



IMPORTANT UPDATE

TO: Financial Aid Officers
Student Loan Officers

FROM: Jessie Cooper, Compliance Officer
Georgia Student Finance Corporation

DATE: September 14, 2005

SUBJECT: COMMON MANUAL, *Unified Student Loan Policy Bulletin 80*

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 # 827 – Acceptable Source Documents for Social Security Number Changes
Reference # 828 – Eligible Parent Borrowers
Reference # 830 – Withdrawal Rates

If you have any questions about the enclosed common bulletin, please contact Jessie Cooper by phone at 770-724-9139 or e-mail at jessiec@gsfc.org.

Attachment

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 July 2006. These changes will also be incorporated into the September 2005 *Integrated Common Manual*. The *Integrated Common Manual* is available on several guarantor websites, and it is also available on NCHelp's website at www.NCHELP.org in the e-library. Please carefully note the effective date of each policy change.

Please note that the Bulletin Language for Policy Proposal #829 Teacher Loan Forgiveness has been removed due to new Department of Education's guidance circulated August 26, 2005, reversing its position upon which this policy proposal was based.

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.

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 <i>Common Manual</i>
Basis:	§682.201(b)(3); December 1, 1995, <i>Federal Register</i> , Volume 60, No. 231, pages 61807 - 61808
Policy Information:	828/Batch 122
Guarantor Comments:	None.

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
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Effective Date: Retroactive to the implementation of the *Common Manual*.
Basis: §668.16(l)
Policy Information: 830/Batch 1122
Guarantor Comments: None.