**2024-2025 Verification Policy and Procedures**

In accordance with federal financial aid regulations, the data entered on the 2024-2025 Free Application for Federal Student Aid (FAFSA) by many students must be verified for accuracy. The U.S. Department of Education selects approximately one third of all FAFSA filers to undergo this process. Financial Aid and Scholarships (FAS) also has authority to select applicants and is responsible for completing the verification process. If you are selected for verification, your final eligibility for federal financial assistance for the 2024-2025 award year cannot be determined until this process has been completed.

If verification is required, you will receive an email request directing you to check the “Required Financial Aid Documents” link on the Student Financial Aid card in [MyCCU](https://myccu.coastal.edu/). Listed below, are the items required for the 2024-2025 verification process you will need to submit based on your FAFSA dependency status and verification tracking flag.

Please be advised that you are required to complete the verification process, even if you transferred your tax information directly from the IRS to the FAFSA using the FUTURE Act Direct Data Exchange (FA-DDX). There are other data elements required for verification that may not be found on the tax return data; however, use of the FA-DDX will suffice for all of the federal tax return data, as long as no conflict is found regarding the student and/or the parent(s) tax information.

Contributors who were required to manually enter their tax information on the FAFSA will need to submit either a 2022 Tax Return Transcript or a signed 2022 federal tax return including Schedules 1, 2, 3, and C (if filed). The IRS Tax Return Transcript can be obtained via the IRS Form 4506-T, calling the IRS at 1-800-908-9946, or through the website [https://irs.gov](https://www.irs.gov/individuals/get-transcript) (recommended). **Tax documents should not be submitted unless specifically requested in order to avoid processing delays.**

**Required Documentation (2024-2025):**

**Dependent Students Selected for the 2024–2025 Academic Year**

* **V1 Group**
	+ A 2024–2025 Dependent Verification Worksheet, signed by both student and at least one parent on the FAFSA.
	+ Student and/or Parent(s) Tax Filers **(submit *only* if requested)**
		- Provide a copy of the 2022 IRS Tax Return Transcript and separate W-2(s), **OR**
		- Provide a signed copy of the 2022 federal tax return (including Schedules 1, 2 3 and Schedule C) that was submitted to the IRS and the separate W-2 forms.
	+ Students and/or Parent(s) - Non-filers
		- A completed and signed Parent Filing Verification Form and all 2022 W-2(s).
		- A completed and signed Student Filing Verification Form and all 2022 W-2(s).
* **V4 Group**
	+ Provide the Statement of Identity and Educational Purpose form and copy of valid government-issued identification. **This form must be submitted by mail or in-person, only original copies will be accepted.**
		- Student may appear in person at Coastal Carolina University Financial Aid and Scholarships office to submit this documentation, **OR**
		- Student may provide the original notarized form and copy of valid government-issued identification presented to notary if unable to appear in person.
* **V5 Group**
	+ A 2024-2025 Dependent Verification Worksheet, signed by both student and at least one parent on the FAFSA.
	+ Student and Parent(s) – Tax Filers **(submit *only* if requested)**
		- Provide a copy of the 2022 IRS Tax Return Transcript and separate W-2(s), **OR**
		- Provide a signed copy of the 2022 federal tax return (including Schedules 1, 2, 3 and Schedule C) that was submitted to the IRS and the separate W-2 forms.
	+ Student and/or Parent(s) – Non-filers
		- A completed and signed Parent Filing Verification Form and all 2022 W-2(s).
		- A completed and signed Student Filing Verification Form and all 2022 W-2(s).
	+ Provide the Statement of Identity and Educational Purpose form and copy of valid government-issued identification. **This form must be submitted by mail or in-person, only original copies will be accepted.**
		- Student may appear in person at Coastal Carolina University Financial Aid and Scholarships office and submit this documentation, **OR**
		- Student may provide the original notarized form and copy of valid government-issued identification presented to the notary, if unable to appear in person.

**Independent Students Selected for the 2024-2025 Academic Year**

* **V1 Group**
	+ A signed 2024-2025 Independent Verification Worksheet
	+ Student (and spouse, if applicable) – Tax filers **(submit *only* if requested)**
		- Provide a copy of the 2022 IRS Tax Return Transcript and separate W-2(s), **OR**
		- Provide a signed copy of the 2022 federal tax return (including Schedules 1, 2, 3 and Schedule C) that was submitted to the IRS and the separate W-2 forms.
	+ Student (and spouse, if applicable) – Non-filers
		- A completed and signed Student Filing Verification Form and all 2022 W-2(s).
* **V4 Group**
	+ Provide the Statement of Identity Educational Purpose form and copy of valid government-issued identification. **This form must be submitted by mail or in-person, only original copies will be accepted.**
		- Student may appear in person at Coastal Carolina University Financial Aid and Scholarships office to submit this documentation, **OR**
		- Student may provide the original notarized form and copy of valid government-issued identification presented to the notary, if unable to appear in person.
* **V5 Group**
	+ A signed 2024–2025 Independent Verification Worksheet
	+ Student (and spouse, if applicable) – Tax filers **(submit *only* if requested)**
		- Provide a copy of the 2022 IRS Tax Return Transcript and separate W-2(s), **OR**
		- Provide a signed copy of the 2022 federal tax return (including Schedules 1, 2, 3 and Schedule C) that was submitted to the IRS and the separate W-2 forms.
	+ Student (and spouse, if applicable) – Non-Filers
		- A completed and signed Student Filing Verification Form and all 2022 W-2(s).
	+ Provide the Statement of Identity and Educational Purpose form and copy of valid government-issued identification. **This Form must be submitted by mail or in-person, only original copies will be accepted.**
		- Student may appear in person at Coastal Carolina University Financial Aid and Scholarships office and submit this documentation, **OR**
		- Student may provide the original notarized form and copy of valid government-issued identification presented to the notary, if unable to appear in person.

Once **all required** documents have been received and there is no conflicting information, Financial Aid and Scholarships will complete the 2024–2025 verification process with 10-15 business days and make any necessary data changes with the FAFSA Processing System. Any corrections made to your FAFSA will result in you receiving a new FAFSA Submission Summary.

Documentation or written clarification for other FAFSA data elements not normally required may sometimes be needed by Financial Aid and Scholarships to complete the verification process. If this occurs, MyCCU will be updated with the required documentation. You will be notified via email and/or by mail to review Required Financial Aid Documents in MyCCU.

Once the verification process is complete and all other statuses (Admissions, Satisfactory Academic Progress, etc.) are satisfactory, then you will be awarded. An award notification will be sent to your CCU email directing you to MyCCU to view your financial aid awards and offer letter.

**Important Deadlines**: If your 2024–2025 FAFSA is selected to undergo the verification process, no federal aid may be awarded until verification is complete. Please be prepared to make other payment arrangements if verification has not been completed by the fee payment deadline. Please make every effort to complete verification as soon as possible to ensure there is not a delay in the delivery of your financial aid. Students should note that, per Department of Education regulations, verification must be completed within 120 days of the date of last attendance or the published federal deadline (whichever occurs first). **Verification cannot be completed and federal aid cannot be awarded once this deadline has passed.**