2013-2014 VERIFICATION PROCEDURES

Each application for student aid undergoes an edit checking process that is designed to identify conflicting information. If conflicting information has been detected on an application, it is then selected for verification. Additionally, applications are randomly selected.

Your application has been selected for Verification. This process requires that you complete and submit the enclosed worksheet, attach all required documents requested to substantiate the information reported on your financial aid application to the University of the Virgin Islands financial aid office.

You may be asked to verify one or more of the following data items:

- a. Your household income
- b. Your household income tax paid
- c. Your household size
- d. The number of household members attending a postsecondary educational institution enrolled at least half time (six credits)
- e. Certain untaxed income and benefits received
- f. Supplemental Nutrition Assistance Program (SNAP), commonly known as Food Stamp
- g. Child Support Paid
- h. High School Completion Status
- i. Identity Confirmation
- j. Statement of Educational Purpose

Students are advised to submit the completed verification worksheet and all requested documentation within the date requested in order to have their financial aid award processed in a timely manner. No financial aid award will be disbursed until verification is complete.

Any corrections required as a result of the Verification process must be corrected on the Electronic Student Aid Report online at www.fafsa.gov.

Financial aid funds received as a result of reporting incorrect information will have to be repaid. Anyone who intentionally makes false statements on a Federal financial aid application is violating the law and is subject to a fine or imprisonment or both.