Paul Mitchell The School Dallas, Arlington & San Antonio

POLICY FOR VERIFICATION OF TITLE IV FUNDING

Each year some financial aid recipients are randomly selected for verification by the U.S. Department of Education. The Department of Education has policies and procedures that the school follows for verification of Title IV funding. If a student is selected for Federal FAFSA Verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid Office) and must submit any additional documentation, required by the Department of Education, before financial aid can be disbursed to the student's account. This documentation may include, but is not limited to, signed federal income tax returns or tax transcript(s) from the Internal Revenue Service, W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. The student will be notified of all documents required so they can collect the necessary information to fulfill this federal requirement. The financial aid office will give the student a deadline to return the forms and required documentation to the financial office with verification items attached. If after review by the Financial Aid Office, there are any changes to the financial aid package the student will be notified in writing.

If verification documents are not submitted by the due date, the student may be placed on a monthly cash pay status until verification is completed.

Financial Aid Management for Education, Inc. (FAME) handles our student overpayments and alerts the school so it can make changes to the award packet, which is reported to Common Origination and Disbursement (COD) for the Department of Education.