

CPTC Procedure: Verification

The Coastal Pines Technical College Financial Aid Office staff verifies all applicants that are selected by the Federal Central Processing System (CPS). CPTC also utilizes the authority granted by the Department of Education to select certain students for verification that may have not been selected by CPS. Verification groups are detailed below.

Who Will Be Verified

1. All students selected by the CPS with a verification flag set to 1, 4, and 5 on the ISIR (Institutional Student Information Record).
2. Students that have incorrect or missing information on the FAFSA may be required to verify specific items.
3. All students that have C-Flags assigned on the ISIR may be required to verify specific items.
4. Students selected by CPTC:
 - a. Students under the age of 24 who are unmarried, indicate they have children they support or legal dependents and report less than \$10,000 of income will automatically have an *Independent Student Household Members Verification Worksheet* and an *Independent Student Tax and Income Verification Worksheet* added to their account. If these documents do not confirm that the student can provide at least 50% of the dependents' support, the student will be asked for additional documentation or told that parent information is required on the FAFSA.
 - b. Students that answer "Yes" to any of the following questions on the FAFSA will be required to submit adequate documentation showing proof of their situation.
 - Orphan, Ward of Court, Foster Care
 - Emancipated Minor
 - Legal Guardianship
 - Unaccompanied Youth by School
 - Unaccompanied Youth by HUD
 - At Risk of Homelessness
 - c. Students or parents that have a marital status that conflicts with their tax filing status will be required to submit a proof of their marital status.
 - d. Students with conflicting information may be required to submit additional documentation. This depends on the scenario of each individual student and the information that needs clarification.

Notification

Students selected for verification will be notified that additional documentation is required before financial aid can be awarded and/or disbursed. Missing document notifications are scheduled to be sent weekly.

Responsibility:

The Vice President for Student Affairs has the overall responsibility of ensuring this procedure is implemented.

Adopted: July 19, 2022

Reviewed: February 21, 2023