

Your Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Department of Education for a review process called verification. In this process, Point Park University will be comparing information from your FAFSA with the information from this document and other sources to verify the accuracy of your FAFSA results. Under the Federal Student Aid Program regulations (34CFR, part 669), we are required to review this information before finalizing your Federal aid. The documents needed to complete the verification process are available online at <https://www.pointpark.edu/Admissions/FinancialAid/FinancialAidForms> as outlined in your notification letters/or emails. **Please complete both pages and include hand written signature(s) upon your submission of this document. Submission of documents electronically to financialaid@pointpark.edu must be in PDF format. Please note, your financial aid will be delayed if not all of the following steps are completed.**

STEP 1 – STUDENT INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>Point Park Student ID#</i>
<i>Email address</i>	<i>Date of Birth</i>	<i>Home Phone #</i>
		<i>Cell Phone #</i>

STEP 2 – HOUSEHOLD INFORMATION - Please review information below before completing the table

IF YOU ARE A DEPENDENT STUDENT- HOUSEHOLD MEMBERS: Include in your household, the names, ages, and relationship to YOU (STUDENT) of all people supported by parents from July 1, 2023 through June 30, 2024

- Yourself, your parents(s)/stepparent, even if you do not currently live with your parent(s)
- Your parent(s) other children, if the parent(s) will provide more than **50%** of the children’s support from July 1, 2023, through June 30, 2024, **OR** if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards, even if a child does not live with the parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than **50%** of the other person’s support and will continue to provide more than 50% of that person’s support from July 1, 2023 through June 30, 2024.

IF YOU ARE AN INDEPENDENT STUDENT-HOUSEHOLD MEMBERS: Include in your household, the names, ages, and relationship to YOU (STUDENT) of all people you (and your spouse) support from July 1, 2023 and June 30, 2024

- Yourself and spouse, if married
- Your children or spouse’s children, if you or spouse will provide more than **50%** of the children’s support from July 1, 2023, through June 20, 2024, even if the children do not reside with you
- Other people if they now live with you and you or spouse provides more than **50%** of the other person’s support, and will continue to provide more than **50%** of that person’s support through June 30, 2024

LIST ALL HOUSEHOLD MEMBERS INCLUDING THOSE NOT IN COLLEGE. Out of the family members (excluding your parent(s)/stepparent) identify who will be in college. Also, include the name of the college if attending college at least half-time between July 1, 2023 and June 30, 2024 and enrolled in a degree or certificate program

Full Name	Age	Relationship	College
		<i>STUDENT (SELF)</i>	<i>POINT PARK UNIVERSITY</i>

Student Name: _____

Point Park Student ID Number: _____

ANSWER ALL STEPS WHERE APPLICABLE

STEP 3 – STUDENT’S AND/OR SPOUSE’S, {IF MARRIED} INCOME INFORMATION (CHECK ONLY ONE BOX)

If you or your spouse were required to file a 2021 IRS Tax Return, check the box that applies:

- Completed the IRS Data Retrieval Tool through the IRS and FAFSA **OR**
- Attach a copy of your **2021 SIGNED IRS Tax Return/spouse’s 2021 SIGNED IRS Tax Return and all applicable schedules** {if filed separately} **OR**
- Attach a 2021 IRS Tax Return Transcript obtained at **IRS.GOV**

The instructions and certifications below apply to the dependent student or the independent student and/or spouse. **Complete this section ONLY if the dependent or independent student and/or spouse will not file and are not required to file a 2021 IRS Tax Return.** Check the box that applies:

- The student and/or spouse did not work and did not file a 2021 IRS Tax Return.
- The student and/or spouse worked in 2021 but was **not** required to file a 2021 IRS Tax Return. **ONLY attach copies of all 2021 IRS W-2 forms issued to the student and/or spouse by their employers if a 2021 IRS Tax Return was NOT FILED. Independent student and/or spouse must obtain an IRS Verification of Non-filing letter (VNF) for 2021 by either submitting the 4506-T form (Form located at our Financial Aid Forms area of our website) or go to the IRS.GOV to request the letter (VNF).**

Employer’s Name	Attach copies of all 2021 IRS W-2’s or Equivalent Documents	Annual Amount Earned in 2021
<i>(Example) ABC’s Auto Body Shop</i>	X	\$4,500.00

STEP 4 – COMPLETE ONLY IF A DEPENDENT STUDENT - PARENT(S)/STEPARENT INCOME INFORMATION (CHECK ONLY ONE BOX)

If your parent(s)/stepparent were required to file a 2021 IRS Tax Return, check the box that applies:

- My parent(s)/stepparent completed the IRS Data Retrieval Tool through the IRS and FAFSA **OR**
- Attach a copy of parent(s)/stepparent 2021 **SIGNED IRS Tax Return and all applicable schedules-include the student’s Point Park ID number when submitting to Point Park OR**
- Attach a 2021 IRS Tax Return Transcript obtained at **IRS.GOV-include the student’s Point Park ID number when submitting transcript to Point Park**

****IF PARENTS ARE MARRIED AND FILED SEPARATE TAX RETURNS OR IF YOUR BIOLOGICAL PARENTS LIVE TOGETHER AND ARE UNMARRIED, THE 2021 SIGNED IRS TAX RETURN IS REQUIRED OF BOTH PARENTS****

The instructions and certifications below apply to each parent included in the household. **Complete this section ONLY if the parents will not file and are not required to file a 2021 IRS Tax Return.** Check the box that applies:

- My parent(s) did not work and did not file a 2021 IRS Tax Return.
- One or both parents worked in 2021 but was **not** required to file a 2021 IRS Tax Return. **ONLY attach copies of all 2021 IRS W-2 forms issued to the parent(s)/stepparent by their employers if a 2021 IRS Tax Return was NOT FILED. Parent(s)/stepparent must obtain an IRS Verification of Non-filing letter (VNF) for 2021 by either submitting the 4506-T form (Form located at our Financial Aid Forms area of our website) or go to the IRS.GOV to request the letter (VNF).**

Employer’s Name	Attach copies of all 2021 IRS W-2’s or Equivalent Documents	Annual Amount Earned in 2021
<i>(Example) ABC’s Auto Body Shop</i>	X	\$4,500.00

STEP 5 – CERTIFICATION (SIGNATURES MUST BE HANDWRITTEN, NO ELECTRONIC SIGNATURES)

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. I (we) understand that changes in my FAFSA information based on documentation the student/parent provided may result in a change in financial aid eligibility. If dependent, at least one parent must sign. Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.

Date _____
Student’s Signature

Date _____
Parent’s/Stepparent’s Signature (Dependent Students Only)

RETURN TO:

MAIL: Point Park University, Office of Financial Aid, 201 Wood Street, Pittsburgh, PA 15222 or FAX: 412-392-4795 or EMAIL: financialaid@pointpark.edu in PDF FORMAT

ALL DOCUMENTS MUST INCLUDE STUDENT’S POINT PARK ID NUMBER