



THE JOHN MARSHALL LAW SCHOOL

Financial Aid Verification

- 1. Definition:** “Verification” is a process used by both the U.S. Department of Education and The John Marshall Law School to confirm information a student or prospective student has provided on the “Free Application for Federal Student Aid” (FAFSA). Selection for verification can be random or because data reported on the FAFSA was incomplete, estimated, or inconsistent.
- 2. Process:** When the FAFSA for a student or prospective student is selected for verification, the Office of Financial Aid will send a message to the student’s JMLS email account or the prospective student’s personal email account. The message will direct the student or prospective student to complete and submit requested documents required to confirm the accuracy of data reported on the FAFSA; all documents will be attached to the email in .pdf format. For a complete list of documents, please refer to the Income Verification Form. All document requests must be completed before any financial aid can be disbursed. After verifying the additional information that a student or prospective student submits, the Office of Financial Aid may correct the FAFSA data, if necessary. If any additional discrepancies are discovered during the verification process, the Office of Financial Aid may require additional information to correct the discrepancies. If a student or prospective student fails to provide the requested documentation in a timely manner, JMLS must cancel the financial aid package, and no aid will be disbursed.
- 3. Verification Deadline:** The deadline for a student or prospective student to submit documents as part of the verification process is the *earliest* of (a) fourteen calendar days after the Office of Financial Aid sends a message via email to the student or prospective student indicating he or she has been selected for verification or (b) thirty days before the end of the academic term in which notice is sent. Because the Office of Financial Aid cannot certify federal loans after courses conclude for the academic year in which a student is enrolled, it is strongly recommended that all documents be submitted as quickly as possible. If a student or prospective student fails to submit documents in time for the verification process to be completed, the student or prospective may lose his or her opportunity to receive financial aid that academic term. In addition, if a student or prospective submits the required documents needed under Section 2 fewer than 30 calendar days before the

start of an academic term, it is likely that any estimated refund check will be delayed.

Administrative policy adopted February 28, 2018; effective immediately.