

West Virginia University Hospitals
Radiologic Technology Education Programs

Radiography, Radiation Therapy, MRI & Dietetic Internship programs

Policy No: **1.012**
Effective: **7/1997**
Revised: **7/2010**

Financial Aid Verification Policy

West Virginia University Hospitals, in accordance with 34 CFR 668.56 and the Federal Student Aid Handbook, has implemented procedures to verify the accuracy of information on the student's Free Application for Federal Student Aid (FAFSA). Federal guidelines require verification of all FAFSAs selected by the Central Processing System (CPS) and a minimum 30% of the total processed. However, in an effort to provide accuracy and consistency, West Virginia University Hospitals has adopted a 100% verification policy for all financial aid applications for enrolled students. WVUH will not certify or disburse Pell Grant or Direct Loan funds until the verification process is completed and all discrepancies are resolved.

I. Required Documents and Deadline

After acceptance into a program sponsored by WVUH and upon request, each student will receive the following financial aid documents and accompanying instructions:

1. Institutional Application
2. FAFSA worksheet
3. Verification Forms

A default deadline of June 1 is established for the receipt of all the aforementioned documents. Failure to submit all of the required documents by the established deadline will result in potential delays in approval and disbursement of student aid funds.

II. Verification Procedures

For enrolled students who submit the required documents, the Financial Aid Administrator (FAA) will verify the following items:

1. Household Size
2. Number Enrolled in College
3. Adjusted Gross Income
4. U.S. Income Tax Paid
5. Untaxed Income and Benefits to include (a) Social Security benefits, (b) Child support, (c) IRA / Keogh deductions, (d) Foreign income exclusions, (e) Earned income credit, and (f) Interest on tax free bonds.

In the verification process, the school will be comparing the information on the student's FAFSA with the information on the following documents:

1. Signed copies of the students and/or parents previous year, Federal tax forms (1040, 1040A, etc.) and worksheets.
2. Completed Verification Forms
3. Completed Institutional Application

The FAA will resolve all discrepancies between FAFSA data and its corresponding documentation. Additional supporting documentation may be required. If the verification process identifies errors or inconsistencies, one of the following actions will be taken:

1. The FAA will submit a correction for a student using FAA Access, providing the discrepancy is clearly identified and the correct information is available on the signed verification documents.
2. The student will be notified of the discrepancy and will be ask to submit additional supporting documentation and to either make the correction using FAFSA on the Web, or designate the FAA to make the corrections upon the receipt of the requested documentation.

Education Manager: _____ Date: _____