

Middlebury Institute of International Studies Policy Regarding Verification

The Middlebury Institute shall perform verification on all files selected by the Central Processing System (CPS), as indicated on the ISIR report received directly from the Department of Education. Additionally, the Middlebury Institute reserves the right to select any additional students for verification if it has reason to believe information reported was incorrect, or if there is conflicting information reported on the FAFSA and internal Middlebury Institute financial aid application. It is the policy of the Middlebury Institute to only package students that have been admitted to a degree program.

If a student is selected for verification, they will receive an email from the Institute, explaining the Verification Process, and what they will be required to submit in order to complete verification and receive an award letter.

If the student is dependent, and has been selected for verification either by the CPS, or by the Institute, they will be required to submit the following documentation:

- The dependent verification worksheet
- Their parent's tax transcripts from the prior-prior year
- Their parent's W-2s from all jobs worked in the prior-prior year (two years ago)
- Their own tax transcripts from the prior-prior year
- Their own W-2 tax forms from the prior-prior year if they worked

If the student is independent, and has been selected for verification either by the CPS, or by the Institute, they will be required to submit the following documentation:

- The Independent verification worksheet
- A copy of their prior-prior year's tax transcript
- Their spouse's tax transcripts from the prior-prior year (if the student is married and filed separately from their spouse)
- W-2 forms from all jobs worked in the prior-prior year
- W-2 forms from all spouse's jobs worked in the prior-prior year (if the student is married)

All of these documents must be submitted prior to the student's receipt of an award letter and any financial aid. No award letter will be issued, nor will any aid be disbursed if the student has submitted all documents correctly and completely.

Once all documentation has been received, and the student's information has been verified, an award letter will be sent out the student via email. The Institute will submit all corrections directly to the Federal Processors in the event that information was reported on the FAFSA that was different from the information received as a result of verification. The student will be notified with their award letter that if any further changes take place, they are to submit corrections themselves via a corrected FAFSA.

Because no student is to receive an award letter or have any aid disbursed to them prior to the completion of verification, there should not be any situation in which a student receives an overpayment. However, if a student has been packaged and submits a correction to their FAFSA, and is selected for verification on a subsequent FAFSA, they are notified of the situation and the appropriate documents will be required. The student will also be notified immediately that any previous award letter received is superseded by an updated award letter, and that their aid may change as a result of verification. This notice is repeated when the student receives an updated award letter.

NOTES: The Middlebury Institute will not require a transfer student to undergo the verification process if the student completed verification for the current award year at another school before transferring. However, the student's file must be documented by receiving a letter from the school that completed the verification. The letter must include the following:

- A statement that the student's application data has been verified
- The transaction number of the verified application
- If relevant, the reasons why the school was not required to recalculate the student's EFC (For example, if the application's errors may have been within the allowable tolerance)

The Institute is also not required to perform verification on a student who is either:

- A legal resident of Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands, or
- A citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

However, to qualify for this exclusion, a dependent student's parents must also meet the same criteria. As documentation, the student's file must note the student's permanent mailing address.