

Required Documentation

Financial aid staff are required by federal rules to verify many applicants' family income received in 2016 to process the 2018-19 financial aid application.

Verification means that the Financial Aid Office compares the information on the documents you submitted to the information you entered on your FAFSA for accuracy.

If you are selected for verification you will be notified which documents you must submit for verification via the **Financial Aid Portal** located at lowercolumbia.edu/financial-aid/portal or in person. The security of your personally identifiable information is extremely important to us. **NEVER email your verification documents or any documents that include your personal information.** Personal information is any information that could be used to steal your identity or obtain additional information about you for the purposes of stealing your identity. The deadline to submit documents for verification is also the Last Day for an Administrative Hold and is published on the financial aid webpage of the LCC website under Important Financial Aid Key Dates and Deadlines. The Financial Aid Office will not be able to award your financial aid until all documents are received. The last day of the year to submit documents is April 6, 2018.

If you have already been awarded and the school receives an additional FAFSA that requires you to be verified, the school is required to verify your income. All future quarters of aid will be held until verification is complete. Award changes, if any, will be available in the **Financial Aid Portal** located at lowercolumbia.edu/financial-aid/portal. Your aid eligibility could also be affected retroactively to the quarter you began attending in the current academic year, and you could owe a repayment of student aid funds.

The following documents may be required. Only submit the documents we have requested via the Financial Aid Portal:

- **2018-2019 Federal Verification Worksheet:** obtain the worksheet from the Financial Aid Office or on the **Financial Aid Webpage** located at lowercolumbia.edu/financial-aid. You are placed in 1, 4, or 5 verification groups selected by the Department of Education. Be sure to submit the correct verification group form that corresponds to your verification group, as stated on the financial aid portal.
- **2016 IRS Tax Form 1040, 1040A, or 1040EZ:** if you did not use the IRS Data Retrieval Tool while completing your FAFSA, or you used the tool but subsequently changed the imported numbers on your FAFSA. The IRS Tax Form must be signed by at least one taxpayer.
- **2016 IRS Tax Transcript:** if you are unable to locate a copy of the IRS Tax Form 1040, 1040A, or 1040EZ that was sent to the IRS and you did not use the IRS Data Retrieval Tool while completing your FAFSA, or you used the tool but subsequently changed the imported numbers on your FAFSA.
- **2016 W2 forms: if you were not legally required to submit an IRS tax return,** submit a copy of all W2's for you and your spouse, or you and your parents if you are a dependent student, received for the 2016 calendar year, even if you no longer work for the company that supplied your W2.
- **Verification of Nonfiling:** independent students and parents, if you were not legally required to file a 2016 IRS Tax Return. Dependent students do not need to provide proof of nonfiling.
- **Statement of support and/or other supplemental agency documents may be required:** you will be notified of any specific requirement to provide these types of documents.
- **Proof of High School Completion status:** high school diploma or high school transcript, GED certificate or GED transcript, or home school transcript. Your verification group form will contain this information, if you are required to submit it.
- **Identity:** current photo ID. Your verification group form will contain this information, if you are required to submit it.

You are considered an independent applicant for financial aid purposes if you answered 'yes' to any FAFSA question #45-57. You may be asked to submit proof of your ability to meet these independency questions. Examples of documents that may be required are: marriage certificate, birth certificate, DD214, statements of support, court documents, statements from agencies such as Child Protective Services, and homeless or runaway shelters.

You may also be considered an independent applicant for financial aid purposes if you have exceptional or extraordinary family circumstances. If you believe you have exceptional or extraordinary circumstances, and you want to request the financial aid administrator use professional judgment to designate you as an independent applicant for financial aid purposes, obtain a Request for Independency form from the Financial Aid Office. Provide documents and specific information concerning your claim that you are an independent applicant in accordance with the request form. The U.S. Department of Education has already ruled that the following factors do not justify independency: you do not live with your parents, they refuse to support you, provide their income information and/or documents, or they have not claimed you as an exemption on their last federal income tax return.