

SAN DIEGO MIRAMAR COLLEGE

Financial Aid Office & Scholarship Services

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Verification

Verification Guidelines

Verification is the process by which the Student Assistance Technician compares the information on the financial aid application with the documents provided by the student to verify the accuracy of the application information. These policies are to be used in conjunction with the Department of Education and the California Student Aid Commission (CSAC) verification guidelines. San Diego Miramar College will verify the information on the Student Aid Report SAR/ISIR for all students who complete the application process for federal & state financial aid and who are selected for verification by the Department of Education or the California Student Aid Commission edits. In addition, San Diego Miramar College may select files for verification to resolve conflicting information or institutional edits.

At San Diego Miramar College, financial aid will not be awarded to those selected for verification until all documents required are submitted and the verification has been completed.

Verification Deadlines for 2016-2017

The key application deadline, regulated by the U.S. Department of Education, will be followed at San Diego Miramar College and can be located in the Department of Education Verification Guide.

Deadline for 2016-2017: Students who fail to turn in all documents required to complete verification by the appropriate deadline at San Diego Miramar College will be ineligible for financial aid for 2016-2017. The verification deadline is the last date of the term.

Fall 2016	Dec. 16, 2016
Spring 2017	May 26, 2017
Summer 2017	Aug. 11, 2017

San Diego Miramar College reserves the right to cut off applications earlier based on workload.

Verification Deadlines to Resolve Conflicting Information or Institutional Edits for 2016-2017

The key application deadline, regulated by the U.S. Department of Education, will be followed at San Diego Miramar College and can be located in the Department of Education Verification Guide.

Deadline for 2016-2017: Students who fail to turn in all documents required to complete verification by the appropriate deadline at San Diego Miramar College will be ineligible for financial aid for 2016-2017.

The verification deadline is the last date of attendance for the term.

Verification Deadlines for 2015-2016

The key application deadline, regulated by the U.S. Department of Education, will be followed at San Diego Miramar College and can be located in the Department of Education Verification Guide.

Deadline for 2015-2016: Students who fail to turn in all documents required to complete verification by the appropriate deadline at San Diego Miramar College will be ineligible for financial aid for 2015-2016. The verification deadline is the last date of the term.

Fall 2015	Dec. 18, 2015
Spring 2016	May 20, 2016
Summer 2016	Aug. 5, 2016

San Diego Miramar College reserves the right to cut off applications earlier based on workload.

Verification Deadlines to Resolve Conflicting Information or Institutional Edits for 2015-2016

The key application deadline, regulated by the U.S. Department of Education, will be followed at San Diego Miramar College and can be located in the Department of Education Verification Guide.

Deadline for 2015-2016: Students who fail to turn in all documents required to complete verification by the appropriate deadline at San Diego Miramar College will be ineligible for financial aid for 2015-2016.

The verification deadline is the last date of attendance for the term.

Corrections

If discrepancies are found between the documents submitted for verification and the information on the SAR/ISIR, the following procedures will be used for making the corrections:

SAR/ISIR – Corrections to income or asset figures, household size, number in college and dependency must have a new need analysis performed. If the corrections result in a changed EFC, the data must be transmitted to the Central Processor to produce an electronic student aid report.

Award changes – If corrections to the SAR/ISIR due to verification result in a change in the student's award, the student will be sent a revised award letter notification by email. Financial aid notifications are produced weekly for new awards and changes to awards made during the previous week.

Verification Selection

A random selection of the financial aid population may be selected for verification by the Department of Education or California Student Aid Commission. San Diego Miramar College will perform additional verifications on all students who have conflicting data.

Notification of Verification Requirements

Students will be notified of the documents that must be submitted to the financial aid office in order to complete verification via the students Reg-e information page. The missing information letter (email) will list the required verification items, any other actions required to complete verification, and other items required by the Financial Aid Office. Missing information letters (email) are generated to the students on a weekly basis.

Students who fail to bring in the documents may lose their priority standing for campus-based awards.

If, following verification, the institution discovers evidence of student aid fraud (including identity theft), waste or abuse of US Department of Education funds, such evidence may be referred to the Office of Inspector General of the U.S. Department of Education.

This page was last updated on June 23, 2016.