

VERIFICATION POLICY

In compliance with CFR 668, Subpart E, CPI will verify all applicants selected by CPS for verification. An SFA applicant at CPI is defined as a recipient of Federal Title IV Aid who enrolled during the award year. If a student's application is selected for verification, he/she must complete the verification process or forfeit federal student aid. Verification of required documents is generally completed within two weeks after submission of all documents.

The primary items that are verified are:

- Household size
- Number in College
- Adjusted Gross Income (AGI)
- U.S. Taxes Paid
- Certain types of untaxed income:
 - Social Security Benefits
 - Child Support
 - IRA/Keogh Deductions
 - Foreign Income Exclusions
 - Earned Income Credit
 - Interest on tax-free bonds
 - Welfare benefits
 - Additional child tax credit

Disbursements

Students selected for verification will not have their aid disbursed until all required documents have been received and required reprocessing completed.

Students selected for verification after disbursements have been made, will not have adjustments made to the disbursement. However, no subsequent disbursements will be made until the verification process is completed.

Exclusions

A selected application may be exempt from some or all verification requirements due to certain unusual circumstances. Except in the case of the student's death, however, none of these verification exclusions excuses the School from the requirement to resolve conflicting information.

Incarceration

A selected application does not have to be verified if the student is in jail or prison at the time of verification.

Recent immigrant

A selected application does not have to be verified if the student is an immigrant who arrived in the United States during calendar years that are representative of the academic year.

Spouse unavailable

The School does not verify spouse information if any of the following conditions apply:

- The spouse is deceased or mentally or physically incapacitated.
- The spouse is residing in a country other than the United States and can't be contacted by normal means.

Parents unavailable

The Financial Aid Office does not verify a dependent student's application if any of the following conditions apply:

- The student's parents are deceased or mentally or physically incapacitated. (If both parents are dead, the student is an orphan and thus is an independent student. If the parents die after the student has applied, the student must update his or her dependency status.)
- The parents are residing in a country other than the United States and can't be contacted by normal means.

The Financial Aid Office will document the basis for this exclusion in the student's file. These exclusions do not affect any other part of required verification; the selected application must still be verified according to all other requirements.

Death of the student

If the School makes an interim disbursement during the verification process, and the student dies before verification is completed, the Financial Aid Office will not continue to verify. In such a case, the School can't make any additional disbursements to any of the student's beneficiaries, except for FWS funds already earned. Also, the School cannot originate or certify a Stafford Loan, or deliver proceeds from either FWS or Stafford Loans to the student's beneficiaries.

Unsubsidized Loan/Plus

The Financial Aid Office will not require verification documents if the student is only receiving Unsubsidized Stafford or Plus Loans. A student cannot avoid the verification requirements by choosing to borrow an Unsubsidized Loan instead of a Subsidized Loan.

Applicant verified by another school

The Financial Aid Office will not require verification documents for students who documents that his/her application has been verified by another school for the current award year. To document a student's eligibility for this exclusion, the student must get a letter from the school that completed the verification. The letter must include:

- a statement that the student's application data have been verified
- the transaction number of the verified application and if relevant,
- the reason why the school was not required to recalculate the student's EFC (for example, the application errors may have been within the allowable tolerance.)

Withdrawn Students

Students who withdraw before completing the verification process have 14 calendar days after withdrawing to complete the verification process to be eligible for a post-withdrawal disbursement.

Verification Worksheet

The Dependent Verification Worksheet is required for students whose parental information was needed to complete the Free Application for Federal Student Aid.

The Independent Verification Worksheet is required for students whose parental information was not needed to complete the Free Application for Federal Student Aid.

Consequences of Failure to Submit Verification Documents

The timeframe for submitting verification documents for Pell recipients is established yearly by the federal government. Generally, students may submit these documents by August 31 of the last year during a two-year award year, or no later than 120 days after the last day of the student's enrollment, whichever is earlier.

Campus-based and Stafford Subsidized Loan recipients must complete verification within 30 days of the beginning of the award year or 14 calendar days after notification, whichever is last.

If the student selected for verification does not provide the required documentation by their deadline, then the School cannot:

- Disburse any FSEOG or Federal Perkins Loan funds to the student.
- Allow the student to continue employment in an FWS job.
- Certify a Stafford Loan application for the student.

Consequences of Failure to Submit Verification Documents (continued):

- Disburse Stafford Loan funds to the student.

Referrals

If it is determined that a student has received funds which they were not eligible to receive, the student must repay the amount. If a repayment is not made, the overpayment must be referred to the U.S. Department of Education. No further applications for financial aid will be processed by the U.S. Department of Education or CPI's Financial Aid Office.