

Davis Technical College

Student Financial Aid - Data Consistency and Referring Fraud Policy

Effective Date: 07-07-2000
President's Council Approval: 04-05-2005
Revised: 11-01-2014
Reviewed 02-14-2014

1. Purpose

1.1. To comply with federal mandated regulations that requires the College to have an established system for identifying and resolving discrepancies.

2. References

- 2.1. Federal Student Aid Handbook Volume 2
- 2.2. Davis Technical College Financial Aid Verification Policy

3. Definitions

- 3.1. **EdExpress:** Software program provided by the Department of Education used for entering, correcting, printing, and tracking student ISIRs and COD data.
- 3.2. **Institutional Information Report (ISIR):** The electronic instrument used by the Department of Education to report a student's eligibility for federal aid to the College.

4. Policy

- 4.1. Financial aid staff will resolve all conflicting information before disbursing federal financial aid.
- 4.2. If financial aid staff suspects that a student, employee, or other individual has misrepresented information or altered documentation to increase student aid eligibility or to fraudulently obtain federal funds, they will report their suspicions and provide any evidence to the Office of Inspector General.

5. Procedure

- 5.1. When financial aid staff identifies discrepant data in the student application or subsequent documentation the student will request further documentation from the student. Once the correct information has been identified the information will be corrected. Changes to an ISIR will be submitted to the Department of Education via EdExpress.
- 5.2. When financial aid staff suspects that the student has attempted to increase their eligibility for aid by use of fraudulent reporting, the financial aid staff will contact the Office of the Inspector General at 1-800-MIS-USED immediately.
- 5.3. If any person employed by the College suspects or is made aware of a College employee knowingly or suspiciously obtaining federal funds they will report those actions to the Office of Inspector General at 1-800-MIS-USED.