SAGRADO
Universidad del Sagrado Corazón

Verification Policy and Procedures
Revised July 2017

The Integrated Assistance office will only verify cases selected by the Federal Department of Education for verification.

Verification requirements apply to most Federal Financial Aid programs.

For Direct Loans and Federal Family Educational Loans, verification is not required in cases where the loans are unsubsidized loans or Parent PLUS Loans.

The institution will continue with the verification process for the following programs:

- Pell Grant Program
- Federal Direct Loans (subsidized)
- Campus-Based Programs
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study Program
- State Fund Program

A student eligible for a Subsidized Loan will not be exempt from the Verification process.

Verification Notice and Correction Procedure
Students selected for verification will learn their verification status through the response to their FAFSA application.

The student will receive a Student Aid Report (SAR) marked with an asterisk (*) in their EFC (Effective Family Contribution) index. The comments page informs the student of their verification status and the type of verification established by the Federal Department of Education. The comment on the dependent student's report notifying them that their application has been selected for verification is identified with the number 170. The comment for an independent student is identified with the number 171.

The Integrated Assistance office sends students selected for verification by the Federal Department of Education an email confirming that their application for federal financial aid has been selected for verification and notifying them of the process to follow in order to meet the requirement so that their eligibility can be determined. The student must respond to the communication sent by Integrated Assistance no later than 5 business days after the email is sent.

The following items on the FAFSA will be verified by the Integrated Assistance Office with the documentation submitted by the student.

Group V1:

- Adjusted gross income Taxes paid
- Non-taxable portions of IRA distributions Non-taxable portions of pensions
- IRA payments and deductions
- Tax-exempt interest income Education credits
- Number of household members
- Number of members in post-secondary institution
- Supplemental Nutrition Assistance Program (SNAP-Food Stamps) Child support or alimony paid
- Exempt taxpayers Earned income
- Number of household members
- Number of members in post-secondary institution
- Supplemental Nutrition Assistance Program (SNAP-Food Stamps) Child support or alimony payments

Group V4:

- High School Diploma Identification/Declaration of Educational Purpose
- Supplemental Nutrition Assistance Program (SNAP-Food Stamps) Child support or alimony payments

Group V5:

- High School Diploma Identification/Declaration of Educational Purpose
- Includes information required in Group V1

The student must go to the Integrated Assistance Office with copies of the documents supporting the information submitted in their FAFSA application (the documents must be on file with Financial Aid) and with the Verification Sheet duly completed.

Dependent or independent students whose income was reported on a Puerto Rico or Federal Income Tax Return must submit a signed copy of this return. The Institutional Officer will determine whether the information submitted in the FAFSA application and the Tax Return match. If there is any discrepancy, the information will be adjusted or corrected and sent for reprocessing to determine the new EFC.

Dependent and independent students who do not file a tax return must submit Form W-2 to the Integrated Assistance Office, establishing the source of income reported on the FAFSA.

All selected students must submit the Verification Worksheet in accordance with the verification notification communicated to them by the Federal Department of Education and the University (Group V1, V4, or V5), duly completed and signed, before the verification process can be considered complete. The form is available on the institution's student portal, mi.sagrado.edu, under Financial Aid forms.

Unusual Enrollment History

- The Federal Department of Education, in its effort to prevent fraud in Title IV Funds, has implemented a verification process for students who have been identified as having unusual enrollment behavior.
- The Department considers a student to have unusual enrollment if they have attended several postsecondary institutions without completing the enrollment period and without completing at least one academic credit.
- A student identified under this category ("Unusual Enrollment History") requires the university to identify any Title IV funds used to pay for credits at more than one institution without receiving academic credits or completing a degree.
- The process consists of evaluating Pell Grant credits or disbursements and Direct Loans from the four (4) academic years prior to the current FAFSA application. The student sometimes has to provide the Integrated Assistance office with credit transcripts as evidence that they earned academic credits at the previous institution. Students will learn their status through the response to their FAFSA application.
- The student will receive a Student Aid Report (SAR). The comments page indicates the student's Unusual Enrollment History status as established by the Federal Department of Education. The comment in the report is identified with the number 359 or 360.
- The Integrated Assistance Office will notify the student via institutional email of the procedure to follow and the documents required to meet the requirement so that their eligibility for Title IV funds can be determined. The student must respond to the notification within the next 5 business days.

Student responsibilities

Submit or send the documents requested by the Integrated Assistance Office to complete the process. The financial aid officer will evaluate the documents provided by the student to approve or deny their eligibility for Title IV funds.

Eligibility Determination

The student will receive notification via their institutional email address of their eligibility or ineligibility to continue receiving Title IV funds. If ineligible, no Title IV funds will be disbursed.

Processing Time to Complete Verification and Deadlines

- Pell Grant – The institution must have a valid ISIR on file no later than 120 days after the student has completed the enrollment period ( ).
- Federal Direct Loans – All verification documents must be submitted before any financial aid offer or package is made.
- Campus-Based Programs – All verification documentation must be submitted no later than 120 days from the last day of enrollment.

Processing of disbursements and payments

- Pell Grant – No Pell Grant disbursements will be made until the verification process is complete. Changes resulting from additional information provided by

the student will be incorporated into the FAFSA application, and financial aid awards will be adjusted accordingly in each case.

- Federal Direct Loans - No disbursements will be made until the verification documents are received by the Office of Integrated Assistance. Changes resulting from the information provided will be incorporated into the FAFSA application, and financial aid awards will be adjusted accordingly in each case.
- Campus-Based Programs (Reference at the beginning) – No disbursements will be made to students who are pending verification documentation until these documents are submitted and reviewed by the Office of Integrated Assistance.

Overpayments

In the event of an overpayment, after verification, if the financial aid disbursed to the student was in excess, the University will reduce or cancel one or more pending disbursements to this student, making adjustments to eliminate the excess aid and return it to the Federal Department of Education or the relevant fund.