

**Enrollment to Participate in the
U.S. Department of Education's
Title IV Wide Area Network**

(Title IV WAN)



November 1998

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About Enrollment

“We” and “us” refer to the *U.S. Department of Education (ED, Department)* in this document. “You” and “your” refer to the organization applying to participate.

This enrollment process can enable you to receive, transmit, view, and update student financial aid data available through ED's *Title IV Wide Area Network*, referred to as *Title IV WAN*. (The phrase “Title IV” comes from the federal law authorizing most federal student financial aid programs.) There are no deadlines for submitting this application. After you enroll, we will automatically continue your active enrollment from year to year, unless you tell us otherwise.

The following entities are eligible to enroll in Title IV WAN:

- postsecondary schools that participate in federal student financial aid programs,
- organizations that provide services to these schools (third-party servicers),
- state scholarship agencies,
- guaranty agencies for student loans,
- lenders for the Federal Family Education Loan (FFEL) Program or their servicers,
- software providers, and
- others approved by the U.S. Department of Education.

Through this enrollment process, you also can add and change information about yourself and your organization. To add and change information, check Step 1, Question 1, Box C; complete Step 2, Question 9; fill in the information that has changed for any other questions in Steps 1 and 2; complete Steps 3 and 4; and send your application to the address below.

You may photocopy this document, but you must always send us original signatures for Step 3 and Step 4. **We will not accept photocopied or stamped signatures.**

At the end of this document you will find a glossary that will assist you in understanding many technical terms and acronyms commonly used in relation to the Title IV student financial aid programs. The first usage of any term found in the glossary is *italicized* in this document.

Send your completed enrollment document to:

Title IV WAN Customer Service
P.O. Box 30
Iowa City, Iowa 52244

General Information

By enrolling your organization in Title IV WAN, you will be able to exchange information electronically with the U.S. Department of Education. Many student financial aid services can be accessed via the Title IV WAN. You must determine which services are needed by your school or organization and enroll appropriate individuals as *destination point administrators (DPAs)* for the specific services that you want them to access. When you enroll a new DPA, a destination point will be established with an assigned “TG” number that identifies the DPA's destination point on the Title IV WAN.

Only one *destination point* can be established to exchange each type of data available through the *Central Processing System (CPS)*, except initial applicant data can be submitted by two destination points (see Question 11). Similarly, only one destination point each can be established for campus-based program report data (see Question 12) and Federal Perkins Loan batch data (see Question 13). However, multiple individuals, called Title IV WAN users (see Enclosure B) can be given access to these destination points. Destination points that include access to the *National Student Loan Data System (NSLDS)* data can be used for other services, however only the DPA for that destination point can use that destination point to access NSLDS on-line (see Question 14).

You may enroll destination point administrators with their own destination points (mailboxes) for each service or function, or you may combine services and functions through a single destination point administrator (DPA) with a single destination point (DP). Many institutions find a single DPA and DP is sufficient. The number of destination points allowed is provided in the following table.

| Service | Number of Destination Points Allowed |
|--------------------------------|---|
| Direct Loan (All) | One |
| CPS, Submit Initial App. Data | Two |
| CPS, All Other Functions/Types | One |
| Pell Grant Program (All) | One |
| Campus-based, FISAP | One |
| NSLDS, Batch Files | One |
| NSLDS, On-line | No Limit |

The Department's *Electronic Data Exchange (EDE)* services that can be accessed over the Title IV WAN are:

Federal Direct Loan Program (Direct Loan Program): If your institution participates in the Direct Loan Program, application processing, drawing and disbursing funds, and program reporting will all involve the transmission of data over the Title IV WAN. Direct Loan schools must be enrolled on the Title IV WAN. To enroll a DPA for a destination point with Federal Direct Loan Program data capability, complete Step 1; Step 2, Questions 9 and 10; Step 3; and Step 4.

Institution Applicant Data Service (performed by ED's Central Processing System, also known as CPS): Student application data including corrections can be entered and obtained over the Title IV WAN. Student application data is received via a paper or electronic version of the *Free Application for Federal Student Aid (FAFSA)* and reported to the school via the *Institutional Student Information Record (ISIR)*. To enroll a destination point administrator with access to these services, complete Step 1; Step 2, Questions 9 and 11; Step 3; and Step 4. (Note: Only one destination point can be used to exchange data with **each** of the CPS applicant data functions, except in the case of initial FAFSA applicant data, two DPAs are permitted.)

Federal Pell Grant Program: The Federal Pell Grant Program payment system allows payment and required reporting information to be exchanged electronically via the Title IV WAN. All participants in the Federal Pell Grant Program must transmit payment and reporting data over the Title IV WAN. To enroll for this service complete Step 1; Step 2, Questions 9 and 11; Step 3; and Step 4.

Fiscal Operations Report and Application to Participate in the Federal Campus-based Programs (FISAP): The annual *Fiscal Operations Report and Application to Participate in the Federal Campus-based Programs* (Federal Work-Study, Federal Supplemental Educational Opportunity Grant, and Federal Perkins Loan) must be submitted electronically over the Title IV WAN. To enroll a destination point administrator for this purpose complete Step 1; Step 2, Questions 9 and 12; Step 3; and Step 4. (Note: Only one destination point can be used for this service.)

National Student Loan Data Service (NSLDS): The NSLDS is a national database that collects and maintains individual student data (unit specific) for all federal student loan borrowers with outstanding loan balances and selected grant data. All institutions that participate in the Title IV federal student financial aid programs must have at least one destination point for NSLDS services that includes on-line financial aid transcript information, Student Status Confirmation Reports functions for updating student enrollment data, overpayment reporting, and borrower tracking. To enroll a DPA with a destination point for these services complete Step 1; Step 2, Questions 9, 13, and 14; Step 3; and Step 4.

When your application form has been approved and processed, you will receive a package with the software and documentation you will need to connect with Title IV WAN and your assigned TG and customer numbers. In a second mailing you will receive a copy of your completed enrollment document signed by a ED representative. When your organization is enrolled, you can review the Title IV WAN enrollments for your organization by using the Title IV WAN On-line Query Function. This can be found by dialing through NET*CONNECT and accessing WAN QUERY. Please see on-line help in EDconnect for more information.

Please review the fee schedule (see Attachment A) for Title IV WAN services used by enrolled organizations.

To participate on the Title IV WAN your organization must use designated electronic processes. Beginning with the 1999-2000 award year, institutions must be prepared to process ED data using Windows 95, Windows NT, or a newer version of the Windows operation system. For more information on these and other electronic processing requirements see Dear Colleague Letter GEN-97-11 and the notice published in the Federal Register on September 19, 1997. If you have questions regarding any of these requirements, please contact Title IV WAN Customer Service at 800-615-1189 or send e-mail via the Internet to T4WAN@NCS.COM.

To complete this enrollment process, you might need the following information:

- Currently enrolled organizations will need their existing TG number(s) of current destination point(s), the names of destination point administrator(s) (DPAs) or contacts, and the customer number(s). Customer numbers begin with the letter "Z" and can be found on invoices from Title IV WAN.
- Postsecondary institutions will need the OPE-ID number. If your school participates in any of the federal campus-based programs, Pell Grant Program, and/or Direct Loan Program, you will also need the institution's FISAP serial number, Pell Grant Program numbers, and/or Direct Loan Program numbers. To find these numbers, look at the reports your school has submitted for these programs in the past, your institutional eligibility letter, and your institution's agreement to participate in the Title IV programs. You can call ED's Institutional Participation and Oversight Service (IPOS) at 202-205-0183.
- Guaranty agencies will need the guaranty agency (GA) code number assigned by ED. A list of active and inactive GA codes is contained in the instructions for the ED Form 1189 (dated 1/95) and ED Form 1130 (1/93).

- Lenders will need the lender ID number assigned by ED. Currently participating lenders will find their lender ID numbers on ED Form 799. New lenders will find their ID numbers on ED's Lender Participation Questionnaire.
- All individuals completing this form will need the name, address, Social Security Number (SSN), date of birth, and mother's maiden name for each destination point administrator, current and new.

If you have any questions about completing your application, please call Title IV WAN Customer Service:
1-800-615-1189

How Title IV WAN Enrollment Works

By completing this application, you will be enrolling individuals as destination point administrators (DPAs) for destination points (mailboxes) on the Title IV WAN. Enrollment is designed to secure the integrity of data that is exchanged between you and the many services accessed over Title IV WAN. Before beginning to complete the application, you should determine the Title IV WAN services that your organization must access, the appropriate people who need to interact with those services, and the number of destination points required.

Each destination point must be assigned an individual to serve as its DPA. Except in the case of some NSLDS services, the DPA can give access to the enrolled services of a destination point to multiple individuals called Title IV WAN users (see Attachment B). You should make additional copies of Steps 2-4 to accommodate the total number of DPAs you seek to enroll or update.

Example

A common enrollment for a school financial aid office that participates in Pell Grant, the campus-based programs, and the Federal Family Education Loan Program includes two destination point administrators (DPAs) with assigned mailboxes (destination points) that are identified on the network by the TG numbers. The first DPA (DPA-1) is responsible for nearly all of the electronic transmissions across the WAN. DPA-1 and the assigned destination point (mailbox) is set up to send and receive data related to the FAFSAs and ISIRs (CPS), Pell Grant payments, FISAP reporting, and NSLDS (reporting and on-line functions). DPA-1 may allow others to access all the services accessible through his/her mailbox, except the on-line NSLDS functions. Therefore, the school enrolls a second individual as a DPA (DPA-2) with a second destination point so that a second individual can access NSLDS on-line, primarily to check financial aid transcript information.

Where permitted, the destination point administrator will determine the Title IV WAN users allowed access to that destination point. The DPA must enforce the security requirements as outlined in the Title IV WAN User Statement (see Attachment B), including the completion and maintenance of this statement(s). Your President/CEO/Chancellor must certify that each DPA has developed secure procedures in compliance with the security requirements for permitting other people to use his/her destination point (see Step 4). The DPA also must complete a profile for each Title IV WAN user within the EDconnect software used to connect to Title IV WAN. See EDconnect Help Text for instructions.

Note: If you want to cancel the enrollment of any DPAs or customer numbers, send a letter on organization letterhead identifying the TG numbers and customer numbers that you want cancelled. The letter should be mailed to Title IV WAN Customer Service, P.O. BOX 30, Iowa City, IA 52244.

Instructions for Completing Enrollment

Before you begin, make copies of Steps 2 through 4 for each destination point administrator (DPA) you are enrolling or providing new information.

Step One

Step One collects information about your organization.

1. This enrollment document can be used for multiple purposes. You may use the enrollment document to enroll new participants on Title IV WAN such as a newly eligible school or a third-party servicer or lender that has never used Title IV WAN for any reason. You can also use the enrollment document to change or to add information about an existing destination point administrator (DPA) or destination point (DP), and to add destination points for an already enrolled organization.

Check “A, initial application” if you are a first-time participant.

Check “B” if your organization is enrolled on Title IV WAN and you want to add a destination point. Provide the customer number of your organization to which the fees for this new destination point will be billed.

Select “C” if your organization is enrolled on the Title IV WAN and you want to change or add any information about an existing destination point. Complete Step 2, Question 9; fill in the information that has changed for any other questions in Steps 1 and 2; and complete Steps 3 and 4. If you are uncertain of what to complete, call Title IV WAN Customer Service at 1-800-615-1189.

2. Provide the name of your organization as you would like it to appear on all Title IV WAN correspondence. (The limit is 35 characters, including letters and spaces.)
3. Check the appropriate box to indicate the type of organization.
4. Check “yes,” if the school for which you are enrolling on the Title IV WAN participates in the Federal Direct Loan Program. Check “no” if the school does not.
5. Check the appropriate box to indicate if you will be using a personal computer, a mainframe system, or both to send and receive transmissions via the Title IV WAN.
6. Each school must identify a single individual responsible for receiving and processing all invoices and billing correspondence for Title IV WAN services. If you have provided a customer number in Question 1 and there are no changes in the identifying information requested in Question 6 for the individual receiving the information, skip this question and go to Question 7. If you do not have a customer number, you are requesting an additional customer number, or you need to change any of the information associated with your current customer number, complete all the information requested in Question 6.
7. Technical reference materials for EDE and Direct Loan are automatically sent to all DPAs unless you instruct us to send these materials to someone else.
8. Check the appropriate box to indicate the time zone from which you will transmit data over the Title IV WAN. Indicate if that geographic area uses daylight savings time.

Step One: Please provide the following information.

1. Is this an initial application or are you changing/adding information to your destination point?

- A. initial application
- B. adding a new destination point/mailbox for customer Number Z _____
(Answer all questions.)
- C. change information for existing destination point/mailbox with TG _____
(Read instructions carefully.)

2. What is the name of your organization? _____
(maximum 35 spaces)

3. Please indicate your type of organization.

- postsecondary school
- third-party servicer
- state scholarship agency
- guaranty agency for student loans
- lender for the FFEL Program or its servicer
- other _____
(describe)
- software provider or other organization wanting only software and documentation (Complete only Questions 6 and 9. You will not have access to Title IV WAN.)

4. Are you a Direct Loan school or a servicer for a Direct Loan school? Yes No

5. Please indicate if you will use a personal computer, a mainframe, or both to access Title IV WAN.

- personal computer
- mainframe
- both

6. Who should receive all invoices and billing correspondence? Do not answer this question if you provided a customer number in Question 1B. No purchase order is needed.

Name _____

Business address _____

Business address _____

City _____ State _____ Zip _____

Area code/phone (____) _____ Area code/fax (____) _____

7. **(Optional)** Do you want all technical references sent to another individual rather than to this destination point administrator? If yes, complete:

Name _____

Business address _____

Business address _____

City _____ State _____ Zip _____

Area code/phone (____) _____ Area code/fax (____) _____

8. What is your time zone? eastern central mountain pacific other _____

Does daylight savings time affect your area? Yes No

| |
|------------------------|
| Office Use Only |
| Customer number _____ |
| TG number _____ |

Step Two

In Step Two you will identify the destination point administrator (DPA) you want to enroll or about who you are changing or adding information. You should make additional copies of Steps 2-4 for each DPA you are enrolling or updating information.

9. All information must be provided for each destination point administrator you wish to enroll for the organization you identified in Question 2. This information will *only* be used to authenticate a caller's identification when a password change is requested by telephone.

10. If your organization participates in the Federal Direct Loan Program and the destination point administrator identified in Question 9 will be assigned to submit and receive Federal Direct Loan Program data, please identify the years that the DPA in Question 9 will need to access Direct Loan data. Also, please provide the school's Direct Loan code. If the DPA is already enrolled and you are only updating information for that DPA, provide the TG number for that DPA's destination point.

11. A. If this DPA will be sending and receiving student applicant data (FAFSAs and ISIRs), complete all required information including the *Federal School Code* (formerly called "Title IV Code").

If this enrollment is for a DPA that will not be involved in any CPS applicant data transmissions, go to Question 12.

B. Check the boxes for the award years this DPA should receive the applicant data you check in Question 11- C.

Step Two: Tell us about each destination point administrator at your organization.

9. Complete the following information for each destination point administrator you wish to designate at your organization. Each destination point administrator will be assigned a destination point with an identification number (TG number).

Note: Photocopy Step Two and Step Three BEFORE completing the information if you are designating more than one destination point administrator and or need more than one destination point.

A. Name _____
Business address _____
Business address _____
City _____ State _____ Zip _____
Area code/phone (_____) _____ Area code/fax (_____) _____
Social Security Number _____ Date of birth _____ 19_____
Mother's maiden name _____ (month) (day) (year)

- B. **If you do not want to receive software and/or documentation for this destination point administrator, check the appropriate boxes below.**

Do not send software Do not send documentation

10. A. Do you want this DPA's destination point to **submit and receive** Direct Loan information?

Yes, for 1998-1999 Yes, for 1999-2000 No

If yes, what is your Direct Loan code? _____

If you are completing this document for an existing DPA, provide the TG Number: _____

- B. Do you want this DPA's destination point to receive the Direct Loan Borrower Delinquency Report?

Yes No, go to Question 11.

If yes, check the appropriate boxes. Report Format Data Format Both

If you are completing this document for an existing DPA, provide its TG Number: _____

What is your Direct Loan Code? _____

11. Do you want this DPA's destination point to **submit and/or receive** data with the Central Processing System (CPS) and/or the Pell Grant Payment System?

Yes No, go to Question 12.

- A. **If yes, for which school?**

Name of school _____

Federal School Code _____

Check if address is same as in Question 9. Go to Question 11-B.

Business address _____

Business address _____

City _____ State _____ Zip _____

Area code/phone (____) _____ Area code/fax (____) _____

- B. **For which award years?** (Check one or both.)

1998-1999 1999-2000

Office Use Only

Customer number _____
TG number _____

Question 11 continues on the next page.

11. C. Check the boxes for the CPS applicant data function you want this DPA to receive and submit. If you are completing this document for an enrolled DPA, provide the TG number of the destination point already assigned to this DPA to which this data will be sent. Remember that one destination point can be used for **each** function, except that up to two destination points can be used to submit initial application data. However, it is not necessary to have multiple destination points. You may choose to have a single destination point for all WAN services, including all CPS functions.

12. If you participate or expect to participate in Federal Work-Study, Federal Supplemental Educational Opportunity Grant, and/or Federal Perkins Loan program(s), **and** the destination point administrator for which you are completing this enrollment document will be administering the destination point for the FISAP, then complete Question 12. Otherwise, go to Question 13.

If you currently participate in any of the federal campus-based student aid programs, provide your campus-based programs serial number. You will find the serial number on your most recent FISAP report. Next, provide the TG number of the destination point you wish to use to exchange FISAP data.

Fill in the name of the school. If the address of the school has not already been provided in Question 9, provide all the requested address and telephone number information.

13. A. If you want the destination point administrator you are enrolling to receive any batch file data from NSLDS, you must complete Question 13.

Step Two: Tell us about each destination point administrator at your organization (*continued*).

11. C. **If yes, which destination point (TG number) will be transmitting and receiving data?**

- (cont'd.)
- all of the following **to the same destination point** TG _____
 - initial applications* (initial FAFSAs) TG _____ TG _____
 - renewal applications (renewal FAFSAs) TG _____
 - corrections (FAFSA corrections) TG _____
 - ISIRs TG _____
 - Pell Grant payment data TG _____

*Data from initial FAFSA applications may go to two different TG numbers. All other CPS data must be exchanged through a single destination point.

12. Do you participate or plan to participate in Federal Work-Study, Federal Supplemental Educational Opportunity Grant, and/or Federal Perkins Loan Program?

- Yes No, go to Question 13.

If yes, provide the serial number. 00 _____

If you currently participate in Title IV WAN, which TG number (destination point) do you want to use to exchange FISAP data? TG _____

Fill in the address information.

Name of school _____

- Check if address is same as in Question 9. Go to the next question.

Business address _____

Business address _____

City _____ State _____ Zip _____

Area code/phone (_____) _____ Area code/fax (_____) _____

13. Do you want this destination point to **submit and receive** any of the following NSLDS batch files?

-batch financial aid transcripts -batch Student Status Confirmation reports (SSCRs) -batch Perkins Loan data

- Yes No, go to Question 14.

A. **If yes, for which school, guaranty agency (GA), or lender?**

Name _____

School OPE-ID _____ GA Code _____ Lender ID Number _____

- Check if address is same as in Question 9. Go to Question 13-B.

Business address _____

Business address _____

City _____ State _____ Zip _____

Area code/phone (_____) _____ Area code/fax (_____) _____

Question 13 continues on the next page.

Office Use Only

Customer number _____

TG number _____

13. B. In Question 13-B, check the boxes for the batch files you want this DPA to receive. If this DPA already has a destination point, provide the TG number here. Please provide the date on which this DPA will begin to be responsible for the sending or receiving of NSLDS batch data. Indicate whether this DPA's destination point will receive batch Student Status Confirmation Reports (SSCRs) and/or Perkins Loan data over the Title IV WAN or by mailed magnetic tape. If magnetic tape is used, provide the Contact's name and complete telephone number, including area code.

If you are enrolling for a guaranty agency or lender, you can only check the box to indicate your request to receive batched SSCR data and provide the effective date. Do not select any other choices listed in Question 13. Go to Question 14.

14. If this destination point administrator will have on-line access to student data available on NSLDS, check the boxes to indicate the specific information type(s) you want this DPA to access.

If this DPA will access information for a school as its third-party servicer, provide the school's name and OPE-ID number.

If this DPA will access NSLDS as a guarantor or lender, provide the numeric, three-digit GA code or the numeric six-digit lender ID number, as appropriate.

Guaranty agencies can only check "Borrower Tracking (view only)" and "Aid Overpayment Information (view only)." FFELP lenders can only check "Borrower Tracking (view only)" and "Student Status Confirmation Reports (SSCRs) (view and update)." Guaranty agencies and lenders cannot access other data on the NSLDS.

Step Two: Tell us about each destination point administrator at your organization. (continued)

13. (cont'd)

B. If yes, which information?

batch financial aid transcripts (FATs) (available only through Title IV WAN) TG _____

batch Student Status Confirmation Reports (SSCRs) Effective Date of Action ____/____/____

Will this destination point administrator transmit SSCRs to and from NSLDS via Title IV WAN destination point or on magnetic tape?

Title IV WAN destination point (preferred method for schools) TG _____
 magnetic tape (specify type) 3480 Cartridge 800 BPI Reel 1600 BPI Reel 6250 BPI Reel

If tape, who should we contact if we receive damaged tape?

Name _____ Area code/phone (____) _____

batch Perkins Loan data Effective Date of Action ____/____/____

Will this destination point administrator transmit Perkins Loan data to and from NSLDS via a Title IV WAN electronic mailbox or on magnetic tape?

Title IV WAN electronic mailbox TG _____
 magnetic tape (check type) 3480 Cartridge 800 BPI Reel 1600 BPI Reel 6250 BPI Reel
 (magnetic tape is available only to servicers)

If tape, who should we contact if we receive damaged tape?

Name _____ Area code/phone (____) _____

14.

IMPORTANT: Only the destination point administrator is permitted to use his or her destination point for access to the on-line National Student Loan Data System (NSLDS) information listed in this question. Permission to use this destination point for on-line NSLDS CANNOT be granted to anyone else.

If you want this destination point administrator to view or to update online any of the following NSLDS information, in the columns below, indicate which NSLDS information you want this DPA to access. (NSLDS will send the DPA a separate ID and password.)

If yes, complete boxes below. If no, go to Step 3.

- | | |
|--|--|
| <input type="checkbox"/> Student Status Confirmation Reports (SSCRs) (view and update) | <input type="checkbox"/> aid overpayment information (view and update) |
| <input type="checkbox"/> financial aid transcripts (FATs) (view only) | <input type="checkbox"/> borrower tracking (view only) |
| <input type="checkbox"/> aid overpayment information (view only) | |

If you are a third-party servicer, for which school (include OPE-ID) do you need on-line NSLDS access?

(School name) _____ (School OPE-ID number*) _____
Which TG number will be accessing on-line data? TG _____

If you are a school, what is your OPE-ID number*? _____

If you are a guaranty agency, what is your GA Code? _____

If you are a FFEL Program lender, what is your lender ID number? _____

*If you do not know this number, call ED's Institutional Participation and Oversight Service [IPOS] at 202-205-0183©.

Office Use Only
 Customer number _____
 TG number _____

Step Three

Step Three collects the required agreements from the destination point administrator identified in Step Two.

Each destination point administrator must read and sign this statement. The original signature document must be attached to your completed enrollment document and submitted to Title IV WAN Customer Service, P.O. Box 30, Iowa City, Iowa 52244. A copy of the signed and dated statement must be maintained by your organization. You will receive an initial package of information about your enrollment. In a second mailing, you will receive a copy of your completed enrollment document signed by ED, which you must also maintain.

Step Three: Responsibilities of the Destination Point Administrator.

Each TIV WAN destination point administrator must read and sign this statement and keep a copy on file.

1. Responsibilities of the destination point administrator.

- The destination point administrator must maintain a profile within the EDconnect software and a Title IV WAN User Statement for anyone who has permission to use his or her destination points. (See the EDconnect Help Text for instructions about how to create and maintain these profiles. See Attachment B of the Title IV WAN enrollment document for the user statement.)

IMPORTANT: Only the destination point administrator himself or herself is permitted to use the National Student Loan Data System (NSLDS) destination point that has the information listed in Question 14 on page 13. Permission to use this destination point for NSLDS CANNOT be granted to anyone else.

- The destination point administrator will use software provided by ED to monitor his or her Title IV WAN destination point. This software will keep track of who is using the destination point, what information is being used, the date and time, and the batch number (if applicable).
- Use of Title IV WAN is subject to monitoring, recording, and periodic auditing to ensure that resources are functioning properly and to protect against unauthorized use. By using Title IV WAN, the destination point administrator is expressing consent for such monitoring, recording, and auditing, and is acknowledging that information gained in this manner may be disclosed to an appropriate third party (for example, law-enforcement personnel).

2. Appropriate use consists of the following:

- Using Title IV WAN computing resources for official government business. (Any other use must be approved by the U.S. Department of Education.)
- Protecting all Title IV WAN information from access by or disclosure to unauthorized personnel.
- Prohibiting password sharing and the sharing of system access and any tools that allow access to Title IV WAN. (These tools are called "authenticators.")
- Accessing only systems, networks, data, control information, and software for which the destination point administrator is authorized.
- Knowing procedures for sanitizing stored information (for example, overwriting disks that contain sensitive information before reuse).
- Informing Title IV WAN management when the destination point administrator no longer needs access to a Title IV WAN resource, such as when the destination point administrator changes jobs or leaves employment.

3. Agreements

- The destination point administrator understands that if he or she intentionally submits false or misleading information to the U.S. Department of Education, he or she will be subject to a fine up to \$10,000, imprisonment for up to five years, or both, under provisions of the United States Criminal Code (including 18 U.S.C. 1001). The destination point administrator also agrees to comply with all provisions of Section 483 of the Higher Education Act of 1965, as amended.

4. Privacy Act Statement

- The information provided to the destination point administrator by the U.S. Department of Education is protected by the Privacy Act of 1974, as amended. Protecting this information, once it is entrusted to the destination point administrator, becomes his or her responsibility. Therefore, the destination point administrator agrees to protect the privacy of all information that has been provided to the destination point administrator by the U.S. Department of Education. The destination point administrator understands that any person, including himself or herself, who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and may be fined not more than \$5,000.

| |
|--|
| Destination point administrator's name _____ (printed name) |
| Signature _____ Date _____ (must match name in Question 9 - original signature must be submitted) |
| Name of school, agency, or third-party servicer _____ |

Office Use Only

Customer number _____
TG number _____

Step Four

Step Four collects the required authorization from your organization to process the enrollment information for the destination point administrator you've identified in Step 2.

For each DPA, the chief officer of the organization (President, CEO, or Chancellor) must sign this certification statement. If your organization is a third-party servicer acting on a school's behalf, both the school's chief officer and your organization's chief officer must sign. The original signature document must be attached to your completed form and submitted to the Title IV WAN at the address on page 2. You will receive an initial package of information about your enrollment. In a second mailing, you (if you're a third-party servicer) and the school will receive a copy of the entire enrollment document, accepted and signed by ED, which you both must maintain.

Step Four: Certification of the President/CEO/Chancellor.

1. Acknowledgment of Payment Responsibility

As the President/CEO/Chancellor, you certify that your organization will pay for submitting, receiving, and viewing information that is available through Title IV WAN. The amount the organization pays will be determined by our fee schedule. If you are a third-party servicer, your President/CEO/Chancellor acknowledges responsibility for informing the school serviced about all charges that must be paid by the school. Your organization agrees to pay on receiving an invoice from National Computer Systems (NCS), Inc.

2. Responsibilities of the President/CEO/Chancellor.

As the President/CEO/Chancellor, you further certify that:

- the name of every person who is a Title IV WAN destination point administrator is included in this application (or is already on file with Title IV WAN),
- you will immediately notify Title IV WAN customer service in writing when any person no longer serves as a Title IV WAN destination point administrator,
- you will not permit unauthorized use or sharing of Title IV WAN passwords or codes that have been issued to you or to anyone else in your organization,
- each person who is a Title IV WAN destination point administrator for your school, agency, or organization has read and understood the responsibilities in Step Three,
- each person who is a Title IV WAN destination point administrator for your school, agency, or organization has signed a copy of "Step Three: Responsibilities of the Destination Point Administrator" and that a copy of Step Three with an original signature has been sent to us, and
- that each person who is a Title IV WAN destination point administrator for your school, agency, or organization has made a copy of the signed Step Three document for his or her own files.

School President/CEO/Chancellor _____

(printed name and title of President/CEO/Chancellor)

Signature _____ Date _____

(original signature must be submitted)

Name of school or agency _____

If you are a third-party servicer acting on a school's behalf, you also must read and sign this certification.

Third-party servicer President/CEO/Chancellor _____

(printed name and title of President/CEO/Chancellor)

Signature _____ Date _____

(original signature must be submitted)

Name of third-party servicer _____

U.S. Department of Education authorizing signature:

Signature _____

Office Use Only

Customer number _____

TG number _____

Glossary

Award Year. Spans from July 1 of a year through June 30 of the next year. For the Federal Pell Grant and campus-based programs, eligible students are paid out of funds designated for a particular award year, such as the 1999-2000 award year (July 1, 1999 through June 30, 2000).

Campus-based Programs. The Federal Perkins Loan, Federal Work-Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) programs are often collectively referred to as the campus-based programs because the funds for these programs are awarded directly to the school for awarding and administration.

Central Processing System (CPS). ED's application data processing facility. The CPS uses student information from the *Free Application for Federal Student Aid (FAFSA)* to calculate the student's official Expected Family Contribution (EFC), creates and transmits to schools the *Institutional Student Information Record (ISIR)*, and prints and mails to the student the *Student Aid Report (SAR)*.

Destination Point. An electronic mailbox that physically transmits and receives financial aid data via the Title IV WAN. Every destination point is administered by a destination point administrator (DPA) and has an electronic mailbox number that begins with the letters "TG." (See *Destination Point Administrator*.)

Destination Point Administrator (DPA). An individual representing an organization involved in the administration of Title IV student financial aid programs, (such as a postsecondary institution, FFEL lender, FFEL guarantee agency, state scholarship agency, third-party servicer, or software provider) who is enrolled on the Title IV WAN and assigned a destination point. To enroll as a DPA on the Title IV WAN, an organization's representative must complete and submit for processing the Enrollment to Participate in the U.S. Department of Education's Title IV Wide Area Network. (See *Destination Point*.)

EDconnect. ED's telecommunications software that allows users to send and receive data via the Title IV WAN.

EDExpress. A software product provided by ED that allows institutions to enter, edit, manage, and report Title IV student financial aid application data and Federal Pell Grant payment data. This software also has functions that institutions can use to package financial aid awards, originate Direct Loans, and print Direct Loan promissory notes.

Electronic Data Exchange (EDE). The ED-sponsored program that allows participating destination points to exchange electronically federal student aid applicant data, Direct Loan data, and Federal Pell Grant Program Payment data for the Title IV WAN.

Free Application for Federal Student Aid (FAFSA). The application that the student must file to apply for aid from any Title IV program, including the FFEL and Direct Loan programs. The FAFSA is printed and

distributed free of charge by the U.S. Department of Education. Students can also apply electronically by using FAFSA on the Web (<http://www.fafsa.ed.gov>) or FAFSA Express.

FISAP. The annual report institutions file to report on their use of campus-based program funds for the most recently completed award year and to apply for new funds for an upcoming award year.

Guaranty Agency (GA). An organization authorized by the U.S. Department of Education to administer the federal guarantee that Federal Family Education Loans will be repaid.

Institutional Student Information Record (ISIR). The ISIR and the Student Aid Report (SAR) are federal output documents produced by the CPS from FAFSA data. The SAR is sent to the student, while the ISIR is sent to the student's school. SARs and ISIRs contain the same processed student information in different formats.

National Student Loan Data System (NSLDS). A national database of student loan-level information and selected grant data on aid disbursed under the Title IV programs.

Student Aid Report (SAR). The federal output document produced by the CPS and mailed to the student. The SAR contains the family's information and other information as reported by the student on the FAFSA.

Student Status Confirmation Roster (SSCR). Report completed by schools or their servicers and used in the administration of the Federal Family Education Loan Program to track the enrollment status of borrowers.

Social Security Number (SSN). Number assigned to an individual by the U.S. Social Security Administration and used as identifying number for many federal purposes including federal student financial aid program administrators and applicants.

Title IV WAN (Title IV Wide Area Network). The Title IV WAN links thousands of destination points across the United States, its territories, and certain ED-designated foreign countries to the Higher Education Act's Title IV student financial aid programs and delivery system. Organizations enroll individuals as destination point administrators (DPAs) on the Title IV WAN. DPAs are assigned destination points (electronic mailboxes) which receive and transmit data for various Title IV student aid program system services such as NSLDS, Direct Loan, and CPS. (See Destination Point and Destination Point Administrator.)

Title IV WAN User. An individual allowed access to a destination point by the assigned destination point administrator (DPA). A Title IV WAN User must read and sign a Title IV WAN User Statement which the DPA must maintain.

U.S. Department of Education (ED, Department). The federal agency responsible for the administration of federal education programs including the federal student financial aid programs.

Attachment A: Title IV WAN Fee Schedule

Effective 10/1/98 - 9/30/99

| Product | Unit | Price |
|---|--|---------|
| Software (IAM) | | |
| 1. Additional copy of mainframe software | per copy | \$53.84 |
| 2. Additional copy of PC software (diskettes) | per copy | \$11.22 |
| Software (non-IAM) | | |
| 1. Additional copy of mainframe software | per copy | \$50.72 |
| 2. Additional copy of PC software (diskette) | per copy | \$13.17 |
| Documentation | | |
| 1. Additional copy of Title IV WAN User's Guide | per copy | \$49.23 |
| 2. Application System User's Guide | per notebook | \$37.68 |
| 3. Additional copy of User's Guide updates | 1-25 update pages | \$4.21 |
| | 26-100 updates pages | \$11.05 |
| | 101-175 update pages | \$18.97 |
| | 176-250 update pages | \$26.10 |
| 4. Additional copy of Desk References | per copy | \$3.49 |
| Data Transmissions | | |
| 1. Data transmissions (other than those paid for by ED) | per kilocharacter prime time | \$0.056 |
| | per kilocharacter prime time | \$0.033 |
| | per international kilocharacter | \$0.220 |
| | per 1000 records via network* | \$43.47 |
| 2. 1999-2000 year-to-date data | per 1000 records on tape | \$47.34 |
| | per 1000 records via network* | \$42.25 |
| 3. 1998-1999 year-to-date data | per 1000 records on tape | \$45.97 |
| | | |
| Session Connectivity Costs | | |
| On-line Query session connectivity | one hour connect time | \$2.22 |
| | one hour international connect time | \$27.63 |
| Miscellaneous Costs | | |
| 1. Letter of Application | per application | \$27.23 |
| 2. Participation Agreement | per application | \$23.60 |
| 3. New Enrollment Document | per document | \$30.70 |
| 4. Enrollment Update | per update | \$23.89 |
| 5. User Support Services - WAN | phone calls** | \$13.76 |
| | fax/transfer/AVR*** | \$1.11 |
| 6. User Support Services - CPS | 1998-99 cycle | \$12.49 |
| | 1999-2000 cycle | \$12.97 |

If you have any questions, call Title IV WAN Network Operations Center at 800/615-1189.

* Number of records being billed for are the records that were previously sent to the Destination Point.

** User is billed for all calls except questions on billing or reporting a system problem.

*** These are calls handled by the VPS, an automated voice response system, where you do not talk to a Customer Service Representative.

Attachment B: Title IV WAN User Statement

Anyone who accesses Title IV program data and uses resources that access Title IV WAN (such as computers or workstations) must read and sign this statement. Keep a copy of the signed statement for your records. A signed original Title IV WAN User Statement must be completed and maintained by the destination point administrator for each of the destination points (electronic mailboxes) to which you have access.

A Title IV WAN User understands that if he or she intentionally submits false or misleading information to the U.S. Department of Education, he or she will be subject to a fine up to \$10,000, imprisonment for up to five years, or both, under provisions of the United States Criminal Code (including 18 U.S.C. 1001). The Title IV WAN User also agrees to comply with all provisions of Section 483 of the Higher Education Act of 1965, as amended.

A Title IV WAN User understands that the information provided to him or her by the U.S. Department of Education is protected by the Privacy Act of 1974, as amended. Protecting this information, once it is entrusted to the Title IV WAN User, becomes his or her responsibility. Therefore, the Title IV WAN User agrees to protect the privacy of all information that has been provided to him or her by the U.S. Department of Education. The Title IV WAN user understands that any person, including himself or herself, who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and may be fined not more than \$5,000.

Appropriate Use

At a minimum, appropriate use consists of the following:

- Using Title IV WAN computing resources only for official government business. Any other use must be approved expressly by the U.S. Department of Education.
- Knowing the Title IV WAN destination point administrator for each of the destination points you access and how to contact them.
- Protecting all Title IV WAN information from access by or disclosure to unauthorized personnel.
- Reporting immediately to your destination point administrator any security incidents, potential threats, or vulnerabilities that involve Title IV WAN resources.
- Protecting any tools, such as passwords, that allow you access to Title IV Wan (these tools are called "authenticators").
- Reporting to your destination point administrator any compromise, suspected compromise, or incidents of sharing of a password or any other authenticator.
- Accessing only systems, networks, data, control information, and software for which you are authorized.
- Ensuring that all information that comes from Title IV WAN is marked according to its sensitivity and is properly controlled and stored.
- Informing your destination point administrator when you no longer need access to a Title IV WAN resource, such as when you change jobs or leave employment.
- Avoiding the introduction of any code that might be harmful to Title IV WAN.

TG# _____ Destination Point Administrator (DPA) Name _____

Title IV WAN User Name _____

(Print)

Title IV WAN Job Title _____ SSN _____ Phone #(____) _____

Title IV WAN User Signature _____ Date _____

DPA Signature _____ Date _____

(This statement with an original signature must be maintained by the Destination Point Administrator.)