



FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # 2.302

Financial Aid Verification Policy

Authority: LCTCS Board Action
Enrollment Services

Effective Date: 06/08/2016
Last Revision: 01/29/2020

PURPOSE:

Fletcher will follow normalized policies and procedures for verification, the federally mandated process schools must follow to check the accuracy of information reported on the Free Application for Federal Student Aid (FAFSA).

POLICY/PROCEDURE:

When conducting verification, Fletcher will only verify applicants selected by the U.S. Department of Education (DOE) Central Process System (CPS).

Applicants selected for verification at an LCTCS college:

1. Will be placed into a verification tracking group by the DOE;
2. Will receive by the student's college-issued-email account and LoLA account a verification selection notice explaining and requesting the documentation required to complete verification;
3. Will be notified by the college of a priority deadline to submit all verification documentation in advance of the fee payment deadline;
4. Will **not** receive financial aid disbursements until the verification process is complete;
5. Will have all necessary FAFSA corrections entered on their behalf by financial aid processing staff upon receipt of verification documentation;
6. Will, if necessary, have their award decreased – funds will be returned to the appropriate Title IV program, and the college will bill the student for any balance that results; and
7. Will be reported to the DOE Office of Inspector General if suspected of engaging in fraud (i.e. altering documents, intentional misreporting, etc.) for the purposes of increasing aid eligibility.

Fletcher does not verify applicants who are not selected by the DOE unless circumstances and or available information require that verification be conducted in accordance with Title IV of the Higher Education Act. Fletcher will not verify applicants that qualify for a DOE-approved exclusion.

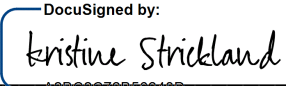
Fletcher currently contracts with a third party servicer to process financial aid verification.

Reference: Louisiana Community and Technical College System Policy # 2.016

Distribution: Distributed Electronically via College's Internet.

APPROVAL:

Reviewing Council/Entity	Approval Date
College Council	N/A
Executive Cabinet	N/A

DocuSigned by:

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Kristine Strickland, Ph.D.
Chancellor

1/31/2020
Date