

ADDENDUM W - POLICIES AND PROCEDURES FOR VERIFICATION

EFFECTIVE: January 01, 2017

The following policy has been developed using the guidelines presented in the FSA Handbook, Chapter 4 of the Application and Verification Guide (AVG), and per 34 CFR 668.56.

Verification Policy MUST contain the following:

- the time period in which students must submit verification documentation,
- the consequences for failing to submit those documents in time,
- the method you will use to notify students if their EFC and Title IV aid amounts change,
- the procedures you or students will follow to correct FAFSA data, and
- the procedure you will follow to refer a student to the Office of the Inspector General.

Who May be Selected for Verification?

- Any student application selected by the Central Processing System (CPS);
- Any student application where Financial Aid Administrator (FAA) “has reason to believe information provided is incorrect; and
- Any application chosen by the school in accordance with consistently applied school policies.

ALL STUDENTS SELECTED FOR VERIFICATION WILL BE REQUIRED TO COMPLETE AND SUBMIT THE CORRESPONDING VERIFICATION WORKSHEET(S).

ALL STUDENTS SELECTED FOR VERIFICATION WILL BE REQUIRED TO PROVIDE SUPPORTING DOCUMENTATION WITH WORKSHEET IN ACCORDANCE WITH TIME LIMITATIONS SET OUT BELOW:

ALL VERIFICATION WORKSHEETS FILLED OUT BY STUDENTS ALONG WITH SUPPORTING DOCUMENTATION SHALL BE RETURNED TO THE OFFICE OF FINANCIAL AID WITHIN THE APPROPRIATE TIME LIMITS.

A. TIME PERIOD FOR STUDENTS TO SUBMIT VERIFICATION DOCUMENTS

The FAA **SHALL** notify any student selected for verification by in person communication, via email or via telephone.

The FAA **SHALL** record the date and time of notification in the student’s file. At the time of Notification of the Student, the **FAA SHALL IMMEDIATELY** inform the student of where to find the appropriate Verification Worksheet , and **SHALL EXPLAIN** what supporting documentation is needed for Verification.

B. TIME PERIOD FOR STUDENTS TO SUBMIT VERIFICATION DOCUMENTS

- ❖ STUDENTS **SHALL** submit both the completed verification worksheet and supporting documents **within 10 (TEN) DAYS of being NOTIFIED** that Student was selected for Verification;
- ❖ IF Student **CANNOT** complete verification (either the worksheet or supporting document collection for submission) the Student **MAY** request an Extension.
- ❖ The Student **MAY** request up to **an additional 20 DAYS** to complete Verification;
- ❖ Any **Extension Requests to Complete Verification SHALL be in Writing**;
- ❖ Notwithstanding the above, Students **SHALL** have **120 DAYS** after their last date of enrollment or by the deadline published in the Federal Register for each award year, whichever is earlier, to complete verification

C. CONSEQUENCES FOR STUDENT IF VERIFICATION PAPERWORK NOT TIMELY SUBMITTED

FAILURE OF STUDENT TO SUBMIT VERIFICATION DOCUMENTS WILL RESULT IN THE STUDENT RECEIVING NO FINANCIAL AID IN HIS AWARD LETTER

- ❖ If Verification is **not completed within 30 days following notification**, the Student's financial aid **WILL BE REMOVED** from the student's award letter and the student must have made arrangements with the school for payment of all tuition and fees due or risk an interruption of their studies.
- ❖ IF the **Federal Deadline has passed**, the Student's financial aid (Title IV funding) will be lost.
- ❖ Title IV funding will be added back into the packaging once verification has been completed, assuming the federal deadline has not been exceeded.
- ❖ Title IV funding will not be disbursed to a student unless verification has been completed.
- ❖ Not submitting all required documents in a timely manner will delay funds posting to a student's account.
- ❖ A hold may be placed on the student's account if the student is receiving financial aid and verification is not completed.

D. PROCEDURE FOR NOTIFYING STUDENTS OF CHANGES TO THEIR EXPECTED FAMILY CONTRIBUTION (ECF) AND/OR TITLE IV DISBURSEMENT AMOUNTS

If ANY STUDENTS ECF and/or Title IV award amount changes:

- The FAA **SHALL** notify the affected by in person communication, email or via telephone.
- The FAA **SHALL** record the date and time of notification in the Student's file.
- At the time of Notification of the Student, the **FAA SHALL IMMEDIATELY** inform the student of the effect of the change and the impact, if any, the change has on the Student's financial aid package.

E. PROCEDURE FOR CORRECTING ENTRIES ON FAFSA APPLICATIONS

AS A GENERAL RULE, THE FAA CANNOT update information on the FAFSA application that was **CORRECT as of the date** the application was signed.

▪ FAFSA is "snapshot of Student's family, financial situation as of date of signing."
AFTER SIGNING OF FAFSA, ONLY THE FOLLOWING MAY BE CORRECTED IF INFORMATION CHANGES:

- Dependency Status (unless changed due to marital status);

- Household size (**when selected for verification**; unless changed due to marital status) (must be updated as of date of verification);

Marital Status used at time the FASFA was signed is considered the status for the entire award year.

THE **FAA MAY** consider updating the marital status of a dependent or independent student selected for verification on a case by case basis if school deems it necessary before disbursement of Title IV Funds.

FAA **SHALL** work with the student to determine what changes are needed and how those changes will be made.

F. PROCEDURE FOR REFERING STUDENTS TO OFFICE OF INSPECTOR GENERAL

If there is suspicion that a student has misreported information or altered documentation to fraudulently obtain federal aid, the financial aid officer will submit a complaint to the OIG national hotline online: <http://www2.ed.gov/about/offices/list/oig/hotline.html> or call the OIG at 1-800-647-8733.