

## **Office of Financial Aid and Veterans Affairs Information Disclosure Policies**

The Office of Financial Aid and Veterans Affairs at Greenville Technical College strives to protect the confidentiality and privacy of student records as required by law. The Family Educational Rights and Privacy Act of 1974 (as amended), commonly referred to as the Buckley Amendment, sets forth the educational information of a student and how the information should be treated to protect student privacy.

### **Advice to Students, Parents, and External Parties Seeking Student Financial Aid Information**

The Office of Financial Aid and Veterans Affairs recommends that custodial parents, non-custodial parents, spouses, and interested third parties seek financial aid award information directly from the student. Students have quick and easy access to their financial aid, billing, and grade report records via Web Advisor.

Greenville Tech's financial aid staff may provide custodial parents with financial aid information services, but are not required to do so. In some instances, the Financial Aid Office reserves the right to refer some custodial parents' questions back to the student to protect the confidentiality of student records.

### **Greenville Technical College Student Financial Aid Information Release Practices**

For financial aid purposes, parent definitions and independent student definitions are defined by federal student aid regulations and may differ from the Internal Revenue Services dependent exemption tax rules and definitions. Any exceptions to these financial aid release practices are subject to dean approval.

- **Parent Financial Aid Record Release**

Financial aid records and statements of a student's parents submitted to the Financial Aid Office are not considered student educational records and thus will not be released to the student. For example, Greenville Tech's financial aid staff will not release a copy of a parent tax return to a student.

- **Non-Custodial Parent Information Inquiries**

Greenville Tech's financial aid staff will not release student financial aid information to the non-custodial parent(s) of a student considered dependent for financial aid purposes.

- **Parents of Independent Students Information Inquiries**

Greenville Tech's financial aid staff will not release student financial aid information to the parent(s) and or spouses of a student considered to be independent for financial aid purposes.

- **Student Written Requests**

A student may submit a written and signed request for the release of student financial aid information to Greenville Tech that includes the following: 1) exactly what information is to be released; 2) the time period the information is for; and 3) the reason the information is being sought.

- **Third-Party Requests**

No student-specific financial aid information is provided to any third party by phone or in person.

### **Office of Financial Aid and Veterans Affairs Identity Confirmation Practices**

- **Student Identity Confirmation in Person**

The preferred method for confirming students' identities is their personal presentation of a valid Greenville Technical College Identification card, driver's license, or picture ID.

- **Student Identity Confirmation on the Telephone**

Over the phone, a student's identity will be verified by asking a series of questions: full name, date of birth, and student identification number. To preserve the privacy of student records, the Financial Aid Office reserves the right to deny telephone service to a caller if the identity of the caller cannot be confirmed or is in doubt.

- **Dependent Student Custodial Parent Confirmation in Person**

Custodial parent identity will be verified by asking a series of questions: full name of student and parent, student identification number, and parent SSN as reported on the Free Application for Federal Student Aid (FAFSA).

- **Dependent Student Custodial Parent Confirmation on the Telephone**

Custodial parent identity will be verified by asking a series of questions: full name of student and parent, student identification number, and parent SSN as reported on the FAFSA. To preserve the privacy of student records, Greenville Tech reserves the right to deny telephone service to a caller if the identity of the caller cannot be confirmed or is in doubt.

- **Independent Student Parents on the Telephone or in Person**

No student-specific financial aid information will be released to the parents or spouses of students considered independent for financial aid purposes.

### **Social Security Number (SSN) Use by the Office of Financial Aid and Veterans Affairs and the Federal Student Aid Programs**

The Greenville Technical College Office of Financial Aid and Veteran Affairs uses the information students provide on the Free Application for Federal Student Aid (FAFSA) to determine eligibility to receive federal, state, and institutional student financial aid and the amount of eligibility. Sections 483 and 484 of the Higher Education Act of 1965, as amended, gives the Federal Student Aid Programs (FSAP) the authority to ask students and parents these questions, and to collect the SSN of students and parents. The Financial Aid Office, FSAP, and the state aid agency uses the SSN to verify, identify and retrieve records, and may request the SSN again for these purposes.

Without a student's consent, FSAP may disclose information provided on the FAFSA to entities under a published "routine use." Under such a routine use, FSAP may disclose information to third parties that are authorized to assist them in administering the above programs; to other federal agencies under computer matching programs, such as those with the Internal Revenue Service, Social Security Administration, Selective Service System, Immigration and Naturalization Service, and Veterans Administration; to a student's parents or spouse; and to members of Congress if a student asks them to help with student aid questions.

If the federal government, the U.S. Department of Education, or an employee of the U.S. Department of Education is involved in litigation, FSAP may send information to the Department of Justice, or a court of adjudicative body, if the disclosure is related to financial aid and certain conditions are met. In addition, FSAP may send student information to a foreign, federal, state, or local enforcement agency if the information submitted indicates a violation, or potential violation of law, for which that agency has jurisdiction for investigation or prosecution. Finally, FSAP may send information regarding a claim that is determined to be valid and overdue to a consumer report agency. This information includes identifiers from the record, the amount, status, and history of the claim, and the program under which the claim arose.

### **Treatment of Title IV Funds When a Student Withdraws**

When a recipient of Title IV grant or loan assistance withdraws from an institution during the semester in which the recipient began attendance, the institution must determine the amount of the Title IV grant or loan assistance (not including Federal Work Study) that the student earned as of the student's withdrawal date. Unearned Title IV funds must be returned to the Title IV Programs.

### **The Return of Title IV Funds / Institutional Refund Policy**

This policy applies to students who withdraw or are withdrawn from Greenville Technical College, and refunds for these students are determined according to the following policy:

The Semester "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs at Greenville Technical College: Unsubsidized FFELP loans, Subsidized FFELP loans, FFEL PLUS Loans, Federal Pell Grant and Federal SEOG. The Semester "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized FFELP loans, Subsidized FFELP loan, FFEL PLUS Loans, Federal Pell Grants, Federal SEOG.

A student's withdrawal date is computed as follows:

- The date the student began the institution's withdrawal process (as described in the Greenville Technical College catalog) or officially notified the institution of intent to withdraw.
- The midpoint of the period for a student who leaves without notifying the institution; or who receives all failing grades.
- The student's last date of attendance at a documented academically related activity.

Title IV aid is earned in a prorated manner on a daily basis up to the 60 percent point in the semester. Title IV aid is viewed as 100 percent earned after that point in time.

Students who find it necessary to withdraw from Greenville Technical College should do so in writing to the Registrar's Office, Web Advisor in Campus Cruiser or at one of the satellite campuses.

In accordance with federal regulations, when financial aid is involved, refunds are allocated in the following order:

- Unsubsidized Federal Family Education Loans (FFEL)
- Subsidized Federal Family Education Loans (FFEL)
- Federal Family Education PLUS Loans

- Federal Pell Grants
- Academic Competitiveness Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other Title IV Assistance
- Other Federal Sources of Aid
- Other State, Private and Institutional Aid

**Institutional and student responsibilities concerning the return of Title IV funds**

Greenville Tech Office of Financial Aid responsibilities in regard to the Return of Title IV funds include

- Providing each student with information given in this policy;
- Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- Returning any Title IV funds that are due to the Title IV programs.

The student's responsibilities in regard to the Return of Title IV Funds include

- Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.