
Introduction



This volume of the Federal Student Aid (FSA) Handbook discusses the eligibility requirements for students and parent borrowers and your responsibilities to ensure that recipients qualify for their aid awards.

SOURCES OF INFORMATION

There are many factors you must consider when reviewing an application for aid from the FSA programs, such as whether the student is a U.S. citizen or permanent resident, whether the applicant is making satisfactory academic progress, and whether he or she has a defaulted FSA loan. To answer these questions you receive information about the student from different sources, including the Department of Education's Central Processing System (CPS) for financial aid applications and the National Student Loan Data System (NSLDS).

Throughout the year, the Department of Education (The Department) provides updates to schools in the form of Dear Colleague Letters (DCLs). These and other releases, such as *Federal Register* notices and announcements containing system updates and technical guidance, are available on the Information for Financial Aid Professionals (IFAP) website (ifap.ed.gov).

The FSA Handbook doesn't cover the operation of software. For schools using software from the Department, there are technical references on the FSA Download website (see the margin) that explain how the software operates. Schools using third-party software should consult the vendor's reference materials for technical guidance.

RECENT CHANGES HIGHLIGHTS

Here are some of the significant changes to *Volume 1*:

Chapter 1:

- Added HEA citations to Teacher certification coursework sidebar.
- Added new sidebar on the definition of Graduate/professional students.
- Updated DCL citation in Recognized equivalent of a high school diploma sidebar.
- Added regulatory citation to ATB options & Eligible Career Pathway

Program and systems information online

fsadownload.ed.gov

Software:

- Direct Loan Tools
- EDconnect
- EDEExpress for Windows
- SSCR for Windows

Technical References and User Guides for:

- CPS (ISIR, Summary of Changes, etc.)
- COD
- Electronic Data Exchange
- EDEExpress Packaging

ifap.ed.gov

- Federal Registers
- Electronic Announcements
- Dear Partner/Colleague Letters
- FSA Assessment modules:
 - Student Eligibility—
ifap.ed.gov/qahome/qaassessments/studentelig.html

Satisfactory Academic Progress—

ifap.ed.gov/qahome/qaassessments/sap.html

Questions about FSA policies

E-Announcement Nov. 15, 2013

For questions about Federal Student Aid policies and programs, call the new “Reach FSA,” phone line at 1-855-FSA-4-FAA (1-855-372-4322). *Reach FSA* will help you determine the appropriate call center for your question, and then transfer you to that call center.

FSA Coach

ANN-13-21

FSA Coach, a self-paced, comprehensive online guide to the Title IV programs, has been updated for domestic schools.

For more information, see:

<https://ifap.ed.gov/ifap/fsacoach.jsp>

COACH for foreign schools will be updated in the future; monitor IFAP for forthcoming training announcements.

Questions or comments?

If you have any comments regarding the FSA Handbook, please contact Research and Publications via email at fsaschoolspubs@ed.gov.

Programs sidebar.

- New sidebar added: SAP pace, attendance and published length of program.
- Conflicting information guidance updated to describe treatment of 400 & 400 SAR codes.
- Sidebar on Resolving 400 & 401 SAR codes added.

Chapter 2:

- New sidebar added: Mandatory name changes.
- Guidance on “Paper secondary confirmation” updated to “Third-step verification.”
- New guidance added on preparing for third-step verification.
- Guidance on third step verification and submitting verification data through the SAVE system added.
- SAVE Guide to Immigration Documents description and link added.
- New sidebar added: 15 business days timeframe, with regulatory citation.
- New sidebar on requesting a new DHS verification number added.
- New sidebar on DHS-SAVE eligible noncitizen information page added, with link to third step verification IFAP page.

Chapter 4

- New sidebar added: Name change on the SSA website.
- E-Announcement citation added to COD and SSN changes sidebar.
- E-Announcement citation added to Pseudo-SSNs for Pacific Islanders and the FAFSA sidebar.

Chapter 6

- Updated guidance on restoring Pell eligibility for student affected by closed schools.
- Added sidebar on Pell Grant Restoration for students who attended

closed schools.

- Preparatory coursework guidance clarified re: eligible programs vs. standalone courses.
- Added regulatory citation to Preparatory coursework sidebar.
- Added new example sidebar: When preparatory coursework is not Title IV eligible.
- Updated DCL citation in Remaining Perkins Loan authority sidebar.

