



## Converse University Policy for Verification

Effective Date: July 1, 2021

Last Revision Date: April 27, 2022

Responsible Party: Associate Vice President for Student Financial Services  
Associate Director of Student Financial Services

### 1. Policy and Purpose

Verification is implemented to reduce the error rates in the applicant-reported data and to assure, to the maximum extent possible, that eligible applicants receive the correct amount of financial assistance (Federal Register. 3/14/86, Preamble p. 8946).

### 2. Policy Statement

1. The Office of Student Financial Aid (SFA) will verify 100% of all applicants selected for verification through the Integrated Verification Criteria (IVC). In addition, SFA reserves the right to select for verification independent students who are under the age of 24, and any other applicants where the information submitted by student and/or parent applicants indicate there is a need and/or there appears to be conflicting information. The financial aid counselor(s) must resolve any conflicting information before awarding financial aid. If conflicting information is discovered after aid is awarded or disbursed, the financial aid counselor(s) must resolve the conflicting information and the student will be required to pay aid received in excess of his/her eligibility. All conflicts must be resolved regardless of whether the student was selected for verification or not.
2. Selected applicants must provide requested documentation within thirty (30) calendar days or by the last day of class for the academic period, whichever comes first. Applicants failing to provide the required documentation within the specified time will:
  - a. Forfeit his/her right to priority funding
  - b. Lose the right for consideration for financial assistance
3. Students satisfying the verification requirements and who do not require reprocessing of financial aid forms will be notified within thirty (30) days of their eligibility for financial assistance. Applicants whose financial aid requires reprocessing will have corrections electronically processed by SFA.
4. SFA is required to refer applicants who may have engaged in fraud or other criminal misconduct in connection with aid application to the Office of the Inspector General of the U.S. Department of Education, or if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies must be



reported on an annual basis to the Inspector General.

5. SFA will verify all mandatory items identified by the U.S. Department of Education (adjusted gross income, non-taxable income, household size, number of exemptions, the number in college, SNAP assistance, child support paid/received, assets, and other financial information such as untaxed pensions and other financial benefits.). In addition, SFA will verify discretionary items.
6. SFA will update any required items and send a change memo to the student via email to notify him/her of the changes to his/her expected family contribution (EFC) and Title IV aid amounts.
7. Applicants who may be excluded from verification are:
  - a. An applicant who dies before verification is complete.
  - b. Applicants whose parents reside outside the U.S. and cannot be contacted through normal means of communication.
  - c. Dependent students whose parents are deceased or mentally incapacitated or whose parents' address is unknown.
  - d. Students who do not receive Title IV financial assistance.
8. \*Note for SC residents: In order to receive the SC Tuition Grant, FAFSA verification must be completed no later than November 15. Students who fail to complete verification by November 15 forfeit their Tuition Grant for the full academic year.

### 3. Procedures

Files that are complete and for which the Verification Review Check Sheet has been completed will be identified for packaging. These files have been appropriately reviewed for the following items:

- Verification issues (see Verification Policy)
- Low or no reported income (note: students with parents on AFDC, SNAP, TANF or other public assistance or with low income (under \$12,000 annually) with an earned income credit (EIC), or low or no income will not be offered a Parent PLUS loan.
- Significant changes in eligibility
- Determine if the student has indicated that he or she is expecting any other grants and/or scholarships
- Review any other relevant notes (i.e. – request for change in circumstance, previous acceptance of loans, etc.)
- SC State aid eligibility
- Awards are determined based on criteria, policies and procedures from the SC Commission on Higher Education.
- The file will be noted as “Ready to Package” (RP) by the PowerFails system.
- Auto-packaging is run via PowerFails following the appropriate business process guide.
- Award Notification letters and/or emails are assigned to each awarded student and mailed with appropriate enclosures.



#### **4. Administrative Authority**

##### **4.1 Basic Terms and General Management Procedures**

###### **4.1(a) Basic Terms**

The Associate Vice President for Student Financial Services has the authority to establish and modify the basic terms for verification.

###### **4.1(b)** The Associate Vice President for Student Financial Services has the authority to develop and maintain general management procedures for verification.