

# ***FINANCIAL AID VERIFICATION POLICY***

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Each year the U.S. Department of Education selects a certain number of financial aid recipients to have their documentation verified. Aparicio-Levy Technical College verifies those files identified by the federal government as part of its own verification process.

Students selected for Verification Documentation who did not use the IRS Data Retrieval when completing their FAFSA online, and who must verify their tax and income information, must provide an IRS Tax Transcript to our office.

To request an IRS Tax Transcript, students can call 1-800-908-9946, or order it online at <http://www.irs.gov> Under the “Tools” section, select “Order a Return or Account Transcript.”

If the verification process results in a change of a student’s financial aid eligibility, Aparicio-Levy Technical College repackages the student’s financial aid based on their new eligibility status and notifies the student with a new award letter. Corrections are made in the Financial Aid System and sent to the Central Processing System (CPS). Students are notified of corrections through receipt of an acknowledgment from the CPS.

