

Student Admissions, Financial Aid, and Records Fraud Prevention Policy

Purpose

This policy provides guidelines for the prevention, identification, investigation, and resolution of actual or suspected admissions, financial aid, and student records fraud at Ferris State University ("The University").

This policy relates only to fraud associated with admission, financial aid, or student records, and no other University policy.

Definitions

Admissions/Application Fraud – Any situation where an individual falsifies information to qualify for admission.

Financial Aid Fraud – Any situation where an individual falsifies information to qualify for federal, state, or institutional financial aid. This includes, but is not limited to, submission of false documentation, misrepresentation of dependency status, or identity theft.

Student Records Fraud – Any situation where an individual alters, fabricates, or has unauthorized use of academic transcripts, diplomas, or enrollment information.

Policy

1. Detection of Fraudulent Activity

- University employees will monitor student records for indicators of potential fraud.
- Communication of admissions, financial aid, and student records regulations, ethical expectations, and consequences of fraud will be shared with students via the university website.

2. Verification of Identity for High-Risk Cases

- When a student's account is flagged due to suspicious activity, identity verification will be required. Financial Aid will not be disbursed until the student has completed the identity verification. To complete identity verification, students may be required to:
 - Verify their identity in person.
 - Provide additional information.

3. Reporting Suspected Fraud or Identity Theft

- Internal Reporting: Staff and faculty who suspect fraud or identity theft must report the incident by emailing checklist@ferris.edu.
- External Reporting: Confirmed cases of fraud or identity theft will be reported to relevant authorities, including the Office of Inspector General (OIG), local law enforcement, and applicable state agencies and the University's auditors.
- Student Notification: If a student's personal information is compromised, the University will attempt to notify the student promptly and provide guidance on steps they can take to protect themselves.

4. Enforcement

- Violations of this policy may result in severe consequences, including but not limited to:
 - Immediate suspension of financial aid awards and disbursements.
 - Recovery of any funds obtained through fraudulent means, including collection efforts or garnishment of future earnings.
 - A hold being placed on the student's account.
 - Disciplinary action as outlined in the [Code of Student Community Standards](#).
 - Civil or criminal sanctions.

5. Roles and Responsibilities

- Students are expected to provide truthful and accurate information on all financial aid and admission documentation and report any suspicious activity involving their personal information.
- Admissions, Registrar, Financial Aid, and Student Financial Services are responsible for implementing this policy, conducting identity verifications, monitoring fraud indicators, and reporting suspicious activity.
- Information Technology Services ensures the security of systems.
- Department of Public Safety conducts investigations and reports findings to external authorities, as necessary.
- The University's Fraudulent Application Task Force collaborates with above parties and provides updates to leadership.
 - The task force is comprised of the following representatives or their designees:
 - Director of Financial Aid
 - Director of Admissions
 - Associate Director of Admissions Processes
 - Manager of Technical Services

- Registrar
- Chief Information Officer
- Chief of Police
- General Counsel
- Provost's Office
- Director of Educational Technology
- Director of Graduate Studies
- Director of Academic Advising
- Director of Institutional Research & Testing
- Dean of College of Extended Studies
- Associate Vice President of Finance
- Associate Vice President of Enrollment Services
- Director of Safety, Health, Environment, and Risk