

Contents

Introduction	1
Chapter 1: The Application Process: FAFSA to ISIR	3
TYPES OF APPLICATIONS	3
<i>Electronic Data Exchange, FAFSA on the Web (English and Spanish), Paper FAFSA, Renewal FAFSA, FAFSA Express</i>	
PROCESSING THE FAFSA	6
OUTPUT DOCUMENTS: THE SAR AND ISIR	7
DEADLINES	8
Chapter 2: Filling out the FAFSA	9
STEP ONE: GENERAL STUDENT INFORMATION	9
<i>Questions 1-35 (including drug conviction question)</i>	
STEP TWO: STUDENT/SPOUSE INCOME & ASSETS	13
<i>Questions 36-51 (and , questions 70-83 for parents), Worksheets A-C, Reporting trust funds, Qualified State Tuition Plans,</i>	
STEP THREE: DEPENDENCY STATUS	24
<i>Questions 52-58, Veterans Status Match, Dependency Overrides</i>	
STEP FOUR: (DEPENDENT STUDENTS ONLY)— PARENTS' INFORMATION	31
<i>Questions 59-69 (see Step Two for discussion of questions 70-83), Reporting information in cases of death, separation, divorce, and remarriage</i>	
STEP FIVE: (INDEPENDENT STUDENTS ONLY)— HOUSEHOLD SIZE AND NUMBER IN COLLEGE	34
<i>Questions 84-85</i>	
STEP SIX: SCHOOL INFORMATION	35
<i>Questions 86-97</i>	
STEP SEVEN: SIGNATURE REQUIREMENTS	36
<i>Questions 98-102, Signatures for electronic applications, Signature Requirements</i>	

Chapter 3: Verification	39
REQUIREMENT POLICIES	39
APPLICATIONS TO BE VERIFIED	40
<i>30% Verification Option, Selection after disbursement, Verification exclusions</i>	
REQUIRED VERIFICATION ITEMS	44
<i>General documentation requirements, Household size, Tax Documents: Special Cases, Number enrolled in college, AGI and Income taxes paid, Untaxed income and benefits</i>	
COMPLETING THE PROCESS.....	53
<i>Interim disbursements, After documentation is complete, Verification tolerance, Failure to submit documentation, Verification status codes, Verification worksheets (dependent & independent)</i>	
 Chapter 4: Corrections, Updates, and Adjustments	 56
CORRECTING ERRORS	56
<i>Options if error doesn't affect eligibility, Options if correction increases eligibility, Options if correction decreases eligibility</i>	
UPDATING.....	63
<i>Dependency status, Household size and number in college, Effect on previous disbursements</i>	
HOW TO SUBMIT CORRECTIONS AND UPDATES	64
<i>Using "Corrections on the Web," Submitting changes through EDE, Using the Student Aid Report to make corrections, Adding a school and changing a student's address</i>	
PROFESSIONAL JUDGMENT	66
CONFLICTING INFORMATION	68
REFERRAL OF FRAUD CASES.....	68
<i>Office of Inspector General addresses and phone numbers</i>	