



November 2005

CB-05-12

Subject: FISAP Edit Corrections and Perkins Cash on Hand Update Due December 15, 2005

Dear Colleague:

As noted on page 4 of the instructions for the Fiscal Operations Report for 2004-2005 and the Application to Participate for 2006-2007 (FISAP), all corrections to FISAP data and resolution of edits must be submitted to the Department of Education (the Department) *by Thursday, December 15, 2005*. Also by this deadline, a school that participates in the Federal Perkins Loan (Perkins Loan) Program must update its Perkins cash on hand as of October 31, 2005.

Note: Schools affected by Hurricane Katrina or Hurricane Rita that will not be able to meet this deadline should contact the Campus-Based Call Center. See Q&A #7 below for contact information.

The questions and answers that follow provide information about the process for submitting FISAP edit corrections/explanations and updating Perkins cash on hand as of October 31, 2005.

QUESTIONS AND ANSWERS

Q1: How do we know if we have outstanding edits on FISAP data that must be corrected/resolved by December 15, 2005?

A1: A school receives real-time validation edits when it completes and submits the FISAP online via the eCampus-Based (eCB) Web site (www.cbfnisap.ed.gov). After submitting your school's FISAP, you can access your school's FISAP edits by logging in to the eCB Web site and clicking on the "Validation" link. Then, click on "Validate All" on the left navigation bar. Validation error numbers and the corresponding error messages will display on the screen.

Q2: After reviewing validation errors, how do we correct our FISAP data?

A2: A "Fix Error" link is located to the right of each validation error message. Clicking on this button will display the FISAP page on which the error last occurred. Additionally, all other pages on which that error occurred will be identified for correction.

In some cases, your school can provide information relevant to an error message. A "Log" check box is located next to most validation error messages. Clicking on this link will display the Additional Information page on which you can enter the relevant information.

330 First St. N.E., Washington, DC 20202
www.FederalStudentAid.ed.gov
1-800-4-FED-AID

FEDERAL STUDENT AID START HERE. GO FURTHER.

Q3: If we entered incorrect data at the time we submitted our FISAP, can we correct it by the December 15, 2005 deadline?

A3: Yes. To correct the data, log in to the eCB Web site (www.cbfnisap.ed.gov) and change the incorrect response in the applicable section of the FISAP. If you need to make any other corrections or enter comments, do so and then click the “Submit” button.

Q4: How do we update our Perkins cash on hand as of October 31, 2005?

A4: To update this information, log in to the eCB Web site (www.cbfnisap.ed.gov) and enter an amount in Part III, Section A, Line 1.2, column a of the FISAP. Instructions for completing this item are on page 16 of the FISAP instructions booklet available on the eCB Web site. If you need to make any other corrections or enter comments, do so and then click the “Submit” button.

Q5: If we do not participate in the Perkins Loan Program, or participate but have a Perkins cash on hand equal to zero, and we do not have any FISAP edits to correct/resolve, do we need to take any action by December 15, 2005?

A5: No. The Department will continue to review your school’s information and explanations. If more information or action is needed, the Department will call the Financial Aid Administrator provided in your school’s FISAP.

Q6: How do we know the Department has received our edit corrections/explanations?

A6: To verify your school’s edit corrections/explanations, log in to the eCB Web site (www.cbfnisap.ed.gov), select the “Self-Service” link on the top navigation bar, and scroll to the “Acknowledgements” section. Then, select “Submission Log” to view the log and verify submission of your school’s edit corrections/explanations.

Q7: What if we have additional questions about FISAP edit corrections and the Perkins cash on hand update?

A7: For additional information about FISAP edit corrections and the Perkins cash on hand update, contact the Campus-Based Call Center at 877/801-7168. Customer service representatives are available Monday through Friday from 8:00 A.M. until 8:00 P.M. (ET). You may also e-mail CBFOB@ed.gov.

Sincerely,



Sherlene McIntosh
Acting Director, Campus-Based Systems and Operations Division
Federal Student Aid