Verification Procedures

The U.S. Department of Education may select a financial aid application for verification. This would require the college to obtain additional documentation in order to verify the information that the student and/or the parent gave on the Free Application for Federal Aid (FAFSA) prior to the disbursement of any financial aid funds. In most cases, the student and/or parent will be required to complete the IRS Data Retrieval Tool on the FAFSA at www.fafsa.ed.gov that will populate the income fields on the FAFSA directly from the IRS data. Another option is for the student and/or parent to request a IRS Tax Return Transcript directly from the IRS at www.irs.gov. A photocopy of a student and/or parent tax return is not sufficient for verification.

Verification may also require documentation of non-taxable income, information on household size, the number of people in the household in college, etc. The Financial Aid Office will notify students of the specific forms, worksheets and documentation that will be required in order to complete verification. In most cases, the student and or parent can satisfy the requirements by completing one or more of the following forms and submitting them to the Financial Aid Office

Deadline Dates for Verification

All applicants for whom the College has received a valid Student Aid Report (SAR or ISIR) while the student was enrolled must submit all required documentation by the deadline date. The deadline date for completing the verification process is August 31, or no later than 120 days after the students last day of enrollment, whichever is earlier. Any applicant who does not complete the verification process by the deadline date will forfeit all right to payment.

Required Documents for Verification

When a FAFSA is selected for verification by the U.S. Dept. of Education, the Financial Aid Office will be informed of the documentation and forms that will be required of the student and or parent in order to complete the verification process. These requirements may vary by student. Verification of the following information may be required:

All applicants selected:

- Household size
- Number enrolled in college
- Child Support Paid (if reported)
- SNAP – Food Stamps (if reported)

Tax filers:

- Adjusted Gross Income (AGI)
- Federal income tax paid
- Untaxed IRA Distributions
- Untaxed Pensions
- IRA Deductions
- Education Credits
- Tax Exempt Interest Income

Non-Tax Filers:

- Income Earned From Work (W-2s)

- Confirmation of Non-Tax Filing Status

  Other Information:

- Signed Statement of Educational Purpose
- Verification of High School Transcript
- Verification of identity with Photo ID

Notification to Student of Required Documentation of Verification

When a student's financial aid application has been selected for verification, the student will be informed by mail and/or email in a timely manner what documentation is needed to satisfy the verification requirements. The student will be sent an email to the email address on the FAFSA informing him/her that the FAFSA data has been received. The student will be instructed in the email to log in to the SCCC Web Site in order to review his/her outstanding verification requirements and his/her estimated financial aid eligibility for federal and state financial aid. Letters requesting verification documentation are also mailed to the student's permanent address.

IRS Data Retrieval and IRS Transcripts

Students and/or parents who filed federal tax returns will be required to use the FAFSA IRS Data Retrieval or IRS Tax Return Transcript options for verification. Photocopies of parent/student tax returns cannot be accepted for verification. The first preference is for students and parents to use the IRS Data Retrieval option. If a student/parent is not able to use or is not eligible to use the IRS Data Retrieval, he/she will need to request an IRS Tax Return Transcript directly from the IRS.

A student or parent who filed a federal tax return as a Head of Household or Married filing Joint are not eligible to use the IRS Data Retrieval. He/she will need to request an IRS Tax Return Transcript directly from the IRS.
A student or parent who filed an amended federal tax return or has applied for an IRS Tax Extension should contact the Financial Aid Office for assistance.

Notification to Student of Results of Verification

If as a result of verification, there are no errors discovered the College will award the federal financial aid for which the student is eligible. The student will be sent an email instructing them to log in to the SCCC web site to review his/her his eligibility. If errors are discovered as a result of verification, the College will make the necessary corrections. The student will be sent an email instructing them to log in to the SCCC web site to review his/her revised eligibility.

Office of Inspector General Referrals

The College must refer to the Department's Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Student Aid may have engaged in fraud or other criminal misconduct in connection with his/her application. Common misconduct includes false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Suspected intent on the part of a student to commit fraud will be reported to the OIG by phoning 1-800-MIS-USED.

Publicizing Verification Requirements and Procedures

The verification procedures and requirements listed here are published in the College catalog and on this website.