

TALMUDICAL SEMINARY OHOLEI TORAH

FEDERAL VERIFICATION PROCEDURES 2013-2014

For students selected for federal verification

Your Institutional Student Information Record (ISIR) has been selected for federal verification. This means that you must provide additional information to the Financial Aid office in order for us to continue processing any federal financial aid for you. You must submit the required information in a timely manner. Failure to provide this information will make it impossible for you to receive federal financial aid. Please read the following procedures very carefully. Please feel free to speak to the Director of Financial Aid, Rabbi Sholom Rosenfeld, or come into the office if you have any questions.

1. Read the Institutional Student Information Record (ISIR)
2. Obtain an IRS Tax Return Transcript and/or IRS Record of Account for any returns filed by yourself and/or your parents. If you filed your FAFSA using FAFSA on the Web and you used the IRS Data Retrieval tool you may not need to provide the IRS Tax Return Transcript.
3. Complete the verification worksheet that is enclosed.
4. You will be notified if additional documentation is required.

After all documentation is received, the financial aid office will review it. If there is any inconsistent information, you will be called to the financial aid office to explain the inconsistency and/or resolve it with further documentation. If school is not in session, you will be notified by telephone or by mail as expedient.

If based on information you provide it becomes necessary to make corrections to your ISIR (Institutional Student Information Report) the corrections can be submitted to the financial aid office to be transmitted electronically. Corrections must be done in time to have the corrected ISIR back by September 21, 2014, the latest, however, you must allow two to four weeks for the correction to be processed. We urge you to complete and submit all verification paperwork as soon as possible.

Please be aware that you can no longer satisfy verification requirements by providing a copy of your IRS tax return to the financial aid office. It is now necessary to obtain an IRS Tax Return Transcript or IRS Record of Account from the IRS. However, if you filed your FAFSA using FAFSA on the Web, and successfully used the IRS Data Retrieval Tool, you will not have to provide an IRS transcript.