

## **KESER TORAH - MAYAN HATALMUD**

### **FEDERAL VERIFICATION PROCEDURES 2024-2025**

*To be distributed to students selected for federal verification.*

Your Federal Application for Student Aid (FAFSA) has been selected for verification. This means that you must provide additional information to the financial aid office so that we can continue to process your federal financial aid. If the required information is not submitted in a timely manner, as detailed below, you will be ineligible to receive federal financial aid. Please read the following procedures carefully and contact the Financial Aid Administrator, Mrs. Debrah Gutman, at (248)961-8825, or come into the financial aid office if you have any questions.

#### **VERIFICATION TRACKING GROUPS V1 AND V5**

If your application was flagged with Verification Tracking Group V1 or V5, you must complete the Verification Worksheet and submit your Tax Return/IRS Tax Transcript as applicable.

The verification must be completed, and a valid Institutional Student Information Record (ISIR) must be received by the institution no later than 120 days after your last date of enrollment for the 2024-2025 award year or September 21, 2025, whichever is earlier.

#### **VERIFICATION TRACKING GROUPS V4 AND V5**

If your application was flagged with Verification Tracking Group V4 or V5, you must appear in person with your valid, unexpired government-issued photo ID, at Keser Torah - Mayan Hatalmud to sign the statement of educational purpose and complete the section for documentation of identity with the designated official.

If you cannot appear in person at the school, you must go to a notary public and sign the statement of educational purpose. You must then submit to the office the statement, a certification from the notary that you appeared before them with a valid, unexpired government-issued photo ID confirming your identity, and a copy of that ID.

The institution is required to report the verification results of identity to the Department of Education no more than 60 days following their first request to you for documentation of identity. If updated information becomes available after this time, the institution is required to report that information to the Department of Education no more than 30 days after receiving it.

#### GENERAL INFORMATION

After you submit all the required documentation, the financial aid office will review it. If there is any inconsistent information, the financial aid office will contact you to explain the inconsistency and/or resolve it with further documentation.

We urge you to complete and submit all verification paperwork as soon as possible. If you do not submit the required documents by the deadline(s) listed above, you will be ineligible to receive federal financial aid for 2024-2025.