

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: VERIFICATION PROCESS FOR TITLE IV PROGRAMS

BASED ON POLICY:

REVISION NUMBER: 4

**OFFICE OF
RESPONSIBILITY:** FINANCIAL AID



PRESIDENT

February 21, 2018

DATE

PURPOSE

The purpose of this procedure is to outline the required information to be supplied by students applying for federal assistance and to establish the verification process.

PROCEDURE

1. Process of Verification Selection

- a. All students selected for verification by the United States Department of Education are verified.
- b. The Financial Aid office may select additional students for verification as deemed necessary to comply for federal regulations [34 CFR 668-54(a)(3)] or [34 CFR 668.16(f)].
- c. Students are required to use the verification worksheet as provided by the College. The worksheet must be completed in its entirety.
- d. The verification worksheet and any other required documentation is forwarded to the Financial Aid Office.

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- e. When erroneous information is discovered on the Institutional Student Information Record (ISIR), the student will be contacted for more information and supporting documentation if needed. Corrections will be made to the record.
- f. The students/College submit the corrected ISIR to the United States Department of Education.
- g. The United States Department of Education makes the corrections and forwards the corrected ISIR to the College and the student.
- h. A revised award letter is issued, if necessary.
- i. Awarding and disbursement of Title IV funds is withheld until the verification is completed and all updates have been processed and returned by the processing agency within the US Department of Education.
- j. Students are required to repay funds to the institution and/or US Department of Education if verification is not completed, or if erroneous information results in overpayment.