**2018-2019 Verification Policy and Procedures**

In accordance with federal financial aid regulations, the data entered on the 2018-2019 Free Application for Federal Student Aid (FAFSA) by many students must be verified for accuracy. The U.S. Department of Education selects approximately one third of all FAFSA filers to undergo this process. Financial Aid and Scholarships (FAS) also has authority to select applicants and completes the verification process. If you’re selected for verification, your eligibility for federal financial assistance for the 2018-2019 award year cannot be determined until this process has been completed.

If verification is required, you will receive an email request directing you to check your WebAdvisor. The required documentation will be listed under “Communications Section-My Documents”. Listed below, are the items required for the 2018-2019 verification process you will need to submit based on your FAFSA dependency status and verification tracking flag.

Please be advised that you are required to complete the verification process, even if you transferred your tax information to the FAFSA using the IRS Data Retrieval tool. There are other data elements required for verification that are not found on the tax return data. However, use of the FAFSA IRS Data Retrieval Tool will suffice for all of the federal tax return data, as long as none of the imported data has been changed by the student and/or the parent(s).

Per Department of Education regulations, except in unusual cases (amended returns, Puerto Rico or foreign returns) tax return data is only permitted to be submitted for verification via either the IRS Data Retrieval Tool or a 2016 IRS Tax Return Transcript and separate W-2(s). The IRS Data Retrieval Tool can be used during the initial completion of the FAFSA or when making corrections. The IRS Tax Return Transcript can be obtained via the IRS Form 4506-T, calling the IRS at 1-800-908-9946, or through the website www.irs.gov (recommended).

**Required Documentation (2018-2019):**

**Dependent Students Selected for the 2018 – 2019 Year**

- **V1 Group**
  - A 2018 – 2019 Dependent Verification Worksheet signed by both student and at least one parent on the FAFSA.
  
  - Student and Parent(s)
    - Utilize the IRS Data Retrieval Tool, *(or)*
    - Provide a 2016 IRS Tax Return Transcript and separate W2(s), *(or)*
• Copy of Verification of Non-filing Letter from the IRS and all W2(s).
Dependent Students are not initially required to provide a Verification of Non-filing letter.

➢ V4 Group

• Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2018–2019:
  ▪ A copy of the student’s high school diploma.
  ▪ A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
  ▪ A copy of the student’s General Educational Development (GED) certificate or GED transcript.
  ▪ If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

• Provide the Identity and Statement of Educational Purpose form and copy of valid government-issued identification.
  ▪ Student can appear in person at Coastal Carolina University Financial aid and Scholarships office and submit this documentation.
  ▪ Student may also provide the original notarized form and copy of valid government-issued identification presented to notary if unable to appear in person.

➢ V5 Group

• A 2018-2019 Dependent Verification Worksheet signed by both student and at least one parent on the FAFSA.

• Student and Parent(s)
  ▪ Utilize the IRS Data Retrieval Tool, (or)
  ▪ Provide a 2016 IRS Tax Return Transcript and separate W2(s).
  ▪ Copy of Verification of Non-filing Letter from the IRS and all W2(s).
    Dependent Students are not required to provide a Verification of Non-filing letter.
Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2018-2019 and:

- A copy of the student’s high school diploma.
- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student’s General Educational Development (GED) certificate or GED transcript.
- If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

Provide the Identity and Statement of Educational Purpose form and copy of valid government-issued identification.

- Student can appear in person at Coastal Carolina University Financial aid and Scholarships office and submit this documentation.
- Student may also provide the original notarized form and copy of valid government-issued identification presented to the notary if unable to appear in person.

Independent Students Selected for the 2018-2019 Year

- **V1 Group**
  - A signed 2018-2019 Independent Verification Worksheet
  - Student and Spouse (if applicable)
    - Utilize the IRS Data Retrieval Tool, (or)
    - Provide a 2016 IRS Tax Return Transcript and separate W2(s), (or)
    - Copy of Verification of Non-filing Letter from the IRS and all W2(s).

- **V4 Group**
  - Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2018-2019 and:
    - A copy of the student’s high school diploma.
    - A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student’s General Educational Development (GED) certificate or GED transcript.
- If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

- Provide the Identity and Statement of Educational Purpose form and copy of valid government-issued identification.
  - Student can appear in person at Coastal Carolina University Financial aid and Scholarships office and submit this documentation.
  - Student may also provide the original notarized form and copy of valid government-issued identification presented to the notary if unable to appear in person.

**V5 Group**

- A signed 2018 – 2019 Independent Verification Worksheet

- Student and Spouse (if applicable)
  - Utilize the IRS Data Retrieval Tool, (or)
  - Provide a 2016 IRS Tax Return Transcript and separate W2(s), (or)
  - Copy of Verification of Non-filing Letter from the IRS and all W2(s).

- Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2017-2018 and:
  - A copy of the student’s high school diploma.
  - A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
  - A copy of the student’s General Educational Development (GED) certificate or GED transcript.
  - If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

- Provide the Identity and Statement of Educational Purpose form and copy of valid government-issued identification.
  - Student can appear in person at Coastal Carolina University Financial aid and Scholarships office and submit this documentation.
• Student may also provide the original notarized form and copy of valid government-issued identification presented to the notary if unable to appear in person.

Once all required documents have been received, FAS will complete the 2018 – 2019 verification process as quickly as possible and make any necessary data changes with the Central Processing Service. Any corrections made to your FAFSA will result in you receiving a new Student Aid Report (SAR).

Documentation or written clarification for other FAFSA data elements not normally required may sometimes be needed by FAS to complete the verification process. If this occurs, you’ll be notified via email or by mail of the additional items to be verified.

Once the verification process is complete and all other statuses (Admissions, Satisfactory Academic Progress, etc.) are satisfactory then you will be awarded. An award notification will be sent to your CCU email directing you to WebAdvisor to view your financial aid awards.

**Important Deadlines:** If your 2018 – 2019 FAFSA is selected to undergo the verification process, no federal aid may be awarded until verification is complete. Please be prepared to make other payment arrangements if your verification has not been completed by the fee payment deadline. Please make every effort to complete the verification as soon as possible to ensure there is not a delay in the delivery of your financial aid.