

# Glossary of Document Tracking Terms

**1040X (Signed) – Parent** – If changes to an already-processed federal tax return are required, parent(s) must file an amended tax return (IRS form 1040x) before eligibility for federal student aid can be determined. For verification purposes parent(s) can provide a copy of the completed 1040x stamped as received and dated by the IRS **OR** a non-stamped copy of your 1040x (must be signed on page 2 by individual(s) named on the form) along with a copy of their IRS tax **account** transcript showing that the 1040x has been received and processed by the IRS for the requested tax year.

**1040X (Signed) – Spouse** – If changes to an already-processed federal tax return are required, spouse must file an amended tax return (IRS form 1040x) before eligibility for federal student aid can be determined. For verification purposes spouse can provide a copy of his/her 1040x stamped as received and dated by the IRS **OR** a non-stamped copy of his/her 1040x (must be signed on page 2 by individual(s) named on the form) along with a copy of his/her tax **account** transcript showing that the 1040x has been received and processed by the IRS for the requested tax year.

**1040X (Signed) – Student** – If changes to an already-processed federal tax return are required, a student must file an amended tax return (IRS form 1040x) before eligibility for federal student aid can be determined. For verification purposes you can provide a copy of your 1040x stamped as received and dated by the IRS **OR** a non-stamped copy of your 1040x (must be signed on page 2 by individual(s) named on the form) along with a copy of your tax **account** transcript showing that the 1040x has been received and processed by the IRS for the requested tax year.

**1040X Supporting Documents – Parent** – Additional documentation is needed to determine whether the 1040X was completed correctly. Provide documentation that was used to support the changes that were made to the original tax return for the requested tax year.

**1040X Supporting Documents – Spouse** – Additional documentation is needed to determine whether the 1040X was completed correctly. Provide documentation that was used to support the changes that were made to the original tax return for the requested tax year.

**1040X Supporting Documents – Student** – Additional documentation is needed to determine whether the 1040X was completed correctly. Provide documentation that was used to support the changes that were made to the original tax return for the requested tax year.

**1098-T for – Parent** – Parent(s) reported on your FAFSA that they were required to include a portion of their Grants and Scholarships from as income. A copy of all 1098-Ts from the requested tax year are needed to confirm this has been reported accurately.

**1098-T – Spouse** – You reported on your FAFSA that either you or your spouse were required to include a portion of your Grants and Scholarships as income. A copy of all 1098-Ts from the requested tax year are needed to confirm this has been reported accurately.

**1098-T – Student** – You reported on your FAFSA that either you or your spouse were required to include a portion of your Grants and Scholarships from as income. A copy of all 1098-Ts from the requested tax year are needed to confirm this has been reported accurately.

**1099-R – Parent** – Form 1099-R is used to show distribution from retirement accounts including IRAs, pensions, annuities, SEPs and SIMPLE Plans.

**1099-R – Student** – Form 1099-R is used to show distribution from retirement accounts including IRAs, pensions, annuities, SEPs and SIMPLE Plans.

**2 Letters Re: Unusual Circumstances** – A student who is requesting the school to change their dependency status because of unusual circumstances must provide letters supporting the claim from 2, third-party sources (such as doctor, teacher, lawyer, member of the clergy) who have first-hand knowledge of the unusual circumstances. Letters must be dated and include contact information and signature of the individual writing the letter.

**2 Updated Letters Re: Unusual Circumstances** – A student who is requesting the school to change their dependency status because of unusual circumstances must reaffirm each year that the unusual circumstances persist and that the override is still justified. Letters must be dated and include contact information and signature of the individual writing the letter.

**400 Code Explanation Form** – The Department of Education identified an issue with the data provided in the parent section of your FAFSA. This form explains the issue and allows your parent to provide an explanation for the issue identified.

**401 Code Explanation Form** – The Department of Education identified an issue with the data provided in the student section of your FAFSA. This form explains the issue and allows you to provide an explanation for the issue identified.

**A/R Hold – Contact the Business Office** – Your outstanding balance must be paid in full before you can be awarded additional federal student aid. A list of alternative educational loans that might work for you can be found at <https://choice.fastproducts.org/FastChoice/home/776400/1>. Contact the business office to make other payment arrangements. Be sure to notify the financial aid office once your balance has been paid in full.

**Academic Year Already Completed** – Federal student aid funds applied for using the FAFSA can't be disbursed after the academic year has concluded.

**Accepted For Admission** – To be eligible for federal student aid at Southeast Tech, a student must have completed the application process and be officially accepted into a program. Work with your Admissions Specialist to complete the steps necessary to be accepted for admissions.

**Add Avera Code to FAFSA - 004929** – Southeast Tech has received confirmation that you will be attending classes at Avera, but you did not include them in the school section of your FAFSA. Once you have added their school code, be sure that you resubmit your FAFSA. You will receive a confirmation email if you have successfully resubmitted.

**Add Parent Info to FAFSA** – Based on information you provided on the FAFSA or in person, you are considered dependent for purposes of receiving federal student aid. A student of dependent status must include parent information on the FAFSA to determine eligibility for federal student aid. If your birth parents are no longer or never were married, include the birth parent that provides you with more support, regardless of how minor that support may be. If that birth parent is remarried at the time you are completing the FAFSA, you must also include your stepmother/father information on the FAFSA.

**Add Sanford Code to FAFSA - 11477** – Southeast Tech has received confirmation that you will be attending classes at Sanford, but you did not include them in the school section of your FAFSA. Once you have added their school code, be sure that you resubmit your FAFSA. You will receive a confirmation email if you have successfully resubmitted.

**Add Spouse Info to FAFSA** – An initial review of information provided to the financial aid office indicates that all spouse information must be added to your FAFSA. Spouse's income information will need to be added to your FAFSA before processing can continue. Be sure to resubmit your FAFSA once the updates have been made.

**Add Step-Parent Info to FAFSA** – If the birth parent that provides a majority of your support is remarried at the time you complete your FAFSA, step-parent's personal information and tax information must be included on your FAFSA, even if your parent and step-parent did not file taxes jointly during the tax year required. Be sure that parent marital status is marked as married/remarried and include their marriage date.

**Admission Status is Inactive** – Contact the Office of Admissions to determine what steps you must complete to reactivate your application for admissions.

**Admissions Entrance Fee** – Required of all new students in order to register for classes. Payment of the Entrance Fee holds your spot in the program. If you feel you have already paid this fee contact the financial aid office to ensure we are aware that the fee has been paid.

**Admissions Pending – Contact Admissions** – To be eligible for federal student aid at Southeast Tech, a student must have completed the application process and be officially accepted into a program. Work

with your Admissions Specialist to complete the steps necessary to be accepted for admissions. There is no need to contact Admissions if you already know the steps you must still complete.

**All Late Start Classes – Fall** – Students enrolled for all late start classes are not eligible to receive financial aid for those classes until after attendance and participation has been confirmed. *No student action is required for this item.*

**All Late Start Classes – Spring** – Students enrolled for all late start classes are not eligible to receive financial aid for those classes until after attendance and participation has been confirmed. *No student action is required for this item.*

**Application for Admission Denied** – To be eligible for federal student aid you must be accepted as a student. Because your application for admission has been denied your application for financial aid has been inactivated. Be sure to notify the financial aid office if your admission status changes.

**Apply for Admission to Southeast Tech** – You may submit a written application or complete an application online at [www.southeasttech.edu](http://www.southeasttech.edu). Written applications should be submitted to Admissions.

**Asset Clarification – Parent** – After submitting verified information to the Department of Education, the school has been informed that parent asset information must be included. Because you chose to skip these questions when you originally completed the FAFSA, the needed information can be submitted using this form. Please report the NET WORTH for each asset listed at the time your FAFSA was originally submitted.

**Asset Clarification – Student** - After submitting verified information to the Department of Education, the school has been informed that your asset information must be included. Because you chose to skip these questions when you originally completed the FAFSA, the needed information can be submitted using this form. Please report the NET WORTH for each asset listed at the time your FAFSA was originally submitted.

**Balance Due – Contact Business Office** – – Your outstanding balance must be paid in full before you can be awarded additional federal student aid. A list of alternative educational loans that might work for you can be found at <https://choice.fastproducts.org/FastChoice/home/776400/1>. Contact the business office to make other payment arrangements. Be sure to notify the financial aid office once your balance has been paid in full.

**Cancel Pending Aid at Previous School** – When attempting to prepare your Award Letter it was discovered that a different school still has pending aid in your name for the same time frame. Before you can be awarded at Southeast Tech, all such pending aid must be cancelled at your previous school. Contact their financial aid office and request that all pending Federal Student Loans and Pell Grant in your name be cancelled. Be sure to contact the financial aid office at Southeast Tech once you think the pending aid has been cancelled by your previous school.

**Change “Support Child?” on FAFSA to NO** – Based on information you have provided it is clear that you did not have the means to provide more than 50% of the total support for your child(ren). Return to your FAFSA and change your response to the question regarding having children you support to “No”. If this was the only dependency question which qualified you for independent status, your parent(s) will now be required to provide all personal and tax information along with an electronic signature.

**Change Parent Listed on FAFSA** – An initial review of information provided to the financial aid office indicates that you have included information for the incorrect birth parent. You will need to remove the parent(s) identification and income information previously reported and replace it with the correct information. If the birth parent included on your FAFSA is currently married/remarried, identification and income information for your stepparent will also need to be included. The newly included parent will then need to sign your FAFSA electronically.

**Child Support Paid Documentation** – Acquire a summary of child support paid from the Department of Social Services for the calendar year requested.

**Child Support Rec’d Documentation** – Acquire a summary of child support received from the Department of Social Services for the calendar year requested.

**Confirm Start Date – Contact Admissions** – The year for which the FAFSA was completed does not match the anticipated start date Admissions has on file for you. Contact your Admissions Specialist to determine whether your start date needs to be updated with Admissions or if you have completed the wrong FAFSA. If you determine the start date Admissions has on file is accurate, contact the Financial Aid Office to request that the incorrect FAFSA be inactivated. Be sure to notify the financial aid office if you have updated your start date with Admissions.

**Copy of Child’s Birth Certificate** – To alter your family size to include a child who is born after the FAFSA was submitted, a copy of the child’s birth certificate is required.

**Copy of Class Schedule – Family Member** – You have reported more family members in college than originally reported on your FAFSA. To make this change, we must be able to verify enrollment for the additional family member. The class schedule must include the family member’s name, the school she/he is attending, and the dates for which she/he is enrolled.

**Copy of Death Certificate** – You have provided information that indicates you have recently lost a member of your family. To accurately calculate eligibility for federal student aid a copy of the death certificate must be kept in your file.

**Copy of Divorce Proceedings** – Provide signed and dated legal documentation showing that official divorce proceedings have been initiated.

**Copy of Father's Driver's License** – A copy of driver's license is requested when information provided on the FAFSA does not match information on file with the Social Security Administration. When requested, a driver's license must be current and must have the current legal name and matching signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the license.

**Copy of Father's Social Security Card** – A Social Security card must be updated anytime there has been a legal name change. A copy of Social Security card is requested when information provided on the FAFSA does not match information on file with the Social Security Administration. When requested, a Social Security card must have current legal name and signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the card.

**Copy of Mother's Driver's License** – A copy of driver's license is requested when information provided on the FAFSA does not match information on file with the Social Security Administration. When requested, a driver's license must be current and must have the current legal name and matching signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the license.

**Copy of Mother's Social Security Card** – A Social Security card must be updated anytime there has been a legal name change. A copy of Social Security card is requested when information provided on the FAFSA does not match information on file with the Social Security Administration. When requested, a Social Security card must have current legal name and signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the card.

**Copy of Mother's Updated Dr License** – The driver's license provided by your mother has not been updated to reflect her new legal name. Provide a copy of the updated license once received. Copies must be in color and include both front and back of the license.

**Copy of Mother's Updated Social Security Card** – The Social Security card provided by your mother has not been updated to reflect her new legal name. Provide a SIGNED copy of the updated Social Security card once received. Be sure that signature matches the name as shown on the updated card. Copies must be in color and include both front and back of the card.

**Copy of Page 4 of Your DD214** – Requested when a student has reported to be a veteran of U.S. Armed Forces while completing the FAFSA but the Department of Veteran Affairs did not confirm such status for financial aid purposes. Be sure your form includes the "Special Additional Information" section at the bottom of the page.

**Copy of Parent 1 Driver's License** - A copy of driver's license is requested when information provided on the FAFSA for Parent 1 does not match information on file with the Social Security Administration. When requested, a driver's license must be current and must have the current legal name and matching

signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the license.

**Copy of Parent 1 Social Security Card** - A Social Security card must be updated anytime there has been a legal name change. A copy of Social Security card is requested when information provided on the FAFSA for Parent 1 does not match information on file with the Social Security Administration. When requested, a Social Security card must have current legal name and signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the card.

**Copy of Parent 2 Driver's License** - A copy of driver's license is requested when information provided on the FAFSA for Parent 2 does not match information on file with the Social Security Administration. When requested, a driver's license must be current and must have the current legal name and matching signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the license.

**Copy of Parent 2 Social Security Card** - A Social Security card must be updated anytime there has been a legal name change. A copy of Social Security card is requested when information provided on the FAFSA for Parent 2 does not match information on file with the Social Security Administration. When requested, a Social Security card must have current legal name and signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the card.

**Copy of Spouse's Driver's License** – A copy of driver's license is requested when information provided on the FAFSA does not match information on file with the Social Security Administration. When requested, a driver's license must be current and must have the current legal name and matching signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the license.

**Copy of Spouse's Social Security Card** – A Social Security card must be updated anytime there has been a legal name change. A copy of Social Security card is requested when information provided on the FAFSA does not match information on file with the Social Security Administration. When requested, a Social Security card must have current legal name and signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the card.

**Copy of Spouse's Updated Dr License** – The driver's license provided by your spouse has not been updated to reflect his/her new legal name. Provide a SIGNED copy of the updated driver's license once received. All information must be clearly legible. Copies must be in color and include both front and back of the license.

**Copy of Spouse's Updated SS Card** – The Social Security card provided for your spouse has not been updated to reflect her new legal name. Provide a SIGNED copy of the updated Social Security card once

received. Be sure that signature matches the name as shown on the updated card. Copies must be in color and include both front and back of the card.

**Copy of Step-Father's Driver's License** – A copy of driver's license is requested when information provided on the FAFSA does not match information on file with the Social Security Administration. When requested, a driver's license must be current and must have the current legal name and matching signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the license.

**Copy of Step-Father's Social Security Card** – A Social Security card must be updated anytime there has been a legal name change. A copy of Social Security card is requested when information provided on the FAFSA does not match information on file with the Social Security Administration. When requested, a Social Security card must have current legal name and signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the card.

**Copy of Step-Mother's Driver's License** – A copy of driver's license is requested when information provided on the FAFSA does not match information on file with the Social Security Administration. When requested, a driver's license must be current and must have the current legal name and matching signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the license.

**Copy of Step-Mother's Social Security Card** – A Social Security card must be updated anytime there has been a legal name change. A copy of Social Security card is requested when information provided on the FAFSA does not match information on file with the Social Security Administration. When requested, a Social Security card must have current legal name and signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the card.

**Copy of Student's Birth Certificate** – May be requested to document a discrepancy with name or date of birth information. Copies must be in color and all information must be clearly legible.

**Copy of Student's Driver's License** – A copy of driver's license is requested when information provided on the FAFSA does not match information on file with the Social Security Administration. When requested, a driver's license must be current and must have the current legal name and matching signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the license.

**Copy of Student's I-94 Card** – The federal government is currently unable to confirm your eligibility for federal student aid. As a result, a copy of your I-94 card is needed to help determine your eligibility status. You must bring the card to the Financial Aid Office in person. A copy of both sides must be made by a member of the Financial Aid Office. Further documentation may be required after review of the I-94 card.



**Copy of Student's INS Card** – Requested when the government is not confirming US citizenship. An INS card with alien registration number confirms Eligible Non-Citizen status. Copies must be in color and include both front and back of the card.

**Copy of Student's Marriage License** – May be requested to document a name change and/or change in marital status. All information must be clearly legible.

**Copy of Student's Social Security Card** – A Social Security card must be updated anytime there has been a legal name change. A copy of Social Security card is requested when information provided on the FAFSA does not match information on file with the Social Security Administration. When requested, a Social Security card must have current legal name and signature for the individual requested. All information must be clearly legible. Copies must be in color and include both front and back of the card.

**Copy of Student's Updated Dr License** – The name and signature on your driver's license must reflect your current legal name. Based on information provided to the financial aid office it appears an updated driver's license is needed. Provide a copy of this updated driver's license once you have received it. All information must be legible. Copies must be in color and include both front and back of the license.

**Copy of Student's Updated Soc Sec Card** – The name and signature on your social security card must reflect your current legal name. Based on information provided to the financial aid office it appears an updated to your social security card is needed. Provide a copy of this updated social security card once you have received it. Be sure to sign it before copying. All information must be legible. Copies must be in color and include both front and back of the card.

**Correct Address on FAFSA** – The address you provided while completing your FAFSA is now outdated. To ensure that you receive all information sent by the Southeast Tech and/or the Education Department, return to your FAFSA and update your mailing address.

**Correct Student's Date of Birth on FAFSA** – The date of birth reported on the FAFSA appears to be incorrect. Return to your FAFSA and make the needed correction. If your date of birth as reported on your FAFSA is correct, the financial aid office will need to make a copy of your birth certificate and provide further guidance regarding any remaining requirements.

**Current Orders** – While completing your FAFSA you indicated that you are currently serving active duty with the US military but this status was not confirmed by the Department of Defense. Provide a copy of your current military orders.

**Current Pay Stub** – The most recent pay stub should include payment amount for the most recent pay period as well as year-to-date payment information.

**Custody Documentation** – You have included a relative other than your own child as a member of your household. To be included in your household for financial aid purposes you must show that you have legal custody of this individual.

**Disability Benefits Statement** – The Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI) program pay benefits to disabled adults and their children when they have limited income and resources. Provide a copy of the disability benefits statement that shows the **total** amount of benefits received during the calendar year requested.

**Discharged Loan(s)** – If a borrower whose prior loan was discharged due to a total and permanent disability wishes to take out another federal student loan, that borrower must obtain a physician's certification that the borrower has the ability to engage in substantial gainful activity, and the borrower must sign a borrower statement acknowledging that the new federal student loan obligation can't later be discharged for any present impairment unless it deteriorates so that the borrower is again totally and permanently disabled.

**Discharged Loan(s) Acknowledgement Letter** – By completing this document the borrower is confirming they understand that Federal Family Education Loans (formerly Guaranteed Student Loans) cannot be discharged or cancelled in the future on the basis of any present impairment unless the condition substantially deteriorates.

**Doctor's Note Regarding Due Date** – To include an expected child as part of the household size, a note from your doctor confirming child's anticipated due date is required.

**Documentation of Adoption** – You have either indicated that you are adopted OR you've indicated that you have adopted a child. To resolve conflicting information, legal court documentation is needed as proof of this adoption.

**Documentation of Alimony Received** – As part of the Low Income Form, you've indicated that you received alimony payments during the tax year in question. You must provide documentation to show the total amount of alimony payments received for the entire tax year in question.

**Documentation of Arrival to US – Student** – Used to help determine whether student would have been required to register with Selective Service when arriving to the United States.

**Documentation of Books/Supplies Expenses** – You have indicated that you included costs of books and/or supplies when determining the amount of Grants and/or Scholarships that were required to be included as income during. Receipts for these additional costs must be provided to document the accurate amounts for the tax year requested.

**Documentation of Divorce Completion** – To process your financial aid application without including income information for your spouse/ex-spouse you must provide court documents showing that divorce proceedings have completed.

**Documentation of Homelessness** – Letter from a school district homeless liaison or the director (or designee) of an emergency shelter program funded by the Department of Housing and Urban Development (HUD) which clearly identifies the student as homeless or at risk of being homeless. Such documentation is required to be updated annually. Because of this, documentation provided by a school district homeless liaison is only accepted for the first year out of high school. The financial aid office may require further information following initial review of documentation provided.

**Documentation of Incarceration** – As part of the Low Income Form, you've indicated that you were incarcerated for part or all of the tax year in question. You must provide documentation showing the dates for each intake and/or release that occurred during the tax year in question.

**Documentation of Name Change** – You have indicated that you have legally changed your name. You must provide court documentation confirming this name change.

**Documentation of Spouse's Incarceration** – You have indicated that your spouse is/was incarcerated for some or all of the tax year in question. Documentation showing his/her date of intake and release is required. If he/she is still incarcerated, documentation must include anticipated release date.

**Documentation of Utility Assistance** – As part of the Low Income Form, you've indicated that you received utility assistance during the tax year in question. You must provide documentation to show the total amount of utility assistance received for the entire tax year in question.

**Double Major Form** – Only classes required for the major a student has been accepted into count when determining a student's eligibility status for federal financial aid. Before a student can receive financial aid for classes in a second (or third) major, the Double Major Form must be completed with a Student Success Advisor. In addition, the student's degree program information must reflect this change before classes from the additional major(s) will count toward federal aid eligibility. Students requested to complete this process should be sure to notify the financial aid office once completed.

**Drug Verification Worksheet** – Those students who have reported previous drug-related convictions may be required to complete this form to determine eligibility for federal student aid.

**Entrance Counseling @ studentloans.gov** – All students accepting federal student loans for the first time must complete Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov). There are several different types of Entrance Counseling offered, so be sure to complete Entrance Counseling for Undergraduate Students. Entrance Counseling is an educational piece used to inform the student borrower of federal student loan rules and regulations.

**Family Info Clarification Form – Dependent** – The household size and/or number of family members in college as reported on your FAFSA is different than the number(s) reported on your verification worksheet. A parent must complete this form to clarify correct information.

**Family Info Clarification Form – Independent** – The household size and/or number of family members in college as reported on your FAFSA is different than the number(s) reported on your verification worksheet. You must complete this form to clarify correct information.

**Financial Aid Suspension** – Federal guidelines require that a student meet Satisfactory Academic Progress in order to maintain eligibility for federal student aid for future semesters. Satisfactory Academic Progress standards require that a student achieve a minimum GPA of 2.0 during each academic session (semester or summer session) AND successfully complete a minimum of 67% of the credit hours attempted during each academic session. Failure to meet one (or both) of these minimum standards during a given academic session results in the student being placed on Financial Aid Warning. Failure to meet one (or both) of these minimum standards during a given academic session while already on Financial Aid Warning results in the student being placed on Financial Aid Suspension. While on Financial Aid Suspension a student is not eligible for further federal student aid at Southeast Tech.

**Form G-845 – Completed with USCIS of SF** – Also known as a Document Verification Request, the G-845 must be completed by the U.S. Citizenship and Immigration Services when a student's I-94 does not clearly state whether or not it has an expiration date.

**Free Application for Federal Student Aid** – Also known as FAFSA. If your Free Application for Federal Student Aid has a document tracking status of "Incomplete" it typically means that critical information and/or the required signature(s) must still be added. Review your Document Tracking page on STInet to identify missing information.

**GED Scores** – While completing your FAFSA you indicated that you have completed your GED. Admissions must have a copy of your GED Certificate to document that you have indeed received your GED before you can be awarded federal student aid.

**H.S. Final Transcript with Grad Date** - While completing your FAFSA you indicated that you have received a high school diploma. Admissions must have a copy of your final high school transcript that clearly shows your graduation, or diploma date. To get accepted into a program at Southeast Tech you may have provided Admissions with an incomplete copy of your transcript prior to your graduation. Be sure the transcript you provide includes your graduation date.

**Head Of Household Documentation** – After an initial review of documentation provided to the financial aid office, it appears that you may have filed using an incorrect filing status. In the event that an error was made, an amended tax return (1040x) must be filed. If an error was not made you must provide a signed and dated letter from your tax accountant stating that the filing status used was acceptable.

**Home School Confirmation** – Admissions will work with you to obtain all documentation needed to confirm that your home schooling experience meets federal guidelines for federal student aid eligibility. Provide any requested documentation to your admissions representative.

**Identity Theft Notification from IRS** – Provide a copy of the letter you received from the IRS which states that you had been identified as a victim of identity theft.

**Ineligible Citizenship Status** – Because of your current citizenship status, you're not eligible for federal student aid through the FAFSA. You may wish to review the list of [alternative educational loans](#). Contact any of the loan providers to determine your eligibility for these educational loans.

**Last Pay Stub – Former Employer(s)** – When completing the Special Circumstances process due to change of income, the last pay stub is used to document end of employment and year-to-date income with a company. If you had more than one job that ended during the year in question, the last pay stub from all jobs that ended during that year will be needed.

**Letter From Previous Employer(s)** – As part of the process of documenting a change of income you must provide a letter from your previous employer(s) confirming your last date of employment with that employer. The letter should be on company letter head (or include contact information of employer if letter head is not used), be dated and signed.

**Letter From Taxpayer Advocate Service** – In the event that required IRS documents are not available due to an IRS error, Department of Education guidelines require a letter from the Taxpayer Advocate Service confirming that the document(s) is/are unavailable due to IRS error. Alternative documents needed will be dependent upon which originally required document is unavailable. The financial aid office will determine which documents are needed. A letter from the Taxpayer Advocate Service and alternate documents are NOT an option when required documents are unavailable due to tax payer error and/or failure to file in a timely manner.

**Loan Limits Met or Exceeded** – Once a student has met their lifetime limits for federal student loans they are no longer eligible for further federal student aid of any kind. Students who have met their federal student loan limit may be able to utilize an alternative loan to assist with educational costs. A list of alternative loans that can be used at Southeast Tech as well as information regarding federal student loan lifetime limits can be found at [www.southeasttech.edu/admissions/financialaid/loaninformation](http://www.southeasttech.edu/admissions/financialaid/loaninformation). A student can review their lifetime student loan awards at [www.nsls.ed.gov](http://www.nsls.ed.gov) by selecting the Financial Aid Review link.

**Low Income Form – Parent** – When completing the FAFSA, no income was reported for parent(s). The Parent Low Income Form is used to document how the family was surviving without income by parent(s). Place an X or check mark in front of each example of federal assistance that was received during the requested tax year. If listing “other” sources of benefits, you must also provide a total dollar value for those benefits for the entire calendar year requested.

**Low Income Form – Student** - When completing the FAFSA, you as an independent student reported having no income from work during the tax year in question. The Student Low Income Form is used to document how you and your other family members (if any) were surviving without income from work. Place an X or check mark in front of each example of federal assistance that was received during the requested tax year. If listing “other” sources of benefits, you must also provide a total dollar value for those benefits for the entire calendar year requested.

**LPN Official Transcripts** – To be eligible for the LPN to RN program at Southeast Tech, a student must have already completed an LPN degree. If that LPN degree was completed at a school other than Southeast Tech, official transcripts from that school must be received, showing completion of the LPN degree. Financial aid for the LPN to RN program can't be awarded until these transcripts have been received.

**Met Fin Aid Limit as Dependent Student** – You've received the maximum allowable amount of federal student aid funds as a dependent student. You may be able to utilize an Alternative Loan or Parent PLUS Loan to assist with further educational expenses as a dependent student. Loan eligibility increases once a student has independent status.

**Met Limit for Credits Attempted** – Federal guidelines permit a student to receive federal student aid for an accredited program up to 150% of the total credits needed to graduate in that program. Once a student has attempted 150% of the total credits needed, a student is no longer eligible for federal aid to go toward classes in that program.

**Met Max Lifetime Fin Aid** – Once a student has met their lifetime limits for federal student loans they are no longer eligible for further federal student aid of any kind. Students who have met their federal student loan limit may be able to utilize an alternative loan to assist with educational costs. A list of alternative loans that can be used at Southeast Tech as well as information regarding federal student loan lifetime limits can be found at [www.southeasttech.edu/admissions/financialaid/loaninformation](http://www.southeasttech.edu/admissions/financialaid/loaninformation). A student can review their lifetime student loan awards at [www.nslds.ed.gov](http://www.nslds.ed.gov) by selecting the Financial Aid Review link.

**Most Recent Unemployment Benefits Stub** – Used when estimating potential Unemployment Benefits for the entire year.

**MPN @ studentloans.gov** – All students accepting federal student loans for the first time must complete a Master Promissory Note (MPN) at [www.studentloans.gov](http://www.studentloans.gov). There are several different types of Master Promissory Notes available, so be sure to complete a Master Promissory Note for Subsidized/Unsubsidized Loans (all one choice, regardless of whether you are accepting both types of loans or just one type). The Master Promissory Note describes in detail the terms of federal student loans and is also the document by which you promise to pay back any federal student loans that you accept.

**Must Enroll 5+ Credits Req'd for Major** – To possibly be eligible for federal student loans during Southeast Tech's summer session (May-July) a student must be enrolled for a minimum of 5 credits required for the major(s) that student has officially been accepted into. Once a student has registered for 5+ credits required for major(s), be sure to notify the financial aid office.

**Must Enroll 6+ Credits Req'd for Major** – To possibly be eligible for federal student loans during Southeast Tech's fall or spring semester(s) a student must be enrolled for a minimum of 6 credits required for the major(s) that student has officially been accepted into. Once a student has registered for 6+ credits required for major(s), be sure to notify the financial aid office.

**Must Pay Outstanding Balance** – Your outstanding balance must be paid in full before you can be awarded additional federal student aid. A list of alternative educational loans that might work for you can be found at <https://choice.fastproducts.org/FastChoice/home/776400/1>. Contact the business office to make other payment arrangements. Be sure to notify the financial aid office once your balance has been paid in full.

**Name Updated by IT** – You had previously applied for admission to Southeast Tech under a different name. Before you are eligible for federal student aid you must update your name with Southeast Tech. Complete the Change of Address/Name form with Admissions to initiate the process. You'll need to provide a copy of your updated Social Security Card and updated Driver's License along with the completed form.

**New FAFSA Required** – If a student submits a FAFSA using an incorrect social security number, the student will be asked to submit an entirely new FAFSA at [www.fafsa.gov](http://www.fafsa.gov), this time using the correct Social Security number. While it is possible to update a social security number on a previously submitted FAFSA, students are strongly discouraged from using this way of correcting the issue. If a Social Security number is simply updated, issues may arise when it comes time to repay loans because the original FAFSA was submitted with an incorrect Social Security number.

**Non-File Confirmation – Parent** – When selected for verification, each parent of a dependent student who did not file a federal tax return during the tax year in question must provide confirmation of this. Non-File Confirmation can be obtained from the IRS by making an appointment at the nearest IRS Office by calling 844-545-5640 or by completing IRS Form 4506-T (printable form available at [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf)). If an individual has attempted and is unable to obtain the Non-File Confirmation from the IRS, the Non-File Confirmation Form can be used to certify that the individual did not file a tax return during the tax year in questions and has attempted and been unable to obtain confirmation of this from the IRS is acceptable.

**Non-File Confirmation – Spouse** – When selected for verification, a spouse who did not file a federal tax return during the tax year in question must provide confirmation of this. Non-File Confirmation can be obtained from the IRS by making an appointment at the nearest IRS Office by calling 844-545-5640 or by

completing IRS Form 4506-T (printable form available at [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf)). If an individual has attempted and is unable to obtain the Non-File Confirmation from the IRS, the Non-File Confirmation Form can be used to certify that the individual did not file a tax return during the tax year in questions and has attempted and been unable to obtain confirmation of this from the IRS is acceptable.

**Non-File Confirmation – Student** – When selected for verification, a student who did not file a federal tax return during the tax year in question must provide confirmation of this. Non-File Confirmation can be obtained from the IRS by making an appointment at the nearest IRS Office by calling 844-545-5640 or by completing IRS Form 4506-T (printable form available at [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf)). If an individual has attempted and is unable to obtain the Non-File Confirmation from the IRS, the Non-File Confirmation Form can be used to certify that the individual did not file a tax return during the tax year in questions and has attempted and been unable to obtain confirmation of this from the IRS is acceptable.

**Non-Req'd Credits – Contact Stu Success** – Some/all of the credits you are registered for are not required for the program(s) you are officially accepted into. As a result you are not currently eligible for federal student aid. Contact your Student Success advisor to determine what/if paperwork needs to be completed/updated.

**Not Working on Master's at Southeast Tech**– While completing the FAFSA the student indicated that the degree they are seeking is a Master's Degree. Since Southeast Tech does not offer Master's Degrees, student will need to return to their FAFSA at [www.fafsa.gov](http://www.fafsa.gov), log in and then choose "Make FAFSA Corrections". In the Student Demographic section, be sure that the degree you are studying is "Associate's Degree (Occupational/Technical) and your year in college is listed as 1<sup>st</sup> or 2<sup>nd</sup> year. In the Dependency section, be sure you've answered "NO" to the question that asks if you will be working on a Master's or Doctorate degree. Once these corrections have been made, go to the Sign & Submit section and be sure to resubmit your FAFSA.

**Official Trans From All Colleges** – Because you have received federal student aid from multiple schools in a short period of time, the Department of Education has implemented guidelines to ensure your intent to attain a college degree. These guidelines require you to provide the financial aid office with Official Transcripts from all colleges you have attended for the academic years noted. Once you have provided all of the necessary transcripts, a review of your enrollment history will be completed. Further documentation may be required at that time to determine federal student aid eligibility.

**Parental Refusal Form** – A student who has been identified as dependent for financial aid purposes is required to provide all parental information on the FAFSA. In the event that parent(s) refuse to provide their personal and tax information, the Parental Refusal Form can be used to document this refusal. By completing this form, the dependent student can be eligible for limited federal aid even without parental information. A dependent student whose parent(s) refuse to provide information on the FAFSA and will not complete the Parental Refusal Form is not eligible for federal student aid. A list of



alternative loans that can be used at Southeast Tech can be found at [www.southeasttech.edu/admissions/financialaid/loaninformation](http://www.southeasttech.edu/admissions/financialaid/loaninformation).

**Passport – Parent** – Clarification of legal name, birthdate and/or citizenship status is needed. Bring the passport to the Financial Aid Office. A copy of the original must be made by a Financial Aid staff member.

**Passport – Spouse** – Clarification of legal name, birthdate and/or citizenship status is needed. Bring the passport to the Financial Aid Office. A copy of the original must be made by a Financial Aid staff member.

**Passport – Step-Parent** – Clarification of legal name, birthdate and/or citizenship status is needed. Bring the passport to the Financial Aid Office. A copy of the original must be made by a Financial Aid staff member.

**Passport – Student** – Clarification of legal name, birthdate and/or citizenship status is needed. Bring the passport to the Financial Aid Office. A copy of the original must be made by a Financial Aid staff member.

**Pell Lifetime Limit Near or Met** – Once a student reaches their lifetime limit for federal Pell Grant, they are no longer eligible for further federal Pell Grant awards. When a FAFSA is submitted the student will receive a confirmation of submission, along with an estimate of aid a student *may* be eligible for. Those initial estimates do not take into consideration lifetime limits. This item requires no action on the part of the student but is instead used as a way to inform the student that their Pell eligibility has been met or is near. A student can review their lifetime awards by selecting the Financial Aid Review link at [www.nsls.ed.gov](http://www.nsls.ed.gov).

**Physician's Certification** – By completing this document, the physician is certifying that the borrower is now able to engage in substantial gainful activity. The form must be completed when a borrower has previous federal student loans that have been discharged on the basis of total and permanent disability.

**Program Change** – You are no longer eligible for federal student aid in the program you are currently accepted into. If you plan to pursue a new/additional degree you must be accepted into that new program before further eligibility can be determined. Be sure to contact the Financial Aid Office once you believe this process has been completed.

**Proof of Citizenship** – Documents that can be accepted as proof of United States Citizenship include a copy of a United States Birth Certificate or a copy of a United States passport.

**Proof of Support Provided for Child** – You have indicated that you provide more than half of the total cost of support for one or more child(ren) but the financial resources you've reported don't reflect an

ability on our part to provide such support. You must provide any documentation you have which supports your claim of providing the majority of support for your child(ren).

**Reactivate Admissions** – Student has previously applied for admission but has been moved to inactive status by admissions. Contact Admissions to determine what is need to be accepted for admission.

**Rec'd Maximum Aid for Year** – Student has already received the entire amount of federal student aid he/she is eligible for during the current FAFSA year. Dependent students in need of additional assistance could consider a Parent PLUS Loan or Alternative Loan for the current FAFSA year. Independent students are not eligible for a Parent PLUS Loan leaving an Alternative Loan as the only option for additional assistance for the current FAFSA year.

**Register for New FSA Username & Password** – It appears that you may have created an FSA Username and Password using an incorrect Social Security number. Return to [fsaid.ed.gov](https://fsaid.ed.gov) and review your personal information by selecting the Edit option. If you feel ALL of your personal information was correctly entered, contact the Financial Aid Office for further guidance.

**Release of Information Form** – A student may use this form to give Southeast Tech personnel permission to speak with a parent(s), spouse, sibling or other individual who may be assisting the student with their educational experience. *This is an optional form.* The form is submitted online after logging into STInet. Once completed it typically take 1-2 days for the release to show on a student's account.

**Remove Other School Code(s) from FAFSA** – Before you can be awarded federal student aid through Southeast Tech you must log onto your FAFSA at [www.fafsa.gov](https://www.fafsa.gov) and remove all alternate school codes. Be sure to resubmit your FAFSA once these changes have been completed.

**Repay Loan Overpayment** – The National Student Loan Data System (NSLDS) has informed Southeast Tech that you have received one or more overpayment(s) of loan funds in the past. As a result, you are not eligible for further federal student aid of any kind until this overpayment is returned to your student loan servicer. If unknown, contact information for your student loan servicer can be obtained at [www.nsls.ed.gov](https://www.nsls.ed.gov). Select the Financial Aid Review option, log in using your FSA Username and Password and review each loan to identify the servicer for each. If you have more than one servicer you will need to contact each to determine where the issue lies. The servicer can fax confirmation of eligibility to 605-367-5980 once the issue has been resolved.

**Repay Pell Overpayment** – The Department of Education has reported that the student has received an overpayment of Pell Grant at a previous school. The student is not eligible for further federal student aid until this overpayment has been resolved. Student must contact that previous school's financial aid office to determine what needs to be done to repay that Pell Grant overpayment.

**Requires Review (Office Use Only)** – *No student action is required for this item.* This item is used as a way to remind the office that a review of some type is needed at a future time, prior to disbursement of funds, to finalize student eligibility.

**Schedule E Documentation** – Provide Schedule E from the federal tax return for the requested year to assist with the income verification process.

**Selective Service Status Info Letter** – It has been determined that you did not register with Selective Service between the ages of 18 and 26 as federally required of all males. You must provide a copy of your Selective Service Status Information Letter. You can print the form needed to request this letter at [www.sss.gov](http://www.sss.gov). It can take 4-6 weeks to receive your Status Information Letter from the Selective Service System once requested.

**Selective Service Verification** – It is a responsibility of all men residing in the United States between the ages 18 and 26, regardless of citizenship status, to register with Selective Service. Men between the ages of 18 and 26 can register online at [www.sss.gov](http://www.sss.gov). Men under the age of 18 should return to your FAFSA at [www.fafsa.gov](http://www.fafsa.gov), log in, choose “Make Corrections” and in the Student Demographics section, change your response to “Register Me” when asked if you have registered with selective service. Men 26 and older must request a **Status Information Letter** by visiting [www.sss.gov](http://www.sss.gov). If you are female, return to your FAFSA at [www.fafsa.gov](http://www.fafsa.gov), log in, choose “Make Corrections” and in the Student Demographics section, be sure you have answered the student gender question and then resubmit.

**Signed FAFSA Application – Parent** – A parent has not yet signed the student’s FAFSA using an FSA Username & Password. An FSA Username & Password can be created at [fsaid.ed.gov](http://fsaid.ed.gov). To add a signature, student must log into their FAFSA at [www.fafsa.gov](http://www.fafsa.gov), choose “Add Signature” and then parent must agree to the terms & conditions and provide FSA Username and Password. Be sure to click on the “Submit” button to complete the signature process.

**Signed FAFSA Application – Student** – The student has not yet signed the student’s FAFSA using an FSA Username & Password. An FSA Username & Password can be created at [fsaid.ed.gov](http://fsaid.ed.gov). To add a signature, student must log into their FAFSA at [www.fafsa.gov](http://www.fafsa.gov), choose “Add Signature” and then student must agree to the terms and conditions and click the Sign button. Be sure to click on the “Submit” button to complete the signature process.

**SNAP Documentation** – Obtain a summary of SNAP benefits for the calendar year requested from the Department of Social Services.

**Special Circumstances Form** – Used to gather information necessary when students are requesting an adjustment to the financial information provided on the FAFSA.

**SSA 1099 – Parent** – Statement documenting the total amount of Social Security benefits received by the parent(s) for the calendar year requested.

**SSA 1099 – Student** – Statement documenting the total amount of Social Security benefits received by the student for the calendar year requested.

**SSI Documentation – Parent** – Statement documenting the total amount of Supplemental Security Income benefits received by the parent(s) for the calendar year requested.

**SSI Documentation – Spouse** – Statement documenting the total amount of Supplemental Security Income benefits received by your spouse for the calendar year requested.

**SSI Documentation – Student** – Statement documenting the total amount of Supplemental Security Income benefits received by the student for the calendar year requested.

**Stamped/Signed 1040X – Parent** – If changes to an already-processed federal tax return are required, parent(s) must file an amended tax return (IRS form 1040x) before eligibility for federal student aid can be determined. For verification purposes parent(s) can provide a copy of the completed 1040x stamped as received and dated by the IRS **OR** a non-stamped copy of your 1040x (must be signed on page 2 by individual(s) named on the form) along with a copy of their IRS tax **account** transcript showing that the 1040x has been received and processed by the IRS for the requested tax year.

**Stamped/Signed 1040X – Spouse** – – If changes to an already-processed federal tax return are required, spouse must file an amended tax return (IRS form 1040x) before eligibility for federal student aid can be determined. For verification purposes spouse can provide a copy of his/her 1040x stamped as received and dated by the IRS **OR** a non-stamped copy of his/her 1040x (must be signed on page 2 by individual(s) named on the form) along with a copy of his/her tax **account** transcript showing that the 1040x has been received and processed by the IRS for the requested tax year.

**Stamped/Signed 1040X – Student** – If changes to an already-processed federal tax return are required, a student must file an amended tax return (IRS form 1040x) before eligibility for federal student aid can be determined. For verification purposes you can provide a copy of your 1040x stamped as received and dated by the IRS **OR** a non-stamped copy of your 1040x (must be signed on page 2 by individual(s) named on the form) along with a copy of your tax **account** transcript showing that the 1040x has been received and processed by the IRS for the requested tax year.

**Statement Re: Age of Children** – The Financial Aid Office has received conflicting information regarding the age(s) of one or more children included in your Household. As a result you must submit a written explanation to clarify. The statement must include the first and last names and date of birth for each child included in your household. The statements must also include explanation regarding any conflicting information identified. The statement must be dated and signed. The statement can be sent via email to [financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu).

**Statement Re: Child Support Paid** – The Financial Aid Office has received conflicting information regarding child support paid for the tax year requested. As a result you must submit a written explanation regarding your child support payments for that year. The statement must include the first and last names of each child for whom child support payments were made, the first and last names of the parent to whom payments were made for each child and the total amount of child support paid for each child during the year requested. The statements must also include explanation regarding any conflicting information identified. The statement must be dated and signed. The statement can be sent via email to [financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu).

**Statement Re: Child Support Rec'd** – The Financial Aid Office has received conflicting information regarding child support received for the tax year requested. As a result you must submit a written explanation regarding your child support receipts for that year. The statement must include the first and last names of each child for whom child support payments were received, the first and last names of the parent from whom payments were received for each child and the total amount of child support received for each child during the year requested. The statements must also include explanation regarding any conflicting information identified. The statement must be dated and signed. The statement can be sent via email to [financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu).

**Statement Re: Child's Last Name** – After review of information provided to the Financial Aid Office, it is unclear whether one or more of the children listed as household members should be included due to the last name(s) provided. As a result you must submit a written explanation regarding the last name(s) of children in question. The statements must include explanation regarding any conflicting information identified. The statement must be dated and signed. The statement can be sent via email to [financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu).

**Statement Re: Dependency Status** – If a student is requesting that the financial aid office consider a dependency override due to abandonment by parents, an abusive family environment that threatens the student's health or safety, or the student being unable to locate parents, a written statement explaining past and current relationship with parents is needed. This statement must clearly describe the student's relationship (or lack thereof) with each birth parent, including any situations that have resulted in that current relationship. The statement must be either typed or written in pen, it must be dated and it must be signed by the student. Along with this statement, two letters regarding the unusual circumstances are also required. The student must reaffirm their unusual circumstances with required documentation for each year the circumstances persist.

**Statement Re: Last Name** – You have provided documents to the Financial Aid Office that contain different last names. To determine how to resolve the conflicting information you must provide a written statement regarding your last name. The statement must clearly state your current, legal last name and include an explanation regarding any conflicting information identified. The statement must be dated and signed. The statement can be sent via email to [financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu).

**Statement Re: Marital Status** – Due to conflicting information received, a clarification of student or parent marital status is needed. Marital status reported should be the marital status at the time the FAFSA was first submitted.

**Statement Re: Mother's Last Name** – You have provided documents to the Financial Aid Office that contain different last names for your mother. To determine how to resolve the conflicting information your mother must provide a written statement regarding her last name. The statement must clearly state her current, legal last name and include an explanation regarding any conflicting information identified. The statement must be dated and signed by her. The statement can be sent via email to [financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu).

**Statement Re: Parent Change** – You have recently made changes (or requested to make changes) to the parent information included on your FAFSA. Typically such changes are not permitted once the FAFSA has been submitted. However, to determine whether the changes are warranted in your case you must provide a written statement regarding the requested parent change. The statement must clearly explain why you feel the requested changes are appropriate in your case. The statement must be dated and signed. The statement can be sent via email to [financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu).

**Statement Re: Parent Income** – Information required for this item varies greatly. If you have questions about the information needed for this item contact the financial aid office for assistance. If written, statements must be in ink, be dated, must clearly detail the situation in question and must be signed. Statements can also be emailed to [financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu).

**Statement Re: Parent W2(s)** – The Financial Aid Office has received conflicting information regarding your parent(s)'s income. As a result, you must submit a written explanation regarding your parent(s)'s W2(s). The statement must be written by the parent and must include explanation regarding any conflicting information identified. The statement must be dated and signed by the parent. The statement can be sent via email to [financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu).

**Statement Re: Selective Service** – Statement explaining why you failed to register with Selective Service between the ages of 18 and 26, as required for all men residing in the United States during that time of their life. The statement must be signed and dated.

**Statement Re: SNAP Benefits** – If it is accidentally reported on the FAFSA that a student or parent received SNAP benefits during the years in question, a statement from the Department of Social Services clearly stating that SNAP benefits were NOT received during those years is needed to correct the conflicting information.

**Statement Re: Spouse Income** – Because you are unable to verify your spouse's income through traditional means (W2(s) and Wage & Income Transcripts) you must provide a written statement regarding your spouse's income for the tax year in question. The statement must be written by your spouse, must clearly explain why W2(s) and Wage & Income Transcripts are not available and must

include any income earned during the tax year in question. The statement must be dated and signed by your spouse. The statement can be sent via email to [financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu).

**Statement Re: Spouse's Situation** – Information required for this item varies greatly. If you have questions about the information needed for this item contact the financial aid office for assistance. If written, statements must be in ink, be dated, must clearly detail the situation in question and must be signed. Statements can also be emailed to [financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu).

**Statement Re: Student Income** – The Financial Aid Office has received conflicting information regarding the amount of income you made during the tax year in question. You must provide a statement which explains why differing amounts of income have been reported, clearly stating the exact, correct amount of income earned during the tax year in question. If written, the statement must be dated and signed. The statement can also be sent via email to [financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu).

**Student Loans in Bankruptcy** – According to the Department of Education, you have included a defaulted Title IV loan or grant overpayment in a bankruptcy petition. You are not eligible for further federal student aid unless you can show that the loan(s) and/or grant overpayment(s) in question are dischargeable. must obtain a written statement from the holder of the debt that states that the specific debt is dischargeable in bankruptcy because the debt has been in repayment for at least 7 years (excluding any periods during which repayment has been suspended) or, in cases where the debt has not been in repayment for at least 7 years, that the applicant's hardship petition has been approved by the bankruptcy court.

**Student Loans in Default** – The Department of Education has indicated that one or more of your previous student loans has reached default status due to unpaid balances. A student is not eligible for further federal student aid at any school until the default status is removed from the loan(s) in question. It is the responsibility of the student to contact the servicer for the loan(s) in question to resolve the matter. Servicer contact information is available in the comments section of your Student Aid Report (SAR) and is also available at [www.nsls.ed.gov](http://www.nsls.ed.gov) by clicking on the "Financial Aid Review" link and completing the sign-in form using your FSA Username & Password. An FSA Username & Password can be created at [fsaid.ed.gov](http://fsaid.ed.gov). Southeast Tech must receive clear confirmation of default resolution from either the servicer or the Department of Education before a student can be awarded federal student aid. Such confirmation can be mailed, faxed or emailed to the Financial Aid office. Any conflicting information must be resolved before eligibility can be reestablished.

**Successful Completion of LPN Program** – You have applied for financial aid to assist with the LPN to RN program. You must successfully complete the LPN program before you will be permitted to start the LPN to RN classes. Be sure to notify the financial aid office once you've completed the LPN program.

**SULA** – Your eligibility for subsidized federal student loan funds is currently under review. When that review has been completed this item will be marked as 'received'. *This item requires no action on your part.*



**Summer Financial Aid Request Form** – Used to formally request that the financial aid office review eligibility for federal and alternative funds for the summer session. To complete this form a student must be registered for summer classes. The completion of this form does *NOT* increase a student's annual eligibility but instead is a request to award a portion of his/her annual eligibility for the summer session. See Financial Aid's Frequently Asked Questions page for more information on this and other topics.

**TANF Documentation** – Used to document sources of untaxed income as part of the verification process.

**Tax Account Trans – Parent** – When your parent(s) were required to file an amended tax return (1040X), a *tax account transcript* is used to determine whether the amendment has been received and processed by the IRS. If the 1040X was mailed to the IRS it will likely take 4-6 weeks for the changes to be showing on the tax account transcript. Your parent(s) can use the IRS website ([www.irs.gov/transcript](http://www.irs.gov/transcript)) to request to have a tax account transcript for the requested tax year be mailed to them.

**Tax Account Trans – Spouse** – When your spouse was required to file an amended tax return (1040X), a *tax account transcript* is used to determine whether the amendment has been received and processed by the IRS. If the 1040X was mailed to the IRS it will likely take 4-6 weeks for the changes to be showing on the tax account transcript. Your spouse can use the IRS website ([www.irs.gov/transcript](http://www.irs.gov/transcript)) to request to have a tax account transcript mailed to them.

**Tax Account Trans – Student** – When you are required to file an amended tax return (1040X), a *tax account transcript* is used to determine whether the amendment has been received and processed by the IRS. If the 1040X was mailed to the IRS it will likely take 4-6 weeks for the changes to be showing on the tax account transcript. You can use the IRS website ([www.irs.gov/transcript](http://www.irs.gov/transcript)) to request to have a tax account transcript for the requested tax year be mailed to them.

**Tax Form 14039 – Identity Theft Affidavit** – A student or parent who has been a victim of identity theft must provide a copy of the Tax Form 14039 that was submitted to the IRS as part of their tax paperwork.

**Tax Return (Signed) – Parent** – This form is requested to help clarify conflicting information that has been received by the financial aid office. When asked to provide this form, be sure that each parent who is listed on the form has signed and dated in the appropriate location. Today's date can be used if the original document didn't include a date because it was filed electronically.

**Tax Return (Signed) – Spouse** – This form is requested to help clarify conflicting information that has been received by the financial aid office. When asked to provide this form, be sure that your spouse (and you, if filing jointly) have signed and dated in the appropriate location. Today's date can be used if the original document didn't include a date because it was filed electronically.



**Tax Return (Signed) – Student** – This form is requested to help clarify conflicting information that has been received by the financial aid office. When asked to provide this form, be sure that you (and spouse if filing jointly) have signed and dated in the appropriate location. Today’s date can be used if the original document didn’t include a date because it was filed electronically.

**TRDBV – Parent** – Victims of identity theft who cannot get a tax return transcript or use the IRS Data Retrieval Tool on the FAFSA must call the IRS’s Identity Protection Specialized Unit (IPSU) toll-free number at 800-908-4490. After the IPSU authenticates the tax filer’s identity, she/he can ask the IRS to mail an alternate paper tax return transcript known as the TRDBV (Transcript DataBase View). This document will take the place of the tax return transcript for the requested year in the verification process.

**TRDBV – Spouse** – Victims of identity theft who cannot get a tax return transcript or use the IRS Data Retrieval Tool on the FAFSA must call the IRS’s Identity Protection Specialized Unit (IPSU) toll-free number at 800-908-4490. After the IPSU authenticates the tax filer’s identity, she/he can ask the IRS to mail an alternate paper tax return transcript known as the TRDBV (Transcript DataBase View). This document will take the place of the tax return transcript for the requested year in the verification process.

**TRDBV – Student** – Victims of identity theft who cannot get a tax return transcript or use the IRS Data Retrieval Tool on the FAFSA must call the IRS’s Identity Protection Specialized Unit (IPSU) toll-free number at 800-908-4490. After the IPSU authenticates the tax filer’s identity, she/he can ask the IRS to mail an alternate paper tax return transcript known as the TRDBV (Transcript DataBase View). This document will take the place of the tax return transcript for the requested year in the verification process.

**Unemployment Documentation** – Official documentation showing the total amount of unemployment benefits received for the tax year requested.

**Unusual Enrollment 3<sup>rd</sup> Party Documents** – Documentation of any circumstances out of your own control that may have contributed to your inability to complete credits during the semester(s) requested. Documentation should be for the specific time period in question. Any statements provided by professionals (doctor, lawyer, etc.) must be signed and dated and include contact information.

**Unusual Enrollment Appeal Denied** – Students who have appealed their Unusual Enrollment status and been denied can still enroll at Southeast Tech but are not eligible for federal student aid through the FAFSA. Students in this situation can pay for classes out of pocket or may be able to utilize an alternative loan to assist with educational expenses while attempting to reestablish eligibility for federal student aid. Information about alternative loan options can be found at <https://choice.fastproducts.org/FastChoice/home/776400/1>.

**Unusual Enrollment Explanation Letter** – Letter explaining why you failed to complete credits during the semester(s) requested. Specific explanation must be given for each semester requested. Letter must be signed and dated.

**Update “Will File” on FAFSA – Parent** – When completing your FAFSA your parent(s) reported a federal income tax filing status of “Will File”. If your parent(s) has/have now filed a federal tax return for the tax year in question, their filing status and any income and/or tax information that was originally estimated must be updated.

**Update “Will File” on FAFSA – Student** – When completing your FAFSA you indicated that your federal income tax filing status was “Will File”. If you have now filed your federal tax return for the tax year in question, you must update your FAFSA to reflect your actual filing status and any income and/or tax information that were originally estimated will also need to be updated.

**Update Alien Registration # on FAFSA** – The alien registration card you’ve provided has a different number than the one reported on your FAFSA. Log onto your FAFSA at [www.fafsa.gov](http://www.fafsa.gov), make the appropriate correction in the Student Demographics section and then re-submit your FAFSA.

**Update Bachelor’s Degree Rec’d on FAFSA** – We have received information that indicates you answered incorrectly when asked whether you have already received a Bachelor’s Degree. Log onto your FAFSA at [www.fafsa.gov](http://www.fafsa.gov) and update this response in the Student Demographic section. Be sure to resubmit your FAFSA once the change has been made.

**Update Citizenship Status on FAFSA** – The documentation you’ve provided shows that you reported an incorrect citizenship status on your FAFSA. Log onto your FAFSA at [www.fafsa.gov](http://www.fafsa.gov), make the appropriate corrections to the citizenship status question in the Student Demographics section and then resubmit your FAFSA.

**Update Dependency Questions on FAFSA** – After an initial review of documentation provided to the financial aid office, it has been determined that one or more of the questions in the Dependency section of your FAFSA has been answered incorrectly. Make the necessary changes by returning to [www.fafsa.gov](http://www.fafsa.gov), signing in and then selecting the “Make Corrections” link near the middle of the page. If your dependency status is determined to be “Dependent” after making the necessary changes, you will be required to provide parent information and a parent will need to sign your FAFSA using his/her own FSA Username & Password.

**Update Family Size on FAFSA** – After a review of documentation provided to the Financial Aid Office it has been determined that the number of household members in your family was reported incorrectly on your FAFSA. Return to your FAFSA at [www.fafsa.gov](http://www.fafsa.gov) and correct this number.

**Update Father's First Initial on FAFSA** – Your father's first initial, as reported on your FAFSA, does not match the name provided on your verification worksheet. Log onto your FAFSA at [www.fafsa.gov](http://www.fafsa.gov), make the appropriate corrections in the Parent Demographics section and then resubmit your FAFSA.

**Update First Name on FAFSA** – Your first name as reported on your FAFSA must match your first name as reported on your Social Security Card. Nicknames and/or preferred names are not acceptable for federal student aid purposes.

**Update H.S. Completion Status on FAFSA** – You reported “None of the Above” for the High School Completion question on your FAFSA. Log onto your FAFSA at [www.fafsa.gov](http://www.fafsa.gov) and review your options to this question in the Student Demographics section. Make the appropriate corrections and then resubmit your FAFSA.

**Update Last Name on FAFSA** – The last name used while completing the FAFSA must be a student's current, legal last name at the time of filling out the FAFSA. If your last name has changed since you last did your FAFSA, be sure that you use your new last name when completing a future FAFSA. To update your name on the FAFSA, refer to the Financial Aid Frequently Asked Questions page.

**Update Last Name on FSA ID** – When a name change occurs, you must be sure to update your FSA ID information to avoid potential issues with loan acceptance and repayment. Once an updated Social Security Card has been received, personal information must be updated on your FSA Username & ID account to reflect your new name. Go to [fsaid.ed.gov](http://fsaid.ed.gov) and select “Edit My FSA ID”. Make the appropriate updates and submit. You will receive an email from FSA once your new identity information has been confirmed. Once you have received that email you can once again use your FSA Username and Password to accept/complete information on federal student aid websites.

**Update Marital Status Form (Independent)** – A previously dependent student who gets married after completing their FAFSA must complete this document if requesting a change of marital status.

**Update Mother's First Initial on FAFSA** – Your mother's first initial, as reported on your FAFSA, does not match the name provided on your verification worksheet. Log onto your FAFSA at [www.fafsa.gov](http://www.fafsa.gov), make the appropriate corrections in the Parent Demographics section and then resubmit your FAFSA.

**Update Mother's Last Name on FAFSA** – Information provided indicates that your mother's last name was entered incorrectly on your FAFSA. Update your mother's last name in the parent section of your FAFSA and resubmit. Such a change will require both student and parent to sign electronically with FSA Username & Password before submitting.

**Update Name with NSLDS** – Your name as listed with the National Student Loan Data System (NSLDS) does not match the name used to complete your FAFSA. Before you can receive federal student aid your name must be updated with NSLDS. NSLDS can be contacted using the Federal Student Aid

Information Center toll free number 1-800-999-8219. Hours of operation are 8AM to 10PM (Eastern Time), Monday through Friday, except federal holidays. You may also send an email to Federal Student Aid Information Center at [studentaid@ed.gov](mailto:studentaid@ed.gov). In some cases, students may be directed by NSLDS to contact their servicing agent(s) to initiate the name update.

**Update Number in College on FAFSA** – After a review of documentation provided to the Financial Aid Office it has been determined that the number of household members expected to be attending college was reported incorrectly. Return to your FAFSA at [www.fafsa.gov](http://www.fafsa.gov) and correct this number.

**Update Parent Marital Date on FAFSA** – Information provided indicates that the marital date question for your parent(s) was answered incorrectly. Update this question in the parent section of your FAFSA and resubmit. Such a change will require both student and parent to sign electronically with FSA Username & Password before submitting.

**Update Parent Marital Status on FAFSA** – Information provided indicates that the marital status question for your parent(s) was answered incorrectly. Update this question in the parent section of your FAFSA and resubmit. Such a change will require both student and parent to sign electronically with FSA Username & Password before submitting.

**Update Student Marital Date on FAFSA** – Information provided indicates that the marital date question on your FAFSA was answered incorrectly. Update this question in the student section of your FAFSA and resubmit. Such a change will require you to sign electronically with FSA Username & Password before submitting.

**Update Student Marital Status on FAFSA** – Information provided indicates that the marital status question on your FAFSA was answered incorrectly. Update this question in the student section of your FAFSA and resubmit. Such a change will require you to sign electronically with FSA Username & Password before submitting.

**Updated Default Resolution Letter** – Your servicer has previously provided written confirmation of your eligibility for federal student aid. However, the National Student Loan Data System (NSLDS) information regarding your defaulted student loan(s) has not yet been updated. As a result, your servicer must re-confirm that you are still eligible for federal student aid before you can receive further federal student aid. Communication from your servicer can be faxed to 605-367-5980.

**Updated Pell Overpayment Letter** – Since providing your initial letter, we've received a subsequent update to your FAFSA which still shows that you've received an overpayment of Pell Grant. A new letter re-confirming that you've resolved this overpayment is now needed.

**Updates on Prior FAFSA Required** – Before we're able to award you aid for the upcoming year, you must complete the financial aid process for the current year. Review the information needed for the

current year on STInet. Be sure to contact the Financial Aid office if you have questions or need assistance.

**V1 Dependent Verification Worksheet** – Standard Verification requiring confirmation of most information submitted on the FAFSA. Must be completed in full by student and parent(s) and returned to the financial aid office along with any other documents requested.

**V1 Independent Verification Worksheet** – Standard Verification requiring confirmation of most information submitted on the FAFSA. Must be completed in full by student and returned to the financial aid office along with any other documents requested.

**V4 Verification Worksheet** – Custom Verification requiring confirmation of High School, GED or Home School completion of student, Identity and Statement of Educational Purpose of student. The Statement of Educational Purpose must be completed in the presence of a Financial Aid Official OR Public Notary.

**V5 Dependent Verification Worksheet** – Aggregate Verification requiring confirmation of all information included in V1 and V4 for student and/or parent(s). The Statement of Educational Purpose must be completed in the presence of a Financial Aid Official OR Public Notary.

**V5 Independent Verification Worksheet** – Aggregate Verification requiring confirmation of all information included in V1 and V4 for student and/or spouse. The Statement of Educational Purpose must be completed in the presence of a Financial Aid Official OR Public Notary.

**VA Benefits Statement** – Used to document sources of untaxed income as part of the verification process. Be sure to provide documentation for the tax year requested.

**Validation of Independency Form** – When a student is claiming independent status (for purposes of receiving federal student aid) due to reasons other than the automatic age qualifier or having dependents, this form must be completed to show which category applies to the student. Definitions of each qualifying status and the corresponding legal documentation that is required are also provided on this form.

**Verified Tax Information – Parent\*** - A hard copy of parent tax information is needed. You may provide a SIGNED copy of their federal tax return for the tax year requested OR a copy of your IRS *Tax Return Transcript* for the tax year requested. A *Tax Return Transcript* can be requested from the IRS website ([www.irs.gov/transcript](http://www.irs.gov/transcript)) once a completed tax return has been received AND processed by the IRS. If parents filed separately during the tax year requested, both parents must provide a SIGNED copy of their tax return OR *Tax Return Transcripts* for the requested tax year.

**Verified Tax Information – Parent\*\*** - Either provide a SIGNED copy of the federal tax return OR Tax Return Transcript as described above OR utilize the IRS Data Retrieval Tool at the beginning of the

“Financial Information” section of the student’s FAFSA. Student must log onto the FAFSA at [www.fafsa.gov](http://www.fafsa.gov), select “Make Corrections”, go to the “Financial Information” section and use the IRS Data Retrieval Tool. A successful match with the IRS tax return information must be made and then select the “transfer now” option below the numbers. Once the financial information has been transferred to the FAFSA, be sure to manually complete all questions that don’t say “transferred”. Once all financial information is complete, be sure to sign and submit the FAFSA before closing.

**Verified Tax Information – Spouse** – If married at the time the FAFSA is first completed, the FAFSA requires tax information for both individuals regardless of their marital status during the tax year requested. If married and you filed your federal tax return jointly with your spouse, only 1 copy of the Verified Tax Information is necessary. If married and you filed separately for the tax year requested, Verified Tax Information for both student and spouse are necessary. If the student and spouse filed jointly and the student is eligible to use the IRS Data Retrieval Tool, both student’s and spouse’s information will be transferred if a successful retrieval is completed.

**Verified Tax Information – Student\*** - A hard copy of your tax information is needed. You may provide a SIGNED copy of your federal tax return for the tax year requested OR a copy of your IRS *Tax Return Transcript* for the tax year requested. A *Tax Return Transcript* can be requested from the IRS website ([www.irs.gov/transcript](http://www.irs.gov/transcript)) once a completed tax return has been received AND processed by the IRS. If married and filing separately, both student and spouse must provide a SIGNED copy of their tax return OR *Tax Return Transcripts* for the requested tax year.

**Verified Tax Information – Student\*\*** - Either provide a SIGNED copy of the federal tax return OR a Tax Return Transcript as described above OR utilize the IRS Data Retrieval Tool at the beginning of the “Financial Information” section of the student’s FAFSA. Student must log onto the FAFSA at [www.fafsa.gov](http://www.fafsa.gov), select “Make Corrections”, go to the “Financial Information” section and use the IRS Data Retrieval Tool. A successful match with the IRS tax return information must be made and then select the “transfer now” option below the numbers. Once the financial information has been transferred to the FAFSA, be sure to manually complete all questions that don’t say “transferred”. Once all financial information is complete, be sure to sign and submit the FAFSA before closing.

**W2(s) – Parent(s)** – While the verification process in general does not require submission of W2’s, on occasion certain discrepancies can only be resolved with information provided on a W2. If requested, be sure to provide a copy of all W2’s for the appropriate tax year. Wage & Income Transcripts acquired from the IRS for the appropriate tax year are also acceptable documentation if original W2’s are not available. If visiting your local IRS Office to obtain Wage & Income Transcripts, please know that Wage & Income Transcripts will only be provided for individuals who are present.

**W2(s) - Spouse** – While the verification process in general does not require submission of W2’s, on occasion certain discrepancies can only be resolved with information provided on a W2. If requested, be sure to provide a copy of all W2’s for the appropriate tax year. Wage & Income Transcripts acquired from the IRS for the appropriate tax year are also acceptable documentation if original W2’s are not

available. If visiting your local IRS Office to obtain Wage & Income Transcripts, please know that Wage & Income Transcripts will only be provided for individuals who are present.

**W2(s) - Student** – While the verification process in general does not require submission of W2's, on occasion certain discrepancies can only be resolved with information provided on a W2. If requested, be sure to provide a copy of all W2's for the appropriate tax year. Wage & income Transcripts acquired from the IRS for the appropriate tax year are also acceptable documentation if original W2's are not available. If visiting your local IRS Office to obtain Wage & Income Transcripts, please know that Wage & Income Transcripts will only be provided for individuals who are present.

**Wage & Inc Transcript – Parent** – Wage & Income Transcripts are required when there is conflicting information between the FAFSA and other tax documents received. Wage & Income Transcripts can also be used in place of W2(s) when the original W2(s) are not available. A Wage & Income Transcript can be obtained in person from your nearest IRS Office or by completing and submitting IRS Tax Form 4506-T (printable form available at [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf)). To make an appointment at an IRS office call 844-545-5640. If traveling to your nearest IRS Office is not feasible, call the same number, press 1 to make an appointment and then inquire about other options for obtaining the non-file confirmation letter. If two parents are included on your FAFSA, Wage & Income Transcripts must be provided for each.

**Wage & Inc Transcript – Sibling** – Wage & Income Transcripts are required when there is conflicting information between the FAFSA and other tax documents received. Wage & Income Transcripts can also be used in place of W2(s) when the original W2(s) are not available. A Wage & Income Transcript can be obtained in person from your nearest IRS Office or by completing and submitting IRS Tax Form 4506-T (printable form available at [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf)). To make an appointment at an IRS office call 844-545-5640. If traveling to your nearest IRS Office is not feasible, call the same number, press 1 to make an appointment and then inquire about other options for obtaining the non-file confirmation letter.

**Wage & Inc Transcript – Spouse** – Wage & Income Transcripts are required when there is conflicting information between the FAFSA and other tax documents received. Wage & Income Transcripts can also be used in place of W2(s) when the original W2(s) are not available. A Wage & Income Transcript can be obtained in person from your nearest IRS Office or by completing and submitting IRS Tax Form 4506-T (printable form available at [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf)). To make an appointment at an IRS office call 844-545-5640. If traveling to your nearest IRS Office is not feasible, call the same number, press 1 to make an appointment and then inquire about other options for obtaining the non-file confirmation letter.

**Wage & Inc Transcript – Student** – Wage & Income Transcripts are required when there is conflicting information between the FAFSA and other tax documents received. Wage & Income Transcripts can also be used in place of W2(s) when the original W2(s) are not available. A Wage & Income Transcript can be obtained in person from your nearest IRS Office or by completing and submitting IRS Tax Form



4506-T (printable form available at [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf)). To make an appointment at an IRS office call 844-545-5640. If traveling to your nearest IRS Office is not feasible, call the same number, press 1 to make an appointment and then inquire about other options for obtaining the non-file confirmation letter.

**Waiting for ISIR Corrections** – *This item requires no action by the student.* Once a student has submitted all documents necessary for verification, this line item is listed as “Not Received” to indicate that Southeast Tech is waiting to receive the corrected version of your FAFSA from the Department of Education. Once all documents are submitted, the final corrected version of the FAFSA will typically be received by Southeast Tech within 3-7 days. It can take longer, depending on the time of year.

**Waiting for Student to Correct FAFSA** – As a result of documentation provided to the Financial Aid Office you are required to make changes to your FAFSA at [www.fafsa.gov](http://www.fafsa.gov). If you feel that you have already submitted the required changes, watch your email for confirmation of processing from the FAFSA website. Once the changes have been made and submitted it will typically take 2-5 business days for the changes to be received by Southeast Tech. Contact the Financial Aid Office if you have received confirmation of processing from the FAFSA website but this item is still listed as Not Received on your Documents tab.

**Ward of Court Documentation** – This line item is used to indicate that Southeast Tech must receive the necessary legal, court documentation which shows that the student qualifies as independent status for purposes of receiving federal student aid. The specific documentation needed for each qualifying status is outlined on the Validation of Independency Form.

**Workman’s Compensation Documentation** – Used to document sources of untaxed income as part of the verification process. Be sure to provide documentation for the tax year requested.

**You are on the Wait List for Admissions** – To be eligible for federal student aid at Southeast Tech, a student must be officially accepted into a program. Work with your Admissions Specialist to determine your chances of being accepted into the program of your choice. If notified that you have been accepted, be sure to contact the Financial Aid Office to inform us of the change.