

In accordance with federal regulations, all students selected for the verification process are to be provided a clear explanation of the documentation that is needed to satisfy the verification requirements. Submission deadlines are set at 30 days from class start and the consequences of failing to provide the requested information can lead to a revision of the selected student's financial aid package to reflect no Title IV funding. Notification of selection occurs as soon as practical following the Financial Aid Student Services Representative's determination that the student's application is selected for verification. This notification may be given verbally or in writing.

The student is responsible for obtaining all required signatures on all verification documents, as well as obtaining pertinent tax information as based on the requirements of student's verification group. If additional documentation is required, the institution will request the documentation from the student verbally or in writing.

Once the verification process is complete, the institution will then disburse any funding that has been withheld awaiting the completion of the verification process. If the verification process determines a change in the expected family contribution or Title IV eligibility, the student will be notified in writing with a new financial aid package.

If any instance of conflicting information is found as the result of verification, the student is responsible for resolving the conflict before any Title IV disbursement can be applied. The institution may refer any instance in which there is reason to believe that an applicant has applied for Title IV, HEA program funds under false pretenses to state or local law enforcement agencies for investigation and report the referral of that instance to the Office of Inspector General, U.S. Department of Education.

Student Signature: _____ Date: _____