

What is verification?

Verification is a process to confirm the information you provided on the FAFSA (Free Application for Federal Student Aid).

Verification selection can be random or because your FAFSA data was incomplete, estimated or inconsistent. The U.S. Department of Education selects some students for the verification process. We will select others if we find conflicting information.

The verification process can be confusing and we want to make it as easy as possible.

We will ask you to provide documentation to confirm the information on your FAFSA. This will include a verification worksheet, W2s, and an income tax transcript (ordered from the IRS). If you are a dependent student, we may also request a copy of your parent's tax return.

The Verification Deadline

For the **2013-2014 academic year**, you are strongly encouraged to submit all requested documentation by **May 1, 2013** in order to receive a timely award with all possible funding.

The verification review process can range from 2 - 6 weeks. Submit copies of the requested documentation within 14 days of the request.

The last date to submit verification documents is the last day of the term or your last day of enrollment in the academic year, whichever is earlier.

- **Federal Pell Grant Recipients:** The deadline is 120 days from your last date of enrollment or August 31, whichever comes first. This includes making any necessary corrections to the FAFSA, submitting those corrections to the federal processor, and receiving confirmation in return.
- **Federal Loan Applicants:** Graceland University requires verification to occur before disbursing Federal aid . A federal loan application cannot be originated for a period of enrollment that has already passed.

Failure to submit all requested documentation will result in the forfeiture of your financial aid eligibility. If verification is not completed by October 15 for fall semester and March 1 for spring semester, your aid will be removed pending completion of the verification process.

Required Documents

For the 2013-2014 Academic Year:

- If you are a dependent or independent student, complete the 2013-2014 Verification Worksheet. Do not leave any section blank or incomplete. You and at least one parent must sign the worksheet before submitting it to our office. Also, submit signed tax return transcripts (order from the IRS) and any schedule C or F, along with W2s for the student and parent, if applicable.
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How to Avoid Verification Processing Delays

We recommend that students submit all documents within 14 days of receipt of the verification notice.

We encourage families to complete the IRS Data Retrieval through FAFSA to eliminate having to order a tax transcript. The video below is a tutorial on how to do this:

<http://www.graceland.edu/FinAid/IRS2012/IRS2012.html>

Submit all documents at the same time to:

Graceland University
Financial Aid Department
1 University Place
Lamoni, IA 50140

You may fax documents to our office at (641) 784-5020

- Remember to make photocopies for your records.
 - Remember to list ALL family members not just the ones attending college.
 - Respond to each section of the Verification Worksheet. If a section or part of a section does not apply to you/your parent(s)/your spouse, write "N/A" or "-0-," as appropriate. Do not leave sections blank.
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After Verification is Complete

- If the data reported on your FAFSA is confirmed, the Financial Aid Office can determine your eligibility for financial aid. We will notify you to check your financial aid eligibility on My Graceland.

- If we find differences between the data reported on your FAFSA and the information that you submitted to us, we may make corrections to your FAFSA. You can monitor your FAFSA verification status on www.fafsa.ed.gov. We may also adjust any estimated financial aid provided to you.
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Check your Graceland email weekly for important correspondence.

Our office will correspond with you through your Graceland issued email address. We will use your alternative email if we have not heard from you after corresponding to your Graceland email account. Please do not provide sensitive or confidential information in email messages.

To view your aid status, as well as the forms required to complete verification at Graceland, login to My Graceland.

1. Sign on to My Graceland using your user name and password.
2. Click on **Students**. Then click on **Setup GUEST Access**. This shows information about your parent, guardian, or spouse that you may want to give access to. They will not automatically have access unless you choose to give it to them. (You may have granted access previously by filling out the paper authorization form.)
3. Click on **Edit** to change the access for a person listed, or click on **Add new person** to add someone not already on your list. We recommend entering an *email address* as this will send instructions to your guest and notify them when you changed their access. If everything looks right and they still cannot get in, clicking on the **Submit this information** button will refresh their access.
4. For further assistance please visit https://my.graceland.edu/ICS/Help/GUEST_Access_FAQ.jnz