



Office of Financial Aid

Verification Policy

Each Free Application for Federal Student Aid (FAFSA) undergoes an edit check process by the U.S Department of Education designed to identify conflicting information on the application. If conflicting information has been detected by the Department or the University's internal review processes, applications are randomly selected to resolve the conflict.

Applicants selected for verification must complete and submit the required worksheet along with any supplemental documents requested by the University of the Virgin Islands Financial Aid Office as cited in the verification transmittal letter, which will be aligned with the Federal Student Aid Handbook for the specific aid year in which verification is completed.

Submit all requested documents in a timely manner to have your financial aid award processed. **No financial aid award will be disbursed until verification is complete.** Last dates for submittal for the respective terms are Fall, December 6th; Spring, April 19th and Summer is June 21st.

Updating the FAFSA may be required at www.fafsa.gov for incorrect data element(s) identified by the financial aid personnel during the verification review process. Students will be advised in-person or via email of the required data elements to be corrected, which may cause a change in their award or eligibility status.

Anyone who intentionally makes false statements on a Federal Financial Aid application is violating the law and is subject to a fine or imprisonment or both. Hence, if a student or employee or some other party is suspected of violating the law, a referral will be made to the Office of the Inspector General (OIG) after the Director of Financial Aid consults with the University's legal counsel.



VERIFICATION PROCEDURES

Each Free Application for Federal Student Aid (FAFSA) undergoes an edit check process by the U.S Department of Education designed to identify conflicting information on the application. If conflicting information has been detected, applications are randomly selected to verify one or more of the following:

- a. Household income
- b. Household income tax paid
- c. Household size
- d. The number of household members attending a postsecondary educational institution enrolled at least half time (six credits)
- e. Certain untaxed income and benefits received
- f. Supplemental Nutrition Assistance Program (SNAP), *commonly known as Food Stamp*
- g. Child Support Paid
- h. High School Completion Status
- i. Identity Confirmation
- j. Statement of Educational Purpose

Your application has been selected for **Verification**. You must complete and submit the enclosed worksheet, and all other documents requested to the University of the Virgin Islands Financial Aid Office.

Submit all requested documents in a timely manner in order to have your financial aid award processed. **No financial aid award will be disbursed until verification is complete.**

Updating the FAFSA may be required at www.fafsa.gov; and, your financial aid award may be adjusted as a result of the Verification process.

Document Submission Options

Submit document(s) to the respective campus you plan to attend. Please refrain from sending partial documents and **No email transmittal will be accepted.**

- Mail via the U.S Postal Service
- Fax your documents to 340-693-1095 (STT) or 340-692-4145(STX) and be mindful that some of the enclosed forms are double-sided and all pages are required.
- Steps for the **Web Based Submission using Financial Aid Document Upload Button** at www.uvi.edu.
 1. Select the **Enrollment** Tab then
 2. **Financial Aid**
 3. Locate the **FINANCIAL AID DOCUMENT UPLOAD** button. Once selected, you will be redirected to a webpage that allows you to upload the documents.

Last Date(s) for Submission

Fall Term – December 6th
Spring Term – April 19th
Summer Term – June 21st

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Revised 01/27/2021