

Centureon Institute

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High School Validation Policy

Centureon Institute has developed procedures that are used in order to evaluate the validity of a student's high school completion. These procedures are followed if the high school information the student presents, appears to be questionable, for example (age and date of graduation are not reasonable, or the documentation does not look official, etc.)

Centureon Institute High School Validation Process:

The school's Admissions Officer will look the school up by going to the website to see if it is an online high school, if not the Admissions Officer will verify that the school is licensed by the state and that the website indicates a valid physical address. The website will be checked to determine if the requirements for graduation and the student must actually complete courses in the proper time frame. Not just pay a fee and get the diploma, without actually attending/completing the academic requirements. If the school is claiming to be accredited, the accreditation website will be checked in order to determine the date the school's accreditation was granted. Diplomas from unaccredited high schools can be valid and qualify students to receive FSA funds. However, a student's self-certification is not enough to validate a high school diploma. If there is conflicting information between the student's certification on the FAFSA and other documentation or information received from the student, the institution will resolve the conflict.

Diploma Translation and Evaluation:

Centureon Institute utilizes services of an outside company that can evaluate and translate diplomas for students with diplomas from other countries and translate them to English.

In the majority of cases for students who have completed their secondary school education in a foreign country are able to obtain a copy of their foreign high school diploma or transcript. Applicants are also able to document their high school completion status by obtaining a copy of a "secondary school leaving certificate" (other similar documents are available) from the Ministry of Education in the country where they completed secondary school. For assistance in obtaining

documentation of their secondary school education, applicants can contact the foreign high school, the Ministry of Education or that country's consulate in the United States. Rare cases where it may be impossible for a refugee, an asylee, or a victim of human trafficking to obtain documentation of their completion of a secondary school education in a foreign country.

With these rare cases, applicants must submit to the institution:

- Proof of their attempt to obtain the documentation of completion of a secondary school education in a foreign country, i.e., a copy of an e-mail or letter, including proof of mailing
- Signed and dated statement that is indicating that the applicant completed their secondary school education in a foreign country, the name and address of the foreign high school where the applicant completed the secondary school education and the date when the diploma from the foreign high school was awarded.
- And lastly, a copy of the entry status documentation that is identifying the applicant's current or prior status as a refugee, an asylee, or as a victim of human trafficking and who entered the United States after the age of 15.
- In other instances, the school from another country may be closed due to natural disasters. In that case Centureon Institute will document calls made to the state/ country to determine if the school has closed or if the information is not available due to political unrest. In that case, the student will sign an affidavit that will indicate that they are graduated, the name of the school, the country from which they graduated from, and the date which they graduated.

Required Verification:

If the student is selected for the Verification that is under V-4 or V-5, must provide alternate documentation. In this case, self-certification is not acceptable.