

August 16, 2002

OSFA/FFELP #02-03:02

Dear Student Loan Participant:

On July 18, 2002, the *Common Manual* Governing Board approved three proposals to modify the *Common Manual*. The changes will be incorporated into the *Common Manual* with the publication of the next annual update in 2003. Enclosed are the following updates.

- **Delivery Restrictions**
6.3.E.

- **CommonLine Network**
5.8.F., Appendix G

- **Delayed Delivery Requirements**
6.3.E., 6.3.I., Appendix G

For further information you may contact Reitha Scott at (850) 410-6846.

COMMON MANUAL UPDATES

Delivery Restrictions

The *Common Manual* has been updated to remove the prescriptive process for confirming borrower eligibility. The revised policy clarifies that a school may deliver the proceeds of any loan disbursement only if it determines that the student has maintained continuous eligibility for the loan period certified by the school.

Affected Sections: 6.3.E.

Effective Date: July 1, 2001.

Basis: §668.184(b); §682.604(b)(2)(i)—as published in Part V of the *Federal Register* dated November 1, 2000, pages 65615 – 65622.

Policy Information: 608/Batch 94

Guarantor Comments: None.

COMMON MANUAL UPDATES

CommonLine Network

The *Common Manual* has been revised to reflect that all guarantors accept electronic data transmission in the CommonLine format and to provide updated information on the steps in the CommonLine process. In addition, revised policy adds a definition of “File Transfer Protocol (FTP)” to the glossary.

Affected Sections: 5.8.F., Appendix G

Effective Date: Acceptance of the CommonLine format is retroactive to the implementation of the Common Manual. The steps in the CommonLine process were effective on or after September 30, 1998.

Basis: None.

Policy Information: 609/Batch 94

Guarantor Comments: None.

COMMON MANUAL UPDATES

Delayed Delivery Requirements

The *Common Manual* has been updated to align text in subsection 6.3.E., 6.3.I., and Appendix G with text in subsection 6.3.H. that states that the first disbursement of a Stafford loan subject to the delayed delivery requirement may not be made until the student completes the first 30 days of his or her program of study.

Affected Sections: 6.3.E., 6.3.I., Appendix G

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

Basis: None.

Policy Information: 610/Batch 94

Guarantor Comments: None.