

**ARNOLD'S BEAUTY SCHOOL
FINANCIAL AID APPLICATION VERIFICATION POLICY**

Verification is the process by which the Financial Aid Office compares the information on the Free Application for Federal Student Aid (FAFSA) with source 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's Verification Guidelines

If a student is selected for verification, Arnold's is responsible for confirming information reported on the student's application for Title IV, HEA funds, as well as resolving any conflicting information reported on the student's application.

VERIFICATION PROCEDURES

The procedure for verifying information on FAFSA:

1. If a student is selected for Verification, the student will be notified through email by the third-party servicer or directly from the school Financial Aid Office.
2. Arnold's will provide explanation of required verification documentation. Documentation from the student or parent must be submitted to the Financial Aid Office, which could include but not be limited to identification, high school transcripts, income, and citizenship, and household size. Arnolds' will furnish, in timely manner, to each applicant whose FAFSA information is selected for varication a clear explanation of:
 - a. The documentation needed to satisfy the verification requirements; and
 - b. The applicant's responsibilities with respect to the verification of FAFSA information, including the deadlines for completing any actions required under this subpart and the consequences of failing to complete any required action.
3. The selected applicants must submit required verification documents within 30 days of notification. The Financial Aid Office reserves the right to make exceptions to the 30 day period due to extenuating circumstances on a case-by-case basis. If documentation is not provided, the student will not be eligible for Federal Financial Aid.
4. The Financial Aid office will compare the required documentation with information that was reported on the student's Institutional Student Information Record (ISIR).
5. The student will be notified in writing via an updated award letter of any award changes due to verification, along with meeting with the Financial Aid Office, within 10 days of the third-party servicer and/or Financial Aid Office receiving information on the changes to awards due to verification.
6. If corrections need to be made, the Financial Aid Office will assist the student, addressing the needed corrections at that time. If an applicant whose FAFSA information is selected for verification is required to complete verification before the institution exercises any authority under section 479A(a) of the HEA to make changes to the applicant's cost of attendance or to the values of the data items required to calculate the EFC.
7. If the Aid Office suspects any case of fraud through the verification process, the case will be reported to the Office of the Inspector General.
8. The school retains completed verification information in the student's file

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At Arnold's Beauty School, federal student aid will not be awarded to those students selected for verification until all requested documentation is submitted and the verification process is complete. If a student withdraws from all classes before verification is completed, the student must provide the necessary documents for verification within 30 days of the withdrawal date in order to receive a post-withdrawal disbursement.

OVERPAYMENT PROCEDURE

The Financial Aid Office is responsible for reconciling accounts. If overpayments are found, the Financial Aid Office would notify the third-party servicer, or vice-versa, then report the amount to the Department of Education.