



Ohio Institute of Allied Health

School of Integrative Healthcare

Policy Number: FIN 25

Department: Financial Aid

Effective Date: 10/01/2018

Next Review Date: 12/03/2022

Subject: Verification

Purpose: Clarify the verification criteria/process

Policy:

If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Financial Aid) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. **Effective January 1, 2018 a prospective student will not be permitted to sit in class past the first week without all verification documents on file. If a student attends said class while waiting on documents to arrive, student will be financially responsible for all expenses incurred during the time attended.**

Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Office of Financial Aid, there are any changes to the Estimated Family Contribution and possibly the financial aid available, the student will be notified by email or in writing.

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media. Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted at www.oiah.edu and can be found in the student catalog. Paper copies are available upon request.

Campus Director Signature: _____ **Date:** _____