

**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**

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 2009 should include forecasted data for September 2009 through September 2010.
 - 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, 2009, should include actual data for September 2010, as applicable, (fill with zeros if no activity for a month), and forecasted data for October 2009 through September 2010.

- Please use the attached Excel file and do not add months beyond September 2010.

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 September 2009, and ending with September 2010. 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: 083109 (August 31, 2009)

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-NEW. 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, 11th 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
September 2009	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
October 2009	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
November 2009	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
December 2009	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
January 2010	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
February 2010	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
March 2010	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
April 2010	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
May 2010	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
June 2010	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
July 2010	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
August 2010	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								
September 2010	Stafford/Undergraduate								
	Stafford/Graduate								
	Unsubsidized Stafford								
	PLUS/Parents								
	PLUS/Graduate Students								
	Total								