Your FAFSA Must Be Verified

GENERAL INFORMATION ABOUT VERIFICATION

Your application was selected for review in a process called “verification.” During this process, Lycoming will compare information from your FAFSA application with documentation you are required to provide us under federal financial aid program rules (34 CFR, Part 668).

Please know that the selection of an application for verification does not mean that we believe your information is incorrect. The verification process is required by federal regulations.

During the time you are completing the verification process, no funds will be disbursed or credited to your account. If you are seeking a Stafford Loan and are selected for verification, the application will not be originated or sent to the U.S. Department of Education until verification is completed.

All Tax Filers: Always use the IRS Data Retrieval Tool on the FAFSA. If you did not use the IRS Data Retrieval Tool, you must request a 2020 Tax Return Transcript by calling the IRS at 1-800-908-9946. It takes up to two weeks for IRS income information to be available after filing taxes electronically, and up to eight weeks for paper filers. You can also go online to www.irs.gov: click Get My Tax Record, then click Get Transcript Online and follow the directions.

1. Please Note: For the 2022-23 academic year, 2020 year income is used as the basis for all income and tax related FAFSA questions.

All Independent Students and Parents of Dependent Students who are Non-Tax Filers: You must submit IRS Verification of Non-filing Letter. An IRS Verification of Non-filing Letter can be obtained at www.irs.gov, click Get My Tax Record, then click Get Transcript Online and follow the directions. If you cannot obtain one online for whatever reason, it must be obtained by completing and checking box 7 on the IRS Form 4506-T, Request for Transcript of Tax Return, and mailing it to the IRS.

2. Completed Verification worksheet.
3. Additional documentation that may be requested at the discretion of the Financial Aid Office.

Students who do not submit all requested verification documents will not receive Title IV funds, but may receive their institutional merit scholarships.

TIME PERIOD

To determine eligibility for a Federal Pell Grant, Federal Stafford Loan, SEOG Grant, National Teach Grant/Loan or Federal Work-study, the College must be in receipt of a valid student aid report no later than your last day of attendance for the academic year.

Additionally, it is important that you submit the required verification paperwork as soon as possible. The verification process can take up to six weeks to complete and your financial aid will not be disbursed/finalized until the verification process is complete.

For the Federal Pell Grant, you have up to 120 days from your last day of attendance or the deadline established by the Department of Education, whichever comes first, to submit the necessary verification paperwork.

For the Federal Subsidized Stafford Loan, SEOG Grant, National Teach Grant/Loan and Federal Work-study, all paperwork must be submitted prior to your last day of enrollment of the academic year.

CORRECTIONS

The Financial Aid Office will make electronic corrections to the application. These corrections will generate an Institutional Student Information Record (ISIR). Once corrected, the College will receive a corrected ISIR for processing.

Verification is complete when Lycoming has all the requested documentation.

COMPLETION OF THE VERIFICATION PROCESS

When the verification process is complete, you may receive:

- A revised offer letter indicating award and/or EFC changes for the semester or year.
- Electronic notification indicating we have completed the verification process on your application.

REFERRALS

If it is determined that a student has received funds that they were not eligible to receive, the student must repay the amount. If a repayment is not made, the overpayment must be referred to the U.S. Department of Education. No further applications for financial aid will be processed by the U.S. Department of Education or Lycoming College’s Financial Aid Office.