

IMPORTANT UPDATE

TO: Financial Aid Officers
Student Loan Officers

FROM: Ruth T. Vincent, Director
Guaranteed Loan Division

DATE: August 29, 2003

SUBJECT: COMMON MANUAL, *Unified Student Loan Policy* Training Brief Issue 2

Georgia Student Finance Commission (GSFC) is pleased to provide you with the second issue of Training Brief.

Attached you will find the second Training Brief that explains the manual's use of Appendix F and H. A series of additional Training Briefs specific to the restructured manual will be published providing information such as tips for navigating the electronic *Common Manual*, how an idea becomes a policy proposal, and the proposal development process.

If you have any questions about the enclosed Training Brief, please contact Sarah Baumhoff by phone at 770-724-9139 or email sarahe@gsfc.org.

Attachment

ISSUE 2

Faster Access – Appendix F and H!

The *Common Manual's* appendix F previously contained common FFELP forms. However, because forms are subject to change throughout the year, the manual often did not contain the most current versions of the forms. Therefore:

- The common forms were removed from appendix F.
- The most current versions of the forms are available on the NCHelp web site and on many guarantor web sites.
- Appendix F is now called FFELP-Related References.
- This appendix is the future home of information regarding non-HEA laws that may pertain to the FFELP.

Appendix H, the history appendix, was reorganized to help *Common Manual* users zero in faster on the information they need:

- Titles were added to each unique topic within each date to help users identify subject matter.
- Related paragraphs were consolidated under the applicable topic.
- Topics were alphabetized by titles within each date.

Example:	1967 July 2, 1997
	<i>Aggregate loan limit:</i> Aggregate loan limits are increased to \$9,000.
	<i>Annual loan limit:</i> Annual loan limits are increased to \$1,500.