

## **LOAN PURCHASE PROGRAMS ELECTRONIC ANNOUNCEMENT #15**

Date: August 7, 2008 (Updated September 19, 2008)

To: FFEL Program Community

From: Larry Warder, Acting Chief Operating Officer  
Federal Student Aid

Subject: Monthly Rolling Forecast Reporting Process for Loan Participation Purchase Program

In Electronic Announcement #12 posted on August 1, 2008, we attached copies of the Funding Request Document Instructions for FFEL lenders who wish to participate in one or both of the Loan Purchase Programs that were announced in a *Federal Register* Notice, published on July 1, 2008 [73 FR, No. 127, page 37422].

The August 1, 2008 announcement also stated that we would provide information regarding the procedures for submitting the Monthly Rolling Forecast. The attachment to this announcement provides information for the preparation and submission of the Monthly Rolling Forecast (Updated September 19, 2008).

We have scheduled a Webinar for Friday, August 8, 2008, at 2:00 PM Eastern Time, where we will review the document submission requirements of the Sponsor's Monthly Rolling Forecast of Loans Going into the Participation Facility. Please see Electronic Announcement #11 that was posted to [www.federalstudentaid.ed.gov/ffelp](http://www.federalstudentaid.ed.gov/ffelp) on August 1, 2008, for registration information.

Thank you for your continued support of these FFEL Loan Purchase Programs.

**United States Department of Education  
Federal Family Education Loan Program**

**Loan Participation Program under a  
Master Participation Agreement**

**SUBMISSION INSTRUCTIONS FOR:  
SPONSOR'S MONTHLY ROLLING FORECAST OF  
LOANS DESIGNATED FOR THE LOAN PARTICIPATION  
PURCHASE PROGRAM  
SEPTEMBER 19, 2008**

This document provides information and guidance to FFEL lenders (“Sponsors”) who have submitted an Adoption Agreement (Exhibit A of the Master Participation Agreement) and supporting documents to the U.S. Department of Education (“the Department”) for the purpose of participating in the Loan Participation Purchase Program.

**GENERAL INSTRUCTIONS**

The procedures below relate to the submission by a Sponsor of its Monthly Rolling Forecast of loans estimated to be submitted into the Loan Participation Purchase Program (“Monthly Rolling Forecast”).

- All files must be in Microsoft Excel 97 - 2000 format.
- Information for every month a Sponsor has eligible loans for the Program as determined by the date of the Sponsor’s submission of the Notice of Intent must be supplied with each submission. This requires changing forecasted amounts to actual amounts as each month passes. For example:
  - An initial Monthly Rolling Forecast that is submitted in September 2008 should include actual data for May, June, July and August 2008, if permitted by the date the Sponsor had submitted its Notice of Intent, as well as forecasted data for September 2008 through September 2009.
  - Future monthly submissions should include actual historical information and forecasted information. For example, a Monthly Rolling Forecast with a month end date of September 30, 2008, should include actual data for May, June, July,

August and September 2008, **as applicable**, (fill with zeros if no activity for a month), and forecasted data for October 2008 through September 2009.

- Please use this [downloadable Excel file](#) and do not delete months previously reported or add months beyond September 2009.

### **DEFINITIONS FOR THE SPONSOR’S MONTHLY ROLLING FORECAST**

The Monthly Rolling Forecast consists of data on loan type and status category for the period beginning with May 2008, as applicable, and ending with September 2009. The expected dollar amount and number of loans will be reported by month for each type and category. See the attached Microsoft Excel spreadsheet template for the required format.

#### **As Of Date:**

The last calendar day of the month.

#### **Loan Type:**

As defined in the Master Participation Agreement, only Stafford and PLUS loans are eligible for participation. For the purposes of the Monthly Rolling Forecast, these are separated into five categories:

- Subsidized Stafford Loans for Undergraduate students
- Subsidized Stafford Loans for Graduate students
- Unsubsidized Stafford Loans (Undergraduate and Graduate)
- PLUS/Parent Loans made for Undergraduate Students
- PLUS/Graduate Loans

#### **Status Category:**

For each of these loan types, the dollar amount and number of loans will be reported in the following categories:

- Originations: The total amount and number of loans that are expected to be originated in the month. The amount should be the amount provided on the certification received from the school.
- Disbursement: The total gross dollar amount and number of disbursements which are expected that month. This is the amount of cash disbursed to the student. Disbursement information can be reported in this column and in the “Originations” column for the same month. **This disbursement amount should not be adjusted for cancellations.**
- Loans Redeemed: This is the total principal amount and number of loans that are expected to be redeemed, either through a repurchase of the loans from the Department, or loans that are put to the Department, from the Participation Program in that month.
- Loans Put: The total principal amount and number of loans that are expected to be put to the Department in that month. This column is a subset of the Loans Redeemed column above.

## **SUBMISSION INSTRUCTIONS FOR THE SPONSOR'S MONTHLY ROLLING FORECAST**

Each month, on the seventh business day after month end, the Sponsor submits the Sponsor's Monthly Rolling Forecast. To submit the document to the Department attach it as a Microsoft Excel 97 - 2000 file to an email and send to the following FSA web email address: *fsa\_lr@ed.gov*. Please include your contact information in the body of the email in the event we have questions.

In the "Subject" line of the email, please write the following: Monthly Rolling Forecast-<Sponsor Name>-<Custodian ID>-<As of Date of the Forecast>.

The Microsoft Excel 97 - 2000 file should be titled: Monthly Rolling Forecast-<Sponsor Name>-<Custodian ID>-<As of Date of the Forecast>

- Sponsor Name: The legal name of the Sponsor.
- Custodian ID: The Custodian LID/RID as assigned by the Department.
- Date Format: MMDDYY Example: 083108 (August 31, 2008)

## Paperwork Burden Statement

According to the Paperwork reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0087. The time required to complete this information collection is estimated to average 1 hour per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4537. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Policy Liaison and Implementation, Federal Student Aid, U.S. Department of Education, 400 Maryland Avenue, S.W., UCP3, 11<sup>th</sup> floor, Washington D.C. 20202-4537.

**United States Department of Education  
Federal Family Education Loan Program  
Loan Participation Program Under a Master Participation Agreement**

Sponsor's Monthly Rolling Forecast of Loans Designated For the Loan Participation Purchase Program

AS OF DATE: \_\_\_\_\_

CUSTODIAN ID: \_\_\_\_\_

Month	Loan Type	Originations		Disbursements		Loans Redeemed		Loans Put	
		\$ Amount	Loan Count	\$ Amount	Loan Count	\$ Amount	Loan Count	\$ Amount	Loan Count
May 2008	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
June 2008	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
July 2008	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
August 2008	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
September 2008	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
October 2008	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
November 2008	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
December 2008	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
January 2009	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
February 2009	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
March 2009	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
April 2009	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
May 2009	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
June 2009	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								

Month	Loan Type	Originations		Disbursements		Loans Redeemed		Loans Put	
		\$ Amount	Loan Count	\$ Amount	Loan Count	\$ Amount	Loan Count	\$ Amount	Loan Count
	PLUS/Graduate Students Total								
July 2009	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students Total								
August 2009	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students Total								
September 2009	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students Total								