

Document Deadlines

You are encouraged to submit all documents needed to complete your financial aid processing as soon as possible, but no later than 45 days PRIOR to the last day of enrollment for the semester for which you want to receive aid. Failure to meet this deadline means you may not receive all of the aid you might have been eligible to receive had you met the deadline.

- ❖ People who have withdrawn from classes have 45 days from the date of your withdrawal to provide verification documentation to determine Pell Grant eligibility.
- ❖ Pell eligible students who have NOT withdrawn from all classes, your deadline is the earlier of:
 - ✓ 180 days from the last day of the semester (effective 7.1.2008)
 - ✓ 45 days prior to the date established by the U.S. Secretary of the Department of Education (usually the September after the school year has ended). The 45 days are need to process the documents, to send and receive back corrections from the federal FAFSA processor.

In this policy, “documents” refers to items requested by the Financial Aid Office and that appear as To Do items on BroncoWeb.

Document examples include but are not limited to:

- ❖ Federal tax returns
- ❖ W2s
- ❖ Verification forms
- ❖ Citizenship documents
- ❖ Birth certificates
- ❖ Ward of the Court or orphan documentation
- ❖ Social Security card
- ❖ Selective Service registration
- ❖ Veteran information

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