

## **Federal Verification Policy**

Reading Area Community College, RACC, is committed to ensuring the accuracy and integrity of the federal financial aid programs under Title IV of the Higher Education Act of 1965, as amended. To fulfill this commitment, RACC has established a Title IV Verification Policy in accordance with the regulations outlined in 34 CFR Part 668, Subpart E.

### **II. Purpose**

The purpose of this policy is to outline the procedures and requirements for verifying the information provided by students and their families on the Free Application for Federal Student Aid (FAFSA) in order to determine their eligibility for Title IV federal financial aid programs.

### **III. Verification Selection**

A. RACC will typically verify only the students required as indicated by the ISIR received by the US Department of Education via the COD transmission imported into our administrative software. In rare cases, the school will select a student when there is reason to believe that the information provided on the FAFSA is inaccurate.

B. Students selected for verification will be notified through their official college mail and email and will be provided with a list of required documentation.

### **IV. Required Documentation**

A. Students selected for verification must provide the following documentation to the financial aid office:

A completed Verification Worksheet, which will be provided to the student by the financial aid office.

A signed copy of the student's federal tax return (IRS Form 1040, 1040A, or 1040EZ) for the applicable tax year or a data retrieval from the IRS.

If the student is a dependent, a signed copy of the parent's federal tax return for the applicable tax year or a data retrieval from the IRS.

Any other documents requested by the financial aid office to resolve discrepancies or inconsistencies in the FAFSA data.

B. RACC will clearly communicate deadlines for submitting required documentation to students selected for verification.

### **V. Verification Process**

A. Once the required documentation is received, RACC will compare the information on the FAFSA with the information provided in the verification documents.

B. If discrepancies or inconsistencies are identified, RACC will make necessary corrections to the FAFSA data. The student will be notified of any changes made to their FAFSA information.

C. If the student's eligibility for Title IV aid changes as a result of verification, the financial aid award will be adjusted accordingly.

### **VI. Consequences of Non-Compliance**

A. Students who fail to complete the verification process by the specified deadline may forfeit their eligibility for federal financial aid programs.

#### VII. Reporting Requirements

RACC will report the results of verification to the U.S. Department of Education as required by federal regulations through TD Client to COD.

#### **VIII. Review and Revision**

This Title IV Verification Policy will be reviewed annually by the financial aid office and updated as necessary to remain in compliance with federal regulations.

#### **IX. Contact Information**

For questions or further information regarding the Title IV verification process at Reading Area Community College Contact: Benjamin Rosenberger, Director of Financial Aid/Registrar in Berks Hall B107 or email [brosenberger@racc.edu](mailto:brosenberger@racc.edu)