

Verification of FAFSA (Free Application for Federal Student Aid) Data

You may be selected for a federally mandated review process referred to as verification. The Department of Education selects FAFSAs for this review as a quality control measure to ensure integrity in the financial aid programs. Northwood also has the discretion to select FAFSAs for verification. Federal regulations require schools to collect certain documentation from the student in order to check the accuracy of the information on the student's FAFSA.

Students who are selected for verification must comply with this requirement or forfeit most types of financial aid. Your Northwood Financial Aid Office will initially advise you by mail if you have been selected and will indicate what documentation is required. You can review the status of your documents and find downloadable forms at my.northwood.edu. Required documentation may include, but is not limited to a Verification Worksheet and a signed student (and parent, if student is dependent) federal income tax return(s) with attachments. Requested verification documentation should be submitted by mail or fax to the Financial Aid Office within 10 business days of notification. The Financial Aid Office will send missing information reminders via email. If you fail to respond to repeated requests, the Financial Aid Office will send you a final reminder and discontinue the requests assuming you are no longer interested in receiving financial aid. The Financial Aid Office will continue to process interested students' records throughout the student's academic year.

Verification can be a lengthy process. After all requested documentation is received, the Financial Aid Office will compare your FAFSA data with the submitted documentation. Based on that review, additional documentation may be required. If any information on your FAFSA conflicts with the documentation or other student data, the Financial Aid Office is required and authorized to make corrections to your FAFSA data. If this occurs, both you and the school will receive a corrected report from the Department of Education.

The Financial Aid Office will mail you an official award letter only after verification is complete, any necessary corrections are made and Northwood is in receipt of accurate FAFSA data. These processes could take up to 15 business days to complete. Your awards will also be viewable at my.northwood.edu. The Business Office will not disburse financial aid (with the exception of eligible non-need based state and institutional aid) until the entire process is complete. You remain responsible for all charges to your student account, including any late fees that may be imposed.

Failure to meet the verification requirements (including the time needed to transmit any corrections and the receipt of a corrected report) by the end of the last semester of your academic year will result in the forfeiture of most types of financial aid. The Financial Aid Office will notify you of specific deadlines if you are at risk of forfeiture.

The Financial Aid Office strongly encourages you to respond to requests for documentation both timely and accurately. We will gladly assist you with any questions or concerns.