

## **VERIFICATION**

Verification is a federal process regulated by the U.S. Department of Education to confirm the information provided on the Free Application for Federal Student Aid (FAFSA) is accurate. The verification process is a manual review of your application and requires additional documentation and additional processing time.

Students who are selected for verification by the US Department of Education's FAFSA Processing System (FPS) are placed in one of the following groups to determine which FAFSA information must be verified:

V1 – Standard Verification Group

V4 – Custom Verification Group (Identity and Statement of Educational Purpose)

V5 – Aggregate Verification Group (combination of V1 & V4)

UCA's Office of Student Financial Aid (OSFA) verifies student files that are selected for V4 verification. UCA has partnered with Inceptia to verify student files that are selected V1 and V5 verification groups.

In certain circumstances, UCA's OSFA may select additional students for verification.

## **VERIFICATION TIME FRAME**

Your eligibility for federal aid will not be calculated until verification is complete. The deadline for completing the verification process is no later than 120 days after your last day of enrollment for the award year or the annual date established by the US Department of Education, whichever is earlier.

If verification is completed after ceasing enrollment, you may only be considered for Pell Grant funds based on enrollment and credits earned for the term. As such, the published deadline for you to complete your file is no later than two weeks prior to the end of the term in which you are enrolled. However, exceptions may and are made based on guidance from the US Department of Education.

## **NOTIFICATION**

Students selected for verification will be notified via email that additional information is required. This email will refer you to your myUCA Self-Service Financial Aid Account to review the required information. This request is sent within five (5) business days of receiving the FAFSA once the OSFA begins processing for that award year. Prior to the start of the term, at least one follow-up email will be sent if you have not submitted all requested

documentation. At that time, notifications will be sent to both your UCA cub account and your personal email account, if one is provided on the FAFSA.

UCA has partnered with Inceptia to expedite the verification process for students selected for either V1 or V5 verification groups. Verification Gateway (VG) from Inceptia is an online portal to guide students and parents through verification. You will receive an email from [VGCS@inceptia.org](mailto:VGCS@inceptia.org), or a postcard from Inceptia, containing UCA's unique website link to start the verification process.

Types of information that may be requested based on the US Department of Education's assigned verification group could include, but are not limited to the following:

- Signed copies of Federal Tax Returns
- W2 Forms
- Identification Documentation
- Family Size Information
- Court Documentation
- Other documentation required to resolve conflicting information

Documentation submitted must be legible, appropriate and identifiable. Some documents may be returned and a request for additional documentation may be made.

Any changes to your award eligibility due to verification will be sent via email notification once verification has been completed.

### **PROCEDURES TO CORRECT FAFSA DATA**

After all requested documentation has been received, your submitted information will be reviewed in conjunction with your FAFSA data. At times, additional information may be required. You will be notified either by email or by phone if additional information is necessary. If there are discrepancies between your FAFSA and the documentation submitted, either Inceptia or UCA's OSFA will make corrections to your FAFSA data. All corrections will be reprocessed electronically. Typically, there is a five (5) day turnaround after corrections are submitted to receive the new ISIR (Institution Student Information Report) from FPS. Any correction to a FAFSA may result in a change to federal aid eligibility.

### **SUSPECTED FRAUD OR ABUSE:**

Per federal regulations, UCA will refer any credible information indicating that a student may have engaged in fraud or other criminal misconduct in connection with their FAFSA to the US Department of Education's Office of Inspector General (OIG). In conjunction with UCA legal counsel, the Director of Financial Aid will determine if a referral is warranted.

Common misconduct includes false claims of independent status, false claims of citizenship, use of false identities, forgery of signatures of certifications and false statements of income. Note that fraud is the intent to deceive as opposed to a mistake on an application.

**Who do I contact if I have questions about verification?**

If you need help, contact our office at 501.450.3140. You may also visit us on the 2<sup>nd</sup> floor of Harrin Hall, Suite 200.