

Policy for Checking for High School Diploma

Tiffin University Financial Aid Office requires a student's final official high school transcript is received by the Registrar's office before aid will be disbursed. Official hard-copy transcripts and other academic records must arrive in sealed, stamped, official envelopes with all seals and security features intact to be considered "official." Similarly, electronic transcripts are deemed "official" when received from a secure site formally connected to the sending institution. The financial aid office will notify students of any missing documents. Once the registrar's office confirms receipt of the financial official high school transcript with a graduation date they notify the financial aid office to update the student's financial aid account. If Tiffin University or the Department of Education has reason to believe that a student's high school diploma is not valid or was not obtained from an entity that provides secondary school education the Records Office performs due diligence with actions such as, contacting the high school for additional information and/or consulting with other post-secondary school leadership near the high school.