

UNIVERSITY *of* NORTH CAROLINA PEMBROKE

Office of Financial Aid Verification Policy

Verification is the process of checking the accuracy of the information supplied by financial aid applicants on the Free Application for Federal Student Aid (FAFSA). For verification purposes, UNCP defines a financial aid applicant as an enrolled student who is eligible to receive a federal financial aid award.

The verification requirements stated in this policy statement apply to all applicants for federal student aid under the following programs:

- The Federal Pell Grant Program
- The Federal Supplemental Educational Opportunity Grant Program
- The Federal Work-Study Program
- The Federal William D. Ford Direct Loan Program

Notification of Selection

If the U.S. Department of Education selects a FAFSA for verification, the resulting Student Aid Report (SAR) will contain specific information for the student.

In addition to U.S. Dept. of Education notification, the Office of Financial Aid sends emails to students who have been selected for verification. The emails direct students to the link:

<https://uncp.verifymyfafsa.com>.

At this link, students must establish a login to view the documentation to be submitted and the instructions on how to submit the documentation.

Campus Logic

UNCP contracts with Campus Logic to allow students to upload verification documentation to the portal. Verification is then completed in-house by staff. The link located at: <https://uncp.verifymyfafsa.com> is designed by Campus Logic specifically for UNCP applicants to view the required documentation that must be submitted and to upload the documents.

Verification Submission Deadlines

UNCP strongly recommends all verification documents be uploaded as instructed in <https://uncp.verifymyfafsa.com> one month from notification of selection. The official submission deadline for Pell grants, regulated by the U.S. Department of Education, will be followed at UNCP and can be located in the Federal Register. **No federal, state, or institutional aid will be disbursed until verification is complete.** Campus Logic notifies the Office of Financial Aid of those students who have completed verification.

Applicant Correction and Notification Procedures

Campus Logic will electronically submit to the Central Processor corrections to the FAFSA data resulting from verification. The Central Processor will then send a SAR Information Acknowledgment to the applicant as notification of these corrections. Applicants will also be notified of award changes resulting from verification by the receipt of an updated award notification from Financial Aid.

Verification Items

Students are classified by the U.S. Department of Education into verification groups. Items verified are directed by this classification.

V1– Standard Verification Group

Data Element	Documentation
Household size	Verification Worksheet
Number in college*	Verification Worksheet
Adjusted gross income	IRS Data Retrieval/Tax Return Transcript
U.S. income tax paid	IRS Data Retrieval/Tax Return Transcript
Other untaxed income	IRS Data Retrieval/Tax Return Transcript
Education tax credits	IRS Data Retrieval/Tax Return Transcript
IRA and KEOGH/SEP deductions	IRS Data Retrieval/Tax Return Transcript

* Parents in college are not included.

V4 – Custom Verification Group

- Identity/Statement of Educational Purpose

V5 – Aggregate Verification Group

- Identity/Statement of Educational Purpose
- All items listed in the V1 group

Individuals reporting income, but not required to file a federal tax return must submit copies of all Federal W-2s received the previous tax year.