A review process called verification is necessary for your federal aid (FAFSA) application. The verification procedures are governed by the Higher Education Act of 1965 as amended and 34 CFR 669, Subpart E-required policies- 34 CFR 668.53 of the Federal regulations. The regulations state that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information provided on the required verification documents. If there are differences, your FAFSA information may need corrections. We may ask for additional information during the review process. Your timely submission of documents and any additional information is encouraged to avoid a delay with financial aid.

**Information verified may include:**
1. Household Size  
2. Number Enrolled in College  
3. Adjusted Gross Income  
4. US Income Tax Paid  
5. Certain Untaxed Income  
6. Child Support Paid  
7. SNAP (food stamps)  
8. High School Completion Status  
9. ID and Educational Purpose  
10. Orphan/Ward of Court  
11. Foster Care  
12. Emancipated Minor  
13. Legal Guardianship  
14. Unaccompanied Youth

**Documents that may be required:**
1. IRS Tax Return Transcripts for tax filers and all w2s for non-tax filers with earned income.  
2. Verification Form- used to verify information provided on FAFSA that is not otherwise available on the IRS Tax Return Transcript.  
3. High School or GED Transcript  
4. Identity and Statement of Educational Purpose form- to be signed in person at the institution  
5. Independent applicants under the age of 24 may be required to provide documentation to verify their status.

**Note:** Institutions are required to resolve all conflicting information. Resolving conflicting information often requires additional documentation that is extensive and supersedes all verification rules.

**Verification Deadlines:**
1. Pell Grant applicants must complete verification by September 30 or no later than 180 days after the last day of enrollment, whichever is earlier (Federal Guideline). “Completing” verification includes providing the documentation, making any necessary corrections and having on file the valid and final Student Aid Report or Institutional Student Information Report.

2. For Federal Direct Loan applicants, files must complete two weeks prior to finals of the term. This deadline takes into consideration that a loan cannot originate until verification for the applicant’s federal aid completes. After a student accepts a loan, the loan then originates with Federal Direct Loan Servicing. Before the last day of the term, the loan must originate.

3. Students with completed, verified files by April 1 proceeding the award year will receive priority for campus-based funds. However, campus-based funds may award to students who complete verification later but as funds are available.

**Additional Verification Policies and Procedures:**
1. The Butler Financial Aid Office will not make any awards until the student verified file completes. The student will receive a mailed award letter after all received required documents complete verification, and/or corrected. This includes the receipt of all official college transcripts.

2. When verification results in the correction of data, the Financial Aid Office will submit the corrections electronically. The process of submitting corrections, receiving a corrected report and notifying the student of their awards usually requires ten working days.

3. We reserve the right to collect additional information to verify the FAFSA, if needed. This includes information and/or documentation required to resolve any conflicting information.

**THE ENCLOSED TRACKING LETTER or YOUR PIPELINE ACCOUNT INDICATES THE REQUIRED DOCUMENTS YOU MUST SUBMIT IN ORDER TO COMPLY WITH THE VERIFICATION REGULATIONS.**