



## VERIFICATION POLICY

Royal Learning Institute adheres to the following verification principles to ensure that Financial Aid funds awarded to eligible students in an equitable and consistent manner.

### **Who**

Royal Learning Institute will verify applicants selected for verification by the Central Processing System (CPS). In addition, we will resolve all comments on the ISIR and conflicting documentation. The Royal Learning Institute Financial Aid Staff may also question any aspect of an application.

### **What**

For applicants selected for verification, the Royal Learning Institute will verify the items specified in the 34 CFR Part 668.56. Specifically, these items include Title IV applicants:

- Adjusted Gross Income (AGI)
- US Income Tax Paid
- Income Earned from Work (wages)
- Certain Untaxed Income
  - Untaxed Portions of Individual Retirement Account (IRA) Distributions
  - Untaxed Portions of Pensions
  - IRA Deductions and Payments
  - Tax-exempt Interest Income
  - Education Tax Credits (American Opportunity Tax Credit and Lifetime Learning Tax Credit).
- SNAP (Supplemental Nutrition Assistance Program)
- Child Support Paid
- Number of Household Members
- Number of Household Members in College
- High School Completion Status
- Identity/Statement of Education Purpose

Additional items will also be verified when there is conflicting documentation on file or items selected by the Royal Learning Institute Financial Aid Staff.

### **Applicants' Responsibilities**

It will be the applicant's responsibility to ensure that all documents requested are submitted with proper signatures. If an applicant's dependency status changes during the award year, please contact the Financial Aid Office before making changes.



Household size and number in post-secondary education can only be updated during the verification process.

## Documentation

Documentation requested must be submitted with all necessary information, including wet (physical) signature(s). Some exceptions to documentation may be made in conjunction with what is allowed by Federal Regulation. The Federal Department of Education has instituted some changes to the verification process regarding income-tax return data as follows:

- Students and parents can no longer submit a signed paper copy of the IRS 1040 as a way to confirm the income reported on the IRS tax returns
- When completing the income sections of the FAFSA, the applicant is given the option to have this **data retrieved directly from the IRS**. If the applicant decides not to use the **IRS Data Retrieval Tool** and the application is chosen for verification, the applicant and the parents, if applicable, will be required to submit an IRS Tax Return
- If the IRS tax retrieved information is changed on the FAFSA, the applicant will be required to submit an IRS Tax Return Transcript. The IRS data can be retrieved by the applicant when a correction is made to the FAFSA, after the first
- If the retrieved data is not changed, then an IRS Tax Return Transcript may not be required

## Supplemental Nutrition Assistance Program

Recipients of Food Stamps, also known as Supplemental Nutrition Assistance Program (SNAP) may be asked to provide the Office of Financial Aid with documentation that Food Stamps were received.

## Child Support Paid

Applicants who have been chosen for verification and who have indicated that child support was paid by an individual listed during the previous tax year, must confirm the amounts of child support paid, to whom the payments were made, and the names and address of the children receiving the child support. Documentation may be requested.

## High School Completion

Applicants who have been chosen to verify high school completion, and have not already provided documentation to the Royal Learning Institute Admissions Office will be required to provide a copy of one of the following documents to the Financial Aid Office:



A copy of the student's high school diploma

A copy of the student's final official high school transcript that shows the date when the diploma was awarded.

For students who completed secondary education in a foreign country, a copy of the 'secondary school leaving certificate' or other similar documentation.

A state certificate or transcript received by a student after the student passed a State-authorized examination (GED, TASC, or other state-authorized documentation).

An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.

For a homeschooled student in a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or recognized equivalent), a copy of that credential.

For a homeschooled student in a state where the state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student completed secondary school education in a homeschool setting.

### **Confirmation of Identity and Statement of Educational Purpose**

Applicants who were selected to verify identity and to sign a statement of educational purpose are required to appear in person at the Financial Aid Office with a non-expired, government-issued photo ID (i.e. US passport, driver's license or another state-issued ID) to complete the Identity and Statement of Educational Purpose form.

Applicants who are unable to appear in person must go to a notary public to sign the Identity and Statement of Education Purpose Notary form. The original form along with a copy of the non-expired, government-issued photo ID presented to the notary must be mailed or hand-delivered to the Financial Aid Office. Faxed copies, photocopies, emailed pdf, etc. are not acceptable.

### **Time Period**

All applicants are encouraged to submit the required forms and documentation as quickly as possible. For Federal Aid recipients, the deadline for submitting verification documents is 120 days from the applicant's last date of enrollment. This includes making



any necessary corrections, submitting those corrections to the Central Processing System, and submitting the new corrected Student Aid Report (SAR) to the institution.

### **Consequences**

If a student fails to provide documentation or information within the required time frame, no Title IV Aid will be released.

### **Notification**

It may take up to (14) business days for documents to be reviewed. If additional information is required, email notifications will be sent to your registered email address on the enrollment agreement or a phone call from the financial aid office.

### **Referral Procedures**

Royal Learning Institute must refer for the investigation to the Office of Inspector General (OIG) any credible information indicating that a Title IV aid applicant, school employee, or third party servicer may have engaged in fraud or other criminal misconduct in connection with the Title IV programs. (Note: Fraud is the intent to deceive as opposed to a mistake.)

### **Common misconducts include but are not limited to:**

- Claims of independent student status
- False claims of citizenship
- Use of false identities
- Forgery of signatures of certifications
- False statement of income

Prior to notifying the OIG, the Financial Aid Office will consult with the Royal Learning Institute General Counsel regarding any cases suspected of fraud. If it has been determined that intent to commit fraud has occurred, the Office of the Inspector General (OIG) can be contacted at 1-800-MISUSED.

If it is determined that a student has received funds that they were not entitled to receive, the student must repay the amount. If a repayment is not made, the overpayment may be referred to the US Department of Education.