



# CALIFORNIA CAREER SCHOOL

*Our Students Drive Our Success!*

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OFFERING QUALITY VOCATIONAL TRAINING SINCE 1970

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## VERIFICATION

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### Policy and Procedure

#### Policy

It is California Career School's policy to verify all financial aid applications. Verification is a process to confirm the accuracy of the information supplied by the applicant and/or parent(s) on the Free Application for Federal Student Aid (FAFSA). California Career School must also resolve discrepancies on a student's financial aid applications.

#### Procedure

In verifying financial aid applicants, certain information must be proven. This includes household size and number in college, taxable and non-taxable income, asset information, etc. To complete verification you will be required to complete and provide a Verification Worksheet and, at a minimum, provide your signed federal tax returns, W-2's and 1099's (for those required to file) to the Financial Aid Service Office before aid can be processed or disbursed. We will notify you of your outstanding requirements by email.

Follow the instructions on the Verification Worksheet very carefully—failure to submit all required documents will cause processing delays. If you are a dependent student, you will also be required to submit a signed copy of your parent(s) federal tax returns.

If you are an independent student and you are married, you will also be required to submit a copy of your spouse's signed federal tax returns, W-2's and 1099's if you filed separately.

The Financial Aid Office has the right to request additional information in order to complete the verification process. The required verification forms may be obtained from the Financial Aid office.

If your tax information, or information provided on the verification worksheet, differs from the information you provided on your FAFSA application, a correction will be sent to the Central Processor. The Processor will send a corrected SAR to you and corrected information to CCS. The correction may result in a change to your award(s). If so, the award(s) will be adjusted accordingly. No grant funds will be disbursed until the verification requirements are satisfied and the process is complete.