

TLU Student Financial Services will follow the guidelines set out in the Federal Student Aid Verification Guide for verification purposes.

Who will be selected for verification?

All students who are currently enrolled or admitted for enrollment for the 2026-2027 academic year who:

- Are federally selected for verification.
- Any students whose information does not appear to be reported correctly.

Verification Exclusions

TLU *may* waive verification of FAFSA data for students:

- Who are not eligible for and do not receive federal or state need-based financial aid.
- Who are only receiving unsubsidized student financial assistance.
- When the student dies before verification is completed.
- When the student is selected for verification after ceasing enrollment at TLU.

Federally Selected Verification

Beginning with the 2017-2018 academic year, the U.S. Department of Education has instituted verification groups V1, V4, and V5 that individualize the way Student Financial Services verifies students. Each group has a unique set of information/documents they must provide to the school to complete the verification process.

V1 – Standard Verification

All students marked as verification group V1 must verify the following data:

Tax Filers:

- Adjusted gross income*
- Income earned from work*
- U.S. income tax paid*
- Untaxed portions of IRA distributions*
- Untaxed portions of pensions*
- IRA deductions and payments*
- Tax-exempt interest income*
- Education credits*
- Foreign income exempt from federal taxation*
- Family size

Non-Tax Filers:

- Income earned from work*
- Family size

***Acceptable documentation – tax filers:**

- Items transferred directly from the IRS and unchanged, do not need to be verified.
- When information is not transferred from the IRS, and for foreign income, the following documentation is sufficient for verification:
 - A transcript obtained at no cost from the IRS or other relevant tax authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands), or a foreign government, that lists 2024 tax account information of the tax filer; or
 - A signed copy of the income tax return and the applicable schedules that were filed with the IRS or other relevant tax authority of a U.S. territory, or a foreign government that lists 2024 tax account information of the tax filer.
- Individuals with filing extensions:

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- For an individual who is required to file a 2024 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2024 the student must submit the following:
 - A signed statement listing the sources of any 2024 income and the amount of income from each source;
 - A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2024;
 - A copy of IRS Form W-2 for each source of 2024 employment income received or an equivalent document; and
 - If self-employed, the signed statement must indicate the amount of estimated AGI and U.S. income tax paid for tax year 2024.

***Acceptable documentation – non-tax filers:**

- Non-tax filers must submit copies of their W-2s for each source of employment income.
- For an individual who has not filed and, under IRS or other relevant tax authority rules (e.g., the Republic of the Marshall Islands, the Republic of Palau, the Federated States of Micronesia, a U.S. territory or commonwealth or a foreign government), is not required to file a 2024 income tax return —
 - (1) A signed and dated statement certifying—
 - a. That the individual is not required to file a 2024 income tax return; and
 - b. The sources and amounts of earnings, other income, and resources that supported the individual(s) for the 2023-24 tax year;
 - (2) For individuals without a Social Security number (SSN), Individual Taxpayer Identification Number (ITIN), or Employer Identification Number (EIN), that they do not have an SSN, ITIN, or EIN;
 - (3) A copy of IRS Form W-2 for each source of 2024 employment income received or an equivalent document; and
 - (4) Except for dependent students, verification of non-filing for individuals who would file a return with a relevant tax authority other than the IRS dated on or after October 1, 2025.

Acceptable documentation – family size:

- Since family size is based on the number of individuals listed and claimed on the IRS tax return, if transferred directly from the IRS and unchanged, family size does not need to be verified.
- When information is not transferred from the IRS, or if the applicant updated their family size when presented with the opportunity to do so on their FAFSA, the following documentation is sufficient for verification:
 - A Verification of Family Size form signed by the applicant and, if the applicant is a dependent student, by one of the applicant's parents, that lists the name and age of each family member for the 2026–27 award year and the relationship of that family member to the applicant.

V4 – Custom Verification

All students marked as verification group V4 must verify identity. Students attending locations other than the Seguin main campus may schedule a video conference call with Student Financial Services to complete this requirement.

Acceptable documentation:

Students should appear in person at the TLU Student Financial Services office and present a valid, government-issued photo ID such as a passport or a driver's license or other state-issued ID.

V5 – Aggregate Verification

All students marked as verification group V5 must complete all verification items as shown in V1 and V4.

Verification Deadlines:

The verification process must be completed before any federal or state financial aid will be disbursed to the student's account. TLU requires that all documents be submitted before the student can check in for classes in any given academic year.



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If a student does not complete verification before ceasing attendance, TLU will allow the student to submit documents up to 90 days past the last date of the student's attendance. If a student is eligible for federal financial aid, verification and any corrections that result from the verification process must be completed and a revised ISIR received by TLU before aid is disbursed. TLU will not disburse federal financial aid beyond 120 days after the student's last date of attendance. Verification must be completed before the last date of attendance for TLU need-based scholarships/grants or state grants to be disbursed to the student.