

INDEPENDENT STUDENT
VIRGINIA UNION UNIVERSITY
FINANCIAL AID OFFICE
1500 NORTH LOMBARDY STREET
RICHMOND, VA 23220



TITLE IV POLICIES AND PROCEDURES FOR VERIFICATION
2011-2012

- I. **DEADLINES** - Students who plan to enroll for the 2011/2012 Academic Year and expect to use Federal Title IV funds to assist with paying for their educational expenses, must complete the verification process before federal funds can be awarded. **Students enrolling for Fall 2011 must submit all requested documents to the Financial Aid Office by May 31, 2011. Students enrolling for Spring of 2012 must submit all requested documents to the Financial Aid Office by November 16, 2011.**
- II. **MISSED DEADLINES** - Documents submitted after the May 31, 2011 deadline (Fall Enrollment) or the November 16, 2011 deadline (Spring Enrollment) will be processed as received. Students and parents should allow 30 days processing time.
- III. **AWARD CHANGES** - Students can view their Award Notification on the Virginia Union University Website at www.vuu.edu, click on Technology, and click on VUU Campus Web. The Financial Aid Office will make every effort to send a revised paper copy of the Award Notification (one each semester) if necessary.
- IV. **CORRECTIONS** – If corrections are required, we will process them electronically. In some cases, the Financial Aid Office will have to request that the student/parent make corrections (example: Selective Service Registration, etc.).
- V. **LAST DATE TO CLEAR VERIFICATION** - Students who leave school prior to clearing verification will have 90 days to submit all required documents (example: Last Date of Attendance 12/15/11). All documents must be in by March 15, 2012. Students who do not clear verification will not receive federal funds.
- VI. **COMMUNICATION** – The student/parent will be sent a 2011/2012 Federal Verification Worksheet via email or mail. If misplaced, a student can go to the University’s Website, www.vuu.edu, click on Financial Aid, under the heading “Important Forms”, click on Verification Worksheet and print the Dependent or Independent worksheet.
- VII. **REFERRING OVERPAYMENTS TO THE DEPARTMENT OF EDUCATION** – If an overpayment situation is discovered, the institution will make every reasonable effort to collect the overpayment. If we are unable to collect the overpayment, the student will be referred to the United States Department of Education for collection. If this occurs, the student will be ineligible for federal funds until the case is resolved with the United States Department of Education.
- VIII. **DISCONTINUATION OF THE VERIFICATION PROCESS** - If you do not want to complete the verification process, please submit a letter to the Financial Aid Office stating that you want to discontinue the process.
- IX. **FEDERAL STUDENT AID INFORMATION CENTER – 1-800-433-3243**

Information specialists at this number can:
 - A. help you complete the FAFSA (electronic or paper)
 - B. answer your questions about a PIN
 - C. help you make corrections to your SAR
 - D. explain federal student aid eligibility requirements and other aspects of student aid
 - E. explain the process of determining financial need

Please mail documents to: Virginia Union University
Financial Aid Office
1500 North Lombardy Street
Richmond, VA 23220
Office 804-257-5882 and Fax 804-257-5797



2011-2012 Verification Worksheet

Federal Student Aid Programs

 FORM APPROVED
 OMB NO. 1845-0041

Your application was selected for review in a process called "Verification." In this process, your school will be comparing information from your application with signed copies of your (and your spouse's, if you are married) 2010 Federal tax forms, or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

Complete this verification form and submit it to your financial aid administrator as soon as possible, so that your financial aid won't be delayed. Your financial aid administrator will help you.

What you should do

1. Collect your (and your spouse's) financial documents (signed Federal income tax forms, W-2 forms, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign the worksheet.
4. Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. You or your school may need to make corrections electronically or by using your SAR.

A. Student Information

Last name	First name	M.I.	Social Security Number
Address (include apt. no.)			Date of birth
City	State	ZIP Code	Phone number (include area code)

B. Family Information

List the people in your household, including:

- yourself, and your spouse if you have one, and
- your children, if you will provide more than half of their support from July 1, 2011 through June 30, 2012, even if they do not live with you, and;
- other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2011 through June 30, 2012.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2011 and June 30, 2012, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
Martha Jones (example)	24	Wife	City University
		Self	

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0041. The time required to complete this information collection is estimated to average twelve minutes, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Education, Washington, DC 20202-5345.

C. Student's Tax Forms and Income Information (all applicants)**Independent**

1. Check only one box below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information.

- Check here if you are attaching a signed copy of your tax return.
- Check here if a signed tax return will be submitted to the school by _____ (date).
- Check here if you will not file and are not required to file a 2010 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See Question 44 of the Free Application for Federal Student Aid (FAFSA).)

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If you did not file and are not required to file a 2010 Federal income tax return, list below your employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

Sources	2010 Income
	\$
	\$
	\$

D. Spouse's Tax Forms and Income Information (if student is married)

1. Check only one box below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your spouse did not keep a copy of the tax return, request a copy from the tax preparer or request an Internal Revenue Service form that lists tax account information.

- Check here if you are attaching a signed copy of your and your spouse's joint tax return.
- Check here and attach spouse's signed tax return if your spouse filed a separate return.
- Check here if a signed spouse's tax return will be submitted to the school by _____ (date).
- Check here if your spouse will not file and is not required to file a 2010 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See Question 44 of the FAFSA.)

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If your spouse did not file and is not required to file a 2010 Federal income tax return, list below your spouse's employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

Sources	2010 Income
	\$
	\$
	\$

E. Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. If married, spouse's signature is optional.

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

Student _____ Date _____

Spouse _____ Date _____

Do not mail this worksheet to the Department of Education. Submit this worksheet to your Financial Aid Administrator at your school. Don't forget to sign your tax forms.