

## **Brookdale Community College Financial Aid Verification Policy**

**What is Verification?** Verification is a detailed review of the information you provided on your Free Application for Federal Student Aid (FAFSA) to attend Brookdale Community College. You will need to provide certain documents for the Financial Aid Office in order to complete the verification process. The law requires us to complete the process of verification before we disburse any grant or loan funds to you. The policies and procedures that govern the verification process are outlined below. Your responsibilities and the deadlines you must meet are provided.

**Verification Deadlines:** A student whose FAFSA information has been selected for verification must submit all documentation required for verification to the College by specific deadlines. Required documentation is expected prior to the last date of attendance in the term you are attending, however if you qualify for a Pell Grant it may be possible to obtain eligibility up to 120 days after the last day of your enrollment. The number of days is dependent on annual deadlines reported by the US Dept. of Education.

**Consequences:** Your failure to provide the required documentation within the specified time period could result in loss of financial aid for the semester or academic year. During the time an applicant is completing the verification process, no funds may be disbursed. If a subsequent FAFSA is received by Brookdale while you are in attendance, and you already received financial aid disbursements, your federal funds will be returned until which time your file is verified and financial aid award is reprocessed.

**Completion of Verification:** Verification is complete when an applicant has submitted all requested documents, and Brookdale has reviewed your FAFSA, if applicable made the necessary corrections, and a valid processed FAFSA report is on file including any necessary corrections to the report.

When the verification review is completed, Brookdale will submit corrections if applicable and will notify you by email to check Self-Service "MY Financial Aid" on WebAdvisor.

**Referrals:** If, during verification, it is determined that a student has received funds which they were not eligible to receive, the student must repay this amount. If a repayment is not made, the overpayment will be referred to the U.S. Department of Education. No further applications for financial aid will be processed by the U.S. Department of Education or our office.

**Summary:** The selection of an application for verification does not mean that we believe your information is incorrect. Some applications are selected for review on a random sample basis. Some applications are selected based upon a set of common edits which check data for consistency and logic. Finally, data is also checked against prior applications which have been submitted to the U.S. Department of Education. During the time an applicant is completing the verification process, no funds may be disbursed.

**VERIFICATION IS REQUIRED BY FEDERAL LAW. BROOKDALE COMMUNITY COLLEGE MUST ADHERE TO THESE PROCEDURES.**