

### Fort Valley State University 2022-23 Verification Policy

To apply for federal financial aid, a student submits the Free Application for Federal Student Aid (FAFSA) to the Central Processing System (CPS). Because students sometimes make errors on their applications, there is a process for verifying applications and making corrections. The regulations in Subpart E (sections 51 to 61 of Part 668 of the Title 34 of the Code of Federal Regulations) govern the requirement of institutions to verify information submitted by applicants for student financial assistance under the subsidized student financial assistance programs.

By the provisions of Subpart E, Fort Valley State University has established and uses written policies and procedures for verifying an applicant's FAFSA information. These policies and procedures include:

1. The period within which an applicant must provide any documentation requested by Fort Valley State University.
2. The consequences of an applicant's failure to provide the requested documentation within the specified period;
3. The method by which Fort Valley State University notifies an applicant of the results of its verification if, as a result of verification, the applicant's EFC changes and results in a change in the amount of the applicant's assistance under Title IV, HEA programs.
4. The procedures Fort Valley State University will follow itself or the procedures Fort Valley State University will require an applicant to follow to correct FAFSA information determined to be in error; and
5. The procedures Fort Valley State University will follow for making referrals to the Office of Inspector General.

#### **Institutional Responsibility:**

Fort Valley State University must require an applicant whose FAFSA information is selected for verification to submit supporting documentation to verify specified data elements of his/her FAFSA unless the applicant qualifies for a federal exclusion. (See Exclusions from Verification.)

#### **Applicant Responsibility:**

If Fort Valley State University requests documents or information from an applicant under Subpart E, the applicant must provide the specified documents or information.

#### **Selection of Applicants**

- *Standard Selection:* As stated previously, to apply for federal financial aid a student submits a FAFSA to the Central Processing System (CPS). The CPS selects which applications are selected for verification. Data-based statistical analysis is used to select, for verification, those applicants with the highest probability of error on their FAFSA submissions. The CPS sets a Verification Flag on the student's processed FAFSA report to indicate that the student's record has been selected for verification. The processed FAFSA is also known as the Student Aid Report (SAR). CPS will also use a Verification Tracking Flag to place an applicant selected for verification into one of three Verification Tracking Groups
- *Institutional Selection:* ASU's Office of Financial Aid staff have the authority and responsibility to select an application for verification if there is reason to believe that an applicant's FAFSA information is inaccurate and/or contains conflicting information. If the student is selected by ASU, he or she will be required to submit documentation to clarify the accuracy of the FAFSA data and/or to resolve the conflicting information
- *Update or Correction Selection:* An aid applicant should be aware that if the institution submits an update or correction to CPS, this could trigger CPS to select the application for verification

of additional data elements. In this case, ASU will require the applicant to submit any additional documentation needed to complete the verification process.

### **Notification**

A student whose FAFSA information is selected for verification will be notified of his/her selected status as follows:

1. CPS will notify the student on his/her Student Aid Report (SAR). Next to the EFC will be an asterisk referring to a comment in the student section of the SAR that tells the applicant that he/she will be asked by Fort Valley State University to provide documentation for verification.
2. ASU will send email notifications to students' ASU email addresses when their FAFSA is received by the college. This email notification will indicate that the student has outstanding requirements that must be completed before being awarded.
3. Once a student who has outstanding requirements (or is selected for verification) sets up a Campus Logic account, notifications will be sent weekly and will continue until either the student has submitted all documents required for verification or the deadline for submission has been reached. NOTE: If a student already has a Campus Logic account, the student will begin receiving notification of outstanding documents once the 2022-23 ISIR is received.

Fort Valley State University email notifications sent to a student whose FAFSA information is selected for verification will include:

- Directions to log into their student Banner Web account to view outstanding requirements, and directions to access the Campus Logic portal.

### **Information to be verified**

For each award year, the Secretary of Education publishes in the Federal Register a notice announcing the FAFSA information that an institution and an applicant may be required to verify. The notice also specifies what documentation is acceptable for verifying FAFSA information. 2022-2023, Federal Register lists the items to verify based upon the Verification Tracking Group to which the applicant is assigned. They are listed below:

#### **V1 Standard Verification Group**

- Tax Filers
  - Adjusted Gross Income
  - U.S. Income Tax Paid
  - Untaxed Portions of IRA Distributions
  - Untaxed Portions of Pensions
  - IRS Deductions and Payments
  - Tax-Exempt Interest Income
  - Education Credits
  - Number of Household Members
  - Number in College
- Non-Tax Filers
  - Income Earned from Work
  - Number of Household Members
  - Number in College

#### **V4 Custom Verification Group**

- Identity/Statement of Educational Purpose

#### **V5 Aggregate Verification Group**

- Identity/Statement of Educational Purpose
- Tax Filers
  - Adjusted Gross Income
  - U.S. Income Tax Paid
  - Untaxed Portions of IRA Distributions
  - Untaxed Portions of Pensions
  - IRS Deductions and Payments
  - Tax-Exempt Interest Income
  - Education Credits
  - Number of Household Members
  - Number in College
- Non-Tax Filers
  - Income Earned from Work
  - Number of Household Members
  - Number in College

### Verification Waivers

Federal verification will be waived for all graduate-level students, except those selected as V4 and V5 (Identity / Statement of Educational Purpose Only). If a student dies during the award year, is not a financial aid Title IV recipient, or he or she was selected for verification after ceasing to be enrolled at the school and after all Title IV aid has been disbursed, verification will be waived.

### Verification Reporting Requirements for V4 and V5

Report results are submitted no more than 60 days following the first request to the student for documentation of identity. If a change in the result is required after submittal a change will be resubmitted within the required 30 days after becoming aware that a change occurred.

### Acceptable Documentation

The documentation required for verification varies according to the specific FAFSA information being verified. A student selected for verification will need to submit the following acceptable documentation to Fort Valley State University to complete the verification process. If a student is unable to submit any of the required documents, he/she should contact the Financial Aid Office to discuss possible alternative acceptable documentation.

Verification Item/Element	Acceptable Documentation
* Household Size	Independent/Dependent Verification Worksheet
Number in College	Independent/Dependent Verification Worksheet
AGI & U.S. Taxes Paid	*** IRS DRT, **** IRS Tax Return Transcript or signed IRS tax return with applicable schedules 1-3
Untaxed Income (Tax Return Data)	*** IRS DRT, **** IRS Tax Return Transcript or signed IRS tax return with applicable schedules 1-3
Non-Filer Income Earned from Work	Independent/Dependent Verification Worksheet 2020 W2 Forms; IRS 2020 Wages and Earnings Statement
Confirmation of Non-Filing (for parents of dependent students; independent students and spouses)	IRS 2020 "Verification of Non-Tax-Filing Status" form; IRS 2020 "Tax Return Transcript" stating "no transcript on file"; IRS 2020 "Wage and Income Transcript" stating "no tax return filed"; IRS 2020 transcript request that comes back with status "requested data not found."

High School Completion	High School Diploma or Transcript, GED certificate or transcript, homeschooled transcript, or transcript showing 2-year degree/program completion (see 2022-2023 FSA AVG for additional acceptable documents)
Identity Statement of Educational Purpose	Original government-issued photo identification: passport, driver's license, state-issued ID, and 2022-23 Identity and Statement of Educational Purpose (in person or notarized)
Other Information	Other documents as required by ASU or CPS

\*Household Size: For 2022-2023, the number of household members for dependent students must now include both of a dependent student's legal (biological or adoptive) parents if the parents live together, regardless of the marital status or gender of the parents.

\*\*\*IRS Data Retrieval Tool (DRT): The IRS DRT is the fastest, easiest, and most secure method of meeting verification requirements. To verify tax data, the U.S. Department of Education and Fort Valley State University encourages students and parents to use the IRS DRT to import data from their tax return directly to the FAFSA, either at the initial FAFSA filing or through the FAFSA correction process. For the retrieved data to be acceptable documentation of tax data, neither the student nor the parents must change the data after it is transferred from the IRS.

\*\*\*\*IRS Tax Return Transcript: If a student or parent cannot or will not use the IRS DRT, they must provide a transcript obtained from the IRS that lists the tax account information of the tax filer for the tax year 2020.

### **Tax Return Transcripts**

A student or parent may request an IRS Tax Return Transcript from the IRS, free of charge, in one of the following ways:

- Online by downloading an immediate PDF at [www.irs.gov](http://www.irs.gov) (not available for new users)
- By mail after submitting an online request at [www.irs.gov](http://www.irs.gov)

**Victims of Identity Theft:** When the IRS determines a tax filer has been or likely was a victim of identity theft, it will not allow him/her to use the IRS DRT process or get a tax return transcript until the matter has been resolved, which can take up to a year for complex cases. For a tax filer who is a victim of identity theft, Fort Valley State University will accept a Tax Return Data-Based View (TRDBV) transcript along with a signed and dated statement from the tax filers that they are victims of IRS tax-related identity theft and that the IRS has been made an award of this. The tax filer should also provide Fort Valley State University with a copy of IRS Form 14039, Identity Theft Affidavit if he/she submitted that form to the IRS.

**Filing an Amended Return:** For the 2022-2023 FAFSA processing year, a student or parent who files an amended return may use the IRS DRT. When a student or parent has filed an amendment and uses the IRS DRT, the IRS request flag of 07 will appear. To complete the verification, the student or parent may submit a signed copy of the amended 2020 tax return (1040X) that was filed with the IRS AND one of the following items:

- a 2020 IRS Tax Return Transcript; OR
- IRS DRT information on the most current ISIR that has the 07 IRS request flag value (this reflects the original tax return information)

**Rollover:** A student or parent who has reported untaxed IRA distributions and/or untaxed portions of pensions and has a rollover amount will be able to use the IRS DRT. If an amount greater than "0" is transferred using the DRT in either field, then the applicant will be able to notate the amount that was a rollover if any, and CPS will subtract it. The IRS Data Field Flag will be "2." This flag field means the

field was changed by the user before the submission of the application. To complete the verification, the student and/or parent must submit a signed and dated statement certifying that the untaxed IRA distribution or pension contained a rollover and list the amount of the rollover.

**Tax Filing Extensions:** A student or parent who has been granted the automatic six-month extension must use the IRS DRT or provide a 2020 IRS Tax Return Transcript. Only those who have been granted a filing extension by the IRS beyond the automatic six-month extension for 2020 may submit IRS documentation for extension filers. Those who were on active duty or qualifying National Guard duty may provide a statement certifying that he or she has not filed an income tax return or has requested an extension because of their service.

**Foreign Tax Filers:** A student or parent who filed an income tax return other than an IRS form, such as a foreign or Puerto Rican tax form, must use the income and tax information (converted to U.S. dollars) from the lines of that form that correspond most closely to the income information reported on a U.S. income tax return to complete the FAFSA. Foreign tax filers cannot use the IRS DRT process and, therefore, must submit signed copies of their 2020 foreign tax returns translated into English with U.S. dollar equivalencies to the Financial Aid Office.

**Non-filers:** A student, spouse, or parent who is not required to file a U.S tax return is required to submit the Verification Worksheet for 2022-2023 and copies of all 2020 IRS W-2 Forms or 2020 IRS Wages and Earnings Statements to verify income earned from work. Fort Valley State University must also require parents of the dependent student, independent students, and their spouses to submit a “Verification of Non-Tax-Filing Status” from the IRS.

<b>Minimum Income Requirements to File a Federal 2020 Income Tax Return</b>		
<b>Filing Status</b>	<b>Age</b>	<b>Income Requirement</b>
Single	Under 65	\$12,400
	65 and older	\$14,050
Head of Household	Under 65	\$18,650
	65 and older	\$20,300
Married Filing Jointly	Under 65 (both)	\$24,800
	65 and older (one)	\$26,100
	65 and older (both)	\$27,400
Married Filing Separately	Any Age	\$5
Qualifying Widow(er) With Dependent Children	Under 65	\$24,800
	65 and older	\$26,100
Single Dependent	Under 65 (not blind)	\$12,400/ \$1,100 unearned

	65 or older, or Blind 65 or older and Blind	\$14,050/ \$2,750 unearned \$15,700/ \$4,400 unearned
Married Dependent- must file a return if your gross income was at least \$5 and your spouse files a separate return.	Under 65 (not blind) 65 or older, or Blind 65 or older and Blind	\$12,400/ \$1,100 unearned \$13,700/ \$2,400 unearned \$15,000/ \$3,700 unearned
Minimum Self-Employment Income Requirement is \$400 for all filers		

### Determining Dependency Status

Students are given a series of questions on the FAFSA to determine dependency status. Based upon the answer given, Fort Valley State University may require a student to provide additional documentation to support their reason to become an independent student. NOTE: Students under the age of 24 who have a child(ren) must provide more than half of their child's support to be considered independent. The Fort Valley State University will request or require a student selected for verification under 24 to meet the following criteria to be considered an independent supporting a child:

#### Tax-filer

- Student must not live in on-campus housing AND
- Student must meet the Federal Register's Poverty Guidelines for the tax year being evaluated for the aid year

**OR**

- Student must not live in on-campus housing AND
- Student must provide proof of income for the current year that meets the current year's Federal Register's Poverty Guidelines i.e. if student attending August 2022, refer to 2022 student's income and 2022 Poverty Guidelines
  - This is only required if taxes do not meet the tax year's Poverty Guidelines, but the student has current income that does meet current year's Poverty Guidelines

#### Non-Tax-filer

- Student must not live in on-campus housing AND
- Student must provide proof of income for the current year that meets the current year's Federal Register's Poverty Guidelines i.e. if student attending August 2022, refer to 2022 student's income and 2022 Poverty Guidelines

**OR**

- Student must not live in on-campus housing AND
- Student must provide proof of income for the current year AND
- Student must provide proof of government assistance such as SNAP, WIC, TANF, etc. (if student's income does not meet the Federal Register's Poverty Guidelines)

### Rejected FAFSA and C-Flags

Once the Office of Financial Aid receives an electronic ISIR, a Banner process will create missing items for those students with rejected FAFSAs and/or C-Flag issues. A Document Request Email is generated for all students (new and returning) informing them of their rejected FAFSA and/or C-Flags. Any student with a rejected FAFSA and/or C-Flags will not be awarded until the verification process has been complete. Financial Aid Counselors review the SAR Comment Codes and Text for the appropriate aid year to determine appropriate resolution for C-Flags.

Common C-Flag Codes are as follows:

- Selective Service Match: 30, 33, and 57
- DHS Match: 46, 105, 109, 141, 142, and 144
- Conflicting Information: 400 and 401

- All students with these codes will be institutional/school selected for verification to ensure proper awarding for the 2022-2023 aid year
- Social Security Administration Citizenship Status: 146
- Student's Social Security Number Match: 63 and 64
- Veterans Affairs Status Match: 162, 173, and 180
- NSLDS - Including but not limited to:
  - Potential Pell Overpayment: 20, 38, 39, 41, 42, 43, 346, and 347
  - Unusual Enrollment History: 359 and 360
  - Responses to Question 23/Drug Conviction: 53, 54, 56, and 58

### **IRS Request Flags**

The IRS DRT is the fastest, easiest, and most secure method of meeting verification requirements. If a student and/or parent transfer IRS data from the IRS and does not change it before submission, the data can be used in verification. However, other codes are presented on the ISIR to notify the institution of the status of the IRS transfer, if any. Below are select request flags that the institution will utilize. Other request flags that will be utilized can be found using the 2022-2023 ISIR Guide. The select flags are as follows:

- 02- IRS data was transferred from the IRS and was not changed by the user before submission of an application or correction. This IRS request flag notifies the institution that the data can be used for verification.
- 06- IRS data was transferred from the IRS, but a subsequent change made the student or parent ineligible to use the IRS Data Retrieval Tool
  - All students and/or students who have parents with this flag will be institutional/school selected for verification.
- 07- IRS data was transferred from IRS, but the IRS indicated that an amended tax return was filed
  - All students and/or students who have parents with this flag will be institutional/school selected for verification.

### **Deadlines and Failure to Submit Documentation**

A student whose FAFSA information has been selected for verification must submit all documentation required for verification to the Financial Aid Office by specific deadlines according to the type of subsidized federal aid received and his/her period of enrollment. In general, students will not be awarded any type of federal and state-subsidized aid until the verification process is complete.

- For subsidized federal aid programs, excluding the Federal Pell Grant Program: A student enrolled in the fall 2022 term should submit required verification documentation by June 1, 2022. A student who begins enrollment in the spring 2023 term should submit required verification documentation by November 1, 2022. A student who begins enrollment in the summer 2023 term should submit required verification documentation by April 1, 2023.

If the student does not provide the verification documentation by the deadline, the Fort Valley State University will not award his/her subsidized federal aid for the award year. If the student then provides the documentation after the deadline, the Fort Valley State University will reevaluate the student's eligibility for subsidized aid and will award aid based on the availability of federal funds at the time of documentation submission.

- For the Federal Pell Grant Program: A Pell applicant selected for verification must complete the verification process by the deadline published in the Federal Register. As of this writing, the notice for 2022-2023 has not been published, but the deadline is expected to be September 16, 2023, or 120 days after the last day of the student's enrollment, whichever is earlier. The verification process is complete when the Fort Valley State University has received all requested documentation and a valid processed FAFSA report is on file including any necessary corrections to the report.

If the student does not provide the verification documentation or the Fort Valley State University does not receive the valid processed FAFSA report by the deadline, the student forfeits his/her Pell grant for the award year.

### **Updating FAFSA Information**

Generally, a student cannot update FAFSA information that was correct as of the date the application was signed because the FAFSA is considered to be a “snapshot” of the family’s financial situation as of that date. For example, if a student’s family sold some stock after signing the FAFSA and spent the proceeds on an automobile or home improvement, the student cannot update the FAFSA to reflect a change in assets. After the FAFSA is signed, only certain items can be updated under the conditions listed below:

- **Dependency Status Change:** If a student’s dependency status changes at any time during the award year, the student must update FAFSA information.
- **Verification of Household Size or Number in College:** An applicant whose FAFSA information is selected for verification of household size or number in College must update those items to be correct as of the date of verification.
- **Marital Status Change:** Fort Valley State University may require a student to update FAFSA information to reflect a change in the student’s marital status if Fort Valley State University determines that the update is necessary to address an inequity or to more accurately reflect the student’s ability to pay. NOTE: Updates to a student’s marital status will only be made before verification and awarded during the award year.

### **Correcting Errors on FAFSA Information**

Although a student cannot update FAFSA information that was filed correctly, except under limited conditions as listed above, errors made on the original FAFSA must be corrected. As stated previously, to apply for federal aid, a student submits a Free Application for Federal Student Aid (FAFSA) to the Central Processing System (CPS). Generally, the FAFSA is submitted through the online process and the student receives from the CPS an electronic summary of his/her processed FAFSA known as the Student Aid Report (SAR). Upon receipt of the SAR, the student should review all information listed on the SAR and submit any errors reported on the original FAFSA to the CPS.

In addition, customized Verification Worksheets are available online for those students who are selected for federal verification. The student and parent(s)/spouse should complete the documentation and return it to the Financial Aid Office. For enrollment beginning in the fall 2022 term, all verification documents should be received by Fort Valley State University before July 1st to avoid incurring late fees on the student’s account.

An electronic summary of a student’s original FAFSA and any corrected FAFSA information will be sent from the CPS to Fort Valley State University. Once received, all FAFSA data, ASU Verification Worksheets, and any supplemental verification documents will then be reviewed by Fort Valley State University to verify the accuracy of the student’s FAFSA information and to calculate his/her eligibility for need-based financial aid.

If a student’s FAFSA information changes as a result of Fort Valley State University’s verification process, Fort Valley State University will:

1. Submit changes/corrections to CPS on the information determined to be in error.
2. Recalculate the student’s Federal Pell Grant based on the recalculated EFC;
3. Adjust the student’s financial aid package based on the recalculated EFC

Note: Although ASU will be able to submit most changes to FAFSA information; on occasion, it may be necessary for the student to submit changes directly to the CPS. In such cases, Fort Valley State University will notify the student (by email or phone) as to which data items must be corrected by the student and submitted for processing to the CPS.



For the 2022-2023 FAFSA processing year, the IRS DRT has been reinstated. To increase the security and privacy of the personal information, all DRT data will be encrypted and hidden from view on the IRS DRT website, FAFSA web pages, and the Student Aid Report (SAR). Due to the increased security measures, applicants and parents will not be able to make corrections to the IRS DRT items that are transferred before or after submission; however, the institution will be able to make any necessary corrections as always.

### **Annual Quality Assurance**

The Director or designee will randomly review 10% or more of the files on students chosen for Federal Verification by the Department of Education. This review will ensure that the OFA staff are accurately completing the Verification process. Student awards may change as a result of conflicting information submitted to the Office of Financial aid. Please refer to the Conflicting Information Policy for resolutions and student responsibilities.

### **Referral of Fraud Cases**

Students and parents are advised that Fort Valley State University must and will refer to the 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 FAFSA applications. Common misconduct includes false claims of an independent status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Note that fraud is the intent to deceive as opposed to a mistake on an application.

As part of this process, the Office of Financial Aid ensures that all students are aware of the standards and protocols concerning verification. On Fort Valley State University's Office of Financial Aid website, the department lists preventative measures for students to follow to avoid common mistakes:

- Do not miss the deadline. Many students begin the application process in July and August. A significant number arrive on campus having completed the FAFSA just days before or not at all. We cannot process applications for students who fail to apply timely and have funds available for them in time for registration. If you do not meet the filing deadline, be prepared to pay cash at registration.
- Use the Correct Federal Tax Filing Status. We have determined that many parents and students are filing federal tax returns as **Head of Household** when they were not eligible to use that filing status. When discovered, we must request an amended tax return and federal financial aid cannot be offered until the amended tax return(s) is received. We will scrutinize Head of Household filers very closely and you may be required to submit additional documentation to verify HOH filing status.
- Identify Student Documents. We receive many documents without the student's name and FVSU ID number affixed. It is virtually impossible to match these documents and they were put in our Student Unknown File. Affix the student's name and FVSU ID number on each page of every document you submit to the Office of Financial Aid.

- Financial Data Submitted by Someone Other than the Parent. The FAFSA must include the financial data of ONLY the natural or adoptive parent(s). An aunt, grandparent, etc. financial data should not be submitted on the FAFSA unless the student has been adopted. If your family's situation makes this difficult, you should contact the Office of Financial Aid prior to completing the FAFSA or the Renewal FAFSA.
- Stepparent Financial Data Omitted on the FAFSA. Stepparent financial data must be provided on the FAFSA regardless of any agreement or arrangement the parents may have.
- Items Left Blank on the FAFSA and Verification Worksheet. When items are left blank, the processing system views the item as not answered and makes certain assumptions. These assumptions may require the parents/student to have to submit additional documentation and may cause the processing edits to select the application for verification. Provide an answer for every item especially dollar items. A zero is an answer. A blank is not.
- Inconsistent or Incomplete Data Submitted on the Verification Worksheet. The Verification Worksheet collects untaxed income and earned wages information of non-tax filers. It also asks for the filing status of the student and the parent(s). This information must be consistent with data supplied on other documents including the FAFSA. Nontax filers must list all income received on the Verification Worksheet. If you earned wages, list the employer(s) and the amounts paid. Be sure to submit copies of the W-2 statements to verify the amounts reported. Be sure to list the names of ALL members of the household on the Verification Worksheet.
- Misreported Number in the Household Size. To be included in the number in the household of the parent(s), the parent(s) must be providing at least 50% of the person's support. The same applies for the student's household. If the student has a child and the parents provide at least 50% of the child's support, the student is considered dependent of the parent and the student and the student's child must be included in the parent's household size.
- Number in College. DO NOT include the parents in the number in college.
- Untaxed Income. Please consistently report any untaxed income you may receive. The FAFSA collects certain untaxed income information and the Verification Worksheet collects untaxed income information. Please be consistent with the reporting of your untaxed income

#### Verification Process Summary

1. Student Completes FAFSA, utilizing [studentaid.gov](http://studentaid.gov)
2. The CPS sets a Verification Flag on the student's processed FAFSA report to indicate that the student's record has been selected for verification. The processed FAFSA is also known as the Student Aid Report (SAR).

OR

ASU's Office of Financial Aid staff have the authority and responsibility to select an application for verification if there is reason to believe that an applicant's FAFSA information is inaccurate and/or contains conflicting information

OR

An aid applicant should be aware that if the institution submits an update or correction to CPS, this could trigger CPS to select the application for verification of additional data elements.

3. A student whose FAFSA information is selected for verification will be notified of his/her selected status as follows:
  - (1) CPS will notify the student on his/her Student Aid Report (SAR).
  - (2) ASU will send email notifications to students' ASU email addresses when their FAFSA is received by the college. This email notification will indicate that the student has outstanding requirements that must be completed before being awarded.
  - (3) Once a student who has outstanding requirements (or is selected for verification) sets up a Campus Logic account, notifications will be sent weekly and will continue until either the student has submitted all documents required for verification or the deadline for submission has been reached.

\*\*Fort Valley State University email notifications sent to a student whose FAFSA information is selected for verification will include:

Directions to log into their student Banner Web account to view outstanding requirements, and directions to access the Campus Logic portal

The screenshot shows a 'File Review' interface. At the top, there are tabs for 'File Review' and 'Student View'. Below the tabs is a table with columns: Document Type, Status, Information, Date Submitted, and Date Reviewed. A checkbox for 'Show Previous Versions' is located to the right of the table. The table contains one row with a green checkmark in the first column, '2021-2022 Dependent Verification Web Form' in the second, 'Reviewed' in the third, and dates '02/25/2021 04:22 PM' and '02/25/2021 08:57 PM' in the last two columns. Below the table, there is a text prompt: 'You may click "Request Information" to assign additional information requests to the Student's list of requirements.' There are three buttons: 'Request Information', 'Smart File Review', and 'Full File Review'. At the bottom, there is a small note: 'Smart File Review contains a list of ISIR Fields that are verifiable and a result of the Comment Codes assigned to the Student's transaction.'

Document Type	Status	Information	Date Submitted	Date Reviewed
2021-2022 Dependent Verification Web Form	Reviewed		02/25/2021 04:22 PM	02/25/2021 08:57 PM

The screenshot shows a 'Congratulations!' message. At the top, there are tabs for 'File Review' and 'Student View'. The main content area has a large heading 'Congratulations!' followed by a paragraph: 'Your file has been sent to the Department of Financial Aid for review. No further action is required at this time. You may view documents that have been submitted by clicking on the links below.' Below this is another paragraph: 'Contact the Department of Financial Aid with any questions.' At the bottom, there is a dark blue button with a white arrow pointing right, the text 'Dependent Verification Form', and a white checkmark in a dark blue square on the right.