

Davis Technical College

Student Financial Aid - Verification and C-Code Resolution Policy

Effective Date: 11 August 2025

1. Purpose

- 1.1. This policy is established in compliance with federal regulations to promote institutional integrity in the administration of the federal financial aid programs. Specifically, this policy defines how the College will comply with the federal verification requirement, C-Code resolution, and resolving conflicting information.

2. References

- 2.1. Federal Student Aid Application and Verification Guide
- 2.2. Code of Federal Regulations, 34CFR 668.51-61
- 2.3. Davis Technical College Financial Aid Professional Judgment policy

3. Definitions

- 3.1. **Dependent Student:** A student under the age of 24 that does not meet the definition of an independent student and is therefore required to include parental information on the FAFSA.
- 3.2. **Student Forms:** software used to collect student and parent documents and to create any corrections of a student's FAFSA data.
- 3.3. **Comment Codes (C-Codes):** any comment on the FAFSA that may require resolution before federal aid can be processed and disbursed to a student.
- 3.4. **Verification:** process where the Department of Education requires financial aid offices to confirm the information provided on the FAFSA and make corrections as needed.
- 3.5. **FAFSA Partner Portal (FPP):** Department of Education website where schools can access FAFSA data for students and make corrections as needed.
- 3.6. **Institutional Student Information Record (ISIR):** output file that is sent to schools, created by the Department of Education from the submitted and processed FAFSA data.

4. Policy

- 4.1. Verification, C-Code resolution, and resolving conflicting information will be completed in accordance with the regulatory requirements as outlined in the Federal Student Aid Application and Verification Guide.
- 4.2. The financial aid office will verify all students selected for verification by the US Department of Education.
- 4.3. The Office of Scholarships and Financial Aid will select other individuals for verification as necessary to resolve conflicting information discovered in the file review process.

- 4.4. Verification and C-Code resolution must be completed before financial aid is sponsored, packaged, or disbursed. This includes providing any requested documents through the student's financial aid portal, Student Forms.

5. Procedure

- 5.1. **Notification:** Applicants must set up their financial aid account through Student Forms and provide a valid email address to receive notifications of required tasks. Applicants will be notified of the required documentation needed to complete the verification process.

- 5.1.1. The deadline for submitting required documents is the earliest of the following:

- a. 90 days from the date of the first notification OR
- b. Prior to the last date of enrollment in an eligible program OR
- c. September 1 after the end of the aid year, which ends June 30 each year

- 5.1.2. Failure to provide required documents by deadline may result in a student being ineligible to receive federal aid for the applicable aid year.

- 5.2. **Correcting data:** Most corrections to the FAFSA are made in Student Forms. Student Forms creates the correction file to be sent to the FPP. Once the correction is returned from the FPP the Office of Scholarships and Financial can proceed with the processing of the student's file. If the correction cannot be made in Student Forms, correction will be made in the FPP.

- 5.2.1. Applicants will be notified once their file review has been completed in Student Forms.

- 5.3. **Updating FAFSA after Submission:** Once the Office of Scholarships and Financial Aid has received a valid ISIR, the student or parent should not make changes, unless instructed by the Office of Scholarships and Financial Aid. Once the FAFSA has been submitted, in most cases changes can only be made through professional judgment.

- 5.4. **Verification Group 4 and Group 5 Reporting:** per federal regulations the Office of Scholarships and Financial Aid is required to report the results of students selected for verification of high school completion, identity, and statement of educational purpose (group 4 and group 5 verification).

- 5.4.1. This process has been suspended for the 2024-2025 and 2025-2026 FAFSA years due to the FPP not being set up for the V4 and V5 reporting requirement.

6. Approval and Notes

Revised: 11 August 2025

Revised: 27 June 2022

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