



## **ADMINISTRATIVE POLICY**

### **Policy Section: Students**

#### **FRAUD PREVENTION AND RESPONSE**

Mid-State Technical College (Mid-State) is committed to ensuring the integrity of its financial aid, application, admissions, and enrollment processes, and to safeguarding institutional, state, and federal resources.

This policy applies to every individual, domestic or international, who submits any application for admission, financial aid, course registration, re-admission, or program change, at Mid-State, including applications or registrations submitted through third party services or partner institutions (e.g., dual credit high schools, academy cohorts, continuing education, and articulation agreements).

#### **Scope**

This policy applies to:

- All individuals applying for admission, enrolling in classes, or receiving financial aid.
- All College employees involved in the application, admissions, enrollment, or financial aid processes.
- All College departments that interact with student applications, admissions, enrollment, and financial aid, including Admissions, Records and Registration, Financial Aid, Financial Services, and IT.

*For academic plagiarism or falsification of any academic assignment, please review the Academic Integrity Policy.*

#### **Definitions**

##### **Fraud in Application, Admissions, Enrollment, or Financial Aid:**

Any intentional misrepresentation, falsification, or concealment of information used to gain admission, enroll in courses, or obtain financial aid for which a student is not eligible.

**Examples include, but are not limited to:**

- Enrolling in classes and accepting financial aid with no intent to complete coursework.
- Providing false or incomplete personal, academic, income, asset, or dependency status information.
- Using another person's identity or identification documents.
- Creating fake or "ghost" student accounts.
- Applying for admission or enrollment with fraudulent credentials (e.g., falsified transcripts, diplomas, or test scores).
- Forging or altering supporting documentation.
- Misrepresenting residency status to qualify for in-state tuition or aid.

### **Education and Awareness**

- The College will provide ongoing training to relevant staff on fraud prevention and detection across applications, admissions, enrollment, and financial aid processes.
- Students will be informed of regulations, ethical standards, and consequences for fraud through the College website, orientation, advising sessions, and application/admissions materials.

### **Detection of Fraudulent Activity**

Employees will monitor for "red flag" indicators in applications, admissions, enrollment, and financial aid records, including but not limited to:

- Inconsistent or suspicious documentation.
- Frequent changes in address, contact, or banking information.
- Unusual login or account activity, including the use of multiple or frequently changing IP addresses.
- Multiple applicants or enrolled students using the same contact information.
- Discrepancies between academic records and reported credentials.
- Credible reports of identity theft involving a student account.
- Verified evidence that a student account is fraudulent.

### **Verification of Identity for High-Risk Cases**

When suspicious activity is detected, the College may place an identity verification hold on an account. If potential fraud is identified, the individual will be notified through official communication and may be asked to provide additional documentation within 10 business days. A temporary hold may be placed on the application or enrollment while the review is in progress. This hold will prevent further application processing, admission decisions, course registration, and/or financial aid disbursement until verification is complete.

The individual may be required to appear in person and provide documentation, which may include:

- Bank statements.
- Federal tax returns.
- Official academic transcripts from prior institutions.
- Official high school transcript or GED.
- Birth certificate.
- Social Security card.
- Proof of residency matching the address on file.
- Valid passport.
- Unexpired state-issued photo ID.

### Reporting Suspected Fraud or Identity Theft

- **Internal Reporting:** Members of the Mid-State community or the public who suspect fraudulent application and enrollment activity may confidentially report concerns through the following option: Online reporting form ([https://cm.maxient.com/reportingform.php?MidStateTC&layout\\_id=6](https://cm.maxient.com/reportingform.php?MidStateTC&layout_id=6)).
- **External Reporting:** Confirmed cases will be reported to appropriate authorities, including the Office of Inspector General (OIG), local law enforcement, state agencies, and the College's auditors.
- **Student Notification:** Students whose personal information has been compromised will be notified promptly and provided with guidance on protective measures.

### Enforcement

Violations of this policy may result in:

- Denial of admission or cancellation of enrollment.
- Suspension or cancellation of financial aid awards.
- Recovery of funds obtained through fraudulent means.
- Account holds preventing registration, graduation, and transcript release.
- Suspension and deactivation of fraudulent student accounts.
- Removal of all grades, course registrations, and academic history associated with fraudulent accounts.
- Permanent deletion of falsified student profiles and related records from the College's systems.
- Disciplinary action in accordance with the Student Code of Conduct.
- Civil or criminal prosecution.

## **Appeal Process**

A fraud determination may be appealed within 10 business days of written notification by submitting a written statement and any supporting evidence to the Vice President, Student Services & Enrollment Management. The decision of the Vice President (or designee) is final.

Adopted: March 2026

Last Reviewed: March 2026

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