

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY**

STUDENT AFFAIRS

SUBJECT: VERIFICATION (FINANCIAL AID)

REVIEWER(S): Director of Financial Aid*
Dean of Student Affairs and Enrollment Management
Provost

POLICY

Carolinas College of Health Sciences financial aid office verifies 100% of the financial aid applications selected by the CPS in accordance with the Higher Education Act of 1965, as amended, and Subpart E of 34 CFR Part 668 "Verification and Updating of Student Aid Application Information" regulations. Verification prevents mistakes that may result in either the student or the college having to repay Federal and/or State funds; and ensures that the limited dollars available for financial aid are awarded to students without exceeding their eligibility levels.

PROCEDURE

- A. Verification requirements apply to applicants under the following Student Financial Aid (SFA) programs offered at Carolinas College:
1. The Federal Pell Grant Program
 2. The Federal Direct Loan Program
 3. The Campus-based Programs:
 - a. Federal Supplemental Educational Opportunity Grants (FSEOG)
 - b. Federal Work-Study (FWS)
 2. State Programs
 - a. North Carolina Need-Based Grant
 - b. North Carolina FELS Program
- B. All students selected for verification at Carolinas College of Health Sciences will complete the Verification Worksheets and supply the Financial Aid Office with documentation necessary to complete the verification requirements. Additional documentation may be required if the student's ISIR has been flagged by the Department for conflicting information.
1. Students will be notified of the award programs and specific award amounts for which they are eligible each academic year by a financial aid office via Jenzabar Financial Aid. Revised financial aid awards will be sent to students if total award amounts change during an academic year due to increases or decreases in funding.
 2. Incorrect data elements on the ISIR will be reported to students via Jenzabar Financial Aid requesting that correction(s) be made. When requested or necessary, the financial aid office will make corrections.
 3. Students will be responsible for submitting all information needed to verify the application data elements to the Financial Aid Office in a timely manner before a final award package is completed and any awards are made. Failure to submit the required information will result in the forfeiture of funding for the current award year.
 4. Disbursement of federal student aid funds will be withheld until the verification process is completed. The verification process is considered complete when the applicant has provided all required information and the financial aid office has confirmed that all application data is correct.
 5. Any student suspected of misreporting information or altering documents to fraudulently obtain federal funds will be reported to the Office of Inspector General. Complaints can be submitted online anytime by going to <http://www2.ed.gov/about/offices/list/oig/hotline.html> and clicking on the appropriate link.
- C. The Verification policy and procedure will be reviewed bi-annually.

REFERENCES

Related Policies to Consult

CCHS:

BOARD – [Financial Aid](#)

STUDENT AFFAIRS – Financial Aid

Related 2018 SACSCOC Standard(s)

12.6 Student debt

13.6 Federal and state responsibilities