

OPERATING PROCEDURE

Procedure Number/Name:	Verification
Associated Rule Number/Name:	030.035.000 – Awarding Financial Aid
Responsible Department:	Financial Aid Office

Overview

Federal financial aid and state grants are awarded based on students filing the Free Application for Federal Student Aid (FAFSA) application. Some students are selected for “Verification” which will require more documentation and analysis.

Areas of Responsibility

The Director of Financial Aid is responsible for overseeing the awarding process. The Student Services Administrative Assistants, Financial Aid Specialists and Financial Aid Coordinator are all involved in various aspects of the awarding process from intake and scanning of student paperwork to reviewing students for aid eligibility to packaging all types of aid.

Operating Procedure Details

If a student application is selected by Department of Education for verification, an asterisk will appear by the Expected Family Contribution (EFC) and comments will appear on part one of the Student Aid Record (SAR) and page one of the Institutional Student Information Record (ISIR) addressing the verification requirements. Even though schools have the authority to verify any applicant, CGCC will only verify those applicants who are chosen by the federal processor or who CGCC determines to have conflicting information. Students who are selected for verification by either the federal processor or by the Financial Aid Office due to conflicting information, must submit a signed verification form along with supporting documentation.

Items to be Verified

The Financial Aid Office collects appropriate documentation from the applicant based on the guidelines published in the Federal Registers and the Federal Student Aid Handbook. Items that generally must be verified are household size, number in college, adjusted gross income, SNAP (Supplemental Nutrition Assistance Program) benefits received, Child Support Paid, and Unusual Enrollment History. Students must complete the verification process before financial aid can be packaged and disbursed.

Verification of Other Information

The financial aid staff verifies additional information as required on the SAR /ISIR such as Citizenship Status, ISIR Signatures and Selective Service Requirements.

Verification Checklist Process

Once all necessary verification documents are received the verification checklist process is completed by comparing verification documents against information originally reported on the application and the student's SAR/ISIR. If no corrections need to be made or there are no outstanding issues, aid may be awarded. If any adjustments need to be made the Financial Aid Specialist makes the corrections or updates information as needed. Aid may be awarded after the new ISIR resolving the issue is received. The Financial Aid Specialist completes the checklist, packages all eligible aid and sends the award letter to the student's electronic account.

Completion of Verification

A student is considered to have completed verification when s/he has corrected the data or shown, as required, that the application data are correct. CGCC must have on file the final and valid federal output document showing the official EFC before a student can be awarded.

If CGCC has reason to believe that any information on the application used to calculate the EFC is discrepant or inaccurate (or if any supporting documentation is discrepant or inaccurate), CGCC will require the applicant to provide adequate documentation to resolve the conflict. The Financial Aid Office will require the student to provide documentation to clear up any discrepancies prior to awarding. Documentation request may include but is not limited to IRS Form 4506, W-2 form(s) for student/spouse/parents, signed statements by student/parent, doctor, counselor and tax professional.

Interim Disbursements

Columbia Gorge Community College withholds disbursement of any Title IV Federal Financial Aid until student has completed verification of required information.

Verification Deadline

If a student does not have a valid EFC calculated by June 30 of the current award year and has not completed verification by published federal deadline each year, the student forfeits the financial aid for the award year.

Applicants not Selected for Verification

CGCC must resolve conflicting information regardless of whether or not the applicant was selected for verification. The Financial Aid Office will require the student to provide documentation to clear up any discrepancies prior to awarding. Documentation request may include but is not limited to IRS Form 4506, W-2 form(s) for student/spouse/parents, signed statements by student/parent, doctor, counselor and tax professional.

Further Information

Financial Aid Office, 400 East Scenic Drive, The Dalles OR 97058

P – (541) 506-6021, F – (877) 368-6370

Email: financialaid@cgcc.edu

Website: <http://cgcc.edu/financial-aid>

References

1. CGCC Administrative Rule 030.035.000 – Awarding Financial Aid

Forms

1. Verification Instructions (by year) – <https://cgcc.edu/financial-aid/forms>
2. Verification forms are tailored to the student's file and are automatically sent to student when ISIR's are pulled into the system.