

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 2.016**

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**Title: LCTCS Financial Aid Verification**

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Authority: Board Action

Original Adoption: 06/08/2016

Effective Date: 06/08/2016

Last Revision: Initial

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All LCTCS colleges will follow normalized policies and procedures for verification, the federally mandated process schools must follow to check the accuracy of information reported on the Free Application for Federal Student Aid (FAFSA).

- I. When conducting verification, LCTCS colleges will only verify applicants selected by the U.S. Department of Education (DOE) Central Process System (CPS).
  - a. Applicants selected for verification at an LCTCS college
    1. will be placed into a verification tracking group by the DOE;
    2. will receive by the student's college-issued e-mail account and LoLA account a verification selection notice explaining and requesting the documentation required to complete verification;
    3. will be notified by the college of a priority deadline to submit all verification documentation in advance of the fee payment deadline;
    4. will **not** receive financial aid disbursements until the verification process is complete;
    5. will have all necessary FAFSA corrections entered on their behalf by financial aid processing staff upon receipt of verification documentation;
    6. will, if necessary, have their award decreased—funds will be returned to the appropriate Title IV program, and the college will bill the student for any balance that results; and
    7. will be reported to the DOE Office of Inspector General if suspected of engaging in fraud (i.e. altering documents, intentional misreporting, etc.) for the purposes of increasing aid eligibility.
- II. LCTCS colleges will not verify applicants who are not selected by the DOE unless circumstances and or available information requires that verification be conducted in accordance with Title IV of the Higher Education Act.
- III. LCTCS Colleges will not verify applicants that qualify for a DOE-approved exclusion.
- IV. Effective 07/01/2017 all institutional policies and procedures related to verification will not exceed the requirements of the U.S. DOE. Until that time, colleges may begin voluntarily complying with this policy.