

Financial Aid Services

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UNIVERSITY OF ST. FRANCIS

Dear USF Student:

Your financial aid application has been selected for the Federal Verification process. Verification requires that the University of St. Francis compare the information submitted on your Free Application for Federal Student Aid (FAFSA) with signed copies of your families' 2006 Federal Income Tax forms, all tax schedules, wage statements such as W-2 and 1099 forms, and verification of untaxed income.

Federal regulations (*34 CFR, Part 668*) requires that the verification process be completed prior to the awarding or disbursement of any financial assistance. Students selected for verification must complete this process to determine their eligibility for federal, state, and, in some cases, USF financial aid programs. If changes are needed in your FAFSA application, Financial Aid Services will send in the necessary corrections electronically on your behalf. You will receive an updated Student Aid Report once these changes are processed.

Complete the attached USF Verification Worksheet and return it to Financial Aid Services as soon as possible. Your quick response will prevent any delay in your financial aid award.

What You Should Do:

- ❖ **Dependent Students** – Most students under the age of 24 are federally dependent students. Collect your and your parent(s)' financial documents (signed 2006 Federal income tax forms plus all schedules, 2006 W-2 forms, etc.).
- ❖ **Independent Students** - Collect your (and your spouse's) financial documents (signed 2006 Federal income tax forms plus all schedules, 2006 W-2 forms, etc.).
- ❖ Complete and sign the enclosed USF Verification Worksheet.
- ❖ Submit the completed worksheet, tax forms and schedules, W2s and any other requested documents to USF Financial Aid Services.

Thank you for attention in this very important matter. If you have any questions regarding this letter, the USF Verification Worksheet or the Federal Verification process, please contact Financial Aid Services toll-free 866-890-8331 or email us at finaid@stfrancis.edu.

Sincerely,

USF Financial Aid Services