Verification Policy and Procedures

Each year, the U.S. Department of Education (ED) randomly selects Free Application for Federal Student Aid (FAFSA) submissions for verification. In addition, to accounts selected by ED, Stevens - The Institute of Business & Arts reserves the right to select any account for verification at its discretion. The following policies and procedures for verifying information are implemented in accordance with federal regulations.

Items to be Verified

Students who are selected for verification will be placed in one of the five following groups. The groups determine which FAFSA information must be verified for the student.

2018–2019 Verification Tracking Groups
FAFSA Information Required to be Verified

Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
V1	Standard Verification Group	Tax Filers • Adjusted Gross Income • U.S. Income Tax Paid • Untaxed Portions of Individual Retirement Account (IRA) Distributions • Untaxed Portions of Pensions • IRA Deductions and Payments • Tax Exempt Interest Income • Education Tax Credits Nontax Filers • Income Earned from Work Tax Filers and Nontax Filers • Number of Household Members • Number in College
V2	Reserved	N/A
V3	Reserved	N/A
V4	Custom Verification Group	• High School Completion Status • Identity/Statement of Educational Purpose

V5	Aggregate Verification Group	Tax Filers • Adjusted Gross Income • U.S. Income Tax Paid • Untaxed Portions of IRA Distributions • Untaxed Portions of Pensions • IRA Deductions and Payments • Tax Exempt Interest Income • Education Tax Credits Nontax Filers • Income earned from work Tax Filers and Nontax Filers • Number of Household Members • Number in College • High School Completion Status • Identity/Statement of Educational Purpose
V6	Reserved	N/A

Students/parents that did not file their taxes, they are now required to provide verification of Non-Filing either from the IRS (example provided on page 129) or other relevant tax authority dated on or after October 1, 2016.

Notification & Communication

Students selected for verification must submit documentation for the process of verification in order for official financial aid eligibility to be determined. When a student is selected for verification, the student will be notified as follows:

1. ED will notify the student on their Student Aid Report (SAR). Students should go back into the FAFSA and use the IRS Data Retrieval Tool if it is available and they have not done so already.
2. Stevens - The Institute of Business & Arts will notify the student identifying the documents required for the verification process. This notification will be sent to the student by the Financial Aid Office as soon as official notification from ED that the student was selected has been received.

Document Submission Deadlines

Verification documents should be submitted as soon as possible. Students who are selected for verification must complete the verification process (submit all required forms and have the ISIR corrected) within 120 days of their last day of attendance or within 120 days of the date posted by USDE each year, whichever comes first. If the student does not complete verification within the time frame the student will not qualify for Title IV at this institution.

Stevens - The Institute of Business & Arts may use Professional Judgment (PJ) on a case-by-case basis only to adjust the student's cost of attendance or the data used to calculate the student's EFC. An applicant whose FAFSA information is selected for verification is required to complete verification before the school will process a request for professional judgment.

Loss Of Aid Eligibility

Verification must be completed before financial aid will be disbursed. If financial aid has already been disbursed and the student is subsequently selected for verification, further disbursements will be placed on hold until verification is complete. Failure to submit the required documentation (or submit it in a timely manner) may eliminate the eligibility for federal, state, and institutional financial aid funds.

Conflicting Information Policy

Stevens - The Institute of Business & Arts exercises its right to seek additional information whenever there is conflicting information in a student file. Conflicting information must be resolved before financial aid funds may be processed and/or disbursed. Failure to reach resolution within the enrollment period (which requires written documentation for the student's financial aid file) eliminates aid eligibility. In some cases, resolution of conflicting information within 30 days of the end of the enrollment period may not provide sufficient time to process financial aid for that enrollment period. Therefore, aid eligibility could be eliminated.

The school will also review any documentation submitted to the office even if it was not requested due to the office's obligation to resolve conflicting information. Students who choose to submit documentation that was not requested may prolong their verification or subsequently be selected.

Correction Of Information

Stevens - The Institute of Business & Arts uses a third part processor, DJA, to complete the Verification. DJA submits the verified corrections to ED electronically through FAA Access to CPS online. This will ensure that corrections are made known to all parties and that the needs analysis will be updated accurately and according to federal standards.

Award Change Notification

Stevens - The Institute of Business & Arts will notify a student of the results of verification if, as a result of verification, the student's expected family contribution (EFC) changes and results in a change in the student's financial aid. If changes are made prior to the student receiving their award notification, the student will be notified of any corrections from verification by receiving a new Student Aid Report (SAR) from ED. If changes are made after the student has received an award notification and those changes affect financial aid, in addition to receiving an updated SAR, a revised award notification will be issued to the student reflecting the change in award amounts.

Referring Fraud Cases

If it is suspected that an applicant, employee, or other individual has misreported information and /or altered documentation for the purpose of increasing his or her student aid eligibility or fraudulently obtaining federal funds, we will report our suspicions (and provide any evidence) to the Office of Inspector General (OIG) or to local law enforcement officials. Telephone numbers for the eight regional offices of the Inspector General are listed in the Verification Guide.

Signs of student aid fraud may include the following:
1. Forged, falsified, or counterfeit documents
2. Irregular signatures and certifications
3. False or fictitious names, addresses, and SSNs
4. Consistently misreported information
5. False claims of dependency and/or citizenship status
6. Offered and/or paid "kickbacks" to school staff
7. Unreported or misreported receipt of student aid

Referring Overpayments to ED

If during the verification process the institution discovers overpayment situations, the school will make every reasonable effort to collect the overpayment. If, however, the school is unable to collect the overpayment and the situation was not the result of an institutional error, the school must refer the overpayment case to ED. The school is to refer cases involving an overpayment of $25 or more. The student will still owe an overpayment and will continue to be ineligible for Federal student aid funds at any school.