

November 1, 2011

OSFA/FFELP #11-12:01

Dear Student Loan Participant:

On September 15, 2011, the *Common Manual* Governing Board approved three proposals from Batch 179 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:

- **Low Cohort Default Rate Exemptions from Multiple Disbursements and Delayed Delivery Requirements**
- **Academic Competitiveness, National SMART, and TEACH Grant Programs**
- **Additional Documentation Requested by the Guarantor**

For further information you may contact me at (850) 410-6846 or e-mail at [Reitha.scott@fldoe.org](mailto:Reitha.scott@fldoe.org).

Sincerely,

Reitha Scott, Policy Manager  
Office of Student Financial Assistance

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# COMMON MANUAL    UPDATES

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## Low Cohort Default Rate Exemptions from Multiple Disbursement and Delayed Delivery Requirements

The July 2011 *Common Manual* has been revised to state that a school is exempt from delayed delivery for Stafford loans and, under certain conditions, multiple disbursement for Stafford and PLUS loans if the school’s official cohort default rate is less than 15% for each of the three most recent fiscal years for which data are available. See *Appendix H* for information about low cohort default rate exemptions from delayed delivery and multiple disbursement requirements that applied to loans disbursed before October 1, 2011.

Affected Sections:	6.4.A	Multiple Disbursements and Low Cohort Default Rate Exemptions
	7.7.B	Multiple Disbursement
	8.7.D	Delayed Delivery

Effective Date:	For the multiple disbursement exemption, loan disbursements made on or after October 1, 2011. For the delayed delivery exemption, Stafford loans first disbursed on or after October 1, 2011.
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Basis:	HEA §428G(a)(4) and (b)(3); §685.301(b)(6)(i)(A)(2)(ii); §685.303(b)(4)(i)(A)(2).
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Policy Information:	1249/Batch 179
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Guarantor Comments:	None.
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# COMMON MANUAL UPDATES

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## Academic Competitiveness, National SMART, and TEACH Grant Programs

The July 2011 *Common Manual* has been revised to delete references to ACG and National SMART grants in Manual test that discusses a school's responsibilities for determining a student's eligibility for federal student aid, including a transfer student.

Revised policy also aligns the Manual with existing regulations, which state that a school must determine the amount of a student's scheduled TEACH grant award for the award year for which a TEACH grant is requested and the amount of any TEACH grant funds already delivered to the student for the award year.

Affected Sections:	6.7	Determining the Amounts of Estimated Financial Assistance (EFA)
	8.7.H	Delivery to Transfer Students
Effective Date:		For deletion of the reference to the Academic Competitiveness Grant Program and the National SMART Grant Program, the 2011-2012 award year. For insertion of a reference to the TEACH Grant Program, July 1, 2008.
Basis:		HEA §401A(e); §668.19(a)(3); <i>Federal Register</i> dated June 23, 2008; DCL P-11-02.
Policy Information:		1250/Batch 179
Guarantor Comments:		None.

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# COMMON MANUAL UPDATES

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## **Additional Documentation Requested by the Guarantor**

The July 2011 *Common Manual* has been revised to include the long-standing requirement that a lender must provide a guarantor or the Department access to the lender's records in a timely fashion for inspection and copying to verify the accuracy of the information provided by the lender in the claim request, to verify the right of the lender to receive or retain claim payments, to investigate a borrower's dispute, or to enforce any right acquired by the guarantor or the Department.

Affected Sections: 13.1.G Additional Documentation Requested by the Guarantor

Effective Date: Retroactive to the implementation of the *Common Manual*.

Basis: §682.414(c)(2).

Policy Information: 1251/Batch 179

Guarantor Comments: None.