PTC PITTSBURGH
TECHNICAL COLLEGE
A HIGHER STANDARD

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Pittsburgh Technical College Verification Policy

Verification is a process requiring students to verify specific items reported on the Free Application for Federal Student Aid (FAFSA). Students are randomly selected by the Department of Education to complete the process. Not all students who are selected for verification will be requested to verify the same information.

Approximately one third of FAFSA filers are selected for verification. Students are responsible for submitting requested information to complete the verification process not later than 45 days before the last day of the student's enrollment. However, _federal student aid will remain estimated and will not be credited to the student's account until verification is complete_. Additionally, students awarded Federal Work Study may not begin employment until verification is complete.

Items to be verified include:

- Adjusted Gross Income
- U.S. Income Tax Paid
- Number of Family Members in the Household
- Number of Family Members enrolled in post-secondary education at least half time.
- Untaxed Income
- Any Other Conflicting Information

The following documents are those generally required to complete the process:

(Students are notified by the Financial Aid Office of the documents needed to complete verification by their PTC Net Partner Account)

- Student's federal income tax return transcript from the prior, prior year (two years ago)
- Parents' federal income tax return transcript from prior, prior year (two years ago for dependent students)
- Spouse's income tax return transcript for prior, prior year (two years ago for married independent students)
- Student's W-2 form(s) from prior, prior year (two years ago)
- Parents' W-2 form(s) from prior, prior year (two years ago for dependent students)
- Spouse's W-2 form(s) from prior, prior year (two years ago for married independent students)
- Verification Document

The school will cease processing federal student aid for students who fail to submit the required verification documents before the deadline.