

LIBERTY UNIVERSITY VERIFICATION POLICY

Financial Aid Office

Each year the U.S. Department of Education selects approximately one-third of all financial aid applicants at Liberty University for a process called "Verification." The Financial Aid Office is required to check the accuracy of information submitted on the financial aid applications (FAFSA) with the information contained in official documentation such as federal income tax returns, Social Security statements, statements regarding untaxed income and other necessary documents. In addition, to those students selected by the U.S. Department of Education, the Liberty University Financial Aid Office reserves the right to select additional students for the process of verification at its discretion. This discretionary selection may be generated randomly, due to conflicting information or due to concerns that data may not be accurate or complete. The following policies and procedures for verifying information contained in a student aid application are implemented in accordance with federal regulations: 34 CFR 668.53 General Provisions, Federal Register 10/31/89 Vol. 54, No. 209, p.45997 "Policies and Procedures," and the 2008-2009 Application and Verification Guide for Title IV Financial Aid Programs.

NOTIFICATION AND COMMUNICATION

Students selected for verification must submit documentation for the process of verification in order for official financial aid eligibility to be determined. When a student is selected for verification, the student will be notified as follows:

1. The U.S. Department of Education will notify the student on their Student Aid Report. With this notification, even before (step 2) students should submit the minimum documentation listed in the table below.
2. Liberty University will provide written notification to the student identifying the documents required for the verification process. This notification will be sent to the student by the Financial Aid Office no later than three weeks from the time the Financial Aid Office receives official notification from the U.S. Department of Education that the student was selected.
3. Liberty University also provides secure 24 hour access to information showing verification document requests for each student at www.liberty.edu on the ASIST system.
4. As a courtesy, Liberty University's Financial Aid Office may contact students on a weekly basis using emails and letters to give updates on requested verification documents. However, Liberty University will not send more than 12 emails/letters over a 12 week period.
5. As a courtesy, Liberty University's Financial Aid Office may contact students by phone to encourage them to submit documents to complete the verification process.

MINIMUM DOCUMENTATION REQUIRED

Dependent Student	Independent Student
Signed Dependent Student Verification Worksheet (available at www.liberty.edu on the Financial Aid webpage).	Signed Independent Student Verification Worksheet (available at www.liberty.edu on the Financial Aid webpage).
Signed photocopy of student's federal tax return	Signed photocopy of student's federal tax return
Signed photocopy of Parents/Stepparents federal tax return	Signed photocopy of Spouse' (if applicable) federal tax return
Additional documents when requested by Liberty University	Additional documents when requested by Liberty University

DEADLINES - THE TIME PERIOD WITHIN WHICH A STUDENT SHALL PROVIDE DOCUMENTS

Verification documentation should be submitted no later than 60 days prior to the planned term of enrollment. Submitting the required documents by the due date mentioned, facilitates the college's ability to verify all information in a timely manner, ensure that financial aid packages and reconciliation of funds are accurate, and that financial aid is posted to the student's account in a timely manner.

Failure to submit the required documentation (or submit it in a timely manner) will delay or eliminate the disbursement of federal, state, and institutional financial aid funds.

Families who file federal tax filing extensions must forward a copy of the federal request for extension form to the Liberty University Financial Aid Office along with copies of W2's. The Financial Aid Office may request other documentation to verify income. If the Financial Aid Office has sufficient documentation to complete verification, the awarded financial aid will only be temporary. The family must forward the completed tax returns by November 1 to the Financial Aid Office; otherwise, all financial aid will be rescinded.

LOSS OF AID ELIGIBILITY

No financial aid will be disbursed to a student's account if the student is selected for verification and the verification process is not complete. If financial aid has already been disbursed and the student is subsequently selected for verification, further disbursements are stopped until which time the process is complete. Failure to submit the required documentation (or submit it in a timely manner) may eliminate the eligibility for federal, state, and institutional financial aid funds.

CONFLICTING INFORMATION POLICY

The Liberty University Financial Aid Office exercises its right to seek additional information whenever there is conflicting information in a student file. Conflicting information must be resolved before financial aid funds may be fully processed and/or disbursed. Failure to reach resolution within the enrollment period (which requires written documentation for the student's financial aid file) eliminates aid eligibility. In some cases, resolution of conflicting information within 30 days of the end of the enrollment period may not provide sufficient time to process financial aid for that enrollment period. Therefore, aid eligibility could be eliminated.

The Financial Aid Office will notify the student in writing if there is a need for further documentation to satisfy verification requirements. This notification will occur within two weeks of the initial review of submitted documentation by the Financial Aid Office. The student and/or parent(s) must respond within two weeks of the date of the notification. For information on the consequences of failing to provide the additional requested documentation, please refer to the Verification Policy section entitled "Loss of Aid Eligibility."

Overpayments of federal and state aid, if they occur, are resolved when Liberty University makes subsequent adjustments to the student's account. If, in the event that an adjustment cannot be made by Liberty University to the student's account, Liberty University will refer the overpayment to the proper federal and/or state agency.

CORRECTION OF INFORMATION

Liberty University will submit the verified corrections to the U.S. Department of Education electronically. This will ensure that corrections are made known to all parties and that the needs analysis will be updated accurately and according to

federal standards. Additionally, the student is required to update any subsequent or related applications such as state grant information, private scholarship forms, and other related institutional applications.

MISUSE OF FINANCIAL AID AND REFERRAL PROCESS

The Liberty University Financial Aid Office will report any suspected fraud or falsified information (on the part of the student, the parent, preparer of financial aid applications, or related parties) to the U.S. Department of Education and all other related parties for immediate action. This information will be forwarded to authorized agencies in addition to the U.S. Department of Education for investigation such as the Office of Inspector General. Anyone who suspects fraud or abuse may make a confidential report by contacting the Office of Inspector General at 1-800-MIS-USED (1-800-647-8733) or by email at oig.hotline@ed.gov.

AWARD CHANGE NOTIFICATION - THE METHOD BY WHICH LIBERTY UNIVERSITY NOTIFIES A STUDENT

The Liberty University Financial Aid Office will notify a student of the results of verification if, as a result of verification, the student's expected family contribution changes and results in a change in the student's financial aid. If changes are made prior to the student receiving a Notice of Award, the student will be notified of any corrections from verification by receiving a new Student Aid Report (SAR) from the U.S. Department of Education. If changes are made after the student has received a Notice of Award and those changes affect financial aid, in addition to receiving an updated SAR, Liberty University will notify the student by email no later than 30 days after the verification is complete.

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