Verification Policy 2015/2016

Following federal guidelines Saint Leo University (SLU) verifies 100% of applications that are selected for verification and are accepted for admission. As needed, SLU will select an application for verification with conflicting, or otherwise unclear, information.

Required verification documents can include acceptable documentation (as defined below) determined by the verification tracking flag assigned by CPS. Applicants electing to use the IRS Data Retrieval Tool and who do NOT alter any information imported from their IRS tax return(s) are not required to submit tax documentation. Student/parent 2014 tax transcript(s) will be required if applicant elects not to use the IRS Data Retrieval Tool or who alter any information imported from their IRS tax returns.

Required Verification Items:  Acceptable documentation:
• Adjusted gross income (AGI)  IRS data retrieval or 2014 tax return transcript
• U.S. income tax paid  IRS data retrieval or 2014 tax return transcript
• Untaxed IRA distributions  IRS data retrieval or 2014 tax return transcript
• Untaxed pensions  IRS data retrieval or 2014 tax return transcript
• IRA deductions  IRS data retrieval or 2014 tax return transcript
• Tax exempt interest  IRS data retrieval or 2014 tax return transcript
• Education credits  IRS data retrieval or 2014 tax return transcript
• Number of household members  Verification worksheet or signed certification statement
• Number in college  Verification worksheet or signed certification statement
• SNAP (food stamps) received  Verification worksheet or documentation from agency
• Child support paid  Verification worksheet or signed certification statement
• Income earned from work  Verification worksheet or signed certification statement
• Other untaxed income, including but not limited to:
  o Payments to tax-deferred pension and savings
  o Child support received
  o Housing, food and other living allowance received
  o Veterans non-education benefits
  o Money received or paid on the applicants behalf
  o Other untaxed income
• High School Completion Status  High school diploma or high school transcript showing date diploma awarded or a state recognized equivalent (GED, state certificate, approved home-school credentials) or academic transcript showing completion of two-year program that is acceptable for full credit toward a bachelor’s degree.
• Identity/Statement of Educational Purpose  Appear in person to a SLU official and present valid government-issued photo identification (driver’s license, non-driver’s license or passport) and a signed statement of educational purpose. SLU will photocopy the identification, note on photocopy the name of the person accepting the documentation and the date it was received. If unable to appear in person student must provide valid government-issued photo identification (driver’s license, non-driver’s license or passport) and an original notarized statement of educational purpose signed by the student.
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When applicants FAFSA data is received and selected for verification; their record is flagged in the financial aid processing system with the appropriate documents required to complete verification, based on data from the application.

Applicant is required to submit additional documentation, as requested, to clarify conflicting or otherwise unclear information. Student is notified of all documents required to complete the verification process via email.

Students receive a missing information communication via email with instructions to view the SLU webpage that explains the verification process and how to access the required worksheet(s). When verification is complete an award letter is sent to the student.

Deadline:
All Financial Aid applicants selected for verification must complete the process by the deadline published in the Federal Register. Published deadline is, tentatively set as, September 26, 2016 or 120 days after the last day of the student’s enrollment, whichever is earlier.

Information for Individuals with Unusual Circumstances

Individuals who filed non-IRS income tax returns:
An individual filed or will file a 2014 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide a signed copy of that 2014 income tax return(s) or a transcript obtained from a government of a U.S. territory or commonwealth, or a foreign central government that includes all of the tax filer’s income and tax information required to be verified for tax year 2014.

Filing an amended tax return:
For filers that amended their tax return, a signed copy of IRS form 1040X that was filed and a 2014 tax return transcript of the original tax return or any other IRS tax transcript that includes all income and tax information from the original return required for verification.

Filing a tax extension:
To complete the verification process you must provide as documentation copy of Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return or (if extension of time has elapsed) a copy of IRS approval of further extension, appropriate verification worksheet and copies of W-2 and/or 1099s form(s). If self-employed a signed and dated statement certifying the amount of Adjusted Gross Income (AGI) and U.S. income taxes paid is acceptable.

Victims of Tax Administration identity theft:
A victim of tax administration identity theft who is not able to obtain a 2014 IRS Tax Return Transcript or use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer’s identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer’s 2014 IRS income tax return information that can be submitted to Saint Leo University.