

Verification

<p><b>Procedure:</b> Verification.</p>
<p>This section is required <a href="#">668.75</a>.</p>
<p><b>Description of Policy and Procedure:</b>  <b><u>FILE REVIEW AND VERIFICATION</u></b></p> <p><b>General Procedures</b></p> <ul style="list-style-type: none"> <li>• Files that are selected for verification by the Department of Education will be verified using standard verification regulations.             <ul style="list-style-type: none"> <li>• Household size</li> <li>• Number enrolled in University</li> <li>• Adjusted Gross Income (AGI)</li> <li>• U.S. Income tax paid, and</li> <li>• Certain untaxed income and benefits</li> <li>• Counselors can select students for verification for any item needed to resolve conflicting information</li> </ul> </li> <li>• Students are notified by email with required verification items listed above and students can check their Banner Self Service account regularly for updates, missing requirements and for the status of your financial aid.</li> <li>• Counselors review student files for conflicting information.</li> <li>• Counselors submit corrections to the correction personnel who enter the corrections on line at CPS. Students are notified by the Department of Education when corrections are made on their records.</li> <li>• When it is received back, the Counselor reviews the corrections and award if possible.</li> <li>• When the student is awarded, students will receive an award email whenever an award is made or a revision is made to the award. Students can also view their awards on line at any point via their Banner Self Service account.</li> <li>• If a file is not selected for verification and there are no conflicts or issues to resolve, the files are awarded and no verification performed.</li> </ul>
<p><b>Offices that need to be involved:</b>                  Financial Aid</p>
<p><b>Lead Persons to Coordinate Policy and Procedure:</b>                  All financial aid personnel</p>
<p>Was the policies and procedures manual updated to reflect appropriate changes?</p> <p>Policies and procedures are reviewed each year and revisions are made to procedures as needed to remain in compliance with the Department of Education.</p>