

January 15, 2013

OSFA/FFELP#12-13:01

Dear Student Loan Participant:

On October 18, 2012, the *Common Manual* Governing Board approved three proposals from Batch 188 and two proposals from Batch 189 to modify the *Common Manual*. The changes will be incorporated into the *Common Manual* with the publication of the next quarterly integrated updated. Enclosed are the following updates:

- **Teacher Loan Forgiveness Eligibility**
- **Academic Attendance and Attendance at an Academically-Related Activity**
- **Parent PLUS Loan Eligibility**
- **Common Mandatory Forbearance Forms**
- **Title IV Credit Balances**

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

Teacher Loan Forgiveness Eligibility

The *Common Manual* is updated to clarify that the school at which a borrower is performing his or her qualifying teaching service must be considered a low-income school for at least the first of the five consecutive years of service used to meet the requirements for teacher loan forgiveness, and subsequent years of qualifying teaching service continue to qualify the borrower even if the school no longer meets the criteria.

Affected Sections: 13.9.A Teacher Loan Forgiveness Program

Effective Date: Teacher loan Forgiveness eligibility determinations made on or after April 9, 2012.

Basis: §682.216(c)(2); private letter guidance from Pam Moran, U.S. Department of Education, dated April 9, 2012.

Policy Information: 1276/Batch 188

Guarantor Comments: None.

COMMON MANUAL UPDATES

Academic Attendance and Attendance at an Academically-Related Activity

The *Common Manual* is updated to align Manual text with final rules published in the *Federal Register* dated October 29, 2010.

Affected Sections: 2.2.B The Interim Period
 9.3 Leave of Absence
 9.4 Withdrawal Dates
 9.5 Return of Title IV Funds
 9.5.B Processing Returned Funds
 13.8.H Unpaid Refund
 Appendix G

Effective Date: Student withdrawal determinations made by a school on or after July 1, 2011.

Basis: §668.22(l)(7)(i) and (ii).

Policy Information: 1277/Batch 188

Guarantor Comments: None.

COMMON MANUAL UPDATES

Parent PLUS Loan Eligibility

The *Common Manual* has been revised to clarify which stepparent is eligible to apply for a parent PLUS loan.

Affected Sections: 5.1.C Graduate or Professional Student and Parent PLUS Loan Borrower Eligibility Requirement

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

Basis: 2012-13 FSA Handbook Volume 1, Chapter 6, p. 1-70.

Policy Information: 1278/Batch 188

Guarantor Comments: None.

COMMON MANUAL UPDATES

Common Mandatory Forbearance Forms

The *Common Manual* is being revised to include information regarding use of the Department's common mandatory forbearance request forms. One form is the Mandatory Forbearance Request: Student Loan Debt Burden and the other is the Mandatory Forbearance Request: Medical or Dental Internship/Residency Program; National Guard Duty, Department of Defense Loan Repayment Program. Lenders may distribute these forms to borrowers on and after July 30, 2012, but must distribute only these forms on and after December 31, 2012. Lenders may continue to process any version of the mandatory forbearance forms received by the lender on or after December 31, 2012.

Affected Sections:	2.3.C	Common Forms
	11.20.J	Establishing Repayment after Forbearance
	11.24	Mandatory Forbearance
	11.24.A	Debt Exceeds Monthly Income

Effective Date: Distribution of the Department's mandatory forbearance request forms to a borrower on and after December 31, 2012, unless implemented by a lender no earlier than July 30, 2012.

Basis: DCL GEN-12-14

Policy Information: 1279/Batch 189

Guarantor Comments: None.

COMMON MANUAL UPDATES

Title IV Credit Balances

The *Common Manual* is being reorganized by adding to Section 8.8, Managing Credit Balances the guidance regarding the treatment of credit balances for a school that assesses all program costs upfront. This information is currently only found in Subsection 8.7.1, Delivery Methods.

Affected Sections: 8.8 Managing Credit Balances

Effective Date: Prior-year charges paid by a school with current-year funds on or after September 8, 2009.

Basis: DCL GEN-09-11' 12-13 FSA Handbook, Volume 4, Chapter 1, pp. 4-19 to 4-21.

Policy Information: 1280/Batch 189

Guarantor Comments: None.