

## FAFSA Verification Policy

Some students that submit a FAFSA will be selected for a process called verification. Students may be selected by the U.S. Department of Education or by Concordia University Wisconsin.

1. Students selected for verification will be contacted by U.S. Postal Service mail to complete the required documents for the verification process. Students can also view missing documents on their CUW Portal. This correspondence will be sent within seven (7) days of receipt of the FAFSA or upon determination of verification. Upon receipt of the request for verification documents, Concordia expects the individual to complete and return the documents to the Financial Aid Office within two weeks. Completed and signed documents should be returned via regular U.S. mail, faxed to the general Financial Aid fax number (262) 243-2243, electronically mailed to the general Financial Aid e-mail account (finaid@cuw.edu).

documents are signed and submitted in full to the Financial Aid Office. Please make sure to complete every section of the verification documents. If a section does not apply, please fill it with NA or 0. Students that do not supply the documents within 30 days of the end of the term will not be eligible for any aid. Students that do not return the documents in a timely manner may be subject to University holds if classes have begun.

3. FAFSA corrections submitted from information in the supporting documents for verification will be made by Concordia and sent to CPS electronically.

will be notified by a new CPS generated Student Aid Report (SAR) sent to a revised award reflecting changes will be sent to the student from the financial aid office about a week after the SAR is generated. The Financial Aid Office will contact you about a week after the SAR is generated. Please check your CUW Portal account.

5. Any student determined by the Financial Aid Office to have committed fraud when completing the FAFSA or in the supporting verification documents, will be referred (via a faxed letter) to the Inspector General of the United States.
6. Any student determined by the Financial Aid Office to have an overpayment caused by the verification process will be reviewed and resolved by Concordia following federal rules. This includes their signed FAFSA.

transcript, tax files, along with the aid year specific Concordia University Wisconsin Verification Worksheet to the Financial Aid Office. The above listed forms are the only acceptable documents for

the verification process at Concordia University Wisconsin (please note additional types of documents may be requested as needed). Federal Tax transcripts can be ordered on the IRS website ([www.irs.gov](http://www.irs.gov)) and the official Concordia University Wisconsin verification worksheet can be found in the Financial Aid Office located at [www.cuw.edu/financial](http://www.cuw.edu/financial). Verification documents must be submitted by the student/filer (this does not mean the tax preparer). All documents must be submitted by the student/filer (this does not mean the tax preparer). All documents must be submitted by the student/filer (this does not mean the tax preparer).