

CHAPTER 6

APPLICATION REVIEW

Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251

6.1

FORMS AND DEADLINES OUR POLICY AND PROCEDURES

Imperial Valley
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FORMS

All applicants are required to submit the following financial aid documents:

- The Free Application for Federal Student Aid (FAFSA) or
- The California Dream Act Application (for eligible AB540 students)

FORMS USED FOR VERIFICATION

- Verification Worksheets specific to the student verification type

INSTITUTIONAL APPLICATION FORMS

- None

CALIFORNIA STATE AID APPLICATION FORMS

- California Dream Act – Application available on the CSAC website
- Chafee Grant - Application available on the CSAC website
- CCPG – paper or electronic

DEADLINES

- **Deadlines for Financial Aid**
 - June 30, 2019 or last day of enrollment if earlier

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6.2

DEPENDENCY DETERMINATION OUR PROCEDURES

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IVC PROCEDURES

THE FEDERAL DEFINITION OF AN INDEPENDENT STUDENT is any individual who is 24 years old or older by December 31st of the award year OR an individual who meets any one of the following criteria:

- An orphan or ward of the court in foster care any time after the age of 13.
- An emancipated minor or student who was in a court appointed legal guardianship until the age of majority as defined by their state of residence, both as adjudicated by a court of competent jurisdiction in state of students' legal residence at time of adjudication.
- Veteran* or an active duty member of the U.S. Armed Forces for purposes other than training.
*Veteran Status: Only accrues to those who were active duty members of the military; this includes only National Guard members or reservists who were called up to active duty.
- Graduate or professional student.
- Married or separated student.
- Any individual with legal dependents other than spouse. If student under age 24 with children is living with parents, determine if parents claimed child in base years. If so, then student once again becomes dependent, unless student has provided more than one-half of child's support. An applicant whose unborn child will be born before the end of award year (June 30) can answer "Yes" to this.

All other applicants are DEPENDENTS and must include parental information on the FAFSA.

- There may be questions and need to confirm one of the standard situations that qualifies for independent status, such as former foster youth or military status.
- Technicians will follow up to request necessary information.

EXCEPTION: DEPENDENCY OVERRIDE

- Students classified as dependent due to the criteria above may be considered independent in special circumstances under professional judgment. The circumstances may include extreme hardship cases such as abandonment or abuse.
- In such hardship cases, the student must complete the Appeal for Dependency Override form and provide written documentation. These forms are reviewed by technicians and approved by director.

EXCEPTION: HOMELESS YOUTH

- **To be considered a homeless youth:**
 - Student verified as unaccompanied youth who is homeless; documentation is provided by:
 - Director or designee of an emergency shelter or a transitional housing program funded by HUD;
 - Director or designee of a homeless youth basic center or transitional living program;
 - High school or school district homeless liaison; or
 - Financial Aid Administrator*
 - Student verified as unaccompanied youth who is at risk of homelessness and is self-reporting; documentation is provided by either:
 - Director or designee of a homeless youth basic center or transitional living program; or
 - Financial Aid Administrator*

*If Financial Aid Administrator determines homelessness: must be on a **case-by-case basis** and documented.

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6.3

INCOME AND ASSETS OUR PROCEDURES

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INCOME

- **Income Reported on FAFSA**
 - Documentation on actual income reported is collected for those selected for the verification process or for those staff members may identify to clarify a family situation.
- **Income Appeals**
 - Applicants may appeal the income used to determine eligibility based on a change in circumstances or reduction in income. These appeals are handled by technicians for approval by director.
 - The procedure is on the form available on IVC website.

ASSETS

- **Assets Reported on FAFSA**
 - Documentation on assets reported is verified if there appears to be conflicting information.
- **Asset Appeals**
 - Applicants may appeal their situation based on change in assets reported, such as savings going toward covering major medical expenses not covered by insurance. These appeals are handled via student statement reviewed by technicians for approval by director.

6.4

DOCUMENT AND CORRESPONDENCE HANDLING OUR PROCEDURES

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REQUESTING

- Needed documents are identified in these ways:
 - Banner is set to identify documents needed based on ISIR results.
 - Staff members may request additional information while reviewing a "complete" file.
- Applicant notification process:
 - Applicant is sent email requests via Banner to their IVC email address.
 - Timing of notices:
 - Tracking letter 1 (once ISIR received and requirements posted):
 - Tracking letter 2 (3 weeks later):
 - Tracking letter 3 (3 weeks after 2):

RECEIVING, REVIEWING AND TRACKING

- When documents and correspondence are submitted to the Financial Aid Office, these steps are followed:
Documents:
 - Files are assigned to specialists to follow-up with students as documents are received. They review documents, satisfy on the system, submit completed files for processing.
 - If documents are incomplete: Student is notified via phone, email or WebSTAR that s/he needs to come to office to complete document.

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6.5

SAR – ISIR CODES & COMMENTS AND NSLDS HISTORY OUR PROCEDURES

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IVC PROCEDURES

IMMIGRATION STATUS DOCUMENTATION PROCESS

- **Notification:**
 - Our communication to students who must document immigration status includes this required information: deadline to provide documentation, consequences of failing to provide documentation by deadline, and that determination isn't made until student has opportunity to submit documentation.
 - We notify students of required information for secondary confirmation in writing by email referring them to WebSTAR for specific missing information.
 - Tracking letter says: Your financial aid application is in-progress - logon to WebSTAR to see your current messages and requirements.
 - Consequences:
 - Tracking letter says: Your application will not be processed until all requested documents are submitted and verified.
- **Secondary Confirmation (G-845) Procedure:**
 - IVC follows guidance from the FSA Handbook.
 - We collect a copy of permanent resident card and other immigration documentation before completing Form G-845.
 - A requirement is posted in WEBSTAR, for example: Please present your resident alien card, naturalization certificate or U.S. birth certificate to your financial aid technician.
 - Within 10 business days of receipt of documentation, copy front and back sides of all immigration-status documents received from the student, attach copies to the Form G-845, and submit Form G-845 with attachments to Department of Homeland Security, USCIS (U.S. Citizenship and Immigration Services).
- **Final Decision:**
 - We notify the student of our office's final decision, based on the secondary confirmation results.
 - Notification of eligibility is handled via the award letter.
 - Notification of ineligibility is documented in our system and via email.

DOCUMENTATION

- Applicants for financial aid may be required to provide documentation to confirm that they are a U.S. citizen or an eligible non-citizen. Listed below are the types of documents that may satisfy this requirement.
- If student submits photocopies of the required document, they must be clear and legible copies with student name and student ID at the top of the documents.

U.S. CITIZEN (attach photocopy of front side only)

- Birth Certificate
- Signed U.S. Passport (current or expired)
- Signed Certificate of Naturalization (N-550 or N-570) or Certificate of Citizenship (N-560 or N-561)
- Form FS-240, FS-545, or DS-1350

U.S. PERMANENT RESIDENT (attach photocopies of front and back sides)

- Alien Registration Card I-551, I-151 or I-551C

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- Passport stamped "Processed for I-551"
- Departure Report (Form I-94) stamped "Processed for I-551" or "Temporary Form I-551"

OTHER ELIGIBLE NON-CITIZEN (attach photocopies of front and back sides)

- Attach a copy of Departure Record (Form I-94 or I-94A) with a stamp indicating one of the following:
 1. "Refugee"
 2. "Asylum Granted"
 3. "Indefinite Parolee" and/or "Humanitarian Parolee"
 4. "Cuban-Haitian Entrant Status Pending"

NOTE: Student is not eligible for federal student aid if s/he is:

- Applicant for permanent resident status and not in a category listed above.
- Student with an F1, F2, J1, J2 or G series visa.
- Student in the United States with only a Form I-688 "Temporary Resident Card".
- Student with Form I-688A or I-688B Employment Authorization

DETAILS: U.S. Citizenship – Child Born Abroad

- U.S. citizen doesn't have to apply for "residency" for his child if the parent was a U.S. citizen. The parents should have registered student's birth and should have one of those forms mentioned by one respondent:
 1. Form FS-240 "Report of Birth Abroad of a citizen of the United States",
 2. FS-545 "Certificate of Birth-Foreign Service",
 3. DS-1350 "Certificate of Birth"
 4. INS Form G-639 (the Freedom of Information Act Form)
- If the parent didn't register child's birth at the time and did not obtain a Form FS-240 (Report of Birth Abroad of a Citizen of the United States), they can apply to USCIS for a Certificate of Birth (DS-1350).
- Instructions are at http://travel.state.gov/family/family_issues/birth/birth_593.html
- Residency request is only done if you have a U.S. citizen trying to bring in family members from another country who do not possess U.S. citizenship themselves.
- Residency request is also done by permanent residents of the U.S. (or people here on asylum) to bring in additional members of their family from another country.
- U.S. Department of State Passport Services- phone number: 202-485-8300

NSLDS FINANCIAL AID HISTORY

- At time of ISIR load, Banner assigns a requirement by comment code. Tracking item prevents packaging and disbursement.
- Student is sent an email of outstanding requirements and explanation of action required for that comment code is available in WEBSTAR.
- These requirements when submitted are reviewed and satisfied by specialists.

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6.6

TRANSFER MONITORING OUR PROCEDURES

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TRANSFER MONITORING PROCESS

- The method we use to check eligibility of transfer students is:
 - We send a transfer monitoring file for all packaged students 2 weeks prior to each term, and
 - We send all students for a current NSLDS history record prior to packaging.

6.7

RESOLVING CONFLICTING DATA OUR PROCEDURES

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RESOLVING CONFLICTING DATA:

Conflicting data can impact a student's eligibility.

- **APPLICANTS SELECTED FOR VERIFICATION**
If the specialist has reason to believe that any information on the application used to calculate the EFC is discrepant or inaccurate (or if any supporting documentation is discrepant or inaccurate), they require the applicant to provide adequate documentation to resolve the conflict.
- **APPLICANTS NOT SELECTED FOR VERIFICATION**
Specialists resolve conflicting information regardless of whether the applicant was selected for verification. The Financial Aid Office reviews all tax returns submitted even if not requested. All C codes on the ISIR are reviewed and resolved.
- **OTHER APPLICANT INFORMATION RECEIVED BY THE FINANCIAL AID OFFICE**
Other school information that could impact the financial aid status of each student applicant is reviewed.

EXAMPLES:

- **Admissions Office:** High School diploma, enrollment change, grade change
- **Foundation Office:** Outside scholarship received for student

DISCOVERED AFTER DISBURSEMENT

- If conflicting information is discovered after disbursing aid, the Financial Aid Office will reconcile the differences and recalculate the EFC.
- If there is an over award, the student is required to repay any excess funds.
- If student is no longer enrolled, the student will owe a Title IV overpayment.
- The school will notify ED of the overpayment.