

## **RABBINICAL COLLEGE OF LONG ISLAND**

### **FEDERAL VERIFICATION PROCEDURES 2017-18**

*To be distributed to students selected for federal verification*

Your Institutional Student Information Record (ISIR) has been selected for federal verification. This means that you must provide additional information to the Financial Aid office in order for us to continue processing any federal financial aid for you. You must submit the required information in a timely manner. Failure to provide this information will make it impossible for you to receive federal financial aid. Please read the following procedures very carefully. Please feel free to contact the Financial Aid Administrator, Rabbi Shlomo Teichman at (917) 494-8829, or come into the office if you have any questions.

1. Read the Institutional Student Information Record (ISIR)
2. Complete the enclosed verification worksheet and attach all documentation requested.
3. If the verification worksheet requires income verification, you must obtain an IRS Tax Return Transcript for any returns filed by yourself and/or your parents. (If you filed your FAFSA using FAFSA on the Web and you used the IRS Data Retrieval tool you may not need to provide the IRS Tax Return Transcript).
4. If your ISIR was flagged with Verification Tracking Group V4 or V5, you must attach documentation of high school completion or the equivalent. Additionally, you must appear in person with your government issued photo ID, at Rabbinical College of Long Island to complete Section F: Documentation of Identity/Statement of Educational Purpose.
5. You will be notified if additional documentation is required.

After all documentation is received, the financial aid office will review it. If there is any inconsistent information, you will be called to the financial aid office to explain the inconsistency and/or resolve it with further documentation. If school is not in session, you will be notified by telephone or by mail as expedient.

If based on information you provide it becomes necessary to make corrections to your ISIR (Institutional Student Information Report) the corrections can be submitted to the Financial Aid Office to be transmitted electronically. Corrections must be submitted by September 15, 2018 and the corrected ISIR must be received by Rabbinical College of Long Island on September 22, 2018, the latest, or 120 days from the last date of your attendance, whichever is earlier. We urge you to complete and submit all verification paperwork as soon as possible, by August 25, 2018, the latest. If you do not provide the required documents by the correction deadline, your federal awards for 2017-18 will not be processed and you will not receive those awards.

If while reviewing your ISIR you notice any incorrect information please come into the Financial Aid Office for guidance. You will be asked to correct the information on the ISIR and sign next to the corrected information. One of your parents may have to sign if you are a dependent student.

If you have any questions please come into the Financial Aid Office to speak to **NAME**, or call him at **NUMBER**.