

Required Quality Assurance/Verification forms will **ONLY** be available electronically in your [my.fiu.edu](http://my.fiu.edu) account. To view the forms, the java plug-in must be installed on your computer. Click [here](#) to download the plug-in.

**\*\*\*\*Follow the instructions below to complete the Independent Family in College Household Form\*\*\*\***

1. Login to [my.fiu.edu](http://my.fiu.edu)
2. Click on the link in the "To Do List" titled "Ind. Family in College HH 13-14."

The screenshot displays the my.fiu.edu student portal interface. It is organized into three main sections: Academics, Finances, and Personal Information. The Academics section includes links for Search, Plan, Enroll, My Academics, My Major Match, Repeat Charge Appeal, and Repeat Eligible Courses. The Finances section includes My Account (Account Inquiry, Direct Deposit, Payment Plan), Financial Aid (View Financial Aid, Accept/Decline Awards, Report Other Financial Aid), and an Account Summary showing a balance of \$3,830.00. The Personal Information section includes Demographic Data, Emergency Contact Names, FACTS-PIN #, and Contact Information (Home Address, Address 2). On the right side, there is a 'To Do List' section, which is highlighted with a red box. It contains several links, including '2010 Parent Tax Return', '2010 Student's Tax Return', 'Additional Verification info', 'Application Fee', 'Direct Loan Ent. Counseling', 'Direct Loan eMaster Prom. Note', 'Family in College/HH 2011-2012', 'Income Certification Worksheet', 'Non-Tax Filer Parent Statement', 'Statement of Separation', 'W2 Form for 2010 - Parent's', and 'W2 Form for 2010 - Student's'. Below the To Do List is an 'Enrollment Dates' section with a link for 'Open Enrollment Dates'. A message at the top of the Academics section states 'You are not enrolled in classes.'

3. A new page will load and display a general description of the required information. Click on **OK** button to continue.

The screenshot shows a dialog box titled "About this Checklist". The main heading is "Independent Family in College Household Form". Below the heading, there is a paragraph of text explaining the Quality Assurance (QA) Program and its purpose. The text states: "The Quality Assurance Family in College/Household Form is used for the Quality Assurance (QA) Program. The QA Program of the U.S. Department of Education is a verification process to verify accuracy of information you provided on the Free Application for Federal Student Aid (FAFSA) application. To complete the required form follow the directions listed below:". Below this text, there is a numbered list of three steps: 1. Click on OK to complete the required form. 2. Complete all sections of the form. 3. Click on the submit button. At the bottom of the dialog box, there are two buttons: "OK..." and "Cancel". The "OK..." button is highlighted with a red box.

4. Complete the required form fields.



### 2013 - 2014 Quality Assurance Family in College/Household Form

**Directions:**

- 1. Complete all sections of the form.
- 2. Click on the submit button.

Florida International University (FIU) has selected your financial aid application for review as a part of the Federal Quality Assurance Verification Program. The Quality Assurance (QA) Program of the U.S. Department of Education is used to assess the accuracy of information you provided on the Free Application for Federal Student Aid (FAFSA), which ultimately is the basis for your financial aid award.

Please DO NOT leave any items blank. Once submitted, the information will be reviewed and your eligibility for federal student aid will be re-evaluated.

**Financial Aid funds WILL NOT be disbursed for Fall 2013 and Spring 2014 until the requested information has been received and evaluated. All items are required for a final determination of your student aid eligibility. Do not leave any blanks.**

Panther ID:

Student's Name:

**Please provide information on your household size AND the members of the household who will be enrolled in college during the 2013-2014 school year.**

**List the people in your household, include:**

- Yourself
- Spouse, if applicable
- Your children if you and/or your spouse will provide more than half of their support from July 1, 2013 through June 30, 2014.
- Other people if they now live with you and/or your spouse AND you and/or your spouse provided more than half of their support and will continue to provide more than half of their support from July 1, 2013 through June 30, 2014.

#### HOUSEHOLD SIZE

Name	Relationship to Student/Spouse	Age
	Self	21

#### COLLEGE ENROLLMENT

Write in the name of the college/university for any household members who will be attending college at least half time between July 1, 2013 and June 30, 2014 and they will be enrolled in a degree, diploma, or certificate program.

Name	College Name
Silvana Rahman	Florida International University



**certify under penalty of perjury that the information listed above is correct and complete to the best of my knowledge.**

If you have any questions, please contact the Financial Aid Office at: Phone: (305) 348-7272, Fax: (305) 348-0333, Live Chat: <http://finaid.fiu.edu> or write to Financial Aid Office, Florida International University, 11200 SW 8th St, PC-125, Miami, Florida 33199

5. Click the **Submit** button. A confirmation email will be sent to your FIU email account confirming your submission has been received. If you are required to submit additional documentation, you will be notified via your FIU email and your "To Do List".