

# Corrections, Updates, and Adjustments

*There are several situations where the original application information may need to be changed—sometimes because it was reported incorrectly (corrections); sometimes because dependency status, household size, or number in college must be updated; and sometimes because an aid administrator makes an adjustment based on professional judgment. This chapter will discuss how to make these changes to application information electronically or through the paper process.*

Students and schools can correct items that were incorrectly reported on the original FAFSA submission. Because the FAFSA is considered to be a “snapshot” of the family’s financial situation as of the date the application was signed, only a few answers from the FAFSA can be updated to reflect changes in the family’s situation after the FAFSA was signed. As an aid administrator, you also have the discretion to use your professional judgment to adjust the student’s reported information to take into account special circumstances.

## CORRECTING ERRORS

Errors can occur if the student submits the wrong information (electronically or on paper) or because the information that the student wrote on the FAFSA or Student Aid Report was not scanned or entered correctly at the processor. In general, the school must have correct data before it can pay the student. In some cases, this means that the student must submit corrections for reprocessing, either electronically or on the Student Aid Report. However, there are other cases where you can pay the student without waiting for corrections to be reprocessed—for instance, if the aid amount doesn’t change or (for the Campus-Based and Stafford/PLUS programs) if you base the award on your recalculation of the EFC. For students selected for verification, there are additional situations where corrections aren’t required (see Chapter 3 of this publication).

Even if the EFC or the award amount doesn’t appear to change, you must always require the student to submit corrections to the CPS if the Social Security Number is wrong or if there were problems with the other application questions that are subject to data matches, such as the citizenship questions.

### TYPES OF CHANGES

#### Corrections

- Application errors

#### Updates

- Changes to dependency status, household size, or number of college under certain conditions

#### Professional judgment \*

- Override dependency status
- Adjust data elements

\* Aid administrators only

### Regulations on corrections and updating

*Corrections for Pell Grants*

*34 CFR §690.14*

*Verification and updating, interim disbursements, options for payment, etc. §668.55, 668.58-61*

### Correction if Misreported as Graduate

*Any student who reports on the FAFSA that he or she is a graduate student can't receive Pell funds. Therefore, a student who incorrectly reported that he or she is a graduate student must correct that information, even if there are no errors that affect the EFC.*

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### Examples—Errors not Affecting EFC

*Stanislaw reported \$1,000 for cash, savings, and checking accounts, and also reported \$1,000 for the net worth of investments. He reported no other assets. He actually should have reported \$2,000 for the net worth of investments. However, because his asset protection allowance is \$4,400, making the correction won't change his EFC at all. Therefore, he can receive aid from any of the programs without submitting a correction, based on the data he originally reported.*

*Eric reported an AGI of \$20,000, but forgot to report untaxed income of \$120.*

*Eric's EFC was 846. The FAA at Edison College determines that making the correction would change Eric's EFC to 874. For an EFC of 846, the scheduled award is \$2,900. It's also \$2,900 for an EFC of 874, so Edison College can pay Eric's Pell without requiring him to make a correction. When Edison submits the origination record for Eric, it uses the original EFC of 846. (Edison will need to either recalculate or submit a correction for aid from the campus-based, Direct Loan, or FFEL programs; see "Correction decreases eligibility.")*

### Options if error doesn't affect eligibility

If there would be no change to the **Pell Grant** Scheduled Award, the student doesn't have to submit corrections for reprocessing. When submitting payment information in such a case, you must be sure to use the original, incorrect EFC (see *Volume 3: Pell Grants*). The rule is similar for the **Campus-Based and Stafford** programs—you can award aid based on the original data if your recalculation shows the corrections would not change the student's EFC.

You don't have to pay the student without corrections to the application information; you always have the option to require the student to make the corrections and submit them on a SAR or electronically for reprocessing.

### Options if correction increases eligibility

**For Pell Grants**, if the scheduled award would increase because of the corrections, you can still pay using the original, incorrect EFC. But if you want to pay the student the increased amount, the corrections must be submitted to the CPS for reprocessing. If the student's application was selected for verification (by either the CPS or the school), you can make a first payment based on the original EFC, adjusting the second payment upon receipt of the reprocessed ISIR/SAR, or you can wait until you receive the reprocessed EFC before you pay the student. If the student wasn't selected for verification, you don't have the option of making a first payment—you must wait until you receive the reprocessed EFC.

There's an important limitation when a student completes verification after the Pell deadline but within the 90-day grace period allowed for verification. In such cases, you *must always use the higher EFC*, even if it was the original and incorrect EFC.

**For the Campus-Based and Stafford Loan programs**, if your recalculation shows that the student's eligibility will increase, you can either pay the student based on your recalculation or require the student to submit a correction and use the new EFC from the CPS. Remember that your school will be liable for any overpayment if the recalculation is incorrect.

### Options if correction decreases eligibility

If the student would be eligible for less aid based on the correct information, you can't use the incorrect EFC to award SFA aid.

**For Pell Grants**, if the scheduled award would decrease, the data must be corrected and submitted on a SAR or electronically for reprocessing. You can't make any Pell payments to the student until you receive the new output document.

**For the Campus-Based and Stafford programs**, when your recalculation of the EFC shows that the corrections would decrease the student's aid award, you can either pay the student based on your recalculation or require the student to submit a correction and use the new EFC from the CPS.

## UPDATING

Generally, information that's correct as of the date the application was filed can't be changed. The student can't update income or asset information to reflect changes to his or her family's financial situation if those changes took place after the FAFSA was filed. For example, if the same student's family sold some stock after the student filed a FAFSA and spent the money on a nonreported asset such as a car, the student can't update her information to show a change in the family's assets. However, three items—household size, number in college, and dependency status—must be updated in certain circumstances.

### *Dependency status*

A student must update his or her dependency status if it changes at any time during the award year (unless it changed because of a change in the student's marital status). This updating is required for dependency status whether or not the student was selected for verification. For the Federal Pell Grant Program, the updated information has to be submitted on a SAR or electronically for reprocessing. For the Campus-Based and Stafford/PLUS loan programs, you can recalculate the student's EFC based on the updated dependency status and use that recalculated EFC. (Remember that your school will be liable for any overpayment due to recalculation errors.)

Once you've originated a Direct Loan or certified a Federal Stafford Loan, the Direct Loan origination record or Federal Stafford Loan application can't be changed to reflect a change in dependency status. However, you can use the updated status and recalculated EFC to originate or certify additional loans if the student qualifies.

### *Household size and number in college*

Unlike dependency status, household size or number in college **cannot** be updated unless the student is selected for verification. For students selected for verification, these items **must** be updated to be correct at the time of verification (unless the change is a result of a change in the student's marital status, in which case updating is not permitted).

*For Pell Grants*, the student doesn't have to submit updated information for reprocessing if the scheduled award will increase or remain the same. Instead, you can disburse Pell funds to the student using the original EFC. However, if you want to give the student the increased grant amount, the updated information must be submitted to the processor. You can make a first payment based on the original EFC, adjusting the second payment upon receipt of the reprocessed output document, or you can wait until you receive the reprocessed EFC before you pay the student. If the Scheduled Award will *decrease*, the updated information *must* be submitted to the processor. You can't make any payments until you have the new output document with the updated information.

### Example: Correction Increases Eligibility

*Chris's EFC is 616. He correctly reported his household size of three, but incorrectly reported the number in college as one. The FAA at Benoit Institute determines that correcting the number in college to two would change Chris's EFC to 534. This change would increase his Pell scheduled award by \$100. Benoit Institute can make Pell disbursements to Chris using the lower scheduled award, but can't use the higher amount until he sends in a correction and receives a new reprocessed output document. Benoit could also use the recalculated EFC for awarding under the campus-based, Direct Loan, or FFEL programs without any corrections being submitted.*

### Example: Correction Decreases Eligibility

*On the application, Chavo reported his \$6,000 in income as taxes paid instead of income earned from work. Making the correction will increase Chavo's EFC, so his eligibility will be reduced. Because Chavo will still qualify for a Pell, the FAA at Sarven Technical Institute sends the correction to the CPS for recalculation. Chavo can't receive any Pell payments until Sarven receives the corrected ISIR. However, Sarven could recalculate his EFC and disburse campus-based aid, Direct Loans, or FFELs to Chavo before it receives the corrected data from the CPS.*

**Making Corrections and Updates**

**Corrections on the Web**  
www.fafsa.ed.gov

**Electronic Data Exchange**  
(through the school)

**Student Aid Report**  
(paper corrections sent by mail)

**By Phone—**  
Change schools listed or student  
address (DRN required)  
1-800-4 FED AID

*For the Campus-Based and Stafford/PLUS programs, you can require the student to submit the updated information for the CPS to recalculate the EFC, or you can recalculate the student's EFC yourself. (Remember that your school will be liable for any overpayment due to recalculation errors.)*

***Effect on previous disbursements***

You may have made a disbursement to a student before his or her dependency status changed, or may have made an interim disbursement to a student selected for verification. If you made a disbursement to a student based on information that is updated later, you must use the updated information to determine the correct award, and adjust either the prior disbursement or future disbursements so that the student receives the correct amount.

**HOW TO SUBMIT CORRECTIONS AND UPDATES**

Corrections can be submitted on the SAR, on the Web, or through your school using EDE.

***Using "Corrections on the Web"***

Students who apply through *FAFSA on the Web* receive a *SAR Information Acknowledgement* and may correct any of their own data elements, except SSN and date of birth, by using *Corrections on the Web* (also at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)). Any other student who has a PIN can also use *Corrections on the Web*. For independent students, the PIN functions as the electronic signature. Dependent students who don't change parental data may electronically sign with their PIN as well. But if the student changes any parental data, the parent must also sign with a PIN. If the parent doesn't have a PIN, the student can print out a signature page for the parent to sign.

***Submitting changes through EDE***

Your school can make corrections and updates through EDE, even if the original application wasn't submitted through EDE at your school. If your school wasn't on the student's SAR or *SAR Information Acknowledgement*, the student will have to give you the DRN (Data Release Number) printed on one of those documents so that you can get electronic access to the student's data. Also, you must list your institution in the next available institution field. If all six institution fields have been used, the student will have to tell you which of the original six should be replaced with your school's name and Federal School Code.

If you make a correction for a student through EDE, you must have signed documentation for the correction from the student and parent. This signed documentation can be signatures on Part 2 of the SAR, a signed copy of the correction to be sent to the processor, or signed verification documentation. You must collect this documentation before sending data to the processor.

If the student's corrections are made through EDE, the corrected data is processed by the CPS, and an ISIR will be returned to the school; the student will receive the one-page *SAR Information Acknowledgement*. You must collect signed documentation for electronic correction *before* submitting the corrections to the CPS. (See Chapter 1 for more on signature requirements.)

### ***Using the Student Aid Report (SAR) to make corrections***

If a student applied by submitting a paper FAFSA or by using FAFSA Express, the student may make corrections or updates on the SAR, sign it, and return it to the FAFSA processor at the address given at the end of the SAR. One parent must also sign if the student is dependent, even if the only changes are to student information.

If the student applied electronically through a school, but would like to make corrections to his or her information by mail, the student must request a duplicate copy of his or her SAR from the Federal Student Aid Information Center at 1-800-4 FED AID (1-800-433-3243). To request a duplicate SAR, the student must provide name, Social Security Number, and date of birth.

### ***Adding schools and changing a student's address***

A student can add schools or change her address by submitting the changes through EDE at your school, or through *Corrections on the Web*, as we've just discussed.

If the student has received a Student Aid Report, the student can make the changes on the SAR. But it's faster to call the Federal Student Aid Information Center at 1-800-4 FED AID to change the schools listed (the student will need to provide his or her DRN).

If the student doesn't have the SAR, DRN, or PIN, and doesn't want to wait for a duplicate SAR to arrive, she can send a signed, written request to the FAFSA processor to add the schools. If schools are added by written request, the processor will replace *all of the current schools* listed on the student's application file with the schools listed in the letter. Therefore, when sending a written request, the student should list *all* of the schools to which information should be sent, up to a total of six, including any schools previously listed on the FAFSA or SAR that the student still wants to receive information.

The FAFSA only has space for a student to list six schools that will receive the application data. If the student wants information sent to more than six schools, he or she can use any of the methods listed above to replace some or all of the original six schools with other schools. However, bear in mind that the CPS will send data to only six schools at a time for one student. For example, if the student originally listed six schools on the application and then used *Corrections on the Web* to replace two of the schools originally listed with two new schools, the two schools that were replaced would not receive an ISIR from this correction or any subsequent corrections.

### **Corrections by phone limited to processor errors**

*As we've discussed, a student with a DRN can change his/her address and school listings by calling the Federal Student Aid Information Center.*

*Most other corrections can't be made over the phone—they have to be made through Corrections on the Web, EDE, or on the SAR. There is only one exception to this rule, and that's when the information the student submitted on a paper FAFSA or SAR was not scanned or input correctly.*

*If a student contacts the Federal Student Aid Information Center and one of the counselors at the Center can verify (by viewing the image file of the document) that an applicant's answer to an item was not correctly recorded by the FAFSA processor, the counselor can correct that error.*

*The correction will be transmitted to the CPS and a corrected ISIR will be available to the student's schools within 72 hours, and the student will receive a corrected SAR in the mail within 10 days. The student doesn't have to sign for this correction, because the student has already signed the original paper document that has the correct information.*

### Professional Judgment Cite

*Sec. 479A(a) IN GENERAL—Nothing in this part shall be interpreted as limiting the authority of the financial aid administrator, on the basis of adequate documentation, to make adjustments on a case-by-case basis to the cost of attendance or the values of the data items required to calculate the expected student or parent contribution (or both) to allow for treatment of an individual eligible applicant with special circumstances. However, this authority shall not be construed to permit aid administrators to deviate from the contributions expected in the absence of special circumstances. Special circumstances may include tuition expenses at an elementary or secondary school, medical or dental expenses not covered by insurance, unusually high child care costs, recent unemployment of a family member, the number of parents enrolled at least half-time in a degree, certificate, or other program leading to a recognized educational credential at an institution with a program participation agreement under section 487, or other changes in a family's income, a family's assets or a student's status. Special circumstances shall be conditions that differentiate an individual student from a class of students rather than conditions that exist across a class of students. Adequate documentation for such adjustments shall substantiate such special circumstances of individual students. In addition, nothing in this title shall be interpreted as limiting the authority of the student financial aid administrator in such cases to request and use supplementary information about the financial status or personal circumstances of eligible applicants in selecting recipients and determining the amount of awards under this title. No student or parent shall be charged a fee for collecting, processing, or delivering such supplementary information.*

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### Adjustment Example

*Kitty's mother had income earned from work of \$25,000 in 2000, but is no longer employed. The FAA at Bennet College decides to adjust the AGI reported for Kitty's parents to take into account their reduced income. The FAA also reduces the income earned from work for Kitty's mother to zero.*

## PROFESSIONAL JUDGMENT

An aid administrator may use professional judgment, only on a case-by-case basis, to make change a dependent student's status to independent, or to increase or decrease one or more of the data elements used to calculate the EFC. You can submit an adjustment based on your professional judgment without a signature from the parent or student.

The reason for the adjustment must be documented in the student's file, and it must relate to that student's special circumstances that differentiate the individual student (not to conditions that exist for a whole class of students). You can also use professional judgment to adjust the student's cost of attendance. You must resolve any inconsistent or conflicting information shown on the output document *before* making any adjustments. An aid administrator's decision regarding adjustments is final and cannot be appealed to the Department.

Because the statute expressly states that nothing "in this part" shall be construed as limiting the authority of aid administrators to accommodate unusual circumstances, we do not provide guidance on what constitutes an appropriate adjustment. However, the most recent Reauthorization (1998) added some examples of special circumstances, such as elementary or secondary school tuition, medical or dental expenses not covered by insurance, unusually high child care costs, recent unemployment of a family member, or other changes in the family's income or assets. Use of professional judgment is neither limited to the situations mentioned nor required in those situations.

Another situation where you might want to consider the use of professional judgment involves Roth IRAs. When someone converts a regular IRA into a Roth IRA (which is done by transferring funds), the amount converted has to be reported as taxable income on the tax return. Therefore, the income reported on the FAFSA will be higher than it would without the Roth conversion, even though the family doesn't actually have additional income or assets available. You can use professional judgment to reduce the income and taxes paid to the amount that would have been reported if there was no Roth conversion, if you think the adjustment is warranted for a particular student. Just like the specific special circumstances listed in the law, you're not required to make a professional judgement adjustment in this situation.

The law doesn't allow you to modify either the formula or the tables used in the EFC calculation; you can only change the cost of attendance or the values of specific data elements used in the calculation. In addition, you can't adjust data elements or the cost of attendance solely because you believe the tables and formula are generally not adequate or appropriate. The data elements that are adjusted must relate to the student's special circumstances. For example, if a family member is ill, you might modify the AGI to allow

## Financial Aid Office Use Only Box—SAR version

For Financial Aid Office Use Only		EFC: 0000	SEC EFC: 0000
<b>Professional Judgment</b>			
D/O	1 <input type="radio"/>	2 <input type="radio"/>	FAA EFC Adjustment <input type="radio"/> 1
Federal School Code	<input type="text"/>		
FAA Signature	<input type="text"/>		

for lower earnings in the coming year or might adjust assets to indicate that family savings will be spent on medical expenses.

Professional judgment can't be used to waive general student eligibility requirements or to circumvent the intent of the law or regulations. For instance, you could not use professional judgment to change FSEOG selection criteria. Nor can you include post-enrollment activity expenses in the student's COA. (For example, professional licensing exam fees are not allowable costs.)

Occasionally aid administrators have made decisions contrary to the professional judgment provision's intent. These "unreasonable" judgments have included, for example, the reduction of EFCs based on reoccurring costs such as vacation expenses, tithing expenses, and standard living expenses (related to utilities, credit card expenses, childrens' allowances, and the like). Aid administrators must make "reasonable" decisions that support the intent of the provision. Your school is held accountable for all professional judgment decisions and for fully documenting each decision.

In making adjustments for unusual expenses, an aid administrator should keep in mind that the income protection allowance is already included in the EFC calculation to account for modest living expenses. you should consider whether the expense is already taken into account through the income protection allowance before making an adjustment. It is reasonable to assume that approximately 30% of the income protection allowance amount is for food, 22% for housing, 9% for transportation expenses, 16% for clothing and personal care, 11% for medical care, and 12% for other family consumption. The income protection allowance used for a particular student is provided as one of the intermediate values in the FAA Information Section of the output document (labeled as "IPA"). See *Volume 1: Student Eligibility* for tables listing income protection allowances.

If you use professional judgment to adjust a data element, you must use the resulting EFC consistently for all SFA funds awarded to that student. For example, if the you adjust the EFC for purposes of awarding the student's Federal Pell Grant, that adjusted EFC must also be used to determine the student's eligibility for aid from the Campus-Based and Stafford loan programs.

How to report adjustments and overrides ....  
on the SAR

*You can use this box on the Student Aid Report to tell the CPS when you've used professional judgment to adjust a data element or change the student's dependency status.*

*For a data element adjustment, fill in the oval labeled "FAA EFC Adjustment" to let the CPS know that the change was an adjustment rather than a correction to a line item. When you override a student's dependency status, fill in the appropriate oval labeled "D/O" (oval 1 to override dependency status or oval 2 to cancel an override made by another school).*

*If you correct a data element **and** make an adjustment to another element, report the combination of changes as an "FAA EFC Adjustment." Whenever you indicate changes in the box for "Financial Aid Office Use Only," you must fill in the school's Federal School Code and sign your name.*

... through EDE

*To override dependency status in EDE, enter a Dependency Override code of "1."*

*To cancel a dependency override that another school performed, change the Dependency Override code to "2."*

### IPA Percentage Example

*In 2000, Allen had \$2,073.50 in medical expenses that weren't covered by insurance. He's married and has two children, and he's the only member of his household in college, so his IPA is \$19,630. Because Allen's expenses are less than the amount for medical expenses already included in the IPA, the aid administrator at Sarven Technical Institute decides not to make an adjustment to Allen's FAFSA information.*

## CONFLICTING INFORMATION

In addition to reviewing application and tape match information provided by the CPS, a school must have an adequate internal system to identify conflicting information that it may have, regardless of the source, such as information from the admissions office as to whether the student has a high school diploma, or information from other offices regarding academic progress and enrollment status. The school is responsible for reconciling any conflicting information that it has, with one exception: If the student dies during the award year, the school isn't required to resolve conflicting information.

If your school has conflicting information concerning a student's eligibility, or you have any reason to believe a student's application information is incorrect, you **must** resolve such discrepancies before disbursing SFA funds. If you discover discrepancies *after* disbursing SFA funds, you must reconcile the conflicting information and require the student to repay any SFA funds for which he or she was ineligible, unless the student is no longer enrolled for the award year.

## REFERRAL OF FRAUD CASES

If you suspect that a student, employee, or other individual has misreported information and/or altered documentation to increase student aid eligibility or to fraudulently obtain federal funds, you should report your suspicions and provide any evidence to the Office of Inspector General.

## OIG Address and Phone Numbers

<i>Regional Offices</i>	<i>Telephone No.</i>	<i>National Hotline</i>
Boston, MA	(617) 223-9301	Inspector General's Hotline Office of Inspector General U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-1510  <b>1-800-MIS-USED</b> <a href="http://www.vais.net/~edoig/">http://www.vais.net/~edoig/</a>
New York, NY	(212) 264-4104	
Philadelphia, PA	(215) 656-6278	
Pittsburgh, PA	(412) 395-6904	
Atlanta, GA	(404) 562-6460	
Chicago, IL	(312) 353-7891	
Dallas, TX	(214) 880-3031	
Kansas City, MO	(816) 880-4034	
Long Beach, CA	(562) 980-4141	
Seattle, WA	(206) 220-4469	
San Juan, PR	(787) 766-6292	
Washington, DC	(202) 205-5770	



