



## **Urban College Financial Aid File Verification Policy**

**To ensure that Federal and State monies are awarded according to regulations,  
Urban College of Boston follows the following Procedure:**

1. The student must file the application for Financial Aid (FAFSA.) FAFSA's are downloaded from the Federal processor at least on a weekly basis using the software EDConnect and imported to the school through EDEXpress.
2. Each student is then reviewed for general eligibility requirements.
  - a) Acceptance to the school
  - b) Enrollment Status
  - c) Satisfactory Academic Progress
  - d) Citizenship Status
  - e) No prior Bachelor Degree equivalent to one given in the U.S.
  - f) Not in Default Status
  - g) Selective Service Compliance
  - h) EFC
  - i) Review for conflicting documentation and/or verification status
3. After the initial review, any information that is needed is requested through a "document request" letter from EDEXpress. All students selected for any of the Verification Tracking Groups are requested to supply the financial aid or admissions office with proper documentation for the current award year. No awards are made until all missing information is received.
4. The school monitors which students are missing documents and periodically sends requests for missing documentation. The student is required to have the documentation submitted within 2 weeks of receiving notification to avoid difficulties with financial aid. Without a financial aid award, students may be responsible for all tuition and fee charges for the academic year.
5. When all documents are in, and every eligibility criteria has been met, the student receives an award letter which indicates their Pell Grant award based on their EFC or corrected EFC.



## **Verification Tracking Groups and required documentation:**

V1: Tax return transcript or DRT and Verification Worksheet

V2: N/A

V3: N/A

V6: N/A

V4: High school diploma, Official high school transcript or GED; ( V4 form) statement of educational purpose; Government issued photo ID;

V5: Tax return transcript; Verification Worksheet; High school diploma, Official high school transcript or GED; (V4 form) Statement of Educational Purposes; Government issued photo ID.

6. If selected for verification, students will be notified which documentation is needed. An award letter will be mailed once all documentation is received.