Purpose:
The Financial Aid User Group will assign the Financial Aid Service Indicators according to NDUS Procedure 502 to the accounts of students who are suspected of committing fraud or purposely submitting false information during the financial aid process.

The Global Service Indicator (GFA) will prevent the student from enrolling at all NDUS Campuses and will prevent aid from disbursing at all schools, if appropriate set up has been done. The indicator will only be viewable by those campuses at which the student has applied for admission. If fraud is suspected the financial aid office will contact their admissions and registrar’s office.

Procedure:
1. Service indicator has two stages – local service indicator FDI is assigned:
   a. Stage one: Financial Aid Office suspects fraudulent information on financial aid and/or admission documents. Local service indicator FDI is assigned, use Reason STG1. The FA institutional service indicator prevents a student from receiving disbursement of financial aid at the institution that applied the service indicator code. The student sees:
      i. Description: Documentation incomplete, review your checklist requested items
      ii. Reason: Documentation incomplete
   b. Stage two: Assign Global Service Indicator GFA. In this stage, student file has been turned over to NDUS Legal. Student sees:
      i. Description: Documentation incomplete, review your checklist request items
      ii. Reason: Documentation incomplete

2. Service Impact of Global Financial Aid Indicator GFA:
   a. Prevents student from registering for class at all NDUS institutions (service impact code of CENR).
   b. Prevent financial aid from disbursing at all NDUS Institutions (Service Impact code of FADIS). All financial aid offices would need to update their global disbursement rules to include this Service Impact.

3. Who has security to place the service indicator on student record?
   a. The Global Service indicator has been set up by CS programmer. Service indicators will be placed on student’s record by campus personnel with appropriate security.
   b. Indicator can be removed by campus personnel with the same security as above.

4. Who can see the indicator on student account?
   a. Any staff person with security to log onto campus connection will be able to view the student service indicator, as long as the student is an applicant at their school.

5. How do we report to NDUS?
   a. Call to NDUS Financial Aid Officer/Internal Auditor, reporting suspected fraud.
b. Gather documentation to forward to NDUS Legal. Include:
   i. Admissions records,
   ii. ISIR information,
   iii. Verification documents,
   iv. Enrollment,
   v. Bio-demo information,
   vi. Student financial,
   vii. Attendance records.

6. What is the NDUS role?
   a. NDUS Legal assists the campus in the review beginning in Stage 2.
   b. Alert campuses where the student has applied for admissions.

7. FERPA expressly permits the disclosure of information from a student’s records to officials of another institution at which the student seeks or intends to enroll. The institution must either inform its students generally, in its annual FERPA notice, of its practice of doing so, or make a reasonable attempt to notify the individual student that it has done so. Upon request, the institution must provide the student with a copy of the disclosed records and give the student an opportunity for a hearing to challenge the content of the disclosed records.