

Davis Applied Technology College

Student Financial Assistance Verification Policy

Effective Date: 01 July 2013

President's Council Approval: 4/7/2014

Rev: 10/10/2013

1. Purpose

The College, acting as a steward of public funds is dedicated to maintaining the highest degree of integrity in the administration of its financial assistance program. This policy is established in order to ensure that monies are made available to those who were intended to receive the benefit in compliance with federal regulations.

2. References

Application and Verification Guide
Code of Federal Regulations, 34CFR 668.51-61
DATC Financial Aid Professional Judgment policy

3. Definitions

3.1 **FAA Access:** The Department of Education's software used to update and correct student information.

4. Policies

4.1 Verification will be completed in accordance with the regulatory requirements as outlined in the Verification Guide.

4.2 The DATC Financial Aid Office will verify all students selected for verification by the Department of Education.

4.3 The Financial Aid Office will select other individuals for verification as necessary to resolve conflicting information.

4.4 Verification will be completed before the financial aid award is packaged or any funds are disbursed.

4.5 Students will be notified in writing of what documents are necessary to complete the verification process and the consequences of their failure to do so. Students who are requested to provide these documents must do so before any funds can be disbursed or any vouchers for tuition or books can be provided. Failure to comply will result in denial of federal student financial aid funds until such documentation is provided.

4.6 Dependent students who marry after applying for financial aid can update their marital status as part of the Verification process, if they can demonstrate that using parent's income would create an inequity.

5. Procedure

5.1 **Notification:** Applicants will be notified of required documentation needed to complete the verification process. Failure to complete verification will result in a delay of disbursement. Failure to complete verification will result in a denial of benefits.

Students will be notified in person either by phone or personal contact if their EFC or title IV aid amounts change as a result of Verification

5.3 Correcting data: All corrections to family size number in college, or income will be re-submitted using FAA Access.

5.4 Updating Marital status: Students who apply for Financial Aid as a dependent student, and then subsequently get married can, request their marital status be updated through the Professional Judgment process, if the student can demonstrate that using parent's income results in inequity to the student. In order to demonstrate that inequity the student must provide the following evidence to the Financial Aid Office.

- a. The student and spouse live independent of their parents.
- b. No Title IV aid has been disbursed to the student as a dependent student.
- c. The amount of aid available to the student as a dependent student is substantially less than the aid available to the student as an independent student.
- d. The student is married before October 1st of the current academic year.
- e. The student requests consideration before January 1st of the current academic year.