

2012-2013 SAIG PAPER ENROLLMENT FORM CHANGES

	Location of Change on Paper Form	Description of Change	Origin/Reason of Change Request
1.	CHANGES APPLICABLE TO ALL THREE FORMS: INSTITUTION/LENDER/GUARANTY AGENCY, STATE AGENCY AND FAFSA COMPLETION		
2.	All pages – Global – Footer – all documents	Change “December 2010” to “January 2012”	Yearly Form Revision date
3.	Global – throughout all documents	Inserted “, HEA, after Title IV	FSA Review
4.	Global – throughout all documents	Removed “ www. ” from the SAIG urls	FSA Review
5.	Global – throughout all documents, Office Use Only box	Changed “number” to “Number”	FSA Review
6.	Global – throughout all documents	Initial caps for Social Security Number	FSA Review
7.	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
8.	Throughout all documents	Insert dash in Third-Party consistently	FSA Review
9.	Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses – All documents	<ul style="list-style-type: none"> • 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
10.	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
11.	Global – throughout all documents	Changed “TIVAS” to “Federal Loan Servicers”	FSA Review
12.	Global – Signature Pages in all documents	Changed the first letter in the underlined title to initial caps	FSA Review
13.	Certification by the Authorizing Official – all documents	Added the trustworthy staff certification statement – “Our organization has provided security due	FSA Review

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		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.”	
14.	Global – throughout all documents	Changed “email” to “e-mail”	FSA Review
15.	Global – throughout all documents	Changed “TG number” to “TG Number”	FSA Review
16.	Primary and Non-Primary DPA Responsibilities – all documents	Added citation “(5 U.S.C. 552a(i)(3))” to end of paragraph	FSA Review
17.	Global – throughout all documents	Change “website” to “Web site”	FSA Review
18.	Attachment A: – all documents	Updated glossary for accuracy, consistency and addition of new terms	FSA Review
19.	Global – all documents	Renumber questions in document after adding new questions.	Yearly Form Revisions
20.	CHANGES APPLICABLE TO BOTH THE INSTITUTION/LENDER/GUARANTY AND STATE AGENCY FORMS		
21.	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
22.	Global – throughout both documents	Changed “Destination Point (TG Number/Mailbox)” to “Destination Point (which is identified by a TG Number/Mailbox)”	FSA Review
23.	Global – throughout both documents	Change “inactivated” to “deactivated”	FSA Review
24.	Global – throughout both documents	Inserted “Non-Primary” before DPA to distinguish Primary DPA responsibilities from those of the Non-Primary DPA	FSA Review
25.	Throughout both documents	Change “TIVAS” and “ED Servicers” to “Federal Loan Servicers”	FSA review
26.	Responsibilities of the Primary and Non-Primary Destination Point Administrators	Bullet 2 – Added “to obtain privacy protected information about the student.”	FSA Review
27.	Attachment B: Federal Student Aid User Statement	Updated User statement to accommodate users accessing the new electronic services not just the SAIG	FSA Review
28.	Glossary CPS description in both	Add comment as marked up in document:	FSA review

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	documents	<i>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.</i>	
29.	Glossary ISIR description in both documents	Add comment as marked up in document: <i>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.</i>	FSA review
30.	Throughout documents on application pages	Updated award years to add 2012-2013 and remove the earliest award year	Yearly Form Revisions
31.	CHANGES ONLY TO INSTITUTION/LENDER/GUARANTY FORM		
32.	Throughout document Institution form only	Capitalize "Agencies", "Servicers" and "Lenders" when referring to Guaranty Agencies, Guaranty Agency Servicers, FFELP Lenders or Lender Servicers	FSA Review
33.	Throughout document Institution form only	Removed initial caps for "system" and "programs" when referring to COD systems, eCB programs, or Conditional Disability Discharge program	FSA Review
34.	Throughout document Institution form only	Removed repetitively spelling out system acronyms once they are initially spelled out (e.g. Common Origination and Disbursement (COD))	FSA Review
35.	Throughout document	Add the following to the FMS description: <i>FSA's Financial Management System (FMS) is a centralized system for all FSA financial</i>	FSA review

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		<i>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)</i>	
36.	Throughout document	<p>Add the following to the DMCS description:</p> <p><i><u>Debt Management and Collections System (DMCS):</u> 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.</i></p>	FSA review
37.	Throughout document	Added “Gainful Employment” language and services throughout document	FSA review
38.	How the Enrollment Process Works	Inserted “(Attachment B)” after “Federal Student Aid User Statement”	FSA Review
39.	How the Enrollment Process Works	<ul style="list-style-type: none"> • 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 	FSA review

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		organization's DPAs"	
40.	Step Two, Section 2 is for FFELP Guaranty Agencies (GAs), Guaranty Agency (GA) Servicers and Federal Loan Servicers only	<ul style="list-style-type: none"> 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
41.	Step Two, Section 2 is for FFELP Guaranty Agencies (GAs), Guaranty Agency (GA) Servicers and Federal Loan Servicers only	<p>Changed "13-B" to "14-B" in item 14D.</p> <p>Changed "Question 14" to "Question 15" in item 15.</p> <p>Changed "Question 15" to "Question 16" in item 16.</p> <p>Changed "Question 16" to "Question 17" in item 17A.</p> <p>Changed "Question 16-B" to "Question 17-B" in item 17B.</p>	FSA Review
42.	Step Two, Section 3 is for FFELP Lenders and Lender Servicers only	Changed "Question 18" to "Question 19" in item 19.	FSA Review
43.	Step Three: Responsibilities of the Primary and Non-Primary Destination Point Administrators, #1	Revised the 4 th 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
44.	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
45.	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
46.	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
47.	Step One: Provide the following information, Item 1	<ul style="list-style-type: none"> Added "Check the applicable box below." Change selection (A, B and C) titles to initial caps Changed "mailbox" to "Mailbox" 	FSA Review
48.	Step Two, Section 1	Inserted "your institution's" before "OPE-ID"	FSA Review
49.	Step Three: Responsibilities of the Primary and Non-Primary Destination Point Administrators, Item 2	Inserted "processing" before "by batch or online"	FSA Review

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50.	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
51.	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
52.	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
53.	Throughout document, Institution form only	Replace "Debt Management Collection System" with "Debt Management and Collections System"	FSA review
54.	CHANGES ONLY TO STATE AGENCY FORM		
55.	Enrollment to Participate in the U.S. Department of Education's Student Aid Internet Gateway (SAIG)	<ul style="list-style-type: none"> • Initial caps for Federal Student Aid Systems • Changed "web site" to "Web site" 	FSA Review
56.	Available Services for State Scholarship and Grant Agencies	<ul style="list-style-type: none"> • Changed "school" to "State scholarship and grant agency's" • Italicized "residents" and "non-residents" to add to Glossary 	FSA Review
57.	Instructions for Completing Enrollment, Step One	<ul style="list-style-type: none"> • 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
58.	Instructions for Completing Enrollment, Step Two	<ul style="list-style-type: none"> • 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
59.	Instructions for Completing Enrollment, Step Four	Replaced "this statement" with "the Responsibilities of the Primary and Non-Primary Destination Point Administrators statement."	FSA Review
60.	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

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61.	Step One: Provide the following information, Item 1	<ul style="list-style-type: none"> • 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
62.	Global – throughout document	Changed “Scholarship Agency” or “grant agency” to “scholarship and grant agency”	FSA Review
63.	Step Three, Agency Participation Agreement	Replaced “the following” with “this Agreement”	FSA Review
64.	Step Three, Agency Participation Agreement, Article I	<ul style="list-style-type: none"> • Updated Privacy Act reference to August 3, 2011 (18-11-01) 	FSA Review
65.	Step Three, Agency Participation Agreement, Article II	<ul style="list-style-type: none"> • Renumbered the paragraphs • Removed “guaranteeing of Federal student loans” 	FSA Review
66.	Step Three, Agency Participation Agreement, Article III	<ul style="list-style-type: none"> • 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
67.	Step Four: Responsibilities of the Primary and Non-Primary Destination Point Administrators	<ul style="list-style-type: none"> • Italicized SAIG users to add to glossary 	FSA Review
68.	Authority for Maintenance of the System and Disclosure of Social Security Numbers	Initial caps on “number” and “federal”	FSA Review
69.	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
70.	CHANGES ONLY TO FAFSA COMPLETION FORM		
71.	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

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72.	Enrollment to Participate in the Electronic Data Exchange with the U.S. Department of Education’s Federal Student Aid Systems In FAFSA Completion form only	<ul style="list-style-type: none"> • Inserted “completion status” • Changed “an” to “your” 	FSA Review
73.	About Enrollment In FAFSA Completion form only	Inserted “to be able to make” before “changes to enrollment” and added “information” afterwards	FSA Review
74.	Available Services In FAFSA Completion form only	<ul style="list-style-type: none"> • Added “s” to “(LEA)” • Inserted “FAFSA Completion” before “information” • Removed “on FAFSA submission” 	FSA Review
75.	How the Enrollment Process Works In FAFSA Completion only	Added “See Step 1 below for additional information”	FSA Review
76.	How the Enrollment Process Works In FAFSA Completion only	Changed “any” to “your organization’s” and inserted “you can” before “send a letter”	FSA Review
77.	Step One – must be completed by all applicants, Item 1 In FAFSA Completion only	<ul style="list-style-type: none"> • 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
78.	Step Two – must be completed by all applicants In FAFSA Completion only	<ul style="list-style-type: none"> • Removed an extra “s” after “DPA” • Changed “this statement” to “the Responsibilities of the Primary Destination Point Administrator (Primary DPA) statement” 	FSA Review
79.	Step Three – must be completed by all applicants In FAFSA Completion only	<ul style="list-style-type: none"> • 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” 	FSA Review

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		are not acceptable. The completed enrollment form must be submitted to the Federal Student Aid at the address on the bottom of page 2.”	
80.	Step One: Provide the following information, Item 1 In FAFSA Completion only	<ul style="list-style-type: none"> • Added “Check the appropriate box below” • Revised 1B to read “Changing/adding information to the existing FAFSA Completion Tracking account” 	FSA Review
81.	Step One: Provide the following information, Item 3 In FAFSA Completion only	Added “Other ED approved entity” and “ED provided code (X digits)”	FSA Review
82.	Step One: Provide the following information, Item 4 In FAFSA Completion only	<ul style="list-style-type: none"> • Change “for Primary DPA” to “about the Primary DPA” • Changed “a user ID” to “an ED user ID” 	
83.	Step Two: Responsibilities of the Primary Destination Point Administrator (Primary DPA)”, Item 1 In the FAFSA Completion form only	<p>Revised the following bullets to read:</p> <ul style="list-style-type: none"> • 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
84.	Authority for Maintenance of the System and Disclosure of Social	<ul style="list-style-type: none"> • Inserted “use of one’s” before “Social Security number” 	FSA Review

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	Security Numbers In the FAFSA Completion form only	<ul style="list-style-type: none"> • Changed “federal purposes” to “Federal purposes” • Removed “with” between “provided” and “access” • Inserted “your” before “Social Security Number” 	
85.	Purpose(s): In the FAFSA Completion form only	Spelled out acronyms for the FSA systems	FSA Review
86.	Primary DPA Responsibilities In the FAFSA Completion form only	<ul style="list-style-type: none"> • Removed all references to “non-Primary DPA” • Added “Box 1” to the upper left side of the signature box 	FSA Review
87.	Step Three: Certification by the President/CEO/Superintendent, or Equivalent Person In the FAFSA Completion form only	<ul style="list-style-type: none"> • 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