

## **Atlanta's John Marshall Law School**

### **Financial Aid Verification Policy and Procedures**

The U.S. Department of Education requires Atlanta's John Marshall Law School (AJMLS) to perform a process called "Verification" upon any student application for a Professional Judgment (an increase in the financial aid award for exceptional expenses beyond the Cost of Attendance Budget). The Office of Financial Aid is required to check the accuracy of information submitted on the financial aid applications (FAFSA) with the information contained in official documentation such as federal income tax transcripts, Social Security statements, statements regarding untaxed income and other necessary documents. The following policies and procedures for verifying information contained in a student aid application are implemented in accordance with federal regulations: 34 CFR 668.51 through 34 CFR 668.61 Verification and Updating of Student Aid Application Information, 75 Federal Register 66954, 10/29/2010 and the 2012-2013 Application and Verification Guide for Title IV Financial Aid Programs.

#### **NOTIFICATION AND COMMUNICATION**

Students requiring verification must submit documentation for the process of verification in order for official financial aid eligibility to be determined. The student will be notified as follows:

1. AJMLS will provide written notification to the student identifying the documents required for the verification process. This notification will be sent to the student by the Office of Financial Aid no later than two weeks from the time the Office of Financial Aid receives an application for Professional Judgment from the student.
2. As a courtesy, AJMLS's Office of Financial Aid may contact students on a weekly basis using emails and letters to give updates on requested verification documents. However, AJMLS will not send more than 6 emails/letters over a 6 week period.
3. As a courtesy, AJMLS's Office of Financial Aid may contact students by phone to encourage them to submit documents to complete the verification process.

#### **MINIMUM DOCUMENTATION REQUIRED**

Independent Student	Independent Student
Signed Independent Student Verification Worksheet (available at <a href="http://www.johnmarshall.edu">www.johnmarshall.edu</a> on the Financial Aid webpage).	Additional Documents (if required) are: Original U.S. Passport Certificate of Naturalization
Signed photocopy of student's federal tax transcript, IF student is not eligible for IRS Data Retrieval Tool	Default Clearance Letter
Signed photocopy of Spouse' (if applicable) federal tax transcript, IF student is not eligible for IRS Data Retrieval	Social Security Card; Birth Certificate
Additional documents when requested by AJMLS	Verification of Selective Service Registration or Verification of Exemption

#### **DEADLINES - THE TIME PERIOD WITHIN WHICH A STUDENT SHALL PROVIDE DOCUMENTS**

Verification documentation should be submitted within 14 days of the verification notification. Submitting the required documents by the due date mentioned, facilitates the Law School's ability to verify all information in a timely manner, ensure that financial aid packages and reconciliation of funds are accurate, and that financial aid is posted to the student's account in a timely manner.

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Failure to submit the required documentation (or submit it in a timely manner) will delay or eliminate the disbursement of additional federal and institutional financial aid funds.

Students who file federal tax filing extensions must forward a copy of the federal request for extension form to the AJMLS Office of Financial Aid along with copies of W2's. The Office of Financial Aid may request other documentation to verify income. If the Office of Financial Aid has sufficient documentation to complete verification, the awarded financial aid will only be temporary. The student must forward the completed tax transcript by November 1 to the Office of Financial Aid; otherwise, all financial aid will be rescinded.

#### **LOSS OF AID ELIGIBILITY**

No additional financial aid will be disbursed to a student's account if the student verification process is not complete. Failure to submit the required documentation (or submit it in a timely manner) may eliminate the eligibility for additional federal and institutional financial aid funds.

#### **CONFLICTING INFORMATION POLICY**

The AJMLS Office of Financial Aid exercises its right to seek additional information whenever there is conflicting information in a student file. Conflicting information must be resolved before financial aid funds may be fully processed and/or disbursed. Failure to reach resolution within the enrollment period (which requires written documentation for the student's financial aid file) eliminates aid eligibility. In some cases, resolution of conflicting information within 30 days of the end of the enrollment period may not provide sufficient time to process financial aid for that enrollment period. Therefore, aid eligibility could be eliminated.

The Office of Financial Aid will notify the student in writing if there is a need for further documentation to satisfy verification requirements. This notification will occur within two weeks of the initial review of submitted documentation by the Office of Financial Aid. The student must respond within two weeks of the date of the notification. For information on the consequences of failing to provide the additional requested documentation, please refer to the Verification Policy section entitled "Loss of Aid Eligibility."

Overpayments of federal aid, if they occur, are resolved when AJMLS makes subsequent adjustments to the student's account. If, in the event that an adjustment cannot be made by AJMLS to the student's account, AJMLS will refer the overpayment to the proper federal agency.

#### **CORRECTION OF INFORMATION**

AJMLS will electronically submit the verified corrections to the U.S. Department of Education. This will ensure that corrections are made known to all parties and that the needs analysis will be updated accurately and according to federal standards. Additionally, the student is required to update any subsequent or related applications such as private scholarship forms and other related institutional applications.

#### **MISUSE OF FINANCIAL AID AND REFERRAL PROCESS**

The AJMLS Office of Financial Aid will report any suspected fraud or falsified information (on the part of the student, the parent, preparer of financial aid applications, or related parties) to the U.S.

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Department of Education and all other related parties for immediate action. This information will be forwarded to authorized agencies in addition to the U.S. Department of Education for investigation such as the Office of Inspector General. Anyone who suspects fraud or abuse may make a confidential report by contacting the Office of Inspector General at 1-800-MIS-USED (1-800-647-8733) or by email at [oig.hotline@ed.gov](mailto:oig.hotline@ed.gov).

### **AWARD CHANGE NOTIFICATION - THE METHOD BY WHICH AJMLS NOTIFIES A STUDENT**

The AJMLS Office of Financial Aid will notify a student of the results of verification if, as a result of verification, the student's expected family contribution changes and results in a change in the student's financial aid. If changes are made prior to the student receiving a Notice of Award, the student will be notified of any corrections from verification by receiving a new Student Aid Report (SAR) from the U.S. Department of Education. If changes are made after the student has received a Notice of Award and those changes affect financial aid, in addition to receiving an updated SAR, AJMLS will notify the student by email no later than 14 days after the verification is complete.

Effective 08/01/2012