

# Verification Procedures

**VIRGINIA UNION UNIVERSITY  
FINANCIAL AID OFFICE  
1500 NORTH LOMBARDY STREET  
RICHMOND, VA 23220**

Federal Title IV Policies & Procedures for Verification 2015-16

- 1. DEADLINES** – Students planning to enroll for the Fall semester of the 2015-16 academic year must submit all requested documents to the Financial Aid Office (FAO) by May 29, 2015. Students enrolling for the Spring 2016 semester must have all requested documents by November 16, 2015. If the deadline dates are missed, the information will be processed as received with a processing time of at least 30 days.
- 2. AWARDS AND ALL AWARD CHANGES** – Students can view their Award Notifications on the Virginia Union University website at [www.vuu.edu](http://www.vuu.edu), by clicking on Technology, and clicking on VUU Campus Web.
- 3. CORRECTIONS** – If corrections are needed and you have provided the proper documentation, the FAO will process the corrections electronically. In some cases, the FAO may have to contact you for additional information.
- 4. LAST DATE TO CLEAR VERIFICATION** – Students who leave school prior to clearing verification will have 90 days from their last date of attendance to submit all required documents. If the documents are not received within that time period, NO federal financial aid will be disbursed.
- 5. COMMUNICATION** – The student/parent will be sent the appropriate 2015-16 verification worksheets (e.g. V1, V3, V4, V5, or V6) based on the selection process used by the U.S. Department of Education. If you misplace your worksheet, you may go to [www.vuu.edu](http://www.vuu.edu). **Click** on Financial Aid and under the heading of “Important Forms” select the appropriate Verification Worksheet by the V number.

**If you do not or choose not to complete the verification process, you will not receive any Title IV Federal Financial Aid.**

Please mail documents and address any questions that you may have in reference to this process at Virginia Union University to:

*Virginia Union University  
Financial Aid Office  
1500 North Lombardy Street  
Richmond, VA 23220  
Office: (804) 257-5882; Fax: (804) 257-5597  
Email: [finaid@vuu.edu](mailto:finaid@vuu.edu)*

You may contact the Federal Student Aid Information Center at (800) 433-3243 if you have any questions about the federal process.