HVAC Technical Institute

VERIFICATION

Verification is a process by which certain data reported on the FAFSA is reviewed by the school and Financial Aid Services (FAS) for accuracy and completeness. Verification plays an important role in ensuring that the correct amount of Title IV funds are distributed to each eligible student. Students are selected for verification by CPS (ED) solely on data-based statistical analysis focusing on applicants with the highest probability of error or if the institution has determined that professional judgment is necessary (Please see Professional Judgment Policy for details).

If verification is required, HVAC Technical Institute will receive an ISIR with an asterisk (*) next to the students EFC. This will alert the financial aid office to identify what verification group the student was categorized into. Each verification group has its own verification requirements:

- **V1:** Standard Verification
- **V4:** Custom Verification Group
- **V5:** Aggregate Verification Group

No federal or state aid is awarded to a student until the verification process is completed. This includes receiving an ISIR with the verified and accurate information to establish the correct EFC; determined as a result of a verification.

Verification Documentation

It is the responsibility of the student chosen for verification to provide acceptable documentation required to complete the process by the deadline stated by the institution. In the event that an extension is needed the Financial Aid Officer may allow an extension on a case by case basis.

Acceptable documentation includes at a minimum:
- Copy of his/her Tax transcripts for award year, if applicable spouse's Tax transcripts for award year, and/or parents' Tax transcripts for award year (if he/she is determined to be dependent according to the dependent student definition).
- Verification worksheet and proof of untaxed income.
- If tax returns were not required students may be required to submit documentation verifying the income amount reported on the ISIR.
- The office will verify the number of family members enrolled in postsecondary institutions if there is conflicting data or reason to believe the information reported is incorrect.
- Proof of High School Diploma or GED.
- If applicable the amount paid and/or received for Child Support.
- If applicable documentation to verify the collection of SNAP.

Database Matches – Reject Codes – "C" Code Clearance
A "C" printed next to the EFC means the student has an eligibility problem that must be resolved before Title IV aid can be disbursed to the student. In the event a student has an eligibility problem associated with a "C" code, a tracking letter is generated. The student is responsible to respond to the tracking letter in order to resolve the "C" code. Proper documentation is maintained in the student's file.

Some common areas associated with "C" Codes are:
- Selective Service Match
- DHS Match
- Social Security Administration Citizenship Status
- Student's Social Security Number Match

HVAC Technical Institute

- Veterans Affairs Status Match
- NSLDS
- Responses to Drug Conviction Question on FAFSA
- Unusual Enrollment History
- Aggregate Loan Limits / Subsidized loan lifetime limits

"C" Code Clearance Documentation
- Acknowledgement of Selective Service for C-Code
- G-845 for C-Code
- Selective Service Request for Status Information Letter
- Individual statements as needed
- Letter from United States Department of Education clearing a defaulted loan

When a student is selected for verification and/or has a "C" code that needs to be cleared, the student will be notified by phone, email, and/or a written notification will be sent to their home informing them that they have been selected and what required documentation will be needed from them to clear their verification. Students whom have been chosen for verification are responsible for submitting documentation by the deadline stated by the institution in order to be in compliance. In the event that an extension is needed the Financial Aid Officer may allow an extension on a case by case basis. In the event that a student fails to submit required documentation by the required deadline, he/she may need to wait for the next available start date.

Verification and "C" Code documentation are submitted to Financial Aid Services (FAS) using the Edge Portal Provided to us by them for review. Once received, FAS will review all documents that were submitted and identify any correction needed to be made through the Central Processing System (CPS). In some instances, students may be required to provide the school with more supportive documentation and/or statements then what was originally submitted for adequate clarification.