

### **Student Financial Aid Office**

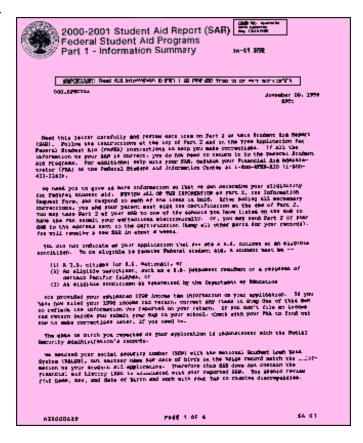
# **Guide for Correcting Student Aid Reports**

This Guide has been developed to assist you in the correction of your Student Aid Report (SAR).

When a student files the Free Application for Federal Student Aid (FAFSA), it provides a "snapshot" of the family's financial situation as of the date the application is signed. Generally, information that was correct as of the date signed, can not be updated or changed. For instance, a student can not update income or asset information to reflect changes to his or her family's financial situation if those changes took place after FAFSA was filed. However, certain application data including dependency status, household size, number in college or any other data misread can be changed. Once you receive your SAR, if you discover any inaccuracies you have **two options** for correcting the SAR:

## Option 1:

Simply make any corrections on Part 2 of your original SAR and mail to the Federal Processors. Once you make corrections, and the Federal Processors adjust your application, you will be mailed a new SAR. Submit the new corrected SAR to the Student Financial Aid Office.



### Option 2:

You can also use FAFSA *Corrections on the Web* (http://www.fafsa.ed.gov) to make changes. Once you make corrections, and the Federal Processors adjust your application, you will be mailed a new SAR. Submit the new corrected SAR to the Student Financial Aid Office.



## **How to notify Kent State University of your change:**

Once you submit your corrected SAR. Kent State University will use your corrected information if it is determined that the adjusted information is logical. If necessary, Kent State University may need to verify the changes that you reported to the Federal Processors. This may mean that you will need to submit a copy of your federal tax returns, or other income statements. If there are any changes to your financial aid, you will be notified in a Revised Student Aid Award Letter from the Student Financial Aid Office.

Mail the corrected SAR to: Student Financial Aid Office Kent State University P.O. Box 5190 Kent, Ohio 44242-0001