

MTTI VERIFICATION POLICY

Verification is a federal process regulated by the US Department of Education to confirm information provided on the FAFSA - Free Application for Federal Student Aid. Verification selection can be random or can be driven by incomplete, estimated or inconsistent data that is reported on the FAFSA. The U.S. Department of Education selects students for the verification process. Documentation collected from the students and/or parents is compared to the data on the Institutional Student Information Record (ISIR). This is explained during each Financial Aid Appointment with all students and/or parents. Each Financial Aid Administrator will provide a clear explanation of the student's responsibilities in the verification process. Students are contacted by phone, email or mail explaining what documentation will need to be provided, the deadline to submit said documentation and consequences for failing to meet the deadline.

Please allow 2-3 weeks for processing. If additional documentation is needed to resolve discrepant and conflicting information, processing time can be increased.

Verification Deadline

All applicants are encouraged to submit the required forms and documentation as quickly as possible. The deadline for a student to submit the required verification or other documentation will be 30 days from the program start date unless extenuating circumstances have occurred (i.e., delay from government agencies such as IRS, FSA, etc.). No student will be awarded or disbursed federal student aid until all documents have been reviewed and the data in question has been resolved.

Consequences of Failure to Submit Verification Documentation

It is the student's responsibility to provide requested information so that the verification process can be completed. The school is unable to disburse federal student financial aid until the verification process is complete. Therefore, the student's continued enrollment could be jeopardized or delayed and the student would be responsible for any charges incurred.

Notification of Award Changes Due to Verification

If verification reveals that student aid eligibility has changed, the Financial Aid Office will notify a student by preparing a revised Estimated Financial Aid Worksheet. The Financial Aid Administrator will go over the award changes and have the student sign the revised Estimated Financial Aid Worksheet. If changes have been sent electronically to the U.S. Department of Education, the student is notified by receiving a new Student Aid Report from the federal processor.

Referring Overpayment Cases to the Department

Overpayments of federal and state aid, if they occur, are resolved with subsequent adjustments to the student's account. If an adjustment cannot be made, MTTI will refer the overpayment to the appropriate federal agency.

Required Correction Procedures for Students

Upon receipt of the Student Aid Report (SAR), the student should review all information listed on the SAR and submit for processing any errors reported on the original FAFSA to the CPS. In addition, customized Verification Worksheets will be sent via email or mailed to the home address of students selected for verification. The student and parent(s) should complete the documentation upon receipt and return it to the Financial Aid Office by U.S. mail, email, or fax.

An electronic summary of a student's original FAFSA and any corrected FAFSA information will be sent from the CPS to the School. Once received, all FAFSA data, The Institution's Verification Worksheets, and any supplemental verification documents will then be reviewed by the School and forwarded to the third party servicer to calculate his/her eligibility for need-based financial aid.

If a student's FAFSA information changes as a result of the School's verification process, the School will:

- a) submit for processing changes to the FAFSA information determined to be in error*;
- b) recalculate the student's Federal Pell Grant on the basis of the recalculated EFC;
- c) adjust the student's financial aid package on the basis of the recalculated EFC; and
- d) notify the student in writing (by U.S. mail or email) of any change to his/her financial aid package.

*Note: Although the School will be able to submit most changes to FAFSA information, on occasion it may be necessary for the student to submit changes directly to the CPS. In such cases, the School will notify the student in writing (by U.S. mail or email) as to which data items must be corrected by the student and submitted for processing to the CPS.

Standard Procedures for Referring a Student to the Office of Inspector General

Individuals who have purposely misreported information or altered documentation to fraudulently obtain financial aid funds will be reported to the U.S. Department of Education Office of Inspector General.

The Financial Aid Office will report any suspected fraud or falsified information on the part of the student, parent, or preparer of the FAFSA to the U.S. Department of Education as instructed in the Federal Financial Aid Handbook.