

Verification Policies and Procedures (for selected students)

Selection:

Samford will verify all FAFSAs which are selected for verification by the federal government in a given academic year. Samford may also select certain FAFSA filers in addition to the government selection if there is reason to suspect that the FAFSA information is inaccurate. We will also reserve the right to waive verification when the FAFSA shows that a student would not be eligible for any need-based aid. **For the selected filers, the verification process must be completed before the student can receive any federal need-based financial aid.**

Notification:

Students are notified of their selection for verification through the federal government on their **Student Aid Report (SAR)**. Samford will also notify students through a **Missing Information Letter (MIL)** that will be sent to the student's Samford email address and will direct them to their Samford portal for the required forms. Entering freshmen are informed of any missing information through the use of a paper **Missing Information Letter** with items checked if they are needed. This letter is sent through the mail to the permanent address of student. Students will also receive a **Verification Postcard** through the mail that directs them to the Verification Worksheet and their portal.

Documentation:

The basic requirement for verification is completion of the **Verification Form**. Specifics are required and requested for the individual verification groups as outlined by the Department of Education. This is reflected as a missing requirement on their portal.

Deadlines for Verification Documentation:

Requested verification documentation should be submitted within 30 days of notification by Samford. Although the normal turnaround time for verification is only two weeks, required documentation must be received prior to the start of the term the student plans to attend in order for aid to be guaranteed to be in place:

- For the start of the fall semester, July 15th
- For the start of the spring semester, November 1st
- For the start of the summer semester, April 1st

Samford will accept verification documentation after the 30 day window and after the dates above, however the student and parent will be responsible for adhering to all impending tuition and fee payment due dates. Also, there is no guarantee from Samford that the verification process will be complete by the start of the term.

Corrections:

Based on documentation provided by the student and parent, Samford will update and correct information on the FAFSA accordingly. Corrections that have to be made by the Office of Financial Aid in the process of verification will be electronically submitted to CPS for processing. Corrections will be communicated by Samford to the student through their award notification sent to their Samford email address.

Special Circumstances:

In cases where an exception to the FAFSA needs to be considered, students may submit a **Special Circumstances Request** with all supporting documentation as outlined on the form. It is possible that a student may need to complete verification before this can be reviewed depending on the circumstances.

Office of Inspector General:

If Samford suspects that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, the school will report the suspicions and provide any evidence to the Office of Inspector General.