

Pine Technical and Community College Verification Policy/Procedure

FILES SELECTED FOR VERIFICATION

As per 34 CFR Part 668.54, Pine Technical & Community College verifies all student files selected by the Central Processing System. In addition, the Financial Aid Office has been given the authority by the US Department of Education to select students for verification beyond the 30% required. Therefore, student files **may** be selected if the file:

- Has been rejected by CPS.
- Has conflicting information that may indicate an error on the part of the student or parent applicant.
- Has data that appears inconsistent and requires additional validation and/or the student/parent submits all or part of the verification documents.
- Has taxes paid equal to adjusted gross income (AGI).
- Has a drastic change in income or family size.
- Has requested the use of professional judgment by the Financial Aid Office.

DATA ELEMENTS VERIFIED

As per 34 CFR Part 668.56, Pine Technical & Community College requires an applicant selected for verification to submit acceptable documentation that will verify or update the following information used to determine the applicant's Expected Family Contribution (EFC):

- Adjusted gross income (AGI) or income earned from work, for a non-tax filer.
- U.S. income tax paid for the base year.
- For an applicant who is a dependent student, the aggregate number of family members in the household. For an applicant who is an independent student, the number of family members in the household of the applicant.
- The number of family members in the household who are enrolled as at least half-time students in postsecondary educational institutions.
- Independent student status if the student is independent due to veterans status or being a Ward of the Court.
- SNAP—Food stamps
- The following untaxed income and benefits:
 - Child Support—paid and/or received
 - U.S. Income tax deduction for a payment made to an individual retirement account (IRA) or a Keogh account
 - Interest on tax-free bonds
 - All other untaxed income subject to U.S. income tax reporting
- The Financial Aid Office also verifies any other data elements for which conflicting information exists.

REQUEST FOR DOCUMENTATION

Pine Technical & Community College sends letters to students requesting specific information and documentation needed to satisfy the verification requirements. These letters are mailed via US Mail and are also available through the student's online eServices account.

The Financial Aid Office requests that students submit verification documents to the Financial Aid Office within 20 days of the date of the request. If the student does not return the requested documentation within the previously mentioned deadline, the Financial Aid Office sends up to two additional requests. If the student does not respond after three written notices, the Financial Aid Office inactivates the student's file. No additional requests are generated by the Financial Aid Office. Student must submit all required documentation prior to the deadline date. The deadline date for completing the verification process is no later than 120 days after the students last day of enrollment for the award year or August 31st (at the end of the award year), whichever is the earlier date.

If the student submits the requested documentation within the award year, the Financial Aid Office will reactivate the student's file and continue processing the application and will be reviewed for all types of aid. Students completing verification after ceasing enrollment can generally only be considered for any Pell grant funds they may be eligible for. **Any applicant who does not complete the verification process by the deadline date will forfeit all right to payment.**

REQUIRED DOCUMENTATION

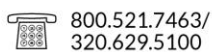
If selected for verification, an independent student is required to submit a signed copy of his/her federal tax return for the previous calendar year (and spouse's if applicable and filing separately) along with a completed independent verification worksheet

If selected for verification, a dependent student is required to submit a signed copy of his/her federal tax return for the previous calendar year, a signed copy of the parents' federal tax return for the previous calendar year, and a completed dependent verification worksheet.

Federal regulations require the College to obtain W-2s as well as a statement of non-filing for students in certain instances.

The College may also require the following documentation for verification purposes:

- DD214 to verify veteran status
- Verification of veterans benefits
- Court documents to verify Ward of the Court Status
- Social Security card
- Name change documents, such as birth certificate, marriage certificate, divorce decree, etc.
- Citizenship or naturalization documentation
- Other documentation required to resolve conflicting information.



Documentation submitted to the Financial Aid Office must be legible, appropriate, and contain the student's social security number or student identification number. If the student submits a document which is not legible or identifiable, the documents may be returned and a request for additional documentation may be made.

RESPONSIBILITIES OF THE APPLICANT

Applicants for Title IV aid are required to provide requested information or documentation prior to packaging. Financial Aid will not be packaged or disbursed until a student file selected for verification has been verified, corrections have been made (if applicable), and an official EFC has been received from the US Department of Education.

All applicants must certify and/or update the household size and number in postsecondary education to reflect accurate data as of the date of verification.

All applicants must report any outside scholarships to the Financial Aid Office. If a student fails to report an outside scholarship, the student may be required to repay the college or the government all or part of the need-based financial aid package.

CORRECTIONS, NOTIFICATION OF VERIFICATION RESULTS

If the applicant's original application was filed incorrectly, the College, after receiving adequate supporting documentation from the applicant, will make electronic corrections through ISRS that are transmitted to the CPS unless the change results in no change to the EFC. No student will be packaged or paid until the verification process has been completed and a valid and official EFC has been obtained by the College from the US Department of Education.

Pine Technical & Community College notifies applicants of the results of verification by sending an award letter. Depending upon the status of the file at the time of the correction, the award letter may be either an original award letter or a revised award letter. The award letter is also available online through the student's eServices account.

REFERRAL PROCEDURES

Pine Technical & Community College (or the MnSCU Office of Internal Auditing on behalf of Pine Technical & Community College) will forward to the Secretary of the US Department of Education the name, Social Security number, and other relevant information of any applicant who has received funds based on possibly incorrect information after the College has made a reasonable effort to resolve the discrepancy. Inspector General's Hotline is 1-800-S-USED.

