



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Title IV Verification Process
Number: 4.3.1.1

Responsibility: Student Affairs (Financial Aid)
Last Updated: November 1, 2023
Related Policy: 4.3.1 – Student Financial Aid

President

Purpose:

The purpose of this procedure is to outline the required information to be supplied by students applying for federal assistance and to establish the verification process.

Procedure:

Process of Verification Selection:

1. All students selected for verification by the United States Department of Education are verified.
2. The Financial Aid office may select additional students for verification as deemed necessary to comply for federal regulations [34 CFR 668-54(a)(3)] or [34 CFR 668.16(f)].
3. Students are required to submit all requested documentation needed to complete the verification process. All verification forms and documentation may be submitted to the Office of Financial Aid electronically.
4. When erroneous information is discovered on the Institutional Student Information Record (ISIR), the student will be contacted via email regarding supporting documentation if needed. These outstanding requirements are also viewable in the student's Self-Service portal. Corrections will be made to the record.
5. The College submits the corrected ISIR to the United States Department of Education.
6. The United States Department of Education makes the corrections and forwards the corrected ISIR to the College and the student.
7. A revised award letter is issued, if necessary.
8. Awarding and disbursement of Title IV funds is withheld until the verification is completed and all updates have been processed and returned by the processing agency within the US Department of Education.

9. Students are required to repay funds to the institution and/or US Department of Education if verification is not completed, or if erroneous information results in overpayment.