



<b>Title:</b>	Financial Aid Verification Policy
<b>Effective Date:</b>	10/01/2025
<b>Last Revision Date:</b>	09/12/2025
<b>Office:</b>	Student Affairs

### **Financial Aid Verification Policy**

"Northshore Technical Community College adheres to standardized policies and procedures for verification, a federally mandated process used to confirm the accuracy of information provided on the Free Application for Federal Student Aid (FAFSA)."

**A. When conducting verification,** NTCC will only verify applicants selected by the U.S. Department of Education (DOE) Central Process System (CPS).

**1. Applicants selected for verification:**

- a. will be placed into a verification tracking group by the DOE.
- b. will receive by the student's college-issued e-mail account and LOLA account a verification selection notice explaining and requesting the documentation required to complete verification.
- c. will be notified by the student of a priority deadline to submit all verification documentation in advance of the fee payment deadline.
- d. will not receive financial aid disbursements until the verification process is complete.
- e. will have all necessary FAFSA corrections entered on their behalf by financial aid processing staff upon receipt of verification documentation.
- f. will, if necessary, have their award decreased. Funds will be returned to the appropriate Title IV program, and the college will bill the student for any balance that results; and
- g. will be reported to the DOE Office of Inspector General if suspected of engaging in fraud (i.e., altering documents, intentional misreporting, etc.) for the purpose of increasing aid eligibility.

**B. NTCC will not verify** applicants who are not selected by the DOE unless circumstances and/or available information require that verification be conducted in accordance with Title IV of the Higher Education Act.

**C. NTCC will not verify** applicants that qualify for a DOE-approved exclusion.



**Policy & Procedure No. SA-011**  
**Northshore Technical Community College**

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*Review Process:*

<b>X</b>	<b>Reviewing Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Chancellor	09/12/2025	10/01/2025
X	College Leadership Committee	09/12/2025	10/01/2025

*Distribution:*

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