

APER

**Application Error Form  
2023-2024****Purpose of Form**

The Application Error Form is completed if a student or parent realizes after submitting either the FAFSA or CSS Profile that an error was made on one or both applications that will have an impact on the award. **Do not complete this form if you wish to appeal your financial aid award due to a change in circumstances** – there is a separate process for appealing a financial aid award on that basis (see “Appeals for Reconsideration,” here: <https://sfs.virginia.edu/covid19appeals>).

**Timeline for Review**

Application errors will be reviewed on an ongoing basis. If this form is complete and arrives prior to an application initially being reviewed, the corrected information will be incorporated when an award is first issued. If the form is incomplete and/or arrives after the application has been reviewed, the corrected information will likely *not* be reflected in the initial award. If the student receives an award that is not manageable for his/her family, and/or if the student is unsure whether or not the corrected information was reflected in the award received, s/he should contact our office after receiving the initial award, to seek clarification. Especially if an Application Error Form is submitted in late spring or summer, the student should expect to start the school year with the original award received for that academic year; adjustments will be made, if possible and appropriate, after the start of the year. Additional options for paying the bill by the due date can be found here: <http://sfs.virginia.edu/undergrad/otheroptions>. Student or Parent PLUS loans taken to pay the bill can be cancelled/reduced later on, if additional aid is offered (which cannot be guaranteed).

**General Instructions**

There is a student and a parent section to this form. **If a dependent student’s parents are divorced/separated, when completing the form the student must indicate which parent is submitting the form.** All applicants will then check the boxes in the first column that best correspond to any errors that were made; then submit this form, along with handwritten signatures and all required documentation listed in the second column. Should additional information be required in order for us to consider the requested corrections, the requested information will be emailed to the student and/or listed in the student’s To Do List in the Student Information System (SIS). Please note: this form allows students/families to report all types of errors that have a *material* impact on a calculated Expected Family Contribution (EFC). **If you do not see listed on this form the type of error you wish to report, please contact our office for guidance; it is likely that you will not need to make a correction if the topic does not appear on this form, as not all errors will result in a change in aid eligibility.**

**Taxed Income:** Errors in taxed income must be confirmed with a federal tax return form 1040. *If not already submitted, a signed copy of the 2021 federal tax return or 2021 IRS Record of Account Transcript should accompany this form if reporting this type of error.*

**Untaxed Income:** Errors in untaxed income include misreporting child support received, social security benefits, disability income, veteran’s non-education benefits, housing/living allowances or benefits, and distributions from IRA and/or pension plans. *If not already submitted, a copy of the relevant statement of income/benefits should accompany this form if reporting this type of error.*

**Assets and Investments:** Asset and investment values on the application are meant to reflect a snapshot in time, as of the date the FAFSA was originally submitted. Thus, you would **report changes in this category only if you made an error in reporting the values as of the date the FAFSA was originally filed.** We are not able to take into account the sale of assets, or changes in asset values, after the FAFSA filing date. Please note: although reported on the CSS Profile application, the value of a *primary residence* and of *dedicated retirement funds* – e.g., 401(k), 403(b) – are *not* included when an EFC is calculated; so there is no need to report errors made regarding those types of assets.

**Household Size:** Errors in household size include the exclusion of an unborn child or other dependent who will be supported by the student (if independent) or the parent(s) (if dependent) between July 1, 2023 and June 30, 2024. Errors also include the exclusion of a parent who does not live with the student even though the student’s parents are married. Please be aware that we are not able to make changes to household size after file review and/or federal verification has occurred.

**Number in College:** Errors in the number in college include the exclusion of a dependent who will be enrolled at least half-time in a degree/certificate program between July 1, 2023 and June 30, 2024. Please be aware that we are not able to make changes to number in college after file review and/or federal verification has occurred.

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**Application Error Form**
**2023-2024**

Student's University ID:  -  or SIS ID: 

Student's Full Name: \_\_\_\_\_  
(LEGAL NAME - PRINT) first middle last

Parent/Guardian Submitting Form: \_\_\_\_\_  
**Custodial**  **Noncustodial**  first middle last  
(Required for dependent students only)

| This section is for errors only in <b>STUDENT</b> information: used by both dependent & independent students |   |
|--|---|
| Error (check all that apply)   | Required Documentation  |
| <input type="checkbox"/> Taxed Income  | <input type="checkbox"/> Statement signed by student to explain error<br><input type="checkbox"/> Signed copy 2021 federal tax return or 2021 IRS Record of Account Transcript<br><input type="checkbox"/> Signed copy of relevant amended 2021 federal tax return, if applicable<br><input type="checkbox"/> W-2 forms for 2021 if applicable <i>and not already submitted</i>   |
| <input type="checkbox"/> Untaxed Income  | <input type="checkbox"/> Statement signed by student to explain error<br><input type="checkbox"/> Third-party documentation, if applicable, to confirm source and amount of income  |
| <input type="checkbox"/> Assets and Investments<br>(excluding primary residence and retirement accounts)     | <input type="checkbox"/> Statement signed by student to explain error.<br><input type="checkbox"/> Copies of financial statements from all financial institutions to reflect values as of the date the FAFSA was <b>originally</b> filed<br><input type="checkbox"/> Asset Confirmation Request Form for relevant year: <a href="https://sfs.virginia.edu/tuition-billing/forms">https://sfs.virginia.edu/tuition-billing/forms</a> |
| <input type="checkbox"/> Household Size (for Independent Student)  | <b>**Dependent students should check Table Two: PARENT INFORMATION ERRORS</b><br><input type="checkbox"/> Statement signed by student to explain error<br><input type="checkbox"/> Third-party documentation, if applicable, to confirm error   |
| <input type="checkbox"/> Number in College (for Independent Students)  | <b>**Dependent students should check Table Two: PARENT INFORMATION ERRORS</b><br><input type="checkbox"/> Statement signed by student to explain error<br><input type="checkbox"/> Documentation from college to confirm date that dependent applied to college or initiated re-admission to degree program   |
| <input type="checkbox"/> Tuition Benefit   | <input type="checkbox"/> Statement signed by student to explain why, contrary to information reported on the CSS Profile, there is (or isn't) an employer-provided tuition benefit<br><input type="checkbox"/> Documentation from each employer clarifying that this benefit is/isn't being provide   |

**APER**

## Application Error Form

### 2023-2024

 Student's University ID:     -      or SIS ID:       

| This section is for errors only in <b>PARENT</b> information: used by dependent students only                   |  |
|---|--|
| Error (check all that apply)  | Required Documentation   |
| <input type="checkbox"/> Taxed Income   | <input type="checkbox"/> Statement signed by parent to explain error<br><input type="checkbox"/> Signed copy 2021 federal tax return or 2021 IRS Record of Account Transcript<br><input type="checkbox"/> Signed copy of relevant amended 2021 federal tax return, if applicable<br><input type="checkbox"/> W-2 forms for 2021, if applicable <i>and not already submitted</i>  |
| <input type="checkbox"/> Untaxed Income   | <input type="checkbox"/> Statement signed by parent to explain error<br><input type="checkbox"/> Third-party documentation, if applicable, to confirm source and amount of untaxed income<br><input type="checkbox"/> If retirement funds were rolled over, please submit the <i>Retirement Plan Rollover Form 2023-2024</i> along with requested documentation: <a href="https://sfs.virginia.edu/tuition-billing/forms">https://sfs.virginia.edu/tuition-billing/forms</a> |
| <input type="checkbox"/> Assets and Investments<br><i>(excluding primary residence and retirement accounts)</i> | <input type="checkbox"/> Statement signed by parent to explain error<br><input type="checkbox"/> Copies of statements from all financial institutions to reflect values as of the date the FAFSA was <b>originally</b> filed<br><input type="checkbox"/> Asset Confirmation Request Form: <a href="https://sfs.virginia.edu/tuition-billing/forms">https://sfs.virginia.edu/tuition-billing/forms</a>  |
| <input type="checkbox"/> Household Size <i>(for Dependent Students)</i>   | <input type="checkbox"/> Statement signed by student and parent to explain error<br><input type="checkbox"/> Third-party documentation, if applicable, to confirm error  |
| <input type="checkbox"/> Number in college <i>(for Dependent Students)</i>                                      | <input type="checkbox"/> Statement signed by student and parent to explain error<br><input type="checkbox"/> Documentation from college to confirm date that dependent applied to college or initiated re-admission to degree program  |

**CERTIFICATION STATEMENT:** I certify that all the information reported to qualify for federal aid is complete and correct to my knowledge. If additional documentation is required, I will submit those documents in a timely manner. I understand that if I purposely give false or misleading information, I may face legal consequences and my financial aid may be terminated. The student and one parent whose information was reported on the FAFSA must sign and date this form.

STUDENT SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

 PARENT SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
 (Required for dependent students only)