



VERIFICATION POLICY

POLICIES AND PROCEDURES

Once a student completes and submits the FAFSA to the Central Processing System (CPS), there is a possibility that the application will be selected for a process called "Verification." The Verification process is the way in which a school must confirm the information listed on the FAFSA is accurate and ensures that eligible students received all the federal financial aid to which they are entitled. If you are selected for Verification, you must complete the process in its entirety before your FAFSA is considered complete.

If you are selected for Verification by the Department of Education, there will be an asterisk next to your Expected Family Contribution (EFC) on your Student Aid Report (SAR).

Additionally, Premiere Aesthetics Institute, LLC will notify each student via email. Premiere Aesthetics Institute, LLC will also provide to the student a Verification Worksheet along with instructions for submitting verification documents to the school. Premiere Aesthetics Institute, LLC reserves the right to institutionally select any student, even those not selected by the Department of Education, for Verification based on discrepant or incomplete information reported on the FAFSA.

In order to complete the Verification process, you must submit a completed Verification Worksheet along with all the required documents that are listed on the worksheet, as well as additional forms provided (if applicable). Verification will be considered incomplete until all required documents have been submitted.

Required verification documents can include acceptable documentation determined by the verification tracking flag assigned by CPS. Applicants electing to use the IRS Data Retrieval Tool **and** who do NOT alter any information imported from their IRS tax return(s) are not required to submit tax documentation. Student/parent tax transcript(s) will be required if applicant elects not to use the IRS Data Retrieval Tool **or** who alter any information imported from their IRS tax returns.

High School Completion Status

High school diploma or high school transcript showing date diploma awarded or a state recognized equivalent (GED, state certificate, approved home-school credentials) or academic transcript showing completion of two-year program that is acceptable for full credit toward a bachelor's degree.

Identity/Statement of Educational Purpose

Appear in person to Premiere Aesthetics Institutes School Director and present valid government-issued photo identification (driver's license, non-driver's license or passport) and a signed statement of educational purpose. If unable to appear in person student must provide valid government-issued photo identification (driver's license, non-driver's license or passport) and an original notarized statement of educational purpose signed by the student.

Time period to submit verification documents:

All Financial Aid applicants selected for Verification must complete the process by the deadline published in the Federal Register.

Students are notified, in a timely manner, of all required documents to submit to the school. The verification process cannot begin and/or be completed until all required documents are submitted. Generally, from the time we send the student the initial notice, students are given **1 week to submit required documents.**

Consequences for failing to submit documents in time:

∅ Documents not submitted timely could result in:

- 1) The student being responsible for paying his/her fees out of pocket.
- 2) The student cannot be processed for a Financial Aid award.
- 4) The program- year ending with the student having an outstanding balance with the school. This could result in late fees and the student's account being turned over to a collection agency.

Making corrections to the FAFSA data:

Once the student receives their SAR, they should review it for accuracy. If changes are needed, the student (and/or parents) should submit changes/corrections to the FAFSA online by using their PIN.

Once all verification documents are received by the Office of Student Financial Aid, the file will be reviewed for accuracy and completeness. Often times, corrections are required if the information indicated on the submitted documents does not match the FAFSA data. The Office of Student Financial Aid will submit corrections on the student's behalf. The

corrections will be sent to the CPS via the Department of Education System. Generally, the corrected data is processed and received back in our office within 72 hours after corrected data is submitted.

An email is sent to the student informing him/her once the corrections have been returned. If no additional corrections are needed (pending the student have not also submitted corrections), and the student meets all necessary eligibility requirements, then an award will be processed.

If the Student EFC changes and Student Aid Amounts Change:

- In the event your EFC changes on an initial SAR, prior to the student being awarded, the award will be based on the last valid SAR transaction.
- If the EFC changes after the student have been awarded - the award must be cancelled. The file will be re-evaluated, and additional documentation may be requested from the student. Once that process is completed and pending the student meets all eligibility criteria, the student will be re-awarded based on the last valid SAR transaction and EFC.
- If the EFC changes occurred which caused a change to the Financial Aid award, the student will receive a revised Award Notification
- If the student receives an overpayment based on inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to ED for resolution. Unless required by ED, no Federal financial aid will be disbursed to the student.

Office of Inspector General (OIG):

Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities (Central Processing Servicer (CPS), Judicial Services, IRS <if applicable>, including the Office of Inspector General <https://oig.hhs.gov/>.

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