***Deadline for submission***

***Fall Semester July 15***

***Spring Semester November 15***

***Summer Term April 15***

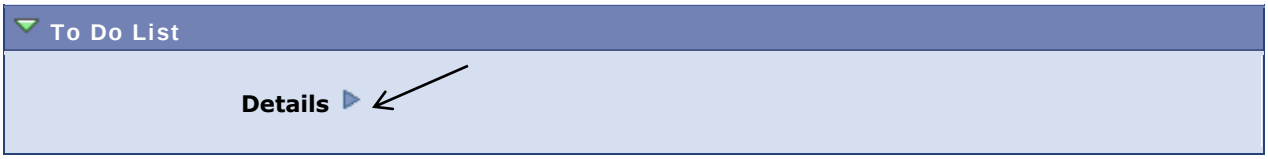
# Verification Instructions

Once applying for aid through http://www.fafsa.ed.gov/ , your application will be processed and you will receive a SAR (Student Aid Report). This report will advise you of your aid eligibility and whether or not you have been selected for a process called verification. If selected, the proper worksheet and documentation must be completed and submitted to the financial aid office by the **deadline**. Any delay in providing required documents may impact your award package and you may be required to pay for tuition, fees, books, and supplies from your own funds. If you are unable to pay out-of-pocket, your enrollment could be delayed until the following semester/term or in some instances the next financial aid year. The guidelines for verification are different from past years and must be strictly followed.

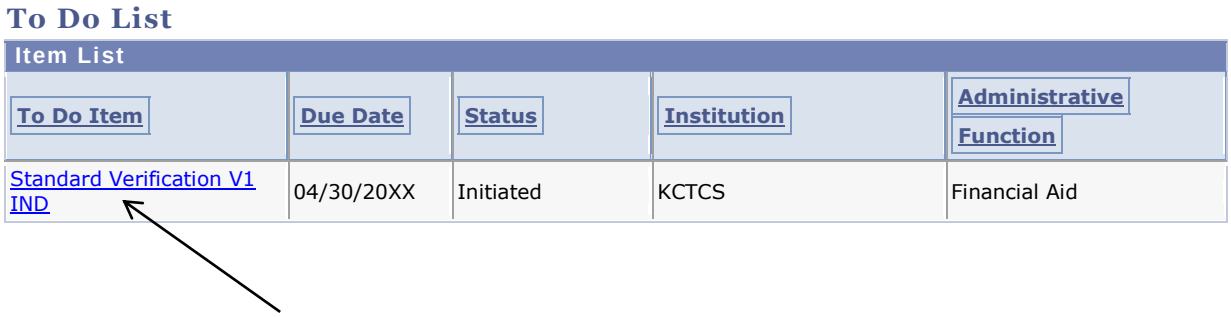
To access your verification worksheet(s) you **MUST**:

1. Log into your **Student Self-Service**.
   - If you have never activated your Student Self-Service, or have forgotten your password, you may activate it or reset your password through the **USER ACCOUNT CENTER**. For additional help visit http://www.hopkinsville.kctcs.edu/help

2. After logging in to your Student Self Service, find your **TO DO LIST** located at the right side of your screen. Click the **details** hyperlink at the bottom of the box. All students being verified will have different messages and different details instructing them which verification form to complete. **Not every student completes the same form.**
   - For example this student has this **TO DO LIST** message:




3. Select the **Verification hyperlink** under the **TO DO ITEMS** column on the **ITEM LIST.**



To Do List

Item List

| To Do Item | Due Date | Status | Institution | Administrative Function |
|---|---|---|---|---|
| Standard Verification V1 IND | 04/30/20XX | Initiated | KCTCS | Financial Aid |

6. Click the **blue hyperlink** found in the **Description** box.

## To Do Item Detail

**Standard Verification V1 IND**

**Description**

**Your 20XX-20XX Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must confirm the information you reported on your FAFSA. Please provide your college with the documents requested in the linked Standard V1 Verification Form.**
**http://www.kctcs.edu/en/Students/Costs_and_Financial_Aid/Standard%20Verification%20Worksheet.aspx**

7. You may download all necessary forms by clicking the **red hyperlink(s)** on the **Verification Worksheet** webpage.

# 20XX-XX (V1) Verification Worksheet

Your 20XX-20XX FAFSA was selected for review in a process called Verification. In this process, your school will be comparing information from your FAFSA with copies of your (and your spouse's if you are married, or your parents' if you are dependent) 20XXFederal Tax Transcript, and/or with W-2 forms and/ or with other financial documents. Federal Regulations state the college has the right to ask you for this information before awarding federal aid. Complete this verification worksheet and submit it, along with other required documents, to the financial aid office as soon as possible to avoid a delay in processing your financial aid. If you need help, contact the financial aid office at your school. *Your school must review the requested information under the financial aid program rules (34 CFR, Part 668) and submit corrections if necessary.*

**20XX-XX (V1) Verification Worksheet**

8. Remember, fill these out completely and turn them into the Financial Aid Office as soon as possible. All worksheets and documents must be returned together. If your worksheet requires it, make sure you have used the IRS Data Retrieval Tool to link your taxes or attached a Tax Return Transcript. Failure to return the documents promptly may cause significant delays to your aid. The Go KCTCS Student Service Center is available to you all day, every day. Just call (855)22GO-HCC/(855)224-6422 or visit http://help.hopkinsville.kctcs.edu and you can ask one of our specialists your questions.