

<b>SUBJECT:</b>  Verification Policy	<b>Effective Date:</b>	<b>Policy Number:</b>
	July 1, 2011	04-4-005
	<b>Supersedes:</b>	<b>Page 1 Of 2</b>
	Policy:  Date:	
<b>Responsible Authority:</b>		
Director, Student Financial Services		

**I. Purpose and statement of operational policy underlying the procedure.**

Verification is included as part of the Federal Student Aid (FSA) program requirement. The colleges' policy as it relates to the verification of a student's Institution Student Information Record (ISIR) is to verify all ISIRs selected by the U.S. Department of Education Central Processing System (CPS). The required verification items are:

1. Household size
2. Number in college
3. Adjusted gross income (AGI)
4. U.S. taxes paid
5. Certain types of untaxed income and benefits:
  - Child support
  - IRA/Keogh deductions
  - Interest on tax-free bonds
6. All other untaxed income included on the U.S. income tax return, excluding information on the schedules

**II. Applicability/Scope**

This policy applies to all students requesting Title IV funding.

### III. Process for Implementing Procedure

Responsibility	Action	Timeline
Student	List the college on his/her FAFSA application	Before awarding student's eligibility
Financial Aid Office	Verify all ISIRs that are selected by CPS to verify for students who have applied for admission at the college	Before awarding student's eligibility
Financial Aid Office	Mail document tracking letters requesting verification documents	Before awarding student's eligibility
Student	Submit all requested verification documents to the college	Before awarding student's eligibility
Financial Aid Office	Review verification documents for accuracy and completion	Before awarding student's eligibility
Financial Aid Office	Set file status ready to award in Powerfaids (Generates an award notification letter to student notifying he/she of their financial aid eligibility.)	Daily

### IV. Related policies/References for more information

Federal Student Handbook

Authorizing Official: <u>Jim Duggan</u>	Authorization Date: <u>10-6-11</u>
Title: <u>Vice President/Chief Financial Officer</u>	