

2011 – 2012 Verification Check List

As required by federal regulations, you must provide the information requested below before we can process your application for federal financial aid or disburse any federal aid awarded.

Please complete the following checklist. After you have collected all required information and take it to the campus nearest you.

VERIFICATION DOCUMENTS

- Verification Worksheet** - Complete the **front/back** and **sign** the worksheet.
- Signed copy of your 2010 Federal Tax Return (*and spouse's if married*)**
(e.g. 1040, 1040A, 1040EZ, or 1040TELE)
- Signed copy of your parents' 2010 Federal Tax Return**
(*If parent information was required on the FAFSA*) (e.g. 1040, 1040A, 1040EZ, or 1040TELE)
 - Please note that electronic file copies of your Federal Tax Return are not acceptable if it is not an exact copy of the full original 1040, 1040A, 1040EZ, or 1040TELE form. If you do not have a copy of your 2010 Federal Tax Return you may contact the IRS at 1.800.829.0922 and request an RTFTP, which is an acceptable IRS print-out. You **must sign** the tax form before turning it in to the Financial Aid Office.
 - All documents must be legible. Illegible documents will be returned and may cause a delay in the processing of your Financial Aid file.
 - All documents must be complete. **Incomplete documents will be returned** to you and may cause a delay in the processing of your Financial Aid file.
 - All documents **must be submitted together** before the Financial Aid Office can begin processing. Processing time can take up to 8 weeks. During peak processing periods (i.e. January – February and June – September) processing can take longer.
 - If corrections are needed as a result of verification, the BSCTC Financial Aid Office will electronically update your file with the Federal Processing Center. If this is necessary you will be notified via your BSCTC student e-mail account.
 - Once the verification process has been completed funds will be posted to your account, if you are eligible. At that point you will need to go to your PeopleSoft student account and accept your awards.
 - All documents must be submitted to the BSCTC Financial Aid Office **before** the last day of the semester.

2011-2012 Priority Deadline Dates

Fall 2011 Semester - July 1, 2011

Spring 2012 Semester - November 1, 2011

Summer 2012 Semester - April 1, 2012

Our goal is to have your financial aid funds ready at the beginning of each term. However, since the process takes time, if your FAFSA results are not received by the BSCTC Financial Aid Office by the required deadline, you may have to pay for tuition, fees, books, and supplies on your own. If you need financial help, we urge you to complete the forms immediately although the date may have passed. Therefore, it is in your best interest to complete the FAFSA as soon as possible and to complete it accurately.