**2012-2013 SAIG PAPER ENROLLMENT FORM CHANGES**

|  | Location of Change on Paper Form | Description of Change | Origin/Reason of Change Request |
| --- | --- | --- | --- |
|  | **CHANGES APPLICABLE TO ALL THREE FORMS:** **INSTITUTION/LENDER/GUARANTY AGENCY, STATE AGENCY AND FAFSA COMPLETION**  |
|  | All pages – Global – Footer – all documents | Change “December 2010” to “January 2012” | Yearly Form Revision date  |
|  | Global – throughout all documents | Inserted “, HEA, after Title IV | FSA Review |
|  | Global – throughout all documents | Removed “[www.](http://www.)” from the SAIG urls  | FSA Review |
|  | Global – throughout all documents, Office Use Only box | Changed “number” to “Number” | FSA Review |
|  | Global – throughout all documents | Initial caps for Social Security Number | FSA Review |
|  | Primary DPA Signature pages – in all documents | Added a breach of data statement – “In the event of an unauthorized disclosure or breach of applicant information or other sensitive information (such as personally identifiable information), the DPA must notify Federal Student Aid immediately.” | FSA Review |
|  | Throughout all documents | Insert dash in Third-Party consistently | FSA Review |
|  | Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses – All documents | * Updated system of records notice reference to “April 19, 2010 (75 Fed. Reg. 20345-20350) <http://edocket.access.gpo.gov/2010/2010-8959.htm>
* In numbers 5 and 10, remove the underline under the period.
 | FSA Review |
|  | Authority for Maintenance of the System and Disclosure of Social Security Number | Inserted “(November 23, 1943)” after “Executive Order 9397” and before the comma | FSA Review |
|  | Global – throughout all documents | Changed “TIVAS” to “Federal Loan Servicers” | FSA Review |
|  | Global – Signature Pages in all documents | Changed the first letter in the underlined title to initial caps  | FSA Review |
|  | Certification by the Authorizing Official – all documents | Added the trustworthy staff certification statement – “Our organization has provided security due diligence and will hire and allow only trustworthy staff to access Federal Student Aid (FSA) data. As a Department of Education Partner, I certify this individual to be trustworthy.” | FSA Review |
|  | Global – throughout all documents | Changed “email” to “e-mail” | FSA Review |
|  | Global – throughout all documents | Changed “TG number” to “TG Number” | FSA Review |
|  | Primary and Non-Primary DPA Responsibilities – all documents | Added citation “(5 U.S.C. 552a(i)(3))” to end of paragraph  | FSA Review |
|  | Global – throughout all documents | Change “website” to “Web site” | FSA Review |
|  | Attachment A: – all documents | Updated glossary for accuracy, consistency and addition of new terms | FSA Review |
|  | Global – all documents | Renumber questions in document after adding new questions. | Yearly Form Revisions |
|  | **CHANGES APPLICABLE TO BOTH THE INSTITUTION/LENDER/GUARANTY AND STATE AGENCY FORMS** |
|  | Enrollment to Participate in the U.S. Department of Education’s Student Aid Internet Gateway (SAIG) | Inserted “Each entity also is provided with a” at the beginning of second sentence | FSA Review |
|  | Global – throughout both documents | Changed “Destination Point (TG Number/Mailbox)” to “Destination Point (which is identified by a TG Number/Mailbox)” | FSA Review |
|  | Global – throughout both documents | Change “inactivated” to “deactivated” | FSA Review |
|  | Global – throughout both documents | Inserted “Non-Primary” before DPA to distinguish Primary DPA responsibilities from those of the Non-Primary DPA | FSA Review |
|  | Throughout both documents | Change “TIVAS” and “ED Servicers” to “Federal Loan Servicers”  | FSA review  |
|  | Responsibilities of the Primary and Non-Primary Destination Point Administrators | Bullet 2 – Added “to obtain privacy protected information about the student.”  | FSA Review |
|  | Attachment B: Federal Student Aid User Statement | Updated User statement to accommodate users accessing the new electronic services not just the SAIG  | FSA Review |
|  | Glossary CPS description in both documents | Add comment as marked up in document:*The CPS manages the application and eligibility determination portion of the federal student aid process.  It gathers information from applicants via the Free Application for Federal Student Aid (FAFSA), applies computerized edits and calculations to determine the student’s eligibility, and communicates the results to the students, schools, state agencies, third party servicers, and other federal computer systems.* | FSA review |
|  | Glossary ISIR description in both documents | Add comment as marked up in document:*The term ISIR refers to all processed student information records that are sent electronically to institutions by the Central Processing System (CPS).The ISIR contains all information reported on the Free Application for Federal Student Aid (FAFSA), key processing results, and National Student Loan Data System (NSLDS) financial aid history information.* | FSA review |
|  | Throughout documents on application pages | Updated award years to add 2012-2013 and remove the earliest award year | Yearly Form Revisions |
|  | **CHANGES ONLY TO INSTITUTION/LENDER/GUARANTY FORM** |
|  | Throughout documentInstitution form only | Capitalize “Agencies”, “Servicers’ and “Lenders” when referring to Guaranty Agencies, Guaranty Agency Servicers, FFELP Lenders or Lender Servicers | FSA Review |
|  | Throughout documentInstitution form only | Removed initial caps for “system” and “programs” when referring to COD systems, eCB programs, or Conditional Disability Discharge program | FSA Review |
|  | Throughout documentInstitution form only | Removed repetitively spelling out system acronyms once they are initially spelled out (e.g. Common Origination and Disbursement (COD)) | FSA Review |
|  | Throughout document | Add the following to the FMS description: *FSA'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. FMS also provides functionality to support financial planning and budgeting activities, accumulate and report cost information, and the preparation of financial statements. The Lender Reporting Application (LaRS)* | FSA review |
|  | Throughout document | Add the following to the DMCS description: *Debt Management and Collections System (DMCS): The Debt Management and Collections System (DMCS) houses all defaulted debts held by Federal Student Aid. This includes, but is not limited to, FFELP loans assigned from Guaranty Agencies; Program Overpayments and Perkins loans assigned from schools; and all the Direct Loan program defaults. The system also interfaces with other government agencies such as the U.S. Department of the Treasury for the Treasury Offset Program (TOP), Health and Human Services for National Directory of New Hires (NDNH) information. To enroll for this service, complete Step One; Step Two, Question 12; Step Three; and Step Four.*  | FSA review |
|  | Throughout document | Added “Gainful Employment” language and services throughout document | FSA review |
|  | How the Enrollment Process Works | Inserted “(Attachment B)” after “Federal Student Aid User Statement” | FSA Review |
|  | How the Enrollment Process Works | * Bullet 4 – Lenders and Servicers will need the Lender ID (LID) or Lender/Servicer ID number assigned by ED.
* Bullet 5 – Federal Loan Servicers will need the Federal Loan Servicer ID assigned by ED
* Replaced “you” with “the Chief Officer within the organization of the Primary DPA”
* Replaced “any DPA” with “any of your organization’s DPAs”
 | FSA review |
|  | Step Two, Section 2 is for FFELP Guaranty Agencies (GAs), Guaranty Agency (GA) Servicers and Federal Loan Servicers only | * Remove “Loan Processing and Issuance Fee (LPIF) back up detail as marked up in document.
* Remove item “GA Loan Processing and Issuance Fee back up detail”
* Remove definition from Glossary
 | FSA review |
|  | Step Two, Section 2 is for FFELP Guaranty Agencies (GAs), Guaranty Agency (GA) Servicers and Federal Loan Servicers only | Changed “13-B” to “14-B” in item 14D.Changed “Question 14” to “Question 15” in item 15.Changed “Question 15” to “Question 16” in item 16.Changed “Question 16” to “Question 17” in item 17A.Changed “Question 16-B” to “Question 17-B” in item 17B. | FSA Review |
|  | Step Two, Section 3 is for FFELP Lenders and Lender Servicers only | Changed “Question 18” to “Question 19” in item 19. | FSA Review |
|  | Step Three: Responsibilities of the Primary and Non-Primary Destination Point Administrators, #1 | Revised the 4th bullet to read: “Only the DPA listed in Step One, Question 4, page 13 and referenced in Question 12, page 18; Question 17, page 20; Question 18, page 21; and Question 20, page 22 is permitted to use the National Student Loan Data System (NSLDS).” | FSA Review |
|  | Step Three: Responsibilities of the Primary and Non-Primary Destination Point Administrators, #2 | Revised item 2 title to read: “Additional Requirements of the Primary DPA:” | FSA Review |
|  | Step Three – must be completed by all applicants | Replace “this statement” with “the Responsibility of the Primary and Non-Primary Destination Point Administrators statement” | FSA Review |
|  | Step Four – must be completed by all applicants | Replace “the responsibility statement” with “the Responsibility of the President/CEO/Chancellor, or Equivalent Person or Designee statement” | FSA Review |
|  | Step One: Provide the following information, Item 1 | * Added “Check the applicable box below.”
* Change selection (A, B and C) titles to initial caps
* Changed “mailbox” to “Mailbox”
 | FSA Review |
|  | Step Two, Section 1 | Inserted “your institution’s” before “OPE-ID” | FSA Review |
|  | Step Three: Responsibilities of the Primary and Non-Primary Destination Point Administrators, Item 2 | Inserted “processing” before “by batch or online” | FSA Review |
|  | Step Four: Certification of the President/CEO/Chancellor, Equivalent Person, or Designee | Before #1 and #2, added “Section “ so it reads “Section 1.” and “Section 2. “ In the document instructions, it references Section 1 and Section 2 in Step Four. | FSA Review |
|  | Step Four: Certification of the President/CEO/Chancellor, Equivalent Person, or Designee, #2 | In last bullet, deleted “That” and started sentence with “You” | FSA Review |
|  | Step Four: Certification of the President/CEO/Chancellor, Equivalent Person, or Designee | In all signature boxes, move “Box n” from the upper right corner to the upper left corner | FSA Review |
|  | Throughout document, Institution form only | Replace “Debt Management Collection System” with “Debt Management and Collections System” | FSA review |
|  | **CHANGES ONLY TO STATE AGENCY FORM** |
|  | Enrollment to Participate in the U.S. Department of Education’s Student Aid Internet Gateway (SAIG) | * Initial caps for Federal Student Aid Systems
* Changed “web site” to “Web site”
 | FSA Review |
|  | Available Services for State Scholarship and Grant Agencies | * Changed “school” to “State scholarship and grant agency’s”
* Italicized “residents” and “non-residents” to add to Glossary
 | FSA Review |
|  | Instructions for Completing Enrollment, Step One | * Changed “the box” to “Box A” (Item 1A)
* Changed “the box” to “Box B” (Item 1B)
* Changed “the box” to “Box C” and “mailbox” to “Mailbox” (Item 1C)
 | FSA Review |
|  | Instructions for Completing Enrollment, Step Two | * Replaced “Complete all required information” with “Check the boxes for the type of ISIR services you wish to receive.” (Item 5A)
* Changed “check the box” with “check the ‘Yes’ box, check the ‘NSLDS Online-View Only’ box, specify your state, and select all applicable job functions.”
 | FSA Review |
|  | Instructions for Completing Enrollment, Step Four | Replaced “this statement” with “the Responsibilities of the Primary and Non-Primary Destination Point Administrators statement.” | FSA Review |
|  | Instructions for Completing Enrollment, Step Five | Replaced “sign this certification statement” with “sign the Certification of the Legally Authorized Officer on behalf of the State Scholarship Agency statement” | FSA Review |
|  | Step One: Provide the following information, Item 1 | * Added “Check the applicable box below.”
* Change selection (A, B and C) titles to initial caps
* Replaced “primary Destination Point” with “an additional Destination Point”
* Changed “mailbox” to “Mailbox”
 | FSA Review |
|  | Global – throughout document | Changed “Scholarship Agency” or “grant agency’ to “scholarship and grant agency” | FSA Review |
|  | Step Three, Agency Participation Agreement | Replaced “the following” with “this Agreement” | FSA Review |
|  | Step Three, Agency Participation Agreement, Article I | * Updated Privacy Act reference to August 3, 2011 (18-11-01)
 | FSA Review |
|  | Step Three, Agency Participation Agreement, Article II | * Renumbered the paragraphs
* Removed “guaranteeing of Federal student loans
 | FSA Review |
|  | Step Three, Agency Participation Agreement, Article III | * Replaced “article” with “Agreement”
* Removed “Article II or paragraph (1) of Article III of”
* Inserted “Title IV, HEA” and “student” in the last paragraph
 | FSA Review |
|  | Step Four: Responsibilities of the Primary and Non-Primary Destination Point Administrators | * Italicized SAIG users to add to glossary
 | FSA Review |
|  | Authority for Maintenance of the System and Disclosure of Social Security Numbers | Initial caps on “number” and “federal” | FSA Review |
|  | Step Five: Certification of the Legally Authorized Officer on behalf of the State Scholarship Agency, #1 | In 6th bullet, deleted “That” and started sentence with “Each” | FSA Review |
|  | **CHANGES ONLY TO FAFSA COMPLETION FORM**  |
|  | Title Changes In FAFSA Completion form only | Changed to: “For Local Educational Agencies (LEAs),Public Secondary Schools,Private Secondary Schools, and State Agencies” Guaranty Agencies is removed. | FSA Review |
|  | Enrollment to Participate in the Electronic Data Exchange with the U.S. Department of Education’s Federal Student Aid SystemsIn FAFSA Completion form only | * Inserted “completion status”
* Changed “an” to “your”
 | FSA Review |
|  | About EnrollmentIn FAFSA Completion form only | Inserted “to be able to make” before “changes to enrollment” and added “information” afterwards | FSA Review |
|  | Available ServicesIn FAFSA Completion form only | * Added “s” to “(LEA)”
* Inserted “FAFSA Completion” before “information”
* Removed “on FAFSA submission”
 | FSA Review |
|  | How the Enrollment Process WorksIn FAFSA Completion only | Added “See Step 1 below for additional information” | FSA Review |
|  | How the Enrollment Process WorksIn FAFSA Completion only | Changed “any” to “your organization’s” and inserted “you can” before “send a letter”  | FSA Review |
|  | Step One – must be completed by all applicants, Item 1In FAFSA Completion only | * Changed “new participants” to “a new participant”
* Changed “the box” to “Box A” (Item 1A)
* Changed “the box” to “Box B” (Item 1B)
* Inserted “about an” before “organization” (Item 1B)
 | FSA Review |
|  | Step Two – must be completed by all applicantsIn FAFSA Completion only | * Removed an extra “s” after “DPA”
* Changed “this statement” to “the Responsibilities of the Primary Destination Point Administrator (Primary DPA) statement”
 | FSA Review |
|  | Step Three – must be completed by all applicantsIn FAFSA Completion only | * Changed “Section 2, the responsibility statement” to “Box 2, the Certification by the President/CEO/Superintendent, or Equivalent Person statement”
* Changed “Section 2” to “Step 3”
* Revised last paragraph to read “Your completed enrollment form must include original signatures, stamped or photocopied signatures are not acceptable. The completed enrollment form must be submitted to the Federal Student Aid at the address on the bottom of page 2.”
 | FSA Review |
|  | Step One: Provide the following information, Item 1In FAFSA Completion only | * Added “Check the appropriate box below”
* Revised 1B to read “Changing/adding information to the existing FAFSA Completion Tracking account”
 | FSA Review |
|  | Step One: Provide the following information, Item 3In FAFSA Completion only | Added “Other ED approved entity” and “ED provided code (X digits)” | FSA Review |
|  | Step One: Provide the following information, Item 4In FAFSA Completion only | * Change “for Primary DPA” to “about the Primary DPA”
* Changed “a user ID” to “an ED user ID”
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|  | Step Two: Responsibilities of the Primary Destination Point Administrator (Primary DPA)”, Item 1 In the FAFSA Completion form only | Revised the following bullets to read:* Bullet 1- “Must be able to document that an established relationship between the Primary DPA’s employer and the student exists (e.g., the LEA has attendance records for the student about whom the LEA is requesting FAFSA Completion data and therefore the student is affiliated with the participating organization) before requesting and accessing information about that student from Federal Student Aid systems.
* Bullet 2 – Inserted “the Primary DPA” before “must consent”
* Bullet 4 – Inserted “Primary DPA and the participating organization must ensure that”
* Bullet 8 – Replaced “the individual” with “the Primary DPA”; replaced “leaving a position” with “leaving his or her position”; removed “his or her” before “job responsibilities”; added “and when corrections or changes are required”
 | FSA Review |
|  | Authority for Maintenance of the System and Disclosure of Social Security NumbersIn the FAFSA Completion form only | * Inserted “use of one’s” before “Social Security number”
* Changed “federal purposes” to “Federal purposes”
* Removed “with” between “provided” and “access”
* Inserted “your” before “Social Security Number”
 | FSA Review |
|  | Purpose(s):In the FAFSA Completion form only | Spelled out acronyms for the FSA systems  | FSA Review |
|  | Primary DPA ResponsibilitiesIn the FAFSA Completion form only | * Removed all references to “non-Primary DPA”
* Added “Box 1” to the upper left side of the signature box
 | FSA Review |
|  | Step Three: Certification by the President/CEO/Superintendent, or Equivalent Person In the FAFSA Completion form only | * Replaced “equivalent person” with “equivalent executive with legal authority for the entity”
* Replaced “each individual” with “the individual”
* Replaced “as an Primary DPA” with “as the Primary DPA”
* Changed “FAFSA Completing” to “FAFSA Completion”
* Changed “for Primary DPA’s” to “the Primary DPA”
* Removed “and Primary DPA’s”
* In last bullet, deleted “That” and started sentence with “You”
* Moved “Box 2” and “Box 3” from the upper right side of the signature boxes to the upper left side
 | FSA Review |