



FRIENDS
UNIVERSITY

Office of Financial Aid

Financial Aid Verification Disclosure

What is Verification?

Verification is a review process, mandated by the federal government, to check the accuracy of information reported on financial aid documents submitted by students and their families.

The federal verification process was established to ensure that limited financial aid dollars are awarded to eligible students in an equitable and consistent manner. Nationwide, the federal government selects more than 30 percent of student financial aid applications for verification.

If your application is selected for verification, you will receive official notification from the U.S. Department of Education via your Federal Student Aid Report (SAR).

The Office of Financial Aid Verifies the Following:

- Verifies applications selected by the U.S. Department of Education.
- Verifies application data that fails to successfully complete a mandatory federal data match.
- Verifies files status as independent but do not appear to meet the criteria for age, being a foster child, orphan, having children or other dependents, marital status, active duty military status, veteran status, being graduate/professional students, having a legal guardian, being an emancipated minor, being an unaccompanied youth or having dependency status overrides.
- Verifies conflicting information within the student's file.
- Verifies information believed to be inaccurate to establish aid eligibility.

Required Documents:

Do not submit any documents unless requested to do so. The Office of Financial Aid will send a notification to your student email or you may view required verification documents by logging into your student portal on FalconHub. Verification documents may include IRS Tax Transcripts, a completed Verification Worksheet, or other documents. In some circumstances, you may go back to your FAFSA application and use the IRS Data Retrieval Tool to link you tax information from the IRS site to your FAFSA. If you are unable to use the IRS Data Retrieval Tool, submit an IRS Tax Return Transcript obtained from the IRS.



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Document Submission:

- ***In Person:*** Davis Administration Building, Room 209
- ***Fax:*** 316-295-5703
- ***Mail:*** 2100 W University Ave, Attn: Office of Financial Aid, Wichita, KS 67213
- ***Email:*** Must be encrypted or you may log into your Friends University Student Email in Outlook and select “Encrypt” to safely encrypt your email.

Deadlines for Submission of Documents:

Per federal regulation, to be eligible, students must have a valid Free Application for Federal Student Aid (FAFSA) on file with the Office of Financial Aid while the student is in attendance. All verification documents must be received two weeks’ prior the end of the semester or if you are only enrolled in one session within a semester, i.e., 1st 8 weeks or 2nd 8 weeks only, then the verification documents must be submitted two weeks prior to the session ending for the semester in which you are applying for aid. The verification process may delay the disbursement of financial aid if corrections need to be submitted to the federal processor.

Consequences of Missed Deadlines:

If the verification documents are not submitted within the stated deadline noted above, then the Office of Financial Aid will be unable to review and process the students financial aid for the semester that the student is in attendance. This could potentially result in a balance on the students account that financial aid will not cover.

Financial Aid Award Offers if “Selected” for Verification:

A student’s file will not be fully completed until all requested documents are received and processed by the Office of Financial Aid. In most cases, if a student is selected for verification, then the Office of Financial Aid will still be able to send those students “unofficial” financial aid award offers even though verification may not be completed yet. Once verification is completed students will be notified via their Friends University student email if there were or were not any changes made to their financial aid package and the student will receive a financial aid notification that their financial aid award offer is now considered “official”.