

2017-18 Aggregate Verification Worksheet

Virginia Union University

Your financial aid application was selected by the U. S. Department of Education for review in a process called verification. In this process, we are required by federal law (34 CFR, Part 668) to compare the information submitted on your FAFSA with the information provided on this form and with the 2015 IRS Tax Return Transcript information (if applicable). If there are differences between the documents that have been submitted, corrections may be needed. This is a 4 page document – please complete all pages.

We cannot process any federal financial aid for you until verification has been completed. Please provide the required documents along with this completed form within 15 days of receipt of this request.

A. Student's Information

Student's Last Name	First Name	M.I.	Student's SSN
Student's Street Address (include apt. number)			Student's Date of Birth
City	State	Zip Code	Student's Email
Student's Daytime Phone Number (include area code)			

B. Family Information

Please list all of the members of your household below. This must include both of the dependent student's biological, adoptive or step-parent if the parents live together regardless of the marital status or gender. Please include the names of the college and enrollment status of each member in the household that will be enrolled at least half-time in a degree, diploma, or certificate program at an eligible postsecondary institution from October 1, 2016 to June 30, 2018. ***Please circle the checkmark by the appropriate box below:***

- ✓ **DEPENDENT STUDENTS: Yourself and your parent(s)** (this includes a stepparent/parent's significant other) even if you do not live with them; Your parent(s)' other children if they will provide more than half of their support from October 1, 2016, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-18. Include children who meet either of these standards, even if they do not live with your parent(s). Also include other individuals in the household if they now live in your parent(s) household and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.
- ✓ **INDEPENDENT STUDENTS: Yourself and your spouse/significant other** (if applicable); your children, if you will be providing more than half of their support from October 1, 2016 to June 30, 2018; and any other individuals that currently live with you that you are providing more than half of their support and will continue to do so from October 1, 2016 to June 30, 2018.

Full Name	Age	Relationship	College	Enrollment at least half-time
<i>Student's name (example)</i>	18	<i>Self</i>	<i>Virginia Union University</i>	<i>yes</i>

Please attach a separate page to list additional family members

C. Income Information and Tax Forms

1. All tax filers' income must be verified by using the IRS Data Retrieval Tool that is part of the FAFSA on the Web process that can be found at www.fafsa.gov. If you did not use this, you may submit a 2015 Federal Tax Transcript. This can be obtained by calling the IRS at 1 (800)908-9946 and requesting a 2015 Tax Return Transcript or by going online to: www.IRS.gov and selecting "Order a Return or Account Transcript link. Please make sure that you are requesting the tax return transcript and not the tax account transcript because the account transcript is not acceptable documentation. When submitting the document(s) to the Financial Aid Office, make sure that the student's name and ID number is written at the top of the tax return transcript for proper filing. If the student worked and filed taxes, their transcript must also be included. **Verification cannot be completed until the IRS tax return transcript has been submitted to the financial aid office.**

2. Non tax filers' **must** submit the IRS "Verification of Non filing". This document may be obtained by following the IRS contact information above (in number 1) and requesting "Verification of Non filing". You also must list below **ALL** sources of income received in 2015. If you received an IRS W-2 form, a copy must be included with the submitted documentation.

Source of Income/Employer's Name	Student Amount	Parent or Spouse Amount	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>			<i>Yes (example)</i>

D. High School Completion Status

In order for us to verify your high school completion status, we must have one of the following items on file in the Financial Aid office. We will first attempt to retrieve the necessary document(s) from the Office of Admissions/Enrollment Management. If we cannot obtain the information from that office, the student will be required to provide the information to the Financial Aid Office.

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- A copy of the student's Test transcripts are acceptable if indicate that the final score is a passing score or that the student's state considers the test results to meet its high school equivalency requirements.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

E. Statement of Identity and Educational Purpose

As required by the Department of Education, a student must complete the Identity and Statement of Educational Purpose. Complete either option #1 at Virginia Union University's Financial Aid Office or option #2 with a Notary.

Option #1

The student must appear in person at **Virginia Union University** to verify his or her identity by presenting valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID. In addition, the student must sign, in the presence of the institutional official, the following:

Statement of Educational Purpose

I certify that I _____ am the individual signing this

Print Student's Name

Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending **Virginia Union University** for 2017–2018.

Student's Signature

Date

Student's ID Number

Institutional Official

Date

Option #2 – If the above named student is unable to appear at Virginia Union University to verify his or her identity, the above statement must be signed in the presence of a Notary. The student must verify his/her identity by providing a copy of valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport.

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____,

Date

Notary's Name

personally appeared, _____, and

Printed name of signer, the student

provided to me on basis of satisfactory evidence of identification _____

Type of government-issued photo ID provided

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal

(seal)

My commission expires on _____

Date

Student's Name: _____

Student ID: _____

F. Certification and Signatures

The student and one parent or spouse (if the student is independent) must sign and date this worksheet. Each person signing this worksheet certifies that the information reported on this document is complete and correct.

WARNING: If you purposely give false or misleading information you may be fined, sentenced to jail or both.

_____ Student's Signature	_____ Date
_____ Parent's Signature or Spouse's Signature if dependent	_____ Date

The Financial Aid Office has the right to request any additional documentation needed to support any of the information provided on this worksheet.

Submit the **ORIGINAL** worksheet and supporting documents to:

**Virginia Union University
Financial Aid Office
1500 North Lombardy Street
Richmond, Virginia 23220
Office phone: (804) 257-5882**