

Verification Procedures

**Virginia Union University
Financial Aid Office
1500 North Lombardy Street
Richmond, VA 23220**

Federal Title IV Policies & Procedures for Verification 2023-2024

1. **DEADLINES** – Students planning to enroll for the Fall semester of the 2023 academic year must submit all requested documents to the Financial Aid Office (FAO) by December 15, 2023. Students enrolling for the Spring 2024 semester must have all requested documents by May 16, 2024. If the deadline dates are missed, the information will be processed as received and could possibly result in ineligibility for financial aid.
2. **AWARDS AND ALL AWARD CHANGES** – Students can view their Award Notification on the Virginia Union University website at www.vuu.edu, by clicking on Technology, and clicking on VUU Campus Web.
3. **CORRECTIONS** – If corrections are needed and you have provided the proper documentation, the FAO will process the corrections electronically. In some cases, the FAO may have to contact you for additional information.
4. **LAST DATE TO CLEAR VERIFICATION** – Students who leave school prior to clearing verification will have 90 days from their last date of attendance to submit all required documents. If the documents are not received within that time period, NO federal financial aid will be disbursed.
5. **COMMUNICATION** – The student/parent will be sent the appropriate 2023– 2024 verification worksheets (e.g. V1, V4, or V5) based on the selection process used by the U.S. Department of Education. If you misplace your worksheet, you may email financial aid at finaid@vuu.edu to request a new form, someone will respond to you as soon as possible.

If you do not or choose not to complete the verification process, you will not receive any Title IV Federal Financial Aid.

Please email documents and address any questions that you may have in reference to this process at Virginia Union University to:

finaid@vuu.edu

You may contact the Federal Student Aid Information Center at (800) 433-3243 if you have any questions about the federal process.