

October 7, 2005 OSFA/FFELP #05-06:01

Dear Student Loan Participant:

On August 18, 2005, the *Common Manual* Governing Board approved three proposals from Batch 1221 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:

- **Acceptable Source Documents for Social Security Number Changes**
- **Eligible Parent Borrower**
- **Withdrawal Rates**

For further information you may contact Reitha Scott, Policy Manager at (850) 410-6846 or e-mail at reitha.scott@fldoe.org.

Sincerely,

Janie Westberry, Bureau Chief
Office of Student Financial Assistance

COMMON MANUAL UPDATES

Acceptable Source Documents for Social Security Number Changes

The *Common Manual* is revised to remove “Income tax return” and “Official military orders, documents, or papers” from the list of acceptable source documents that may be used by a lender or school to report Social Security number (SSN) changes. The policy adds “Unexpired U.S. military ID” to the list of acceptable documentation.

Affected Sections: 3.5.F Social Security Number Change Reporting
9.1 Reporting Social Security Number Changes

Effective Date: Social Security number changes made by the lender or school on or after January 1, 2006, unless implemented earlier by the guarantor.

Basis: Acceptable Forms of Documentation (12/17/04); NSLDS Quick Access;
Financial Partners Portal Website (www.fp.ed.gov)

Policy Information: 827/Batch 122

Guarantor Comments: None.

COMMON MANUAL UPDATES

Eligible Parent Borrower

The *Common Manual* is updated to remove language limiting the number of eligible parent borrowers who may borrow for a dependent student to two. All of a dependent student's eligible parent borrowers may borrow separately to provide for the educational expenses of the dependent student provided that the combined borrowing of the parent borrowers does not exceed the calculated cost of attendance (COA) minus estimated financial assistance (EFA).

Affected Sections: 5.1.C Parent Borrower Eligibility Requirements

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

Basis: §682.201(b)(3); December 1, 1995, *Federal Register*, Volume 60, No. 231, pages 61807 – 61808.

Policy Information: 828/Batch 122

Guarantor Comments: None.

COMMON MANUAL UPDATES

Withdrawal Rates

The *Common Manual* has been updated to eliminate subsection 4.2.C and to move the information about student withdrawal rate requirements for schools seeking initial participation in a Title IV program to subsection 4.1.A “Establishing Eligibility.” A school seeking to participate for the first time in a Title IV program must not have a withdrawal rate during its latest completed award year that exceeds 33% of its regular, undergraduate students. In addition, instructions have been added explaining the calculation of the withdrawal rate.

Affected Sections: 4.1.A Establishing Eligibility
 4.2.C Withdrawal Rates

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

Basis: §668.16(l).

Policy Information: 830/Batch 122

Guarantor Comments: None.