



Verification Process

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Federal Regulations require schools to develop policies and procedures for verification. Mansfield Beauty Schools is required to make the policies available to all applicants, for financial aid, as well as prospective students, upon request. To follow the regulations and achieve consistency governing of this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, Mansfield Beauty Schools will not disburse federal loans, Federal Pell Grant, or SEOG, selected for verification, until completion of verification.

Who Must be Verified

The policy of Mansfield Beauty Schools shall be to verify those students who have been selected for verification by the United States Department of Education. The following items (if applicable) must be submitted to the Financial Aid Officer prior to disbursement of any Title IV funding.

Verification Worksheet, if selected and or information requested in the verification worksheet
Copy of Signed Tax Returns
Non-taxable income verification
Proof of Citizenship
Social Security Card
Names of other family members attending post-secondary institutions
Any other documents outlined by the financial aid officer

Time Period for Providing Documentation

An applicant, who has been selected for verification, must provide appropriate documentation within four weeks upon request. If the application needs to be corrected, the applicant will be notified. The student will then be given an estimated award.

Consequences of Failure to Provide Documentation within the Specified Time Frame

If an applicant fails to provide appropriate documentation within four weeks, the assumption will be that the applicant has no further interest in receiving Title IV financial aid funds. The student is responsible with respect to the verification of the application, information including deadlines for completing action required.

If a student attempts or is suspected of obtaining Title IV funds, he/she will be immediately reported to the office of the Inspector General of the United States Department of Education or the appropriate agency. This includes, but is not limited to false claims of independent status, citizenship status, income or forging a signature.