

Davis Technical College

Student Financial Aid - Verification and C-Code Resolution Policy

Effective Date: 27 June 2022

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
- 2.4. Dear Colleague Letter (DCL) GEN-22-06 Changes to 2022-2023 Verification Requirements
- 2.5. Dear Colleague Letter (DCL) GEN-21-05 Changes to 2021-2022 Verification Requirements

3. Definitions

- 3.1. **FAA Access:** Department of Education software used by the financial aid office to report on V4 and V5 results and make updates to FAFSA information as needed.
- 3.2. **Dependent Student:** A student who answers “No” to all the Dependency Questions on Part 3 of the FAFSA and is therefore required to include parental information on the FAFSA.
- 3.3. **Student Forms:** software used to collect student and parent documents and for creating any corrections of a student’s FAFSA data.
- 3.4. **Comment Codes (C-Codes):** any comment on the FAFSA that may require resolution before federal aid can be processed and disbursed to student
- 3.5. **Verification:** process where the Department of Education requires financial aid offices to confirm the information provided on the FAFSA and make corrections as needed.

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.
 - 4.2.1. For the 2021-2022 and 2022-2023 aid years, the Department of Education has suspended the verification requirement of household size and tax (income/asset) information. Schools are still required to complete verification of identity and statement of educational purpose.
- 4.3. The financial aid office 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 in order to receive notifications. Applicants will be notified of required documentation needed to complete the verification process. Failure to complete verification will result in a delay of disbursement.
 - 5.1.1. Deadline to submit 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
 - d. Example for the 2021-2022 aid year, the deadline for document submissions would be September 1, 2022
 - 5.1.2. Failure to provide required documents by deadline may make a student ineligible to receive federal aid for the applicable aid year.
- 5.2. **Correcting data:** All corrections to the FAFSA are made in Student Forms. Student Forms creates the correction file to be sent to FAA Access. Once the correction is returned from FAA Access our office can proceed with the processing of the student's file. In the event that the correction cannot be made in Student Forms, correction will be made in FAA Access.
 - 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 financial aid office has received a valid FAFSA, the student or parent should not make changes, unless instructed by the financial aid office. Once the FAFSA has been submitted most changes should be done through professional judgment.
- 5.4. **Verification Group 4 and Group 5 Reporting:** per federal regulations the financial

aid office 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). This reporting is done monthly through FAA Access.

6. Approval and Notes

Revised: 27 June 2022

Revised: 20 July 2018

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President's Council Approval: 07 April 2013