Verification

Verification is the process of confirming the accuracy of student reported data on financial aid applications. The USDE selection criteria require that at least thirty percent of the financial aid population be verified. The school has the authority, and may be required, to verify additional students. Students may be selected for verification if there is a discrepancy or a condition, which is unusual and warrants investigation.

The Application and Verification Guide published by the USDE serves as a reference for verification requirements.

Peralta Community College District will verify all students who have been selected by the Department of Education for any of the verification categories V1-V6. However, students may be asked to provide additional information if further investigation is needed to resolve a discrepancy.

Upon receipt of the electronic ISIR, a "To-Do" checklist item is automatically generated in our PeopleSoft system for any student who is selected for verification according to the federal selection criteria. These "To-Do" items informs the student of additional information, which is required to complete the financial aid application (verification form, student and parent tax transcripts, verification of citizenship, selective service status, etc.). Students are also notified that they have been selected for verification upon receipt of their electronic Student Aid Report (SAR.)

Students are notified that some financial aid funds, such as SEOG and FWS are awarded on a first-come, first-serve basis and that until the missing items are submitted to the Financial Aid Office, additional processing of their file is not possible.

Required documentation items are identified and receipt date is maintained in a file tracking system and the PeopleSoft Financial Aid system. All required documents are identified upon receipt in the Financial Aid Office. When all of the requested items have been received, processing Assistant will mark all required documents as "received" and route it to the Financial Aid Specialist for verification. Files are processed in chronological order.

Documentation submitted to the Financial Aid Office must be legible, appropriate, and have the student's ID number for identification purposes. If the student submits a document that is not legible, the document will be returned and appropriate documentation will be requested.

Eligibility Changes Resulting from Verification

If the verification process results in a change of a student's financial aid eligibility, PCCD

repackages the student for financial aid based on their new eligibility status and notifies the student with a new award notification
.
As reviewed, additional student ISIR corrections may be submitted for transmission via our PeopleSoft software system. When the corrected ISIR is received, final review of the file takes place and an award is made if the student is eligible.

Students who fail to submit verification documents will not be awarded Financial Aid.

Because the Financial Aid Office is liable for disbursements made prior to verification, it is the policy of the Office not to award nor disburse funds until verification is complete. PCCD's policy does not allow interim disbursements. Students must complete the verification process before aid is awarded or disbursed.

Financial Aid Office policies and procedures are designed to eliminate the possibility of an overpayment from any fund. If, however, an overpayment does occur, a service indictor is placed on the student's records by the financial aid office and a letter is sent to the student. Academic transcripts and enrollment for future terms are withheld until the account has been cleared.

Exclusions

Certain circumstances excuse students from completing verification. Financial Aid staff must identify and document in the aid folder why the student is not required to complete verification. These circumstances may follow:

1. Incarceration
2. Recent immigrant
3. Spouse unavailable
4. Parents unavailable
5. Death of the student
6. Applicant verified by another school
7. Pacific Island resident
8. Not an aid recipient