

## **Verification**

Verification is a quality-control method used by the U.S. Department of Education to verify the accuracy of the information submitted on the Free Application for Federal Student Aid (FAFSA) or other documents submitted to the Office of Financial Assistance. Certain students are selected at random while others are chosen based on probable errors or inconsistencies on the FAFSA. All schools that disburse Title IV (federal aid) funds are required to participate in the verification process.

We are required to contact you for documentation that supports income and any other information that was reported. The student's "To Do List" located in WaveNet will be updated as needed with the required documents required for Verification. Therefore it is extremely important for the student to review the "To Do List" often. During the Verification process the student is expected to fully cooperate with requests in a timely manner, failure to do so may result in cancellation, reduction, finance charges, enrollment/financial holds, and/or suspension of financial aid.

**Important:** Please submit all requested forms and supporting documentation together at the same time. No processing can occur until all documentation is received.

**Participation in the verification process is not optional.** If selected for verification, students must submit the requested documentation. If he/she opts not to submit the required documentation, the student will **not** be eligible to receive federal or institutional need-based financial aid. Institutional need-based aid that is disbursed prior to completing Verification is subject to cancellation by the October 15 deadline.

Completing Verification consists of changing data elements as applicable as information is received. The purpose of Verification is to make sure correct and accurate data is used to determine eligibility. Conflicting data must be resolved before student aid will process.

Most financial aid applications are randomly selected for Verification by the U.S. Department of Education's Federal Processor. However, there are other potential reasons for being selected for Verification:

- The submitted FAFSA application had incomplete data
- The data on the FAFSA application appears to have contradicting data
- The FAFSA application has estimated information
- The Office of Financial Assistance may select students for federal Verification in connection with the review of an appeal

**If you are selected for Verification, you must submit all required documents in a timely manner so that your file may continue to process.** These items will be listed in WaveNet in the “To Do List.”

### **Federal Verification Deadlines**

Federal funds cannot be disbursed until all requested documents are received and the accuracy of the information has been reviewed, and then processed. This may take 4-6 weeks to process during peak awarding, and during registration, therefore please submit requests as soon as possible.

If you are selected for Verification, you will be notified on your Student Aid Report (SAR) after completing the FAFSA. In addition, the Office of Financial Assistance will post Verification requirements as “Initiated” documents on your “To Do List” in WaveNet. Students should submit Verification documents as soon as possible but no later than 30 days after the start of the semester for which the student has been awarded or within 10 days of the date the documents are posted as “Initiated” requirements on the student’s “To Do List.” Federal funds will be held from disbursing to your student account until all necessary documentation has been received and reviewed, then processed. It is extremely important to not delay submitting requested documents because outstanding balances will cause finance charges to accrue daily and financial holds that prevent registration, and transcripts.

### **Deadlines**

If you have been selected for Verification for the academic year prior to the start of the fall semester, you must submit all items listed in your “To Do List” no later than 30 days after school starts. Incomplete/initiated items not received by **October 15** may result in the cancellation of institutional need-based aid.

If you are selected for Verification after October 15, you must submit Verification documents within 10 days of the date Verification requirements are posted as “initiated” on your “To Do List”.

### **Consequences if you do not submit Verification documents by the deadlines:**

Federal funds will not disburse to your student account until Verification documents have been received, reviewed, and then processed. If you do not submit Verification documents by the above deadlines, your federal, state and need-based institutional aid will be cancelled.

**Note:** Aid that is cancelled may cause outstanding balances that accrue finance charges daily, which will be the responsibility of the student to pay.

**What happens if there are discrepancies between the data on the FAFSA and my Verification documents?** After all required documents are submitted; the Office of Financial Assistance will compare them with the Student Aid Report. If any discrepancies are discovered during Verification, the Office of Financial Assistance may require additional information to resolve the discrepancies, and the FAFSA will be updated and processed with accurate information. However, such discrepancies may be significant enough to cause the financial aid package to be different from the

initial package received from the school. Therefore aid will be **reduced and or cancelled** if necessary to resolve the discrepancy. If adjustments to the financial aid award are required, the Office of Financial Assistance will notify the student electronically via Pepperdine's email. Review of documents submitted for Verification usually takes two to three weeks, but it may take longer during the peak season. Because Verification must be completed in advance of disbursing federal funds from any financial aid program, it is vital to send complete and accurate information as quickly as possible. This is a process that is required by the federal government. The Office of Financial Assistance may even determine errors in the process that may increase your eligibility for more aid.

### **Questions?**

Contact the Office of Financial Assistance at 310.506.4301 or [finaid2@pepperdine.edu](mailto:finaid2@pepperdine.edu) if you have any questions regarding Verification.