

## Verification and Special Circumstances

### Verification

During the processing of the Free Application for Federal Student Aid (FAFSA), the U.S. Department of Education will select some of the applications for a process known as “verification.” Certain inconsistencies found when processing the FAFSA may increase the likelihood that the application will be selected for verification. Some of the FAFSAs submitted are also randomly selected for verification. The student and Texas Southern University will be notified by the U.S. Department of Education when a FAFSA is selected for verification. By federal guidelines, TSU also has the right to select any application where it may detect inconsistencies and must resolve any inconsistent information prior to the disbursement of aid.

During the verification process, students are generally required to verify data elements included on the FAFSA. Examples of the data that may be verified include, but are not limited to the adjusted gross income, federal taxes paid, SNAP benefits, social security income, or completion of high school. Dependent students will be required to submit parental as well as their own during the verification process. Married students will be required to submit spousal information during the process. Federal guidelines concerning marital status and dependency statuses will be followed in both cases when completing the verification process. For additional information you may refer to the Free Application for Federal Student Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Students may determine the documents necessary to complete the file through the use of their TSU MyWeb account, which is accessible 24 hours a day. A forms bank containing TSU Documents is located on the TSU [Financial Aid website](#) for your convenience. Email notifications with outstanding requirements are also forwarded to the TSU email address. The university call center is also available to assist with information on all aspects of the financial aid process. The documents required to complete the process should be faxed or hand delivered directly to the TSU Office of Student Financial Assistance. Do not send the documents to the U.S. Department of Education. . TSU will be required to compare the information submitted by the student with the information supplied on the FAFSA.

It is very important that you remain in contact with the university during the verification process. On occasion, additional documentation may be requested after receiving the initial documentation from the student. Students will be notified by letter of any additional requirements. .

If inaccuracies are found during the review process, corrections will be forwarded to the U.S. Department of Education prior to the disbursement of any financial assistance. In some cases, files are selected for verification after the disbursement of financial assistance. Once the university receives such notification, additional disbursements will not be processed until the verification process is completed.

### Special Circumstances

Certain applicant’s financial may require special consideration due to an inability to secure the parent’s financial information. Others household circumstances such as, a significant reduction or loss of income, or exorbitant medical expenses may warrant a additional consideration. The

U.S. Department of Education has made certain allowances to assist students in completing the application process. You may contact the Office of Student Financial Assistance for assistance in understanding and assembling the documents required to submit your case for review. Forms are available on the TSU website for students who are challenged with obtaining parental information. Families with significant reduction in the income may submit the special circumstances form. Cases for special consideration generally require additional documentation. Once the documents are received by the Office of Student Financial Assistance a determination will be made within 14 working days. Students are notified of the decision by letter within 14 working days of receiving the information. Beginning the process at the earliest possible point to allow for ample processing time is critical. If you would like to set up an appointment with a FA Counselor to discuss your case, please go to the financial aid web page to select the time and date for your consultation.