

Davis Applied Technology College

Student Financial Assistance: Data Consistency and Referring fraud

Effective Date: 07 July 2000

President's Council Approval: 4/5/05
Rev: 11/2004

1. Purpose

To comply with federal mandated regulations that require the school have an established system for identifying and resolving discrepancies.

2. References

2003-04 Federal Student Aid Handbook Volume 2 page 2-175
Davis Applied Technology College Financial Assistance Policy Manual, Verification

3. Definitions

3.1 EdExpress: Software program provided by the Department of Education used for entering, correcting, printing, and tracking student ISIRs and COD data.

3.2 Institutional Information Report (ISIR): The electronic instrument used by the Department of Education to report a student's eligibility for federal aid to the College.

4. Policy

4.1 Financial aid staff will resolve all conflicting information before disbursing federal financial aid.

4.2 If financial aid staff suspects that a student, employee, or other individual has misreported information or altered documentation to increase student aid eligibility or to fraudulently obtain federal funds, they will report their suspicions and provide any evidence to the Office of Inspector General.

5. Procedure

5.1 When financial aid staff identifies discrepant data in the student application or subsequent documentation the student will request further documentation from the student. Once the correct information has been identified the information will be corrected. Changes to an ISIR will be submitted to the Department of Education via EdExpress.

5.2 When financial aid staff suspects that the student has attempted to increase their eligibility for aid by use of fraudulent reporting, the financial aid staff will contact the Office of the Inspector General at 1-800-MIS-USED immediately.