

**Policy Title:** ISIR Verification Policy  
**Policy Number:** FAO.600.8  
**Policy Owner:** VP for Administrative Affairs  
**Responsible Office:** Office of Financial Aid

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**1. Purpose and Scope**

The ISIR Verification Policy provides guidelines for the Office of Financial Aid to verify information reported on a student's ISIR to ensure funds are accurately awarded and disbursed, per federal student aid guidelines.

**2. Policy**

The U.S. Department of Education (ED) selects certain students for a process called Verification. In this process, institutions are required to confirm the information reported on the FAFSA for accuracy. The Office will follow all federal regulations pertaining to verification. Verification documents will be revised and updated each academic year.

**3. Procedure**

**Documentation**

Selected students will be required to submit the documents required under the verification group assigned to them by ED. Students are notified they have been selected for verification via email and verification documents are added to their Jenzabar Financial Aid (JFA) student portal for electronic submission.

Typical verification documents include, but are not limited to, a Dependent/Independent Verification Worksheet and IRS 1040 Tax Return/Transcripts for students, parents, and/or their spouse (if applicable). Students are highly encouraged to use the IRS Data Retrieval Tool to automatically transfer their tax information, in lieu of a tax return/transcript. Additional documents may be required to clarify discrepant information.

Once all verification documents have been received, a Financial Aid Advisor will review the Institutional Student Information Record (ISIR) and documents for accuracy. The advisor will submit corrections via FAA Access CPS Online to adjust any data elements on the ISIR that do not match the documents provided.

Once verification is complete and the updated ISIR has been received, students will be notified via email and awarded via the JFA student portal within 5 business days. The advisor will also update the verification status of the ISIR intended for disbursement.

**Institutional Selection**

NAU may also select a student for verification if conflicting information exists or if it would be beneficial to the student. Institutionally selected students will be asked to provide documents required under the V1-Standard Verification Group. All conflicting data must be resolved before the student may be awarded.

### **Deadline**

Timely submission of verification documents is essential for financial aid packaging. If selected, the verification process must be completed before financial aid can be disbursed. Students are responsible for satisfying their balance due by the first day of each term regardless of the status of the verification process.

Per federal regulations for Federal Grants, applicants must complete verification within 120 days of the student's last date of enrollment or by the date published in the federal register, whichever is earlier. For Direct Loan programs, applicants must complete verification by the last date of enrollment.

### **Federal Verification Waiver**

Consistent with the recent federal regulation changes for the 2021-2022 and 2022-2023 award years, the Office will waive the documentation requirements for V1 applicants and only require V4 and V5 students to complete the verification process. However, if conflicting data exists, V1 students will be required to complete verification.

#### **4. Who Should Read This Policy**

- Students
- Financial Aid Office
- Student Accounts Office

#### **5. Related Documents and References**

- [FSA Application and Verification Guide](#)
- [Changes to 2021-2022 Verification Requirements](#)
- [Changes to 2022-2023 Verification Requirements](#)