



Verification Policy

What is verification?

Upon completion of the FAFSA, the U.S. Department of Education may select students for a process called "verification." This process requires ESCUELA HOTELERA DE SAN JUAN to verify the information provided on your FAFSA with the financial documents you are required to provide to our office. The required documents will be requested once ESCUELA HOTELERA DE SAN JUAN receives your FAFSA and may include, but are not limited to, a signed copy of your federal tax return transcript and the verification worksheet. If you are a dependent student, you will also be required to present a copy of the federal tax return transcript signed by your parents. You may be required to provide other documents, as necessary, to complete the verification process.

Your Student Aid Report (ISAR) will let you know if you have been selected for verification. If there are discrepancies between the information provided on the FAFSA and your financial documents, ESCUELA HOTELERA DE SAN JUAN will make electronic corrections to your FAFSA on your behalf. Important note: Our office will not consider your financial aid application until all the required documents are returned and the verification process is completed. Any correction made to your FAFSA may cause changes in your financial aid account, including the grant amounts.

The Department of Education requires ESCUELA HOTELERA DE SAN JUAN to complete the verification process for any selected student. You cannot receive any federal financial aid until the process is complete. Please help us complete this process as soon as possible so that your financial aid is not delayed.

On occasions, a student will be selected for verification in a subsequent ISIR after they have been packaged or after aid has been disbursed. This may be caused by a change the student makes to the FAFSA (without

our knowledge) or a submitted ISIR received from CPS or NSLDS. At this point, the steps above will be followed. In addition, any undisbursed aid is withheld until verification is complete. If the aid has been disbursed, any future aid will be suspended until verification is complete. No adjustments are made to the aid disbursed at this time, as the student was eligible for aid at the time of the disbursement. Once verification is complete and no corrections are required, all the holds are removed, and the student is eligible for the initial aid offered and/or disbursed. If corrections are needed and result in a change in the financial aid awarded and/or disbursed, the necessary adjustments will be made. The student is responsible for reimbursing all the aid for which she/she is not eligible, although the student may keep the Stafford Loan money received. If the student is deemed ineligible after the verification, the whole aid will be terminated and/or returned to the Department of Education.

Pell Grants: A student selected for verification may submit a valid SAR, or the school may receive a valid ISIR after the Pell deadline published in the Federal Register but before the verification deadline established by the Department and also published in the Federal Register. If the student fails to provide the verification documentation or we do not receive the valid SAR or ISIR (if required) within said additional time, the students forfeits the Pell Grant for the award year and must return any Pell money he/she has already received for that award year. (Application and Verification Guide Reference).

Withdrawal before the verification process is complete

The school must receive the necessary documentation and complete the verification process no later than 120 days from the student's last day of enrollment AND must have an official or calculated EFC prior to the date of withdrawal.

If the student is found to have been eligible for the Pell Grant, the amount the student would have been eligible to receive during the semester withdrawn would be considered "aid that could have been disbursed" for the calculation of the return of the Title IV funds. Federal loans are not considered "aid that could have been disbursed" unless they originated before the withdrawal.

Fraudulent/criminal conduct references

If a student, employee, or other person is suspected to have misreported information or altered documentation to fraudulently obtain federal funds, our office must inform our suspicions and provide any evidence to the Department's Office of the Inspector General (OIG). Our office will forward to the OIG any credible information indicating that an applicant for Federal Student Aid may have engaged in fraud or other criminal conduct in connection with his/her application.

Common misconduct includes false claims of independent student status, false claims of citizenship, use of false identities, forgery of certification signatures, and false income statements. Fraud is the intent to deceive rather than a mistake.