



# 2016-17

## Verification Deadlines, Definitions, and Regulatory Standards.

### When is the deadline to submit a FAFSA for the 2016-17 year?

- The deadline date for the receipt of a FAFSA by the Department's Central Processing System (CPS) is June 30, 2017, regardless of the method that the applicant uses to submit the FAFSA. The deadline date for the receipt of a signature page for the FAFSA (if required) is September 09, 2017.

### What is the deadline to submit Verification Paperwork for the 2016-17 year?

- All verification documents must be **received and processed** by Concordia University no later than 120 days after the last date of enrollment for 2016-17 year or September 23, 2017, whichever is earlier. Further, for students seeking *Late Disbursement* of Title IV (see below), a *Valid Student Aid Report [SAR]* (see definition below) must be received no later than 180 days after the student otherwise became ineligible or September 23, 2017, whichever is earlier. *Students must allow five (5) business days for processing of Verification Documents at Concordia University.*

### Late Disbursements for Students Selected for Verification

- Generally a student ceases to be eligible for aid once he has finished the term and is no longer enrolled. However, (s)he may submit verification documentation and receive a Late Disbursement if the Department processed a SAR with an *Official Expected Family Contribution (EFC)* while (s)he was still enrolled.  
\*\*Please refer to tables A-B (below) for specific deadlines and funding available based on funding eligibility for the 2016-17 year.

### Limitations for Late Disbursements

- Regulations prohibit Late Disbursement in the following situations:
  - A late or subsequent disbursement of Direct Loans unless a student has graduated or successfully completed the loan period.
  - A late disbursement of Title IV funds to a student for whom the school did not have a Valid SAR by the deadline established by the U.S. Department of Higher Education.
  - For a Direct Loan, the loan must be originated prior to the date the student became ineligible.
  - For SEOG, or a Federal Perkins Loan, the school must have made the award to the student prior to the date the student became ineligible. For TEACH Grant, the school must have originated the award before the student became ineligible.

\*PLEASE NOTE: Concordia University does not originate Direct Loans or TEACH Grant until a student has a *Valid SAR*.

### What is a Valid SAR?

- A valid SAR is defined as, “a SAR on which all of the information reported on a student’s FAFSA is accurate and complete as of the date the application is signed.” Therefore, if a student is selected for *Verification* resulting in a change to the FAFSA, then the information reported on the student’s FAFSA is deemed not accurate as of the date the application is signed, implying a non-valid SAR. If a student is selected for Verification, and the review yields no changes to the FAFSA, then SAR are deemed valid.

### What is an Official EFC?

- The U.S. Department of Higher Education Central Processing System (CPS) will produce an Official EFC once the FAFSA is submitted and signature(s) are received.

### Failure to Meet Deadlines or Regulatory Standards

Students failing to meet deadlines or regulatory standards as outlined above forfeit the right to use Title IV (financial aid via the FAFSA) for the 2016-17 year.

TABLE A—DEADLINE DATES BY WHICH A STUDENT MUST SUBMIT THE FAFSA, BY WHICH THE INSTITUTION MUST RECEIVE THE STUDENT’S INSTITUTIONAL STUDENT INFORMATION RECORD (ISIR) OR STUDENT AID REPORT (SAR), AND BY WHICH THE INSTITUTION MUST SUBMIT VERIFICATION OUTCOMES FOR CERTAIN STUDENTS FOR THE 2016–2017 AWARD YEAR

Who submits?	What is submitted?	Where is it submitted?	What is the deadline date for receipt?
Student .....	FAFSA—“FAFSA on the Web” (original or renewal). Signature page (if required) .....	Electronically to the Department’s Central Processing System (CPS). To the address printed on the signature page	June 30, 2017 <sup>1</sup> . September 9, 2017.
Student through an Institution.	An electronic FAFSA (original or renewal) .....	Electronically to the Department’s CPS using the “Electronic Data Exchange” (EDE) or “FAA Access to CPS Online”.	June 30, 2017 <sup>1</sup> .
Student .....	A paper original FAFSA .....	To the address printed on the FAFSA or envelope provided with the form.	June 30, 2017.
Student .....	Electronic corrections to the FAFSA using “Corrections on the Web”. Signature page (if required) .....	Electronically to the Department’s CPS .....	September 9, 2017 <sup>1</sup> .
Student through an Institution.	Electronic corrections to the FAFSA .....	To the address printed on the signature page Electronically to the Department’s CPS using the EDE or “FAA Access to CPS Online”.	September 9, 2017. September 9, 2017 <sup>1</sup> .
Student .....	Paper corrections to the FAFSA using a SAR, including change of mailing and email addresses and change of institutions.	To the address printed on the SAR .....	September 9, 2017.
Student .....	Change of mailing and email addresses, change of institutions, or requests for a duplicate SAR.	To the Federal Student Aid Information Center by calling 1–800–433–3243.	September 9, 2017.
Student .....	An ISIR with an official EFC calculated by the Department’s CPS, except for Parent PLUS Loans and Direct Unsubsidized Loans made to a dependent student under HEA section 479A(a), for which the ISIR does not need to have an official EFC.	To the institution .....	The earlier of: —The student’s last date of enrollment for the 2016–2017 award year; or —September 23, 2017 <sup>2</sup> .
Student through CPS	An ISIR with an official EFC calculated by the Department’s CPS, except for Parent PLUS Loans and Direct Unsubsidized Loans made to a dependent student under HEA section 479A(a), for which the ISIR does not need to have an official EFC.	To the institution from the Department’s CPS	The earlier of: —The student’s last date of enrollment for the 2016–2017 award year; or —September 23, 2017 <sup>2</sup> .
Student .....	Valid SAR (Pell Grant, FSEOG, FWS, Perkins Loan, and Direct Subsidized Loans).	To the institution .....	Except for a student meeting the conditions for a late disbursement under 34 CFR 668.164(g), the earlier of: —The student’s last date of enrollment for the 2016–2017 award year; or —September 23, 2017 <sup>2</sup> .
Student through CPS	Valid ISIR (Pell Grant, FSEOG, FWS, Perkins Loan, and Direct Subsidized Loans).	To the institution from the Department’s CPS	
Student .....	Valid SAR (Pell Grant, FSEOG, FWS, Perkins Loan, and Direct Subsidized Loans).	To the institution .....	For a student receiving a late disbursement under 34 CFR 668.164(g)(4)(i), the earlier of: —180 days after the date of the institution’s determination that the student withdrew or otherwise became ineligible; or — September 23, 2017 <sup>2</sup> .
Student through CPS	Valid ISIR (Pell Grant, FSEOG, FWS, Perkins Loan, and Direct Subsidized Loans).	To the institution from the Department’s CPS	

**TABLE A—DEADLINE DATES BY WHICH A STUDENT MUST SUBMIT THE FAFSA, BY WHICH THE INSTITUTION MUST RECEIVE THE STUDENT'S INSTITUTIONAL STUDENT INFORMATION RECORD (ISIR) OR STUDENT AID REPORT (SAR), AND BY WHICH THE INSTITUTION MUST SUBMIT VERIFICATION OUTCOMES FOR CERTAIN STUDENTS FOR THE 2016–2017 AWARD YEAR—Continued**

Who submits?	What is submitted?	Where is it submitted?	What is the deadline date for receipt?
Student .....	Verification documents .....	To the institution .....	The earlier of: <sup>3</sup> —120 days after the student's last date of enrollment for the 2016–2017 award year; or —September 23, 2017 <sup>2</sup> .
Institution .....	Identity and high school completion verification results for a student selected for verification by the Department and placed in Verification Tracking Group V4 or V5.	Electronically to the Department's CPS using "FAA Access to CPS Online".	60 days following the institution's first request to the student to submit the required V4 or V5 identity and high school completion documentation <sup>4</sup> .

<sup>1</sup> The deadline for electronic transactions is 11:59 p.m. (Central Time) on the deadline date. Transmissions must be completed and accepted before 12:00 midnight to meet the deadline. If transmissions are started before 12:00 midnight but are not completed until after 12:00 midnight, those transmissions do not meet the deadline. In addition, any transmission submitted on or just prior to the deadline date that is rejected may not be reprocessed because the deadline will have passed by the time the user gets the information notifying him or her of the rejection.

<sup>2</sup> The date the ISIR/SAR transaction was processed by CPS is considered to be the date the institution received the ISIR or SAR regardless of whether the institution has downloaded the ISIR from its Student Aid Internet Gateway (SAIG) mailbox or when the student submits the SAR to the institution.

<sup>3</sup> Although the Secretary has set this deadline date for the submission of verification documents, if corrections are required, deadline dates for submission of paper or electronic corrections and, for Pell Grant applicants and applicants selected for verification, deadline dates for the submission of a valid SAR or valid ISIR to the institution must still be met. An institution may establish an earlier deadline for the submission of verification documents for purposes of the campus-based programs and the Direct Loan Program, but it cannot be later than this deadline date.

<sup>4</sup> Note that changes to previously submitted Identity Verification Results must be updated within 30 days.

**TABLE B—PELL GRANT, IRAQ AND AFGHANISTAN SERVICE GRANT, DIRECT LOAN, AND TEACH GRANT PROGRAMS DEADLINE DATES FOR DISBURSEMENT INFORMATION BY INSTITUTIONS FOR THE 2016–2017 AWARD YEAR OR PROCESSING YEAR<sup>1</sup>**

Which program?	What is submitted?	Under what circumstances is it submitted?	Where is it submitted?	What are the deadlines for disbursement and for submission of records and information?
Pell Grant, Direct Loan, TEACH Grant, and Iraq and Afghanistan Service Grant programs.	An origination or disbursement record.	The institution has made or intends to make a disbursement.	To the Common Origination and Disbursement (COD) System using the Student Aid Internet Gateway (SAIG); or to the COD System using the COD Web site at: <a href="http://www.cod.ed.gov">www.cod.ed.gov</a> .	The earliest disbursement date is January 29, 2016. The earliest submission date for anticipated disbursement information is March 14, 2016. The earliest submission date for actual disbursement information is March 14, 2016, but no earlier than: (a) 7 calendar days prior to the disbursement date under the advance payment method or the cash monitoring number one payment method; or (b) The disbursement date under the reimbursement or cash monitoring number two payment method.
Pell Grant, Iraq and Afghanistan Service Grant, and TEACH Grant programs.	An origination or disbursement record.	The institution has made a disbursement and will submit records on or before the deadline submission date.	To COD using SAIG; or to COD using the COD Web site at: <a href="http://www.cod.ed.gov">www.cod.ed.gov</a> .	The deadline submission date <sup>2</sup> is the earlier of: (a) 15 calendar days after the institution makes a disbursement or becomes aware of the need to make an adjustment to previously reported disbursement data, except that records for disbursements made between January 29, 2016 and March 14, 2016 must be submitted no later than March 29, 2016; or (b) September 29, 2017