

What Is Verification?

Any student's Free Application for Federal Student Aid (FAFSA) information may be selected for a process called verification by the U.S. Department of Education (ED) and/or the Financial Aid Office. During the review, information reported on the FAFSA is verified for accuracy against documentation submitted by the student and/or their parents. An application may be selected for verification at any time throughout the award year. Guam Community College (GCC) will verify 100% of student files selected for verification.

How Will I Know If I Have Been Selected For Verification?

- U.S. Department of Education CPS will notify the student on his/her Student Aid Report (SAR).
- GCC Financial Aid Office will notify the student through their GCC email including instructions regarding the required documents and deadline.
- Students should also login to MyGCC Self-Service to view the Financial Aid Requirements.
- Students may also email the GCC Financial Aid Office at financialaid@guamcc.edu or contact (671) 735-5543/5544

Students should regularly check your GCC email and login to MyGCC for updates about your financial aid eligibility.

When Is The Deadline To Submit Required Documents?

Students selected for verification are notified through their GCC email with instructions regarding the documents and deadline. Students should provide the requested documents within 60 days of the request. Documents will be accepted until the last day of regular classes of the last semester of the award year that a student is enrolled in (July 1 – June 30).

What Is The Consequences For Not Submitting Required Documents?

Financial Aid awards will not be finalized or disbursed until all verification requirements have been fulfilled. If corrections need to be made to the student's FAFSA, disbursements will not be made until the corrected application has been received by GCC.

If your financial aid eligibility has not been determined or your documentation has not been submitted within 60 days of the request, you will be responsible for payment of your tuition, fees, and charges by the deadline established by the Business Office. Please go to guamcc.edu--[Schedule of Classes](#) for payment deadlines and other important dates. Please regularly check your GCC email and login to MyGCC for updates about your financial aid eligibility.

What Types Of Information Will Be Verified?

Students selected for verification may have the following information verified:

Tax Filers

- Adjusted Gross Income (AGI)
- Income Tax Paid
- Untaxed IRA Distributions and Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Tax Credits
- Number of Household Members
- Number in College

Nontax Filers

- Income Earned from Work
- Number of Household Members
- Number in College

Custom Verification

- Proof of Identity/Statement of Educational Purpose
- High School Completion Status
- Proof of Citizenship

**Upon review of verification documents, additional documentation may be required.

Contact Us!

Guam Community College
FINANCIAL AID OFFICE
P.O. Box 23069
Barrigada, Guam 96921

Phone: (671) 735-5543/5544
Email: financialaid@guamcc.edu
GCC Website: www.guamcc.edu

What Types Of Documents Are Required For Verification?

Students selected for verification must submit the required verification worksheet and any other required supplemental documentation. Documents that will be accepted to fulfill requirements are as follows:

- Verification Worksheet
- Tax Return Transcript (for Guam tax filers, request from Department of Revenue & Tax; for IRS tax filers (see [irs.gov](https://www.irs.gov) to order a copy)
- For IRS tax filers, it is preferred that you use the Internal Revenue Service (IRS) Data Retrieval Process in the FAFSA
- W-2(s)
- IRS/Guam Form 1040X (for filers of amended returns; submit a signed copy)
- Government Issued ID (driver's license, passport, etc.)
- Official High School or Equivalency Transcript (submit to the Admissions Office)

FAFSA Data Corrections

Once a student is notified of a verification selection, the student must provide all requested documentation within 60 days. The Financial Aid Office will review all documents received against FAFSA information reported to ensure accuracy and completeness. FAFSA corrections may be completed by the student or by the financial aid office. If there is conflicting information, additional documentation may be required to resolve the discrepancies. When all corrections, updates, and conflicting information have been resolved and it results in changes to the EFC (Expected Family Contribution) or awards, students will be notified via their GCC email and can view their award package in MyGCC.

PLEASE ALLOW 2-3 WEEKS FOR PROCESSING. IF ADDITIONAL DOCUMENTATION IS NEEDED TO RESOLVE DISCREPANT AND CONFLICTING INFORMATION, PROCESSING TIME CAN INCREASE TO 4-6 WEEKS.

Disbursements

No Title IV aid will be released until the student has completed any required verification process and submitted an official transcript of high school completion or equivalency.

Professional Judgement

As per section 479A(a) of the Higher Education Act (HEA) financial aid administrators are authorized on the basis of adequate documentation, to make adjustments on a case-by-case basis to make adjustments to the cost of attendance or the values of the data items required to calculate the expected student or parent contribution to allow for treatment of an individual eligible applicant with special circumstances. If a student feels that they have extenuating circumstances, they need to contact the financial aid office to determine if an override can be completed.

What Happens If The School Suspects Fraud?

Title 34 Code of Federal Regulations CFR 668.16(g) Standards of Administrative Capability require the institution to refer to the Department's Office of Inspector General (OIG) any credible information indicating that an applicant for Title IV, HEA program assistance (federal student aid) may have engaged in fraud or other criminal misconduct in connection with his or her application. Remember that fraud is the intent to deceive as opposed to a mistake.

Common misconducts include but are not limited to:

- False claims of independent student status
- False claims of citizenship
- Use of false identities
- Forgery of signatures of certifications
- False statement of income

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