

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

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**PROCEDURE TITLE:** VERIFICATION PROCESS FOR TITLE IV PROGRAMS

**BASED ON POLICY:**

**REVISION NUMBER:** 3

**OFFICE OF  
RESPONSIBILITY:** FINANCIAL AID

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\_\_\_\_\_  
**PRESIDENT**

**September 18, 2012**  
\_\_\_\_\_  
**DATE**

**PURPOSE**

The purpose of this procedure is to outline the required information to be supplied by students applying for federal assistance and to establish the verification process.

**PROCEDURE**

1. Process of Verification Selection

- a. In order to meet Title IV regulations of verifying thirty (30) percent of the students receiving federal financial assistance, all students selected for verification by the United States Department of Education are verified. If less than thirty (30) percent of the students applying for federal financial assistance is selected for verification, the Financial Assistance Office personnel selects students to be verified to meet the Title IV regulation of thirty (30) percent verification.
- b. The Financial Aid office may select additional students for verification as it is deemed necessary to comply for federal regulations [34 CFR 668-54(a)(3)] or [34 CFR 668.16(f)].

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- c. Students are required to use the verification worksheet prepared by the U.S. Department of Education. The worksheet must be completed in its entirety.
- d. The verification worksheet is forwarded to the Financial Aid Office, and a copy will be filed in the student's folder.
- e. When erroneous information is discovered on the Institutional Student Information Record (ISIR), corrections are requested.
- f. The students/College submit the corrected ISIR to the United States Department of Education.
- g. The United States Department of Education makes the corrections and forwards the corrected ISIR to the College and the student.
- h. A revised award letter is issued if necessary.
- i. It is the policy of the college to complete the verification of all documents prior to the student being allowed to attend class. Students may be permitted to attend one semester without completion of the verification process at discretion and review of the Financial Aid Director. However, any debt created by the students is the responsibility of the student should aid not be approved once verification is completed.
- j. Disbursement of Title IV funds is withheld until the verification is completed and all updates have been processed and return by the processing agency under the US Department of Education.
- k. Students are required to repay funds to the institution and/or US Department of Education if verification is not completed, or if erroneous information results in overpayment.