

# Blinn College Verification Policies and Procedures

## Verification and Updating of Student Aid Application Information

- Blinn College will complete the verification process on all students selected by the Federal Processor prior to making any Financial Aid Awards. Students selected for verification must meet the following criteria to be awarded financial aid.
  - Processed ISIR (must have official EFC) must be received prior to the last class date of the students enrollment.
    - Student has 120 day from last enrollment or September 15 whichever comes first to submit the required documentation.
  - Failure to submit the required documentation within the specified time frame will result in the student not being awarded financial aid.
  - All documentation must be submitted to the institution prior to the institution exercising any authority to make changes to the applicant items required to calculate the EFC.
  - If a correction is required the student will receive information to their Blinn and personal emails advising them to review requested documents in the portal. The portal will inform that a correction has been made and will receive updated information from the Federal Processor with a new EFC.
- A student will receive an email to their Blinn College assigned email directing them to the My Blinn portal where students can view the specific documents required to satisfy verification. Possible required documents include but are not limited to:
  - **Independent or Dependent Verification Worksheet:** Your application has been selected for verification. Please complete and return to our office the Institutional Verification Worksheet (VWE).
  - **Parent Tax Transcript from the IRS or successful completion of IRS Data Retrieval:** You have been selected for a review process called verification. Please use the IRS data retrieval tool that is part of FAFSA on the Web, or submit a 2015 IRS tax return transcript (not a photocopy of the income tax return) to the Financial Aid Office.
  - **Student and/or Spouse Tax Transcript from the IRS or successful completion of IRS Data Retrieval:** You have been selected for a review process called verification. Please use the IRS data retrieval tool that is part of FAFSA on the Web, or submit a 2015 tax return transcript (not a photocopy of the income tax return) to the Financial Aid Office.

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- **No Income Verification Form:** You have stated that you will not file a Tax Return. Please submit verification of your non-filing status to the financial aid office.
  - **2015 Student or Parent W-2s or IRS Wage and Income Statement:** Please provide the Financial Aid Office all of your W-2s and/or parents' W-2's for 2015.
  - **IRS Proof of non-filing:** The U.S. Department of Education requires that all non-tax filers obtain proof from the IRS that they did not file a tax return for the 2015 tax year.
  - **Marital conflict resolution worksheet:** The U.S. Department of Education requires that Blinn College ensure each financial aid applicant and parents on the FAFSA file their IRS tax forms using the correct forms for their marital status. This form may be requested as a result of the U.S. Department of Education's review or during a review by our staff.
- Student will be notified of conflicting data via their Blinn and personal email stating that information pertaining to the conflict and directing them to correct the FAFSA.
    - **Conflict 1:** Blinn College record indicates a student is an undergrad but FAFSA indicates seeking something other than a bachelor's degree.
    - **Conflict 2:** Blinn College record indicates student is an undergrad but FAFSA indicates the student has received their 1<sup>st</sup> bachelor's degree by July 1.
    - **Conflict 3:** Blinn College record indicates and undergrad/post-bachelor but FAFSA indicates Graduate student.
    - **Conflict 4:** Blinn indicates student is seeking 1<sup>st</sup> bachelor's degree and have received 1<sup>st</sup> bachelor's by July 1.
    - If any discrepancies are not mentioned above the student will receive notification to contact our offices for further information.
  - Fraud or Abuse
    - Should fraud or abuse be detected or suspected, report it to the Director of the Financial Aid Office. The Director will consult with the school's legal counsel prior to referring it for investigation to the Office of the Inspector General of the Department of Education or any agency outside the school.
    - All credible information indicating that an applicant for Title IV may have engaged in fraud or other criminal conduct will be provided. Fraud is an intent to deceive as opposed to a mistake. In addition we will refer any third-party servicer who may have engaged in fraud, breach of fiduciary responsibility, or other illegal conduct involving the FSA Programs.