

FAFSA Verification

A student selected for verification must comply with the guidelines as outlined below. Students may be selected for verification by the U.S. Department of Education or Ellsworth Community College. The verification process is mandated by the U.S. Department of Education. Some students are selected for a specific reason and others are randomly chosen. The process is designed to ensure that the data on the FAFSA is complete and accurate.

The student is notified by mail with a tracking letter generated from PowerFaid by the ECC Financial Aid staff to complete the verification process, the following must be noted:

- A. The student and parent/spouse are responsible for providing supporting data including:
 - 1. Completed verification worksheet(s)
 - 2. Copies of tax return transcripts for both student and parent/spouse, and
 - 3. Other required documentation as requested by the office of financial aid.
- B. This data is urgent and must be provided immediately.
- C. Failure to provide this data in a timely manner can result in the loss of campus based federal funds to the student.
- D. Financial assistance will not be credited to the student's account until this process is completed.

Campus based federal funds will not be reserved if a student fails to complete the verification process in a timely manner. Ellsworth Community College will not guarantee availability of campus based funds if a student fails to complete the verification process in a timely manner.

It is the responsibility of the Financial Aid staff that the verification process at ECC is carried out according to federal regulation.

Once the student or parent (if applicable) has provided all the required documentation, the Financial Aid staff processes the verification. If during the verification process, conflicting information is noted or further documentation is required, the student will be notified by mail or by phone conversation. Corrections to the ISIR data is the responsibility of the Financial Aid Administrator.

In the event a currently enrolled student who has already been awarded aid is subsequently chosen for verification on a newly generated ISIR transaction, the student will be contacted via mail to request completion of the verification process. Multiple attempts will be made to request completion of the verification process should the student fail to respond. If the student fails to complete the verification process prior to the next payment period, future aid will not be released until verification is completed.

If determined during the verification process that a student is attempting to perpetrate fraud, it will be the responsibility of the Financial Aid Administrator and the Dean of Students to refer such individuals to the Office of Inspector General (OIG).