



IMPORTANT UPDATE

TO: Financial Aid Officers
Student Loan Officers

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Georgia Student Finance Commission

DATE: August 8, 2005

SUBJECT: COMMON MANUAL, *Restructure of Chapter 4* Training Brief Issue 17

Georgia Student Finance Commission (GSFC) is pleased to provide you with the seventeenth in a series of Training Briefs.

This Brief, in PDF format, is designed to assist users of the 2005 Common Manual in understanding its features, development, and update processes. This Training Brief is provided in PDF format with the hope that you will share this version with co-workers.

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

Attachment

ISSUE 17

Restructure of Chapter 4

The 2005 version of the *Common Manual* was distributed to the FFELP community in July 2005. Chapter 4 was restructured into two chapters in order to better place the contents into the manual's life-of-the-loan format. Sections removed from chapter 4 were relocated into a new chapter 9 and the subsequent chapters were renumbered accordingly.

The following chart will guide users in finding the new location of the reorganized sections:

2004 Location		2005 Location
4.1	Institutional Eligibility	4.1
4.2	Administrative Capability Standards	4.2
4.3	Financial Responsibility Standards	4.3
4.4	Reporting Social Security Number Changes	9.1
4.5	Leave of Absence	9.3
4.6	Withdrawal Dates	9.4
4.7	Return of Title IV Funds	9.5
4.8	Student Enrollment Status Reporting	9.2
4.9	Providing Information to Students	4.4
4.10	Recordkeeping Requirements	4.5
4.11	Third-Party Servicers	4.6
4.12	Quality Assurance Program	4.7
4.13	Independent Audits	4.8