

APER

**Application Error Form
2024-2025****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 could 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/appeals-reconsideration>).

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 (late spring or summer), 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 is unsure whether the corrected information was reflected in the initial award received, they should contact our office. The student should expect to start the school year with the original award received for that academic year; adjustments may be made later. 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 obtained to pay the bill can be cancelled/reduced later, 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, 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, an item may be added to the student’s SIS To Do List, or they will be notified by email. Please note: this form allows students/families to report all types of errors that have a *material* impact on a calculated Student Aid Index (SAI). **If the type of error you wish to report is not listed on this form, it is unlikely the error will result in a change to aid eligibility.**

Taxed Income: Errors in taxed income must be confirmed with a federal tax return form 1040. *If reporting an error to taxed income, a signed copy of the 2022 federal tax return or 2022 IRS Record of Account Transcript should accompany this form (if not previously submitted).*

Untaxed Income: Errors in untaxed income include misreporting social security benefits, disability income, and foreign earned income. *If reporting an error to untaxed income, a copy of the relevant statement of income/benefits should accompany this form (if not previously submitted).*

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.

Family Size: Errors in family size include dependents who will be supported by the student (if independent) or the parent(s) (if dependent) between July 1, 2024, and June 30, 2025. 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 family size after file review and/or federal verification has occurred.

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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)

Table One: This section is for errors only in STUDENT 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 <input type="checkbox"/> Signed copy 2022 federal tax return or 2022 IRS Record of Account Transcript <input type="checkbox"/> Signed copy of relevant amended 2022 federal tax return, if applicable <input type="checkbox"/> W-2 forms for 2022 if applicable and not already submitted
<input type="checkbox"/> Untaxed Income	<input type="checkbox"/> Statement signed by student to explain error <input type="checkbox"/> Third-party documentation, if applicable, to confirm source and amount of income
<input type="checkbox"/> Assets and Investments (excluding primary residence and retirement accounts)	<input type="checkbox"/> Statement signed by student to explain error <input type="checkbox"/> Copies of financial statements from all financial institutions to reflect values as of the date the FAFSA was originally filed <input type="checkbox"/> Asset Confirmation Request Form for relevant year: https://sfs.virginia.edu/tuition-billing/forms
<input type="checkbox"/> Family Size (for Independent Student)	**Dependent students should check Table Two: PARENT INFORMATION ERRORS <input type="checkbox"/> Statement signed by student to explain error <input type="checkbox"/> Third-party documentation, if applicable, to confirm error
<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 <input type="checkbox"/> Documentation from each employer clarifying that this benefit is/isn't being provided

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Student's University ID: - or SIS ID:

Table Two: This section is for errors only in PARENT 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 <input type="checkbox"/> Signed copy 2022 federal tax return or 2022 IRS Record of Account Transcript <input type="checkbox"/> Signed copy of relevant amended 2022 federal tax return, if applicable <input type="checkbox"/> W-2 forms for 2022, if applicable and not already submitted
<input type="checkbox"/> Untaxed Income	<input type="checkbox"/> Statement signed by parent to explain error <input type="checkbox"/> Third-party documentation, if applicable, to confirm source and amount of untaxed income <input type="checkbox"/> If retirement funds were rolled over, please submit the <i>Retirement Plan Rollover Form 2024-2025</i> along with requested documentation: https://sfs.virginia.edu/tuition-billing/forms
<input type="checkbox"/> Assets and Investments (excluding primary residence and retirement accounts)	<input type="checkbox"/> Statement signed by parent to explain error <input type="checkbox"/> Copies of statements from all financial institutions to reflect values as of the date the FAFSA was originally filed <input type="checkbox"/> Asset Confirmation Request Form: https://sfs.virginia.edu/tuition-billing/forms
<input type="checkbox"/> Family Size (for Dependent Students)	<input type="checkbox"/> Statement signed by student and parent to explain error <input type="checkbox"/> Third-party documentation, if applicable, to confirm error

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)