

Financial Aid Verification Process

The federal government randomly selects certain federal student aid applicants for a process called verification. An aid applicant whose Free Application for Federal Student Aid (FAFSA) is selected for verification will be required to provide additional documentation to the Adler University Office of Financial Aid. These additional documents may require the Office of Financial Aid to make corrections to the student's aid application with the federal government. In most cases, these corrections will be made by financial aid personnel directly. Otherwise, students will be notified in writing (via email) if they are required to make a correction to their financial aid application.

Submission of these additional items is not optional for students who are selected for verification. The financial aid application cannot be processed until all required items are received.

Verification Tracking Groups

Students selected for verification are placed in one of a few different verification tracking groups by the Department of Education's Central Processing System (CPS). For the 2017-18 year, these groups are as follows:

1. Standard Verification Group (V1)
2. Custom Verification Group (V4)
3. Aggregate Verification Group (V5)

Required Documents and Deadlines

If the student's financial aid application is selected for verification, they will receive an email communication from the Office of Financial Aid. Depending on the student's verification tracking group, the message will request the following documents:

1. Independent Verification Worksheet for the appropriate academic year (V1, V5)
2. High School Completion/Identity/Statement of Education Purpose Verification Worksheet for the appropriate academic year (V4, V5)
3. Documentation for IRS income-related questions for the student (and the student's spouse, as applicable.) (V1, V5)

Acceptable documentation for IRS income-related questions includes:

- Information obtained from the IRS using the Department's IRS Data Retrieval Process via fafsa.ed.gov (if that information has not been changed after it was initially transferred to the FAFSA) or
 - Federal tax transcript* from the IRS for the appropriate calendar year for the student (and the student's spouse, as applicable)
 - Note: Nontax filers and tax filers who received an extension but still have not filed their income tax return must provide confirmation of nonfiling dated on or after October 1, 2016. A confirmation of nonfiling can be obtained from the IRS using Form 4506-T and checking box 7.
4. Additional items, as requested

All required items must be submitted in time for an award to be made for the academic year. The Adler University Office of Financial Aid cannot guarantee that assistance will be available for an academic term if required items are received less than two weeks before the end of that same academic term. Students will be notified in writing (via email) if changes to their financial aid awards are required as a result of the verification process. This notification will occur within five business days of the correction.

*To obtain an IRS tax transcript, go to irs.gov and click on the "Order a Return or Account Transcript" link, or call (800) 908-9946. Make sure to request the "IRS tax transcript" and not the "IRS tax account transcript." You will need your Social Security number, date of birth, and your address on file with the IRS. It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate tax returns, you must submit tax return transcripts for both you and your spouse. If a person who is required to provide documentation for IRS income-related questions has amended their federal tax return for the year in question, both an IRS tax transcript and an IRS tax account transcript are required.