



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Financial Aid Verification of Files
Procedure Number: 07-2017-0006
Board Policy Reference: IV.A.

Accountable Administrator: Vice President, Student Affairs
Position responsible for updating: Director, Student Financial Assistance
Original Date: January 9, 2018
Date Approved by Cabinet: 01-09-18
Authorizing Signature: *Original signature on file*
Dated: 01-09-18
Date Posted on Web: 01-12-18
Revised:
Reviewed:

Purpose/Principle:

This procedure affirms Blue Mountain Community College's commitment to comply with Title IV Federal Regulations in regards to the verification of files.

Guidelines:

34 C.F.R. § 668.54(a) states that an institution must require an applicant whose Free Application for Federal Student Aid (FAFSA) information is selected for verification by the Secretary to verify the information specified by the Secretary. In addition, if an institution has reason to believe that an applicant's FAFSA information is inaccurate, it must verify the accuracy of that information. BMCC may require an applicant to verify any FAFSA information that it specifies.

The Financial Aid Office will conduct its notification and review of files in accordance to 34 C.F.R. § 668.54(a) above as well as 34 C.F.R. § 668.57 (FAFSA items to be verified) on a timely and accurate manner.

The Financial Aid Office is in charge of developing and revising student procedures related to verification of documents in accordance with federal regulations as well as staff workflows.

Associated Administrative Procedures:

- SS-07-2003-0001 Awarding of Financial Assistance to Students
- SS-01-2004-0009 Financial Aid Disbursement
 - Student Withdrawal and Return to Title IV Funds