

**DIVISION OF HIGHER LEARNING  
ASSOCIATED BETH RIVKAH SCHOOLS**

**FEDERAL VERIFICATION PROCEDURES 2019-20**

*To be distributed to students selected for federal verification*

Your Institutional Student Information Record (ISIR) has been selected for federal verification. This means that you must provide additional information to the Financial Aid office in order for us to continue processing any federal financial aid for you. You must submit the required information in a timely manner. Failure to provide this information will make it impossible for you to receive federal financial aid. Please read the following procedures very carefully. Please feel free to contact the Financial Aid Counselor, Mrs. Zisel Gurevitz at 718-735-0400 x1121 or come into the office if you have any questions.

1. Read the Institutional Student Information Record (ISIR)
2. Complete the enclosed verification worksheet and attach all documentation requested.
3. If the verification worksheet requires income verification, you must obtain an IRS Tax Return Transcript or Tax Returns filed by yourself and/or your parents (if you are a dependent student.) If you filed your FAFSA using FAFSA on the Web and you used the IRS Data Retrieval tool you may not need to provide the IRS Tax Return Transcript or tax return. If you are an independent student or you are a dependent student whose parents have not filed a tax return, you or your parents must provide a verification of non-filing from the IRS.
4. If your ISIR was flagged with Verification Tracking Group V4 or V5, you must attach documentation of high school completion or the equivalent. Additionally, within the next 60 days, you must appear in person with your government issued photo ID, at Division of Higher Learning of Associated Beth Rivkah Schools to complete the section for Documentation of Identity/Statement of Educational Purpose.
5. You will be notified if additional documentation is required.

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

If it is necessary to make corrections to your ISIR (Institutional Student Information Report) you can submit your corrections via FAFSA on the Web or the corrections can be submitted to the Financial Aid Office to be transmitted electronically. One of your parents may have to sign if you are a dependent student. Corrections must be submitted by September 19, 2020 and the corrected ISIR must be received by Associated Beth Rivkah Schools on September 26, 2020, the latest, or 120 days from the last date of your attendance, whichever is earlier. We urge you to complete and submit all verification paperwork as soon as possible, by August 23, 2020, the latest. If you do not provide the required documents by the correction deadline, your federal awards for 2019-20 will not be processed and you will not receive those awards.

If you have any questions please come into the Financial Aid Office to speak to Mrs. Zisel Gurevitz or call her at 718-735-0400 x1121.