Student Aid Internet Gateway (SAIG)
Enrollment Form For
Postsecondary Educational Institutions,
Institutional Third-Party Servicers,
FFELP Guaranty Agencies and Guaranty Agency Servicers,
FFELP Lenders and Lender Servicers

Enrollment to Participate in the U.S. Department of Education's Student Aid Internet Gateway (SAIG)

The *Student Aid Internet Gateway (SAIG)* was established to allow a variety of entities that participate in the Title IV programs to exchange data electronically with the *U.S. Department of Education (ED, Department).* In order to participate in the SAIG, each entity must enroll for access**.** The enrollment process will enable you to establish your Organization with services to receive, submit, view, and update student financial aid data online and by batch using *EDconnect* or *TDClient* software.

Each entity has an individual designated as the *Primary Destination Point Administrator (Primary DPA) and Primary Destination Point (TG Number/Mailbox).* The Primary DPA is the only person within the organization who may enroll other staff as Non-Primary DPAs with *Destination Points* assigned for specific SAIG services. Upon completing the enrollment process, the Primary DPA can add or remove users, edit information about the entity, or change the entity's enrollment in various SAIG services.

Notes About This Document

"We" and "us" refer to the U.S. Department of Education (ED, Department). "You" and "your" refer to the organization applying to participate in ED's Student Aid Internet Gateway, referred to as the SAIG.

The first usage of a term in this document is *italicized* and can be found in the glossary at the end of this form. This glossary will assist you in understanding many technical terms and acronyms commonly used in the Title IV student financial aid programs.

About Enrollment

There are no deadlines for submitting this application. After you enroll, we will automatically continue your enrollment, unless you tell us otherwise.

The following entities are eligible to enroll in the SAIG:

- Postsecondary educational institutions that participate in the federal student financial aid programs authorized under Title IV of the Higher Education Act,
- Organizations that contract with an eligible institution to perform Title IV related functions as a third-party servicer,
- *Guaranty agencies (GAs)* or their *Guaranty Agency servicers* that have an agreement with ED under the *Federal Family Education Loan Program (FFELP),*
- *FFELP lenders* or their *FFELP lender servicers*, and
- Other entities approved by ED.

If you use this form to add and change information, check Box C in Step One, Question 1 on page 13; fill in the information that has changed for any questions in Steps One and Two; complete Steps Three and Four; and send your application to the address below.

Application for enrollment in the SAIG (and changes to enrollment) can also be completed online at http://www.fsawebenroll.ed.gov.

You may photocopy this form, but you must always send us original signatures for Step Three and Step Four. **We will not accept photocopied or stamped signatures. Forms submitted after the OMB Expiration Date noted on this application will not be accepted.**

If you have any questions about completing your application, call CPS/SAIG Technical Support at **1-800-330-5947**. To reach a telecommunications device for the deaf **(TDD/TTY), call 1-800-511-5806.** Technical support representatives are available 7 a.m. – 7 p.m. CT, Monday through Friday, excluding federal holidays. If you prefer, you can e-mail inquiries to CPSSAIG@ed.gov. A technical support specialist will respond to your e-mail within one business day.

Send your completed enrollment form and original, signed signature pages to:

CPS/SAIG Technical Support
2450 Oakdale Blvd.
Coralville, Iowa 52241

Available Services

By completing this application, you will be enrolling an individual as the Primary *Destination Point Administrator (Primary DPA)* who will be responsible for the administration of services assigned to the school's primary Destination Point (TG Number/Mailbox). Enrollment is designed to secure the integrity of data that is exchanged between you and the many ED systems accessed over the SAIG or online. These systems include the *Central Processing System (CPS)*, the *Common Origination and Disbursement (COD) System,* the *National Student Loan Data System (NSLDS),* the *electronic Campus-Based (eCB) Programs* systems*,* the *Financial Management System (FMS),* the *Debt Management Collection System (DMCS), the Conditional Disability Discharge Program (CDD), the Direct Loan Servicing System (DLSS),* and *FAA Access to CPS Online.*

Before completing the application you should determine, based on the systems that your organization must access, the programs or services that your organization needs to participate in, the appropriate people who need to use those services, and the number of Destination Points required. The Primary DPA is responsible for enrolling additional Non-Primary DPAs for specific SAIG services assigned to their Destination Points (TG Number/Mailboxes).

The services that can be accessed over the SAIG are:

1. Central Processing System (CPS), Submission of Application (FAFSA) Data: *Free Application for Federal Student Aid (FAFSA)* application data, including corrections, can be entered and submitted over the SAIG. Processed student application data is reported to institutions on the *Institutional Student Information Record (ISIR)*. To enroll a DPA with access to these services, complete Step One; Step Two, Question 5; Step Three; and Step Four. Note: only one Destination Point (TG Number/Mailbox) can be used to exchange data with **each** of the CPS applicant data functions (corrections, ISIRs), except in the case of initial FAFSA applicant data. For the submission of initial FAFSA applicant data, two Destination Points are permitted. See table below.

2. Federal Grant Services: All participants in the *Federal Pell Grant (Pell Grant) Program*, the *Academic Competitiveness Grant (ACG)* program, the *National Science and Mathematics Access to Retain Talent Grant (National SMART Grant)* program, and the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program must transmit origination and disbursement data over the SAIG to the Common Origination and Disbursement (COD) system. To enroll for this service, complete Step One; Step Two, Question 7; Step Three; and Step Four.

3. *Federal Direct Loan (Direct Loan) Program*: The Common Origination and Disbursement (COD) system also allows Direct Loan program origination, disbursement, and other required reporting information to be exchanged electronically through the SAIG. To enroll for this service, complete Step One; Step Two, Question 6; Step Three; and Step Four.

4. electronic Campus-Based (eCB) Programs systems: The eCB Programs systems include Federal Work-Study (FWS), the Federal Supplemental Educational Opportunity Grant (FSEOG), and the Federal Perkins Loan program. The application method for enrolling and participating in one or all of the eCB programs is the *Fiscal Operations Report and Application to Participate (FISAP)*. The annual submission deadline for the FISAP is October 1. To enroll for this service, complete Step One; Step Two, Question 8; Step Three; and Step Four.

5. National Student Loan Data System (NSLDS): NSLDS is a national database that collects and maintains individual student data for all Title IV student loan borrowers and grant recipients. All institutions that participate in the Title IV student financial aid programs must have at least one Destination Point (TG Number/Mailbox) for NSLDS services that includes the online *Enrollment Reporting (*formerly SSCR) function for updating student enrollment data, *Transfer Student Monitoring (TSM),* overpayment update, and batch services for *Cohort Default Rate (eCDR).* You may also request online NSLDS access to view and update Title IV loan, grant, and enrollment history information. To enroll a DPA with a Destination Point for these services:

   - Postsecondary Educational Institutions and Institutional Servicers must complete Step One; Step Two, Section 1, Questions 9, 10, and 11; Step Three; and Step Four.
   - FFELP Guaranty Agencies and Guaranty Agency Servicers must complete Step One; Step Two, Section 2, Questions 16 and 17; Step Three; and Step Four.

- FFELP Lenders and Lender Servicers must complete Step One; Step Two, Section 3, Question 19; Step Three; and Step Four.

6. <u>Financial Management System (FMS)</u>: The Lender Reporting System (LaRS) allows FFEL Program lenders or their servicers the option of sending financial reporting information to *Federal Student Aid's* Financial Management System (FMS) using their SAIG mailbox. To enroll for this service, complete Step One; Step Two, Section 3, Question 18; Step Three; and Step Four. The Guaranty Agency Financial Reporting (GAFR) allows Guaranty Agencies the option of sending financial reporting information to *Federal Student Aid's* Financial Management System (FMS) using their SAIG mailbox. To enroll for this service, complete Step One; Step Two, Section 3, Question 15; Step Three; and Step Four.

7. <u>Direct Loan Servicing System (DLSS)</u>: The Direct Loan Borrower Delinquency Report is sent monthly to all Direct Loan institutions enrolled with the Student Aid Internet Gateway. It contains a list of delinquent/defaulted Direct Loans administered by the specified institution. Guaranty Agencies that want to enroll for Borrower Services must complete Step One; Step Two, Section 2, Question 14; Step Three; and Step Four.

8. <u>Debt Management Collection System (DMCS)</u>: The Debt Management Collection System (DMCS) houses all Federal Student Aid held default debt. This includes FFEL loans assigned from Guaranty Agencies, Program Overpayments, Perkins loans assigned from schools, and all the Direct Loan program defaults. The system also interfaces with other government agencies such as Treasury for the Treasury Offset Program (TOP), Health and Human Services for access to CAIVERS and the National Database of New Hires (NDNH). To enroll for this service, complete Step One; Step Two, Question 12; Step Three; and Step Four.

9. <u>Conditional Disability Discharge (CDD) Program</u>: The Conditional Disability Discharge (CDD) Program was created to support the regulatory requirement to track borrower claims for total and permanent disability discharge for three years. The regulations require monitoring of income and loan status for a period of three years after certification of disability by a physician. Borrowers determined to be ineligible after the three-year period will be returned to active servicing status. However, if the borrower still meets the eligibility criteria at the end of this period, final discharge of student loan is granted. Guaranty Agencies that want to enroll for Borrower Services must complete Step One; Step Two, Section 2, Question 14; Step Three; and Step Four.

How the Enrollment Process Works

When the Primary DPA enrolls a Non-Primary DPA, a Destination Point will be established with an assigned "TG" number that identifies the new DPA's Destination Point (Mailbox) on the SAIG. The TG number will be sent to the new DPA upon successful processing of the enrollment form.

The Primary DPA may enroll more than one Non-Primary DPA with a separate Destination Point for each service or function, or choose to combine all non-NSLDS Online services and functions through a single Destination Point (TG Number/Mailbox). The number of Destination Points allowed per institution for each function is provided in the following table:

Services	Number of Destination Points allowed per institution
Central Processing System (CPS), Submission of Application (FAFSA) Data	Two
CPS, All Other Functions/Types	One
Grant Services for Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) and the Teacher Education Assistance for College and Higher Education (TEACH) Grant Processing/Batch Files	One
Direct Loan Program (All)	One
electronic Campus-Based (eCB) Programs systems, FISAP	One
FFELP and Direct Loan Cohort Default Rate Packages, Batch	One
National Student Loan Data System (NSLDS) Batch Files	One
NSLDS Online	No Limit
Financial Management System (FMS), Lender Reporting System (LaRS) and Guaranty Agency Financial Reporting (GAFR)	One

The Primary DPA will determine the EDconnect and TDClient users who are allowed access to that Destination Point. The Primary DPA must enforce the security requirements as outlined in the Federal Student Aid User Statement (see Attachment B). Your President/CEO, the equivalent, or designee must certify that each Primary DPA has developed secure procedures in compliance with the security requirements for permitting other people to use his or her Destination Point (see Step Four). The Primary DPA also must complete a Federal Student Aid User Statement for each user that is assigned a User ID within the EDconnect and TDClient software, which is used to connect to the SAIG.

To complete the SAIG enrollment application, you may need the following information:

- Currently enrolled organizations will need their existing Primary Destination Point (TG Number/Mailbox), the name of the Primary DPA, and the customer number(s) if available. Customer numbers begin with the letter "Z." An FSA User ID and password are required to access enrollment information. To obtain an FSA User ID, go to https://www.fsawebenroll.ed.gov/PMEnroll/PMAccountServlet.jrun, provide identifying information, and follow the remaining registration steps. Once you have completed the registration process, including establishing your password, your FSA User ID will be e-mailed to you.

- Postsecondary institutions will need their OPE-ID number. If your school participates in the Grant Services and/or Direct Loan Program, you will also need the institution's Federal School Code and/or Direct Loan Program code. To find these numbers, look at the reports your school has submitted for these programs in the past, your Eligibility and Certification Report (ECAR), and your institution's Program Participation Agreement (PPA). You can also call ED's School Eligibility Channel at 1-202-377-4277.

- 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 Guaranty Agency Financial Report -- Form 2000 accessible at http://www.fp.ed.gov.

- Lenders will need the Lender ID (LID) number assigned by ED. Participating lenders will find their Lender ID numbers on the Lender Application Process or LaRS forms accessible at http://www.fp.ed.gov.

- All entities will need the name, address, *Social Security Number (SSN),* date of birth, and mother's maiden name for each DPA.

Once we receive all necessary signatures, we will process your enrollment. If your enrollment was for a new TG number, we will send your SAIG TG number to you. If your enrollment was for NSLDS Online and access is granted, the User ID will be sent to you from NSLDS.

Note: If you want to cancel the enrollment of any DPAs, send a letter on organization letterhead identifying the TG numbers that you want cancelled. The letter should be mailed to CPS/SAIG Technical Support, 2450 Oakdale Blvd., Coralville, IA 52241. You may also cancel online at http://www.fsawebenroll.ed.gov.

Instructions for Completing Enrollment

Step One – must be completed by all applicants

Step One collects information about your organization and the DPA you want to enroll or for whom you are changing or adding information.

1.   This enrollment form can be used for multiple purposes. As the Primary DPA, you may use the enrollment form to enroll new participants in the SAIG, including a newly eligible postsecondary educational institution (school), an institutional third-party servicer, or an FFELP lender that has never used the SAIG. You can also use the enrollment form to change or to add information about an existing DPA or Destination Point, and to add Destination Points for an organization that is already enrolled.

   A. Check the box for "initial application" if you are a first-time participant and your organization does not have a TG number.

   B. Check the box to "add a new user" if your organization is enrolled in the SAIG and you want to add a Destination Point (TG Number/Mailbox). Provide the customer number of your organization.

   C. Check the box to "change information for existing Destination Point/mailbox" if your organization is enrolled in the SAIG and you want to change or add any information about an existing Destination Point (TG Number/Mailbox). Fill in the information that has changed for any questions in Step One; and complete Steps 3 and 4.

   If you are uncertain of what to complete, call CPS/SAIG Technical Support at 1-800-330-5947. To reach a telecommunications device for the deaf (TDD/TTY), call 1-800-511-5806.

2.   Provide the name of your organization, as you would like it to appear on all SAIG correspondence. (The limit is 40 characters, including letters and spaces.)

3.   Check the appropriate box to indicate the type of organization.
   - Postsecondary educational institutions (schools) must fill out Step Two, Section 1.
   - Institutional third-party servicers must fill out Step Two, Section 1.
   - Guaranty agencies for FFELP student loans must fill out Step Two, Section 2.
   - Guaranty agency servicers for FFELP student loans must fill out Step Two, Section 2.
   - Lenders for FFELP student loans must fill out Step Two, Section 3.
   - Lender servicers for FFELP student loans must fill out Step Two, Section 3.

4.   As the Primary DPA, you must identify the DPA you want to enroll or for whom you are changing or adding information. All information must be provided for the DPA you wish to enroll for the organization you identified in Question 2. **Note: Do not use a group email address.**

Step Two

- Postsecondary educational institutions and institutional third-party servicers go to Step Two, Section 1 for instructions.
- FFELP guaranty agencies and guaranty agency servicers go to Step Two, Section 2 for instructions.
- FFELP lenders and lender servicers go to Step Two, Section 3 for instructions.

Step Two, Section 1 is for Postsecondary Educational Institutions and Institutional Servicers only

In Section 1 you will choose the services for which your institution requires enrollment.

5. A. If the DPA you are enrolling or for whom you are adding or changing services will be sending and receiving student applicant data (FAFSAs and ISIRs), complete all required information including the Federal School Code.

    If this enrollment is for a DPA that will not be involved in CPS applicant data transmissions, go to Question 6.

    B. Check the boxes for the *award year(s)* this DPA should receive the applicant data you check in Question 5-C.

    C. Check the boxes for the CPS applicant data function you want this DPA to receive and submit. If you are completing this form to update or change services for an enrolled DPA, provide the TG number of the Destination Point already assigned to this DPA.

    D. Choose the preferred delivery option for ISIRs, if ISIRs are selected in Question 5-C.   Postsecondary institutions can choose whether to receive ISIRs on a daily basis or by request. Daily receipt is the default ISIR delivery method. If you choose "by request," you must request ISIRs from the *ISIR Datamart*. The ISIRs are then sent to your Destination Point (TG Number/Mailbox) through the SAIG. With either option, you can request a single ISIR or a specified group of ISIRs at any time.

    E. If your school uses a third-party servicer to submit batch files to CPS, but also wishes to access CPS Online tools (such as FAA Access to CPS Online and Return of Title IV Funds [R2T4] on the Web), check the Yes box to designate yourself as the Destination Point for CPS Online services for the school selected. Note: ONLY select this option if your institution utilizes a third-party servicer to submit batch services to CPS, and you want access to CPS Online tools such as FAA Access to CPS Online and Return to Title IV. If you need access for additional financial aid staff for CPS Online tools, you may enroll them under Enroll FAA Users for Online Services at http://www.fsawebenroll.ed.gov.

6.   If your organization participates in the Direct Loan Program and the DPA identified in Question 4 will be assigned to submit and receive Direct Loan Program data, identify the years that the DPA in Question 4 will need to access Direct Loan data. Also, 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 (TG Number/Mailbox).

7.   If you want this Destination Point (TG Number/Mailbox) to receive and submit Grant Services (Pell, ACG, SMART, and TEACH*) Payment data, then complete Question 7. *Note: If your institution is a two- or four-year, degree-granting institution, you will submit and receive payment data under the Grant Services enrollment. No separate enrollment for ACG, National SMART Grant, or TEACH Grant is needed.

8.   If you participate or expect to participate in the Federal Work-Study, Federal Supplemental Educational Opportunity Grant (FSEOG), and/or Federal Perkins Loan program(s), **and** the DPA for whom you are completing this enrollment form will be administering the Destination Point (TG Number/Mailbox) for the FISAP, complete Question 8. Otherwise, go to Question 9.

    If you currently participate in any of the eCB programs, provide your Title IV OPE-ID number. You will find the OPE-ID number on your most recent FISAP report. Next, provide the TG number of the Destination Point

Fill in the name of the school. If the address of the school has not already been provided in Question 4, provide all the requested address information.

NOTE: All DPAs enrolled for any of the eCB Programs systems must also register online for access to the eCB Programs systems and establish an FSA User ID and password. To obtain an FSA User ID, go to https://cbfisap.ed.gov, click on the "Login" button and select "eCB Registration", provide identifying information, and follow the remaining registration steps. Once you have completed the registration process, including establishing your password, your FSA User ID will be e-mailed to you.

The Primary DPA is responsible for approving other users who wish to access your institution's data on the eCB Programs systems. You will receive an e-mail when a school user attempts to register for access to your institution's data. To review and process the access request, log in to https://cbfisap.ed.gov.

9. A. As the Primary DPA, you must identify the DPA enrolling to receive batch file data from NSLDS, complete Question 9.

    B. In Question 9-B, check the boxes for the batch files you want this DPA to receive. If this DPA already has a Destination Point (TG Number/Mailbox), provide the TG number here. Provide the date on which this DPA will begin responsibility for the sending or receiving of NSLDS data. Indicate whether this DPA's Destination Point will receive Transfer Student Monitoring data, Enrollment Reporting files (formerly SSCR), and/or Federal Perkins Loan data. Select Transfer Student Monitoring if you want the DPA to send and receive Financial Aid History/Transfer Student Monitoring data.

10. As the Primary DPA, you must identify the DPA you want to enroll for electronic Cohort Default Rate Notification packages (eligibility letter and loan record detail report) from NSLDS. Your main campus (OPE-ID ending in '00') must sign up for this service.

11. As the Primary DPA, you must identify the DPA you want to enroll for online access to student data available on NSLDS, check the boxes to indicate the specific information type(s) for this DPA to access.

IMPORTANT: Only the DPA is permitted to use his or her Destination Point for access to NSLDS Online information. NSLDS Online users CANNOT share their NSLDS access with anyone else.

Online Default Services automatically given to users are:

Loan History	Enrollment Reporting
Federal Grants History	Data Provider Schedules
Enrollment History	Various Online Reports
Overpayment History	Transfer Student Monitoring
Organization Contacts	Foreign School Reporting

If this DPA will access information for a school as its third-party servicer, provide the school's name and OPE-ID number. **NOTE: Authorizing Officials' signatures (Step Four) are required from both the school and the third-party servicer before access will be granted.**

12. If your organization participates in the Direct Loan Program and the DPA identified in Question 4 will be assigned to receive the Direct Loan Borrower Delinquency Report, 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.

Go to Step Three

Step Two, Section 2 is for FFELP Guaranty Agencies and Guaranty Agency Servicers only

In Section 2 you will choose the services for which your guaranty agency requires enrollment.

13. A. As the Primary DPA, you must identify the DPA you want to enroll for student applicant data (ISIRs), Complete all required information including the State for which you will be receiving ISIR data. Note: Guaranty Agencies (GAs) must have prior approval from Federal Student Aid to receive ISIR data.

    B. Choose the service for which you are enrolling.

    C. Check the boxes for the *award years* this DPA should receive the applicant data.

    D. Choose the preferred delivery option for ISIRs if ISIRs are selected in Question 13-B.   You can choose whether to receive ISIRs on a daily basis or by request. Daily receipt is the default ISIR delivery method. If you choose "by request," you must request ISIRs from the ISIR Datamart. The ISIRs are then sent to your Destination Point (TG Number/Mailbox) through the SAIG.

14. As the Primary DPA, you must identify the DPA you want to enroll for Borrower Services (includes *Treasury Offset Process (TOP), Mandatory Assignment Process, National Directory of New Hires (NDNH), IRS Skip Trace,* and *Conditional Disability Discharge (CDD)*, complete Question 14.

15. As the Primary DPA, you must identify the DPA you want to enroll for Guaranty Agency Financial Reporting (GAFR), complete Question 15.

16. A. As the Primary DPA, you must identify the DPA you want to enroll for batch file data from NSLDS, complete Question 16.

    B. In Question 16-B, check the boxes for the batch files you want this DPA to receive. If this DPA already has a Destination Point (TG Number/Mailbox), provide the TG number here. Provide the date on which this DPA will begin responsibility for the sending or receiving of NSLDS data. Indicate whether this DPA's Destination Point will receive GA Loan data, *Loan Processing and Issuance Fee* (LPIF) back-up detail, *Account Maintenance Fee (AMF)* back-up detail, or *Annual Reasonability* back-up detail.

17. As the Primary DPA, you must identify the DPA you want to enroll for online access to student data available on NSLDS, check the boxes to indicate the specific information type(s) you want this DPA to access.

    IMPORTANT: Only the DPA is permitted to use his or her Destination Point for access to NSLDS Online information. NSLDS Online users CANNOT share their NSLDS access with anyone else. NSLDS Online access is permitted for FSA authorized uses only.

    Online Default Services automatically given to users are:

Loan History	Enrollment Reporting
Data Provider Schedules	Enrollment History
Organization Contacts	Various Online Reports
GA Online Loan Update (includes	Teacher Loan Forgiveness/Loan Discharge (only)
Teacher Loan Forgiveness/Loan Discharge)	

    GA Online Loan Update (includes Teacher Loan Forgiveness/Loan Discharge)– this service allows NSLDS Online users to update individual loans on an ad hoc basis and update loan data for students who are granted Teacher Loan Forgiveness (TLF) and Loan Discharge benefits for Title IV loans. If you want the DPA to have this service you must also contact NSLDS Customer Service for additional enrollment requirements. NSLDS limits the number of users that can sign up for this online service.

    Teacher Loan Forgiveness/Loan Discharge (only) –this service allows NSLDS Online users to update loan data for students who are granted Teacher Loan Forgiveness (TLF) and Loan Discharge benefits for Title IV loans. NSLDS limits the number of users that can sign up for this online service.

    Select *either* **GA Online Loan Update (includes Teacher Loan Forgiveness/Loan Discharge)** or **Teacher Loan Forgiveness/Loan Discharge,** but not both.

    A. If the DPA will access information for a GA as its third-party servicer, provide the GA's name and GA Code. **NOTE: Authorizing Officials' signatures (Step Four) are required from both the GA and the GA servicer before access will be considered for approval.**

B. Select all functions performed by the DPA. Select **Other** and provide an explanation for duties not already described.

Go to Step Three

Step Two, Section 3 is for FFELP Lenders and Lender Servicers only

In Section 3 you will choose the services for which your lender requires enrollment.

18.   As the Primary DPA, you must identify the DPA you want to enroll for batch file data from the quarterly Lender Reporting System (LaRS), complete Question 18.

19.   As the Primary DPA, you must identify the DPA you want to enroll for NSLDS Online access to student data. Check the boxes to indicate the specific information type(s) you want this DPA to access.

IMPORTANT: Only the DPA is permitted to use his or her Destination Point for access to NSLDS Online information. NSLDS Online users CANNOT share their NSLDS access with anyone else. NSLDS Online access is permitted for FSA authorized uses only.

Online Default Services automatically given to users are:

Loan History	Organization Contacts
Enrollment History	Various Online Reports

A. If the DPA will access information for a FFELP lender as its third-party servicer, provide the lenders name and LID Number. **NOTE: Authorizing Officials' signatures (Step Four) are required from both the lender and the lender servicer before access will be considered for approval.**

B. Select all functions performed by the DPA. Select **Other** and provide an explanation for duties not already described.

Go to Step Three

Step Three – must be completed by all applicants

Step Three collects the required agreements from the DPA identified in Step One.

Each DPA must read and sign this statement.

> The original signature form must be attached to your completed enrollment form and submitted to **CPS/SAIG Technical Support, 2450 Oakdale Blvd., Coralville, Iowa 52241.**

> A copy of each signed and dated statement must be maintained by your organization. When we receive all necessary signatures from you, we will process your enrollment. If your enrollment was for a new TG number, we will send your SAIG TG number to you.

Step Four – must be completed by all applicants

Step Four collects the required authorization from your organization to process the enrollment information for the DPA you've identified in Step One.

If the President, CEO, or equivalent person wishes to designate another person to be the responsible authorizing official, then Section 1 must be completed. **This designation needs to be completed only once.**

For each Destination Point (TG Number/Mailbox), the chief officer of the organization (President, CEO, equivalent person, or designee) must sign Section 2, the responsibility statement.

If you are a third-party servicer acting on behalf of another organization, both the organization's chief officer and your chief officer must sign. This means both Box 2 and Box 3 in Section 2 must be completed.

The original signature form must be attached to your completed form and submitted to the SAIG at the address on page 2. A copy of each signed and dated statement must be maintained by your organization.

If you have any questions about completing your application, call CPS/SAIG Technical Support at **1-800-330-5947.** To reach a telecommunications device for the deaf (TDD/TTY), call 1-800-511-5806.

Step One: Provide the following information

1. Is this an initial application or are you changing/adding information to your Destination Point (TG Number/Mailbox)?

    A. ☐ initial application

    B. ☐ adding a new user for primary Destination Point _____ or customer number Z _____

    C. ☐ change information for existing Destination Point/mailbox with TG_____
                    (Read instructions on page 7 carefully.)

2. What is the name of your organization? _____
                                                                 (maximum 40 characters)

3. Indicate your type of organization.

    ☐ Postsecondary educational institution (school), go to Step Two, Section 1 on page 14

    ☐ Institutional third-party servicer, go to Step Two, Section 1 on page 14

    ☐ Guaranty agency for FFELP student loans, go to Step Two, Section 2 on page 18

    ☐ Guaranty agency servicers for FFELP student loans, go to Step Two, Section 2 on page 18

    ☐ Lender for FFELP student loans, go to Step Two, Section 3 on page 21

    ☐ Lender servicers for FFELP student loans, go to Step Two, Section 3 on page 21

4. Complete the following information for the Destination Point Administrator (DPA) you wish to designate at your organization. The DPA will be assigned a Destination Point (mailbox) with an identification number (TG number).

Name_____

Business address_____

Business address_____

City_____State_____Zip_____

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

E-Mail Address: _____
                                           (maximum 70 characters)

Social Security Number_____ Date of birth_____ _____ 19____
                                                                (month)   (day)   (year)

Mother's maiden name _____

Office Use Only
Customer number_____
TG number_____

Section 1: Services for Postsecondary Educational Institutions or Institutional Third-Party Servicers

5. Do you want this Destination Point (TG Number/Mailbox) to submit and/or receive data with the Central Processing System (CPS)?

    ☐ Yes   ☐ No, go to Question 6

  A. If yes, for which school?

    Name of school_____

    Federal School Code_____

    ☐ Check if the address is the same as in Question 4. Go to Question 5-B.

    ☐ Check if applying for an assigned Federal School Code (for authorized branch campuses only)

    If the mailing address is different from Question 4, provide the following address information:

    Business address_____

    City_____State_____Zip_____

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

    ☐ 2009-2010   ☐ 2010-2011

  C. Which Destination Point will be transmitting and receiving data for the services selected below?

    ☐ All of the following to the same Destination Point   TG_____

    ☐ Initial applications* (initial FAFSAs)   TG_____ TG_____

    ☐ Corrections (FAFSA corrections)   TG_____

    ☐ ISIRs   TG_____

  D. If ISIRs are selected, choose delivery option

    ISIR Delivery: 2009-2010   ☐ Daily   ☐ By request

                      2010-2011   ☐ Daily   ☐ By request

  E. Do you want this Destination Point to only access and administer CPS Online services for the school selected? *Note: Only select this option if your school utilizes a third-party servicer to submit batch services to CPS, and you want access to CPS Online tools such as FAA Access to CPS Online and Return to Title IV.*

    ☐ Yes (DO NOT select if your school is already enrolled to submit Batch Services for CPS).

    If you are adding this service to an existing Destination Point, provide the *TG Number*: _____

---

*Data for initial FAFSA applications may come from two different TG numbers. All other CPS data must be exchanged through a single Destination Point.

---

6. Do you want this Destination Point (TG Number/Mailbox) to submit and receive Direct Loan information?

    ☐ Yes, for 2009-2010   ☐ Yes, for 2010-2011   ☐ No, go to question 7

  A. If yes, for which school?

    Name of school _____

    ☐ Check if address is same as in Question 4. Go to Question 7.

    If the mailing address is different from Question 4, provide the following address information:

    Business Address _____--_____

    Business Address _____--_____

    City_____State_____Zip_____

    If you are adding this service to an existing Destination Point, provide the TG Number: _____

    What is your Direct Loan Code? _____

Step Two

Section 1: Services for Postsecondary Educational Institutions or Institutional Third-Party Servicers   *(Continued)*

7. Do you want this Destination Point (TG Number/Mailbox) to submit and/or receive Grant Services (Pell Grant, ACG, National SMART Grant, and TEACH Grant) payment data?

    ☐ Yes   ☐ No, go to Question 8

A. If yes, for which school?

Name of school_____

Federal School Code_____

☐ Check if the address is the same as in Question 4. Go to Question 7-B

If the mailing address is different from Question 4, provide the following address information:

Business address_____

Business address_____

City_____State_____Zip_____

B. For which award year? (Check when you want services to begin)

    ☐ 2008-2009   ☐ 2009-2010   ☐ 2010-2011

C. Which Destination Point will be transmitting and receiving data?

    TG _____

8. Have you participated in or intend to participate in the electronic Campus-Based (eCB) Programs systems (FWS, FSEOG, Perkins)?

    ☐ Yes   ☐ No, go to Question 9.

If yes, provide the OPE-ID number _____

Provide the name of the school _____

Identify the award year(s) that you have participated in or intend to participate in the eCB Programs systems and the TG number that is responsible for reporting that year.

If you are a new school, ONLY select the 2010-2011 award year and leave the TG number blank

☐ 2006-2007 TG_____   ☐ 2007-2008 TG _____   ☐ 2009-2010 TG _____

                              ☐ 2008-2009 TG _____   ☐ 2010-2011 TG _____

☐ Check this box if the mailing address for eCB Programs systems material is the same as in Question 4.
    Go to Question 9.

If your mailing address for eCB is different from Question 4, provide the following address information:

Business address_____

City_____ State_____ Zip_____

<div style="border:1px solid black">

Office Use Only

Customer number_____

TG number_____

</div>

Step Two

Section 1: Services for Postsecondary Educational Institutions or Institutional Third-Party Servicers *(Continued)*

9. A. Do you want this Destination Point (TG Number/Mailbox) to submit and receive any of the following NSLDS batch files?

   - Transfer Student Monitoring

   - Federal Perkins Loan data

   - Enrollment Reporting (formerly SSCR)

   ☐ Yes   ☐ No, go to Question 10.

   If yes, for which school? Name _____

   School OPE-ID _____

   ☐ Check if the address is the same as in Question 4. Go to Question 9-B.

   If the mailing address is different from Question 4, provide the following address information:

   Business address_____

   City_____ State_____ Zip_____

   B. If yes, which information? *If you are adding this service to an existing Destination Point, provide the TG Number below for each service you select.*

   ┌───┐
   │ ☐ Transfer Student Monitoring   │
   │   SAIG mailbox TG_____   │
   │   *(School Transfer Profile must be completed at http://www.nslds.ed.gov/nslds_FAP/secure/logon.jsp to begin* │
   │   *Transfer Monitoring.)*   │
   └───┘

   ┌───┐
   │ ☐ Enrollment Reporting (formerly SSCR)   │
   │   SAIG mailbox TG_____   Effective Date _____/_____/_____   │
   └───┘

   ┌───┐
   │ ☐ Perkins Loan data   │
   │   SAIG mailbox TG_____   Effective Date _____/_____/_____   │
   └───┘

10. Do you want this Destination Point (TG Number/Mailbox) for receipt of electronic Cohort Default Rate Notification Package?

    ☐ Yes   ☐ No, go to Question 11.

    Name of school_____

    School OPE-ID_____

    ☐ Check if the address is the same as in Question 4.

    If the mailing address is different from Question 4, provide the following address information:

    Business address_____

    Business address_____

    City_____State_____Zip_____

    Effective Date _____

    Which TG number will be receiving the eCDR Notification Package? TG_____

    If the Destination Point is a third-party servicer, provide servicer name: _____

Step Two

Section 1: Services for Postsecondary Educational Institutions or Institutional Third-Party Servicers *(Continued)*

11. Do you want this Destination Point Administrator (DPA) to have access to NSLDS Online?

☐ Yes ☐ No, go to Question 12

If you want this DPA to provide online updates to any of the following NSLDS information, indicate below which NSLDS information you want this DPA to access. (NSLDS will send the DPA a separate ID and password.)

☑ Default Services (automatically given to users)

☐ Enrollment Update

☐ Overpayment Update

☐ Foreign School reporting

If you are adding this service to an existing Destination Point, provide the TG Number: _____

What is the OPE-ID for which you are requesting access? _____

12. Do you want this Destination Point (TG Number/Mailbox) to receive the Direct Loan Borrower Delinquency Report?

☐ Yes ☐ No, go to Step Three

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

If you are adding this service to an existing Destination Point, provide the TG Number: _____

What is your Direct Loan Code? _____

Go to Step Three

Office Use Only
Customer number_____
TG number_____

Step Two

Section 2: Services for FFELP Guaranty Agencies and Guaranty Agency Servicers

13. Do you want this Destination Point (TG Number/Mailbox) to receive data from the Central Processing System (CPS)?

 ☐ Yes ☐ No, go to Question 14

 A. If yes, for which agency?

  Name of Guaranty Agency_____ State_____

  ☐ Check if the address is the same as in Question 4.

  If the mailing address is different from Question 4, provide the following address information:

  Business address_____

  City_____State_____Zip_____

 B. If yes, select the desired service(s)

  ☐ Automatic ISIR Processing: Residents

  ☐ Automatic ISIR Processing: Non-Residents

 C. For which award years? (Check one or both.)

  ☐ 2009-2010 ☐ 2010-2011

 D. If ISIRs are selected, choose delivery option:

   2009-2010 ☐ Daily ☐ By request

   2010-2011 ☐ Daily ☐ By request

14. Do you want this Destination Point (TG Number/Mailbox) to send and receive files for Borrower Services?

 ☐ Yes ☐ No, go to Question 15

 A. If yes, for which agency?

  Name of Guaranty Agency_____ GA Code_____

  ☐ Check if the address is the same as in Question 4.

  If the mailing address is different from Question 4, provide the following address information:

  Business address_____

  City_____State_____Zip_____

 B. If you are adding this service to an existing Destination Point, provide the TG Number: _____

Office Use Only
Customer number_____
TG number_____

Step Two

Section 2: Services for FFELP Guaranty Agencies and Guaranty Agency Servicers
   (Continued)

15. Do you want this Destination Point (TG Number/Mailbox) to submit data for Guaranty Agency Financial Reporting (GAFR)?

□ Yes □ No, go to Question 16

 A. If yes, for which agency?

  Name of Guaranty Agency_____ GA Code_____

  □ Check if the address is the same as in Question 4.

  If the mailing address is different from Question 4, provide the following address information:

  Business address_____

  City_____State_____Zip_____

 B. If you are adding this service to an existing Destination Point, provide the TG Number: _____

16. Do you want this Destination Point (TG Number/Mailbox) to submit and receive any of the following NSLDS batch files?

 - GA Loan Data   - Loan Processing and Issuance Fee back-up detail

 - Annual Reasonability back-up detail   - Account Maintenance Fee back-up detail

□ Yes   □ No, go to Question 17

 A. If yes, for which agency?

  Name of Guaranty Agency_____ GA Code_____

  □ Check if address is same as in Question 4.

  If the mailing address is different from Question 4, provide the following address information:

  Business address_____

  City_____State_____Zip_____

 B. If yes, which information? *If you are adding this service to an existing Destination Point, provide the TG Number below for each service you select.*

| □ Batch GA Loan data |
| SAIG mailbox TG_____   Effective Date _____/_____/_____ |

| □ Loan Processing and Issuance Fee (LPIF) back-up detail |
| SAIG mailbox TG_____   Effective Date _____/_____/_____ |

| □ Account Maintenance Fee (AMF) back-up detail |
| SAIG mailbox TG_____   Effective Date _____/_____/_____ |

| □ Annual Reasonability back-up detail, quarterly and annual calculations |
| SAIG mailbox TG_____   Effective Date _____/_____/_____ |

| **Office Use Only** |
| Customer number_____ |
| TG number_____ |

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Postsecondary Institution/FFELP Guaranty Agency/FFELP Lender Form

Step Two

Section 2: Services for FFELP Guaranty Agencies and Guaranty Agency Servicers
(Continued)

17. Do you want this Destination Point Administrator (DPA) to have access to NSLDS Online?

      ☐   Yes   ☐   No, go to Step Three

    A.   If you want this DPA to provide online updates to any of the following NSLDS information, indicate below which NSLDS information you want this DPA to access. (NSLDS will send the DPA a separate ID and password.)

        ☑   Default Services (automatically given to users)

        ☐   GA Online Loan Update and Teacher Loan Forgiveness/Loan Discharge

        ☐   Teacher Loan Forgiveness and Loan Discharge Update

    If you are adding this service to an existing Destination Point, provide the TG Number: _____

    What is the OPE-ID for which you are requesting access? _____

    B.   Indicate your job functions: (check all that apply):

      GA or GA Servicer
      ☐ Uses NSLDS for Title IV functions only
      ☐ Eligibility for Aid
      ☐ Billing and Collection
      ☐ Enforcing Loan Terms
      ☐ Enrollment
      ☐ Accuracy of Record
      ☐ Default Aversion
      ☐ Default Rates
      ☐ Record Updates
      ☐ Teacher Loan Forgiveness and Loan Discharge
      ☐ Compliance
      ☐ Other _____

Go to Step Three

<table>
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<tr><td>Customer number</td><td>_____</td></tr>
<tr><td>TG number</td><td>_____</td></tr>
</table>

Step Two

Section 3: Services for FFELP Lenders and Lender Servicers

18. Do you want this Destination Point (TG Number/Mailbox) to send/receive data from the quarterly Lender Reporting System (LaRS)?

        ☐ Yes   ☐ No, go to Question 19

    A. If yes, for which lender/servicer?

        Name of lender/servicer_____

        Lender/Servicer Code_____

        ☐ Check if address is same as in Question 4.

        If the mailing address is different from Question 4, provide the following address information:

        Business address_____

        Business address_____

        City_____State_____Zip_____

    B. Which Destination Point (TG number) will be submitting the data?
        TG _____

19. Do you want this Destination Point Administrator (DPA) to have access to NSLDS Online?

        ☐ Yes   ☐ No, go to Step Three

    A. If you want this DPA to provide online updates to any of the following NSLDS information, indicate below which NSLDS information you want this DPA to access. (NSLDS will send the DPA a separate ID and password.)

        ☑ Default Services (automatically given to users)

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

    B. Indicate your job functions: (check all that apply):

        Lender and Lender/Servicer
        ☐ Uses NSLDS for Title IV functions only
        ☐ Consolidating Lender
        ☐ Authorized Activity Loan Holder
        ☐ Enrollment
        ☐ Accuracy
        ☐ Deferments
        ☐ Default Rate
        ☐ Income Based Repayment
        ☐ Other _____

Go to Step Three

+---+
| **Office Use Only** |
| Customer number_____ |
| TG number_____ |
+---+

Step Three: Responsibilities of the Primary and Non-Primary Destination Point Administrators

Each Destination Point Administrator (DPA) must read, sign, and submit this statement (with original signatures) and must keep a copy for the organization's records.

1. **Responsibilities of the Primary Destination Point Administrator (Primary DPA) and the Non-Primary DPA:**

   ▪ Must ensure that SAIG computing resources are used only for official government business.

   ▪ Must ensure that a substantially established relationship with the applicant is in place (e.g., the applicant has applied for admission to the institution, the applicant has included the institution on the FAFSA, the lender holds a loan for the borrower, or the applicant applied for a loan with the lender) before accessing Federal Student Aid systems.

   ▪ Must maintain a profile within the EDconnect software, unless the organization uses TDClient. (See the EDconnect Help Text for instructions on how to create and maintain these profiles. See Attachment B of the SAIG Enrollment Form for the User Statement.)

   ▪ Only the DPA listed in Step One, Question 4, page 13 and referenced in Question 11, page 17; Question 17, page 20; and Question 19, page 21 is permitted to use the National Student Loan Data System (NSLDS).

   ▪ Must use software provided by the Department to monitor SAIG mailbox activity. This software will keep track of who is using the Destination Point (TG Number/Mailbox), what information is being used, the date and time, and the batch number (if applicable).

   ▪ By applying for access to Federal Student Aid systems, must consent to monitoring, recording, and auditing, and acknowledge that information gained in this manner may be disclosed by the Department to an appropriate third party (e.g., law enforcement personnel).

   ▪ Must ensure that all Federal Student Aid applicant information is protected from access by or disclosure to unauthorized personnel.

   ▪ Must ensure that password sharing, the sharing of system access, and the use of any tools that allow access to SAIG are strictly prohibited. (These tools are called "authenticators.")

   ▪ Must ensure that access is provided only to systems, networks, data, control information, and software for which the DPA is authorized.

   ▪ Must ensure that procedures for sanitizing stored information are followed (e.g., overwriting disks that contain sensitive information before reuse).

   ▪ The Non-Primary DPA must inform the organizations Primary DPA when access to a Federal Student Aid system is no longer required (i.e. the individual is leaving a position or his or her job responsibilities have changed).

2. **Additional Requirements of the Primary Destination Point Administrator (Primary DPA):**

   ▪ Must ensure that all users, whether DPAs or other authorized users, are aware of and are in compliance with all of the requirements of a DPA.

   ▪ Must maintain copies of all SAIG enrollment documents submitted to the Department, including the signed "Responsibilities of the Primary and Non-Primary Destination Point Administrator" form for all DPA's and the certification signed by the organization's CEO.

   ▪ Must maintain a signed User Statement (see Attachment B) for anyone who is not a DPA but has access to Federal Student Aid systems, including by batch or online.

   ▪ Must review SAIG user reports provided by the Department to update user access rights.

- At least on an annual basis, must monitor the organization's NSLDS user access by creating reports using the NSLDS Web site.

- Must ensure that the organization has a process to inform the Primary DPA of any changes in a user's need for access to Federal Student Aid systems because of changes to job responsibilities or termination of employment. The Primary DPA must immediately inactivate or delete user access rights for organization employees who no longer require access.

3. **Agreements**

The Primary DPA and/or the Non-Primary DPA agree(s) and understand(s) that intentional submission of false or misleading information to the U.S. Department of Education is subject to a fine of 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 Primary DPA and/or the Non-Primary DPA also agree(s) 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 Primary and Non-Primary DPA 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 Primary and Non-Primary DPA, becomes his or her responsibility. Therefore, the Primary and Non-Primary DPA agree to protect the privacy of all information that has been provided by the U.S. Department of Education. The Primary and Non-Primary DPA understand 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 is subject to a fine of up to $5,000.

Destination Point Administrator's Name_____
(printed name)

Signature_____Date_____
(must match name in Question 4 - original signature must be submitted)

Primary Destination Point Administrator's Name _____
(printed name)

Signature_____

Sign and send this form as instructed.

OMB NO: 1845-0002
Expiration Date: 12/31/2010
December 2009

Office Use Only
Customer number_____
TG number_____

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Postsecondary Institution/FFELP Guaranty Agency/FFELP Lender Form

Step Four: Certification of the President/CEO/Chancellor, Equivalent Person, or Designee

1. **Designation of Authorizing Official**

   You hereby designate _____ - Title _____, to be your responsible authorizing official for all future Federal Student Aid System Enrollment forms. All related responsibilities of the President/CEO/Chancellor, or equivalent person, shall be carried out by this designee. You agree to assume the responsibility for such actions associated with this and future enrollment agreements. This designation is effective as of the date signed below. If you as the President, CEO, or Chancellor wish to designate someone other than yourself to sign SAIG Enrollment forms, you may do so by completing and signing Box 1, and having the person you have appointed to be the designee complete and sign Box 2.

Box 1
School President/CEO/Chancellor, or equivalent person_____
(printed name of President/CEO/Chancellor or equivalent person)
Title _____
(printed title)
Signature _____ Date _____
(original signature must be submitted)

2. **Responsibilities of the President/CEO/Chancellor, or Equivalent Person or Designee.**

   As the President/CEO/Chancellor, equivalent person, or designee, you further certify that:

   - The name of each individual who is a DPA is included in this application (or is already on file with SAIG).
   - The organization will immediately update SAIG when there is a change in the designated authorized official or the Primary or Non-Primary DPA.
   - Each DPA for your school, agency, or organization has read and understood the responsibilities set out in Step Three (Responsibilities of the Primary and Non-Primary DPAs), has signed a copy and has kept a copy (of Step Three) for his or her own records, and submitted a copy with their original signature to the U.S. Department of Education.
   - That you will ensure that all of the requirements for Primary and Non-Primary DPAs, as provided in Step 3 of this document, and for Authorizing Officials and DPAs, as provided in Steps 3 and 4, are complied with.

Box 2
Authorized Official_____ Title _____
(printed name of Authorized Official)   (printed title)
Signature _____ Date _____
(original signature must be submitted)
Name of School or Agency _____

If you are a third-party servicer, acting on behalf of another organization, you must read and sign this certification.

Box 3
Authorized Official_____ Title _____
(printed name of Authorized Official)   (printed title)
Signature _____ Date _____
(original signature must be submitted)
Name of Third-Party Servicer_____

Department of Education Authorizing Signature:

Signature _____

Sign and send this form as instructed.

Office Use Only
Customer number_____
TG number_____

Attachment A: Glossary

Academic Competitiveness Grant (ACG). The Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171, created the Academic Competitiveness Grant (ACG) Program, a new grant program for full-time students at degree-granting institutions who are Federal Pell Grant recipients, are U.S. citizens, and who have successfully completed a rigorous secondary school program of study.

Account Maintenance Fee (AMF). AMF is the annual amount of money paid based on a percentage of the original principal balance of guaranteed loans outstanding during a fiscal year. The AMF back-up detail provides the loan information used in the calculation.

Annual Reasonability. NSLDS Annual Reasonability is designed to compare the loan-level detail reported to NSLDS and the aggregated loan data reported on the Guaranty Agency Financial Report (GAFR). In order to accurately account for the loan-level detail on NSLDS, NSLDS performs two types of calculations on the NSLDS database: Quarterly Calculations and Yearly Calculations.

Award Year. July 1 of one year through June 30 of the next year. For the Grant Services (Pell, ACG, SMART, and TEACH), and the electronic Campus-Based (eCB) Programs systems, eligible students are paid out of funds designated for a particular award year.

electronic Campus-Based (eCB) Programs systems. The Federal Perkins Loan, Federal Work-Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) programs are collectively referred to as the eCB Programs systems 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 information from the Free Application for Federal Student Aid (FAFSA) to calculate the student's official Expected Family Contribution (EFC), to create and transmit to schools the Institutional Student Information Record (ISIR), and to print and mail to the student the *Student Aid Report* (SAR).

Cohort Default Rate (eCDR). A measure of the percentage of a school's student borrowers who have defaulted on their federal student loans.

Common Origination and Disbursement (COD) *System.* Common Origination and Disbursement (COD) is a streamlined method for processing Federal Grant Services (Pell, ACG, SMART, and TEACH), and Federal Direct Loan data.

Conditional Disability Discharge (CDD). The Conditional Disability Discharge (CDD) Program was created to support the regulatory requirement to track borrower claims for total and permanent disability discharge for three years. The regulations require monitoring of income and loan status for a period of three years after certification of disability by a physician. Borrowers determined to be ineligible after the three-year period will be returned to active servicing status. However, if the borrower still meets the eligibility criteria at the end of this period, final discharge of student loan is granted.

Debt Management Collection System (DMCS). The Debt Management Collection System (DMCS) houses all default debt held by the Department of Education. This includes Federal Family Education Loans (FFEL) loans assigned from Guaranty Agencies (GA), Program Overpayments, Perkins loans assigned from schools, and all the Direct Loan (DL) program defaults. The system allows ED to place accounts with Private Collections Agencies (PCA) who do the actual collection activities. The system tracks all debts, interest accruals, and payments at the loan level and can associate all loans to a specific borrower. The system also interfaces with other government agencies such as Treasury for the Treasury Offset Program (TOP), Health and Human Services for access to CAIVERS and the National Database of New Hires (NDNH). The system also sends out bills and correspondence as needed.

Destination Point. An electronic mailbox that sends and receives financial aid data using the SAIG. Every Destination Point is administered by a Primary or a Non-Primary 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, FFELP lender, FFELP guaranty agency or third-party servicer) that is enrolled in the SAIG and assigned a Destination Point. To enroll as a DPA, an organization's representative must complete and submit for processing the SAIG Enrollment Form to participate in the U.S. Department of Education's Student Aid Internet Gateway. The DPA is responsible for the SAIG users' access to Federal Student Aid systems, to ensure the data provided by these systems is protected according to the Privacy Act of 1974, as amended, as well as to ensure users do not inappropriately access records that are not associated with their organization. Note: The Primary DPA is responsible for enrolling additional Non-Primary DPAs for specific SAIG services assigned to their Destination Points (TG Number/Mailboxes). Non-Primary DPAs are not allowed to make enrollment changes.

EDconnect. ED's telecommunications software that allows PC Windows users to send and receive data through the SAIG.

EDExpress. A software product provided by ED that allows institutions to enter, edit and manage origination and disbursement records to report Title IV student financial aid application, grant, and Direct Loan data, using EDconnect to transmit data over SAIG. This software also has functions that institutions can use to package financial aid awards.

Enrollment Reporting (formerly SSCR). Report completed by schools or their servicers and used in the administration of the Federal Family Education Loan Program (FFELP) and the Direct Loan Program to track the enrollment status of borrowers.

FAA Access to CPS Online. A Web tool that financial aid administrators use to enter application data, view student information, and make corrections to students' processed information. It is located at https://faaaccess.ed.gov. An FSA User ID is required to access student information.

Federal Direct Loan (Direct Loan) Program. A federal program in which the U.S. government (not a commercial lender) provides four types of education loans to student and parent borrowers directly through schools: Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct PLUS Loan, and the Federal Direct Consolidation Loan. These loans are referred to collectively as Direct Loans. (The same types of loans are available through FFELP, but in that program, commercial lenders provide the funds to eligible students.)

Federal Family Education Loan Program (FFELP). A federal loan program under which commercial lenders provide education loans to student and parent borrowers. The program offers four types of loans: Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, Federal PLUS Loan and the Federal Consolidation Loan. All of these are long-term loans insured by state or private nonprofit guaranty agencies that are reimbursed by the federal government for all or part of any insurance claims paid to lenders. This guarantee replaces the collateral or security usually required with long-term consumer loans. (The same types of loans are available through the Federal Direct Loan Program, but in that program, the U.S government provides the funds directly through schools.)

Federal Pell Grant (Pell Grant) Program. A federal grant program for undergraduate students with financial need.

Federal Student Aid. The 1998 Reauthorization of the Higher Education Act (HEA) established a performance-based organization to administer the Federal Student Aid programs at the U.S. Department of Education. These programs include Federal Grant Services (Pell, ACG, SMART and TEACH), FFELP Stafford loans, Federal Direct Loans, FFELP and Direct PLUS loans, and the eCB Programs systems: Federal Work Study, Federal Perkins loans, and Federal Supplemental Educational Opportunity grants.

Financial Management System (FMS) Federal Student Aid's Financial Management System (FMS) is a centralized system for all FSA financial transactions. It allows FP users to: collect, process, maintain, transmit, and report data about financial events ON-LINE. It also provides functionality to support financial planning and budgeting activities, accumulate and report cost information, and the preparation of financial statements.

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. Students can apply online by using FAFSA on the Web (http://www.fafsa.ed.gov). The FAFSA is also printed and distributed free of charge by the U.S. Department of Education.

Fiscal Operations Report and Application to Participate (FISAP). The annual report institutions file to report on their use of eCB 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 loans made under the Federal Family Education Loan Program (FFELP) will be repaid.

Guaranty Agency Financial Reporting (GAFR). The GAFR service allows guaranty agencies the option to send financial reporting information to Federal Student Aid's Financial Management System (FMS) using their SAIG mailbox.

Guaranty Agency Servicers. A GA Servicer is an outside organization that contracts with a Guaranty Agency to handle the exchange of Title IV data between the GA and the Department of Education.

Institutional Student Information Record (ISIR). The ISIR is an electronic federal output document produced by the CPS from FAFSA data. The ISIR is sent to schools designated by the student on the FAFSA.

IRS Skip Trace. The Treasury Address Request (TAR) Program, referred to as the IRS Skip Trace Process, generates requests to the Internal Revenue Service (IRS) to provide address information on delinquent and defaulted borrowers. Selected borrower records on the Debt Management Collection System (DMCS) are merged with similar records received from numerous schools, loan servicers, and guarantors into a skip trace address request file to be sent to the IRS. The IRS will return an address for the borrowers matched, and these addresses will either be entered into the DMCS or forwarded to the requesting entity.

ISIR Datamart Request. This is a function of FAA Access to CPS Online that Destination Point Administrators (DPAs) can use to request ISIRs from the CPS.

FFELP Lender. A Lender is a commercial entity, such as a bank or credit union, which participates in the FFELP program and provides capital for student loans.

FFELP Lender Servicer. A Lender Servicer is an outside organization that contracts with a Lender manage FFELP loans for the Lender.

Lender Reporting System (LaRS). The LaRS allows lender institutions or their servicers the option to send/receive financial reporting information to Federal Student Aid's Financial Management System (FMS) using their SAIG mailbox.

Loan Processing and Issuance Fee (LPIF). LPIF is the quarterly amount of money paid based on a percentage of the disbursement activity of guaranteed loans during a given quarter of a fiscal year. The LPIF back-up detail provides the loan information used in the calculation.

Mandatory Assignment Process (MAP). Collects data pertaining to defaulted FFELP loans from Guaranty Agencies. The data is loaded to the Debt Management Collection System (DMCS) where it is used by other subsystems within DMCS to collect monies from defaulted borrowers or otherwise resolve their accounts.

National Directory of New Hires (NDNH). NDNH is the Department of Health and Human Services (HHS), Office of Child Support Enforcements' database utilized by the Department of Education (ED) through a computer matching agreement between ED and HHS to obtain address and employment information on defaulted borrowers. The NDNH database maintains some of the most comprehensive address and employment information on individuals throughout the United States.

National Science and Mathematics Access to Retain Talent Grant (National SMART Grant). The Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171, created the National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), a grant program for full-time students at degree-granting institutions who are Pell Grant recipients and are U.S. citizens.

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

Non-Primary Destination Point Administrator (Non-Primary DPA). The Primary DPA is responsible for enrolling additional Non-Primary DPAs for specific SAIG services assigned to their Destination Points (TG Number/Mailboxes).Non-Primary DPAs are not allowed to make enrollment changes.

Primary Destination Point Administrator (Primary DPA). An individual who has been appointed by the organization as the responsible party for the enrollment of the organization's additional SAIG Mailboxes and FAA Access Online users..   The Primary DPA is responsible for the SAIG users' access to Federal Student Aid systems, to ensure the data provided by these systems is protected according to the Privacy Act of 1974, as amended, as well as to ensure users do not inappropriately access records that are not associated with their organization. Note: The Primary DPA is responsible for enrolling additional Non-Primary DPAs for specific SAIG services assigned to their Destination Points (TG Number/Mailboxes).

Student Aid Report (SAR). The federal output document produced by the CPS containing information submitted by the applicant on the FAFSA as well as CPS processing results. It is made available to the student online or mailed by U.S. postal mail.

Social Security Number (SSN). Number assigned to an individual by the Social Security Administration and used as the identifying number for many federal purposes, including identifying student financial aid program administrators and applicants participating in the Title IV programs.

Student Aid Internet Gateway (SAIG). The SAIG 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 DPAs in the SAIG. DPAs are assigned Destination Points (electronic mailboxes) which receive and transmit data for various Title IV student aid program systems such as NSLDS, CPS, and COD. (See *Destination Point and Destination Point Administrator.*)

SAIG User. An individual allowed access to a Destination Point by the assigned Destination Point Administrator (DPA). A SAIG user must read and sign a Federal Student Aid User Statement that the Primary DPA must maintain.

TDClient. ED's telecommunications software that allows Mainframe/Midrange users to send and receive data through the SAIG.

Teacher Education Assistance for College and Higher Education (TEACH) Grant Program. The College Cost Reduction and Access Act (the CCRAA), Pub.L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009 award year. The TEACH Grant Program provides up to $4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan (Direct Loan) Program.

TG Number. A TG Number is the identifier for an electronic mailbox. It is a five-digit alphanumeric number, preceded by "TG."

Transfer Student Monitoring (TSM). A function of the NSLDS that monitors student transfers from one school to another. Following a student transfer, the new school sends identifying information about the student to NSLDS and will then receive data updates that will allow the school to disburse and/or deliver aid to the student.

Treasury Offset Process (TOP). The Treasury Offset Process refers defaulted borrower debts to the U.S. Department of Treasury with the ultimate objective of collecting past due accounts by means of offsets of federal funds due the borrower, such as tax refunds.

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 B: Federal Student Aid User Statement

Any individual who accesses Federal Student Aid systems and/or uses resources that access those systems, whether by batch or online, must read this statement. In addition, the Federal Student Aid User Statement must be completed and signed by the user and the Primary DPA and the original must be maintained by the organization. The user should keep a copy of the signed statement for his or her records.

The user understands that intentional submission of false or misleading information to the U.S. Department of Education is 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 user also agrees to comply with all provisions of Section 483 of the Higher Education Act of 1965, as amended.

The user understands that the information provided 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 user, becomes his or her responsibility. Therefore, the user agrees to protect the privacy of all information provided to him or her by the U.S. Department of Education. The 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 is subject to a fine of up to $5,000.

Appropriate Use of Federal Student Aid Systems

Appropriate uses of Federal Student Aid systems by a SAIG user (list is not exhaustive):

- Must use SAIG computing resources only for official government business.
- Must ensure that a substantially established relationship with the applicant is in place (e.g., the applicant has applied for admission to the institution, the applicant has included the institution on the FAFSA, or the lender holds a loan for the borrower) before accessing Federal Student Aid systems.
- Must know the names of the Primary DPA and/or the Non-Primary DPA for each of the Destination Points accessed and how to contact those individuals.
- Must protect all Federal Student Aid systems from access by or disclosure to unauthorized personnel.
- Must report immediately to the Primary or Non-Primary DPA any security incidents, potential threats, or vulnerabilities that involve SAIG resources.
- Must report to the Primary DPA and/or Non-Primary DPA any compromise, suspected compromises, or incidents of sharing of a password or any other authenticator.
- Must access only those systems, networks, data, control information, and software for which he or she is authorized.
- Must ensure that all information from the SAIG is marked according to its sensitivity and is properly controlled and stored.
- Must inform the organization's Primary DPA when he or she no longer needs access to a Federal Student Aid system (i.e., the individual is leaving his or her position or his or her job responsibilities have changed).
- Must avoid the introduction of any code that might be harmful to the SAIG.

TG#_____

Destination Point Administrator (DPA) Name_____

SAIG User Name _____
(Print)

SAIG Job Title _____ SSN_____

Phone #(____)_____

SAIG User Signature_____Date_____

DPA Signature _____Date_____
(This statement with an original signature must be maintained by the Primary DPA.)

Do Not Submit This User Statement -
The Signed Original Form Must Be Retained By The Organization

Attachment C: Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The valid OMB control number of this information collection is 1845-0002 and will expire on 12/31/2010.

The time required to complete this form is estimated to average 40 minutes per initial paper application response, 20 minutes per initial web application online, 15 minutes per updated response on paper, and 10 minutes per updated response online, 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 estimates or suggestions for improving this form, write to:

U.S. Department of Education
Union Center Plaza
830 First Street, N.E.
UCP-031C4
Washington, D.C. 20202