At the time the student’s application is received, a tracking group will be assigned that indicates whether the application is selected for verification. This tracking group assigns all documents required from the student. The student’s file will not be processed, nor payment made, until all requested documents are received and reviewed, and any necessary corrections are approved by the Department of Education’s Central Processing System. Students may also be selected for verification by College of the Sequoias Financial Aid Office upon their discretion.

**Deadlines:**

- For Pell grant, students selected for verification by the Department of Education or the school must have verification documents and a valid output document (ISIR) no later than 120 days after the last date of enrollment or the deadline published in the *Federal Register* (typically the last week in September after the aid year), whichever is earlier.

- Direct Loan applicants must complete verification by the COS loan deadlines for loan eligibility; October 31 in the fall term, March 31 in the spring term, the last day of instruction in June for the summer term.

If a student does not submit verification documents by the above deadlines, the financial aid and/or loan application will not be processed.

If verification is performed by another school, that evaluation will not be accepted. The student will be required to resubmit documentation so that verification can be performed by College of the Sequoias.

Verification will be completed prior to exercising professional judgment to adjust any values that are used to calculate the Expected Family Contribution (EFC).

Once verification is completed in Banner, required data changes are submitted to the Department of Education’s Central Processing System (CPS). The student will not be awarded until the CPS sends the school an updated, approved Institutional Student Information Record (ISIR).

If the school receives an ISIR due to a student’s submission of corrections to the Student Aid Report (SAR), the school will review the ISIR discrepancy report and determine if further review is needed. Upon resolving discrepancies, if the EFC increases, the student will be liable for an overpayment (if any). If the EFC decreases, the student will receive the corresponding financial aid award, if otherwise eligible.

**Late disbursements:**

Generally a student ceases to be eligible for aid once he has finished the term and is no longer enrolled. However, he may submit verification documentation and receive a late disbursement after that time if the Department of Education processed a SAR or ISIR with an official EFC while he was still enrolled.
After verification is completed, the student will be emailed an award message with instructions to go to Banner Web and review financial aid award amounts, if any.

In cases that we suspect a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, a report of these suspicions and evidence will be sent to the Office of Inspector General.

**OIG Address and Phone:**
Long Beach, CA (562) 980-4141

**National Hotline:**
Inspector General’s Hotline
Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1500

1-800-MIS-USED

E-mail: oig.hotline@ed.gov

Web: [http://www.ed.gov/about/offices/list/oig/hotline.html](http://www.ed.gov/about/offices/list/oig/hotline.html)