or 60 days from the applicant's last day of enrollment, whichever date is earlier. The process is completed when the applicant has:

1. submitted all requested documents to KHS Financial Aid Office , and
2. all necessary corrections are on file with the Central Processor.

KHS Financial Aid Office must receive eligible ISIR (electronic SAR) by the last day the student is enrolled for the period August 19, 2014 through May 9, 2015. If the SAR reflects information that is inaccurate, the information must be corrected within the 60 day's time limit or in time for the Pell Grant Processor to receive the SAR by June 30, 2015, whichever is earlier.

NOTE: A student may increase his or her eligibility for the Pell Grant during the 60 days extension period on correct data.

If the results of verification determine that a student was not eligible for the funds received, these funds must be repaid. If repayment is not made, the overpayment will be referred to the U.S. Department of Education.

Student Aid Report corrections must be submitted to the processor by August 1, 2015. If you need corrections made and would like KHS Financial Aid Office to submit these electronically, we must receive corrections by July 15, 2015.

The verification process is required by federal regulations; therefore we are required to adhere to these procedures

Document Name Explanation

ADDITIONAL FINANCIAL INFORMATION Forms can be accessed request from the Financial Aid Office. Please complete and submit to the Financial Aid Office.

Document Name	Explanation
ALIEN REGISTRATION	A copy of applicable registration (I-151, I-551, I-151C, I-797 with approved immigrants visa, I-64 or I-668). If you are a US citizen, provide a copy of your birth certificate. If you are a Naturalized Citizen, provide a copy of citizenship papers.
BANKRUPTCY STATEMENT	A written signed statement from student stating that any future loans you may be eligible for cannot be relieved by bankruptcy.
BIRTH CERTIFICATE OF DEPENDENT CHILD	A copy of your dependent child's birth certificate.
CHILD SUPPORT PAID	Form can be accessed by clicking on Name of Document to your left. Please complete and submit to the Financial Aid Office.
DEFAULTED LOANS	A clearance letter from the lender(s) showing that previously defaulted loan(s) have now been resolved.
DEPENDENT STATEMENT OF EDUCATIONAL PURPOSE	Form can be accessed by clicking on the Name of the Document to your left. IF DELIVERING TO FINANCIAL AID OFFICE IN-PERSON: Do NOT complete form in advance as office staff must witness your signature. You must bring a government-issued photo ID with you for review to your in-person visit. IF MAILING TO FINANCIAL AID OFFICE VIA U.S. POSTAL SERVICE: The original, notarized document signed by the applicant (original is denoted with Notary's raised seal) accompanied by a copy of a valid government-issued photo ID. PLEASE NOTE FEDERAL REGULATIONS PROHIBIT THE RECEIPT OF THIS DOCUMENT VIA FAX OR SCANNED COPY VIA EMAIL.
DEPENDENT VERIFICATION WORKSHEET	Forms can be accessed by clicking on the Name of the Document to your left. Please complete and submit to Financial Aid Office
DRUG REHABILITATION DOCUMENTATION	A signed and dated written statement indicating that you have completed an acceptable drug rehabilitation program since your last conviction.
ENROLLMENT HISTORY DOCUMENTATION	Original official academic transcripts from ALL institutions that you attended during the past three academic years. Please note that emailed, faxed, or hand-delivered copies of transcripts are considered unofficial.
FATHER'S BIRTH CERTIFICATE	Copy of Father's Birth Certificate
FATHER'S SOCIAL SECURITY CARD	Copy of Father's Social Security Card

HIGH SCHOOL COMPLETION	One of the following documents MUST be submitted with this form: Copy of high school diploma OR final official high school transcripts denoting graduation date OR copy of GED certificate OR homeschooled documentation (may contact our office for specific details) OR academic transcript from post-secondary institution documenting at least two (2) years of successful completion of coursework acceptable toward a bachelor's degree.
INDEPENDENT STATEMENT OF EDUCATIONAL PURPOSE	Form can be accessed by clicking on the Name of the Document to your left. IF DELIVERING TO FINANCIAL AID OFFICE IN-PERSON: Do NOT complete form in advance as office staff must witness your signature. You must bring a government-issued photo ID with you for review to your in-person visit. IF MAILING TO FINANCIAL AID OFFICE VIA U.S. POSTAL SERVICE: The original, notarized document signed by the applicant (original is denoted with Notary's raised seal) accompanied by a copy of a valid government-issued photo ID. PLEASE NOTE FEDERAL REGULATIONS PROHIBIT THE RECEIPT OF THIS DOCUMENT VIA FAX OR SCANNED COPY VIA EMAIL.
INDEPENDENT VERIFICATION WORKSHEET	Forms can be accessed by clicking on the Name of the Document to your left. Please complete and submit to Financial Aid Office
INSTITUTIONAL STUDENT INFORMATION RECORD (ISIR)	By completing the Free Application for Federal Student Aid (FAFSA), an ISIR is produced electronically for all schools listed by the student. If a school cannot receive these application results by this electronic process, the student must provide the original Student Aid Report (SAR) issued to them by the Federal Processing Center.
MARRIAGE CERTIFICATE	A copy of your marriage certificate
MOTHER'S BIRTH CERTIFICATE	Copy of Mother's Birth Certificate
MOTHER'S SOCIAL SECURITY CARD	Copy of Mother's Social Security Card
PARENT(S) ENTIRE FEDERAL TAX TRANSCRIPTS 2013	A copy of the IRS Tax Return Transcript is available at www.irs.gov/Individuals/Get-Transcript or call 1-800-908-9946. Make sure you order the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript". The student and spouse (if applicable) will need their Social Security Number, date of birth, and the address on the file with the IRS (normally this will be the address used when the IRS tax return was filed). It takes up to two weeks for the IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. If the parents are married, and separate tax returns were filed, IRS tax return transcripts must be submitted for each parent. Please make sure that your name, social security number, or GCID is

	written on the tax transcript before submitting it to our office.
SELECTIVE SERVICE	A copy of Selective Service registration form if you were born a male. A copy of your birth certificate if you were born a female.
	Form can be accessed by clicking on Name of Document to your left. You must request a letter or document from the benefit provider confirming that you or a family member received SNAP (Food Stamp) benefits in current award year. This document MUST be submitted to the Financial Aid Office with the SNAP form.
	Forms can be accessed by clicking on the Name of the Document to your left. Please complete and submit to Financial Aid Office
STUDENT/ SPOUSE'S ENTIRE FEDERAL TAX TRANSCRIPT 2013	A copy of the IRS Tax Return Transcript is available at www.irs.gov/Individuals/Get-Transcript or call 1-800-908-9946. Make sure you order the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript". The student and spouse (if applicable) will need their Social Security Number, date of birth, and the address on the file with the IRS (normally this will be the address used when the IRS tax return was filed). It takes up to two weeks for the IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. If student is married, and separate tax returns were filed, IRS tax return transcripts must be submitted for each party. Please make sure that your name, social security number, or GCID is written on the tax transcript before submitting it to our office.
TAX FILERS-EXTENSIONS	A copy of IRS form 4868, W2s for each source of employment. Signed statement by a self-employed individual certifying the amount of the Adjusted Gross Income and U.S. Income tax paid for current tax year.
UNOFFICIAL FAFSA	There are issues with your FAFSA information that need to be resolved before your eligibility can be determined. Please refer to the first page of your SAR to determine what corrections need to be made.
VETERAN DISCHARGE FROM SERVICE	A copy of your DD214 Discharge Form.
VETERANS ADMINISTRATION BENEFITS	If you are receiving or expect to receive Veteran's Benefits, provide verification of amount and duration of time you are to receive such benefits. If you need assistance in obtaining this documentation, contact GC Veterans Representative at (478) 445-5531 or Veteran's Administration Benefits in Atlanta, Georgia at 1-888-GIBILL1.