



Columbia College (800) 231-2391, ext. 7390 or (573) 875-7390

Columbia College  
Financial Aid Office  
1001 Rogers St.  
Columbia, MO 65216  
Phone: (573) 875-7390  
(800) 231-2391, ext. 7390  
Fax: (573) 875-7452  
FinancialAid@ccis.edu  
Web site:  
www.ccis.edu/financialaid

## WARNING

Any person who knowingly makes a false statement or misrepresentation on this form shall be subject to a fine of up to \$10,000 or imprisonment of up to five years or both under provisions of the U.S. code.

Questions Answered

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## DEADLINES

A Pell applicant selected for verification must complete the process no later than 120 days after the last day of the student's enrollment or Aug. 31, 2010, whichever is earlier.

Federal loans cannot be processed after a student's last day of enrollment or for any time period in which continuous enrollment has been broken. Verification must be completed before a loan can be processed.

### A. What is verification?

Verification is the process of confirming that the information reported by the student and/or parent on the Free Application for Federal Student Aid (FAFSA) is accurate. Each year approximately 30 percent of student applicants nationwide are randomly selected by the Department of Education for verification. **NOTE:** Students selected for verification cannot receive financial aid until their information has been verified.

### B. What documentation is required?

In order for the Financial Aid Office at Columbia College to process your verification, the items below must be submitted.

#### Dependent Students:

- 2009-2010 Dependent Verification Worksheet.
- Signed copy of your student's **2008** federal taxes.

#### Parent:

- 2009-2010 Parent Verification Worksheet (attached).
- Signed copy of your (and spouse's) **2008** federal taxes.

A student's custodial parent and that parent's spouse information must be submitted. Depending on a student's or parent's circumstances, other information may be required. (See Section C).

### C. Additional Documentation Requirements

- **2008** child support documentation (paid or received).
- 2009-2010 Military Untaxed Income Worksheet for parent and/or student who received BAH, BAS, BAQ during 2008. (*See Section E*).
- 2009-2010 Support Form-parent must be completed for any person with a relationship listed in household on verification worksheet not equal to daughter, son, spouse.
- 2009-2010 Support Form-parent must be completed for any person listed in household on verification worksheet over the age of 24 whose relationship to you is not spouse.
- Clarification corresponding with any verification documentation already requested.

If you know that the above situations are applicable to you please submit the required documentation with the other verification documents.

If any additional documentation is required, your student will be notified via Cougar Mail.

### D. Helpful Hints:

- **Make sure your student is checking Cougar Mail.** We will contact your student via Cougar Mail if more documents are needed.
- Submit all required information. Incomplete and/or missing information will cause delays in completion of financial aid (see section B and C).
- **Taxes must be signed.** This includes IRS tax transcripts. Signature must be on actual taxes.
- Complete all information on the verification worksheet. List all household members in chart.
- The Financial Aid Office is required to follow-up on all conflicting information. Additional information and documentation will be required in these situations. Federal aid cannot be packaged until these situations are resolved (see Section F).

### E. Military Untaxed Income Form

For 2009-2010 Columbia College has discontinued collecting Leave and Earnings Statement in most situations. Parents who receive BAH, BAS, BAQ must now submit a Military Untaxed Income Form. This information is collected to answer the question "Housing, food, and other living allowances paid to member of the military, clergy, and others (including cash payments and cash value of benefits).

## F. Conflicting Information

In order to streamline Columbia College's verification process the collection of some documents have been discontinued. Students and parents must be careful to submit only accurate information on all forms submitted to Columbia College. In the scenario that information submitted to the Financial Aid Office conflicts with other information received, additional documentation will be required. Financial aid cannot be packaged or disbursed until conflicting information is resolved. Both the determination of information conflicting and the resolution of the conflicting information is determined by Columbia College Financial Aid Office in conjunction with US Department of Education regulations.

### The most common documents required for resolution of conflicting information

- Income documents (ie W-2, 1099, schedule C, etc).
- Reporting asset form (form provided by Columbia College)
- Documentation of combat received that was included in 2008 adjusted gross income on federal tax returns
- Marital status (marriage certificate, divorce decree, documentation of separation)
- 2008 non-education and education veteran benefits documentation.
- Amended tax return
- Documentation of non-tax filing status
- Documentation of at least half time enrollment status in a degree seeking program for a dependent at another institution
- Additional documentation showing support of a dependent

## G. Dependent vs. Independent Students

The following questions are used by the Department of Education to determine dependency status. If your student can answer "yes" to any of the questions, your student is considered independent. If your student answers "no" to all questions, your student is considered dependent by the US Department of Education. **Questions must be answered from student's point of view.**

Dependency questions:

- Were you born before January 1, 1986?
- At the beginning of the 2009-2010 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)?
- As of the date you completed the FAFSA, were you married? (Answer "yes" if separated but not divorced.)
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces? (Contact the Financial Aid Office or see FAFSA instructions for definition.)
- Do you have children who received more than half of their support from you?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now through June 30, 2009?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent ward of court?
- Are you or were you an emancipated minor as determined by a court in your state of legal residence?
- Are you or were you in legal guardianship as determined by a court in your state of legal residence?
- At any time on or after July 1, 2008, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2008 did the director of an emergency shelter or transitional housing program funded by the US Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2008 did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

## H. Verification worksheet instruction

**What you should do:**

**Step 1:** Complete Parent Verification Worksheet and sign it.

Read instructions. Complete all sections. Sign where appropriate.

**Step 2:** Attach your **signed**, legible and non-returnable, photocopies of **2008 Federal Income Tax Returns**. We need the tax return for the student's custodial parent and that parent's spouse.

**Step 3:** Review Verification Newsletter sections C and D. Attach additional documentation requirements that correspond with your circumstance.

**Step 4:** Double check all answers and documents submitted. Errors, leaving blanks and missing information cause delays.

**Step 5:** Make sure your student submits Dependent Student Verification Worksheet, 2008 taxes, and any other required information.

**Step 6:** Send to: Columbia College, Financial Aid Office, 1001 Rogers St., Columbia, MO 65216 (or bring to your local financial aid office) or fax to (573) 875-7452.

**Step 7:** Make sure your student is checking CougarMail account. If additional documents are needed emails are sent to CougarMail.



See Verification Newsletter (page 1 and 2) for instructions.

Your Columbia College student has been selected for a process called verification. To complete this process you must complete this verification worksheet as well as provide income information. Your student will be notified via their Columbia College email account (CougarMail) if additional documents are needed.

This form should be completed based on the student's custodial parent and that parent's household. For more information, please review our additional information at [www.ccis.edu/financialaid](http://www.ccis.edu/financialaid).

## A. Student Information

Last Name	First Name	MI	Student ID	City	State	Zip	Date of Birth

## B. Parent Information

Last Name	First Name	MI	City	State	Zip

## C. 2008 Tax Forms and Income Information

### C-1: Student's Mother

**C-1-A. Please answer the following questions. Only select one.**

- filed 2008 taxes (move to section C-1-D)       did not and am not required to file 2008 taxes (please complete C-1-B).

**C-1-B. Please answer the following questions. Only select one.**

- did not work in 2008 (move to section C-1-D)       worked in 2008 (move to section C-1-C)

**C-1-C. Please answer the following questions.**

Total dollar amount earned in 2008.

**C-1-D Please answer the following questions.**

- Yes    No   During 2008, received BAH, BAQ, and/or BAS as a member of the US armed forces.

### C-2: Student's Father

**C-2-A. Please answer the following questions. Only select one.**

- filed 2008 taxes (move to section C-2-D)       did not and am not required to file 2008 taxes (please complete C-2-B).

**C-2-B. Please answer the following questions. Only select one.**

- did not work in 2008 (move to section C-2-D)       worked in 2008 (move to section C-2-C)

**C-2-C. Please answer the following questions.**

Total dollar amount earned in 2008.

**C-2-D Please answer the following questions.**

- Yes    No   During 2008, received BAH, BAQ, and/or BAS as a member of the US armed forces.

### C-3: Child Support:

**Total Child support paid** in 2008 because of divorce or separation as a result of a legal requirement. Don't include support for children in your household (on page 2).

**Total Child support received** for all children in 2008. Don't include foster or adoption payments.

**D. Family Information**

List the people in your household in table below (if enrolled in degree seeking program at least half time please list college that household member is enrolled in. Do not list a college for you or your spouse if you are enrolled in college.)

- Your child attending Columbia College (name listed under section A: Student Information); **and**
- Yourself; **and**
- Your spouse; **and**
- Your other children, even if they don't live with you, if
  1. You provide more than half their support from July 1, 2009 through June 30, 2010 or
  2. They would be required to give your parental information when applying for federal student aid; **and**
- Any other people if they now live with you, and you provide more than half their support and will continue to provide more than half their support from July 1, 2009 through June 30, 2010.

Full Name	Age	Relationship	College
		Your student (match to section A)	Columbia College
<b>Total</b>			

**E. Signature**

By signing this form, you certify that all the information reported on the Parent Verification Worksheet is complete and correct. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail or both.**

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**F. Submission Information**

Please completed and return to the Financial Aid Office at Columbia College

**Mail:** 1001 Rogers St., Columbia, MO 65203  
**Fax:** 573-875-7452  
**Scan and email:** FinancialAid@ccis.edu