

April 15, 2011

OSFA/FFELP #10-11:05

Dear Student Loan Participant:

On February 17, 2011, the *Common Manual* Governing Board approved two proposals from Batch 174 to modify the *Common Manual*. The changes will be incorporated into the *Common Manual* with the publication of the next annual update. Enclosed are the following updates:

- **Written Agreements to Provide Educational Programs**
- **Definition of Full-Time Student—Retaking Coursework**

For further information you may contact me at (850) 410-6846 or e-mail at reitha.scott@fldoe.org.

Sincerely,

Reitha Scott, Policy Manager
Office of Student Financial Assistance

COMMON MANUAL UPDATES

Written Agreements to Provide Educational Programs

The *Common Manual* has been revised to clarify certain requirements for a written agreement between two or more eligible schools. If those schools are owned or controlled by the same individual, partnership or corporation, the educational programs offered under a written agreement are considered eligible programs if they meet all other eligibility requirements and the school that grants the degree or certificate provides more than 50% of the educational program. Revised policy also provides that an eligible school may enter into an agreement with an ineligible organization that is not a school. Finally, the manual is revised to include the requirement that a school that offers an educational program under an agreement with another school or organization disclose certain information to its students and prospective student.

Affected Sections:	4.1.B 4.4.A	Written Agreements between Schools Student Consumer Information
Effective Date:	Written agreements entered into by schools on or after July 1, 2011.	
Basis:	§668.5	
Policy Information:	1230/Batch 174	
Guarantor Comments:	None.	

COMMON MANUAL UPDATES

Definition of Full-Time Student—Retaking Coursework

The *Common Manual* has been revised to align the manual’s text with Final Rules published in the *Federal Register* dated October 29, 2010. New language is added to Section 6.9 and the definition of “full-time student” for a term-based program (using standard or nonstandard terms) to allow previously-failed repeated courses to count toward a student’s enrollment status. Previously-passed coursework that is repeated (for example to obtain a better grade) may be counted only once toward the student’s Title IV enrollment status. Previously-passed coursework that the school requires the student to repeat due to the student failing other coursework may not be counted toward the student’s Title IV enrollment status.

Affected Sections:	6.9	Defining Enrollment Status
	Appendix G	
Effective Date:	Title IV enrollment status determinations made by the school on or after July 1, 2011.	
Basis:	§668.2(b), definition of <i>full-time student</i> .	
Policy Information:	1231/Batch 174	
Guarantor Comments:	None.	