

Verification Policy

Policies And Procedures For Verification

- All applicants selected by the Central Processing System (CPS) will be verified.
- Selected applicants must submit required verification documents within fifteen (15) days of notification.
- Title IV aid is awarded to eligible students who submit verification documentation within regulatory timeframes
- Verification notification will be communicated to the student electronically via letter upon receipt of Official ISIR.
- If the student fails to provide the required documentation within the established timeframe, then the student will be treated as a cash-paying student until the documents are provided. Failure to submit verification documentation may cause inconvenience to the student, but failure to provide requested information would not be an act resulting in a disciplinary action.
- If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
- The Student Finance Office reserves the right to make exceptions to the above-stated policies due to extenuating circumstances on a case-by-case basis.
- Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
- The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
- Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required. This information will be communicated to the student in writing by mail and/or in person.
- An updated award letter will notify students if the results of verification change the student's scheduled award.
- Title IV aid is awarded to eligible students who submit verification documentation within regulatory timeframes.
- The College will assist the student in correcting erroneous information and resolve all conflicting information.
- Any suspected case of fraud will be reported to the Regional Office of the Inspector General or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to state or local agencies will be reported on an annual basis to the Inspector General.
- No interim disbursements of Title IV aid will be made prior to the completion of verification.
- The following is the method by which the institution notifies an applicant of the results of its verification if as a result of verification the applicant's EFC changes and results in a change in the amount of the applicant's assistance under the Title IV, HEA programs:
 - The Institution will notify the student immediately if the student's awards are changed by the verification process in the form of a new award sheet that will be signed and dated by student. The financial aid office shall use one or more of the following methods to contact the student: personal contact, phone, email, mail or text. The main point is to get an appointment to sit down and have them to sign a new award sheet as documentary proof.
- The following is the procedures BCCC will follow itself or the procedures that BCCC will require an applicant to follow to correct FAFSA information determine to be in error; and:

When the student is asked to make corrections in a letter that is given to them detailing the changes they need to make and why. (Ex: Please return to your 2015-2016 FAFSA

and link your 2015 tax returns using the DRT tool. This is the best way to verify your 2015 tax return matches exactly to the IRS.)

If the BCCC FA staff makes changes to the student's FASFA they do so thru CPS online with student's approval and the staff member prints the corrected SAR. The student signs and dates the corrected SAR report and it is placed in the student file.

- If Weber and Associates (BCCC's third party servicer) change the student's ISIR it is based on verification documents signed and dated by student. And BCCC makes student aware of any changes to the students EFC and/or Title IV eligibility immediately.

- Applicant whose FAFSA information is selected for verification are required to complete verification before BCCC exercises the authority under section 479A(a) of the HEA to make changes to the applicant's cost of attendance or to the values of the data items required to calculate the EFC.