

The section behind Tab 1 contains:

Tab 1

A LETTER on the school's letterhead with—

- ◆ the school's OPE ID number;
 - ◆ a statement indicating that the school is submitting an erroneous data appeal;
 - ◆ a reference to the applicable cohort default rate;
 - ◆ a certification that indicates that the information provided in the appeal, under penalty of perjury, is true and correct;
 - ◆ a list of the other adjustments/appeals the school intends to submit to the Department;
 - ◆ the signature of the school's President/CEO/Owner, followed by a signature block providing the signer's name and job title;
- AND
- ◆ a notation that a copy of the letter and spreadsheet will be sent to the relevant guaranty agency/Direct Loan servicer.

Schools should refer to the Sample Erroneous Data Appeal LETTER on page 184.

The section behind Tab 2 contains:

Tab 2

A SPREADSHEET of ALL of the allegations the school wants the Department to review.

Schools should refer to the sample Erroneous Data Appeal SPREADSHEET and SPREADSHEET INSTRUCTIONS on pages 183 and 182, respectively, to assist in creating the list.

The section behind Tab 3 contains:

Tab 3

Copies of the relevant SUPPORTING DOCUMENTATION to support the school's list of alleged errors.

Schools should refer to pages 162 and 163 for information on what is considered relevant supporting documentation and the Sample SUPPORTING DOCUMENTATION on page 179.

The section behind Tab 4 contains:

Tab 4

Copies of the guaranty agency/Direct Loan servicer's ERRONEOUS DATA RESPONSES.

Schools should refer to page 181 for a Sample Erroneous Data RESPONSE.