WHAT IS VERIFICATION?
Verification is a detailed review of the information you provided on your application for a grant or loan to attend Mercer County Community College. You will need to provide certain documents to the Financial Aid office in order to complete verification. The law requires us to complete the process of verification before we disburse any grants or loan funds to you. The policies and procedures that govern the verification process are outlined in this guide. Your responsibilities and the deadlines you must meet are provided. If you have any questions about the verification process, please email your questions to the financial aid office and include ‘verification questions’ in the subject line.

Verification Deadlines
Listed below are the deadlines by which an applicant should complete verification. Verification is complete when an applicant has submitted all requested documents, any necessary corrections have been made, and we receive your corrected institution Student Information Record (ISIR).

<table>
<thead>
<tr>
<th>LAST TERM ATTENDED</th>
<th>VERIFICATION DEADLINE</th>
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<tr>
<td>Fall 2014</td>
<td>December 10, 2014</td>
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<tr>
<td>Spring 2015</td>
<td>May 11, 2015</td>
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<tr>
<td>Summer 2015</td>
<td>August 13, 2015</td>
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CONSEQUENCES
Your failure to provide documentation within the specified time period could result in:
- Loss of financial aid for the semester or academic year;
- Future applications for financial aid may not be processed;
- You financial aid application material may be forwarded to U.S. Department of Education for review.
- Verification is unique and is always evaluated on a case by case basis.

COMPLETION OF VERIFICATION
When the verification review is completed you may receive:
- A follow-up request for additional documentation, or;
- An award notification letter for 2014-2015 will be sent via mail or email reflecting any charges in award within 30 days.

CORRECTION INFORMATION
If you are required to correct information on your application, the following procedures will need to be followed:
- Make Corrections to the FAFSA at [www.fafsa.gov](http://www.fafsa.gov)
- Corrections must be submitted no later than your last date of attendance.
- You will receive a revised Student Aid Report (SAR) which will contain the corrections you made.
- Corrections must be received by March 1 for state funding consideration.
- You will receive a revised Student Eligibility Notice (SEN) from the Higher Education Student Assistance Association (HESAA) that shows you corrected award(s).
- If requested by HESAA, report additional information for state aid at [www.hesaa.org](http://www.hesaa.org)

REFFERALS
If, during verification, it is determined that a student has received funds which they were not eligible to receive, the student must repay this amount. If a repayment is not made, the overpayment will be referred to the U.S. Department of Education. No further applications for financial aid will be processed by the U.S. Department of Education or our office.

SUMMARY
The selection of an application for verification review does not mean that we believe your information is incorrect. Some applications are selected for review on a random sample basis. Some applications are selected based upon a set of common edits which check data for consistency and logic. Finally, data is also checked against prior applications which have been submitted to the U.S. Department of Education.

During the time an applicant is completing the verification process, no funds may be disbursed. In addition, a check may not be ordered until the process is completed. If a student is seeking a Federal Direct Loan, and is selected for verification, the application cannot be certified by the institution until verification is completed.
HOW TO OBTAIN IRS TAX RETURN TRANSCRIPT

Tax filers can request a transcript, free of charge, of their 2013 tax return from the IRS online or in person.

Online Request

- Go to the IRS Web site at www.irs.gov/Individuals/Get-Transcript
- To view and print your Tax Return Transcript immediately select “Get Transcript Online”
- To have your Tax Return Transcript mailed to you in 5 to 10 calendar days select “Get Transcript by Mail”

In Person Request

One State St. Square
50 West State Street
Trenton, NJ 08608
(609) 989-0533
Monday-Friday 8:30 a.m. - 4:30 p.m.