



*“Putting Georgia Students First”*

**Student Loan Guarantor**

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**IMPORTANT UPDATE!**

**TO:** Financial Aid Officers  
Student Loan Officers

**FROM:** Ruth T. Vincent, Chief Administrator  
Guaranteed Loan Division

**DATE:** October 1, 2002

**SUBJECT:** COMMON MANUAL, *Unified Student Loan Policy Bulletin 57*

Each policy statement included in this package represents clarification, revision, or correction to an existing policy. The retroactive effective date associated with each provision is noted at the end of each section.

Enclosed you will find the following, according to the order in which the policies were passed:

Reference # 615 – Assignment of an Original Promissory Note to a School  
Reference # 617 – Financial Aid Transcripts for Transfer Students  
Reference # 618 – Stafford Application and Promissory Note

If you have any questions about the enclosed common bulletin, please contact Audra Head by phone at 770-724-9139 or email at [audrah@mail.gsfc.state.ga.us](mailto:audrah@mail.gsfc.state.ga.us).

**COMMON BULLETIN 57**

October 1, 2002

The nation's guarantors provide the following summaries to inform schools, lenders, and servicers of the latest *Common Manual* policy changes. These changes will appear in the manual's next annual update in 2003. However, these changes are effective before the next update is scheduled to be delivered.

**Assignment of an Original Promissory Note to a School**

The *Common Manual* has been updated to state that the school may request that the lender assign the original or a true and exact copy of the promissory note to the school in those cases where a school repays the entire loan amount for an ineligible borrower. This change recognizes the fact that the lender may have a true and exact copy of the promissory note rather than the original promissory note. Revised policy also refers the reader to loan record retention requirements in subsection 3.4.A for any loan assigned to a school and any remaining loans held by the lender that were originated under the same Master Promissory Note (MPN).

<b>Affected Sections:</b>	6.3.G Return of Loan Proceeds
<b>Effective Date:</b>	For all loans made using a Master Promissory Note (MPN) for any period of enrollment beginning on or after July 1, 2000, and for any loan certified on or after July 1, 2000, regardless of the loan period begin date.
<b>Basis:</b>	HEA 432(m)(1)(C); §682.102(a)—as updated in the <i>Federal Register</i> dated November 1, 1999.
<b>Policy Information:</b>	615/Batch 96
<b>Guarantor Comments:</b>	None.

**Financial Aid Transcripts for Transfer Students**

The *Common Manual* has been revised to reflect that schools are required to respond to a request for a paper financial aid transcript (FAT) to report assistance received through the Department of Health and Human Services (HHS). Even though schools have always been required to provide FATs for HHS assistance, the manual did not reflect this requirement.

<b>Affected Sections:</b>	5.2.E Financial Aid History and Prior Overpayment, Default, Discharge, or Write-Off
<b>Effective Date:</b>	Provisions regarding the Transfer Monitoring Process are effective for Stafford and PLUS loan funds delivered by the school on or after July 1, 2001.  Provisions requiring schools to continue providing paper financial aid transcripts for student aid programs administered by the Department of Health and Human Services (HHS) are effective retroactive to the implementation of the <i>Common Manual</i> .
<b>Basis:</b>	DPL GEN-01-09, published July 2001.
<b>Policy Information:</b>	617/Batch 96
<b>Guarantor Comments:</b>	None.

**Stafford Application and Promissory Note**

The *Common Manual* has been updated to delete references to the common Stafford application and promissory note, as this form is obsolete.

<b>Affected Sections:</b>	6.1.B Guarantee of the Loan 6.1.H Adjusting the Guaranteed Loan Amount
<b>Effective Date:</b>	Stafford loans certified by the school for any period of enrollment beginning on or after July 1, 2000; and for any loan certified on or after July 1, 2000, regardless of the loan period begin date.
<b>Basis:</b>	HEA 432(m)(1)(c); §682.102(a)—as updated in the <i>Federal Register</i> dated November 1, 1999.
<b>Policy Information:</b>	618/Batch 96
<b>Guarantor Comments:</b>	None.