Application for Approval to Participate in Federal Student Financial Aid Programs

U.S. Department of Education, Federal Student Aid, Program Compliance, School Eligibility Channel, School Participation Management Division

Introduction

What is this document?
When must an institution submit this application?
How is this application organized?
Why is there a glossary?
Paperwork Reduction Statement
Privacy Act Disclosure Notice
How to complete this application
What is your status during our review period?
What if you have questions?

What is this document?

This is an application that a postsecondary educational institution must complete and submit to the U.S. Department of Education:

- to be approved for the first time (initial certification) to participate in federal student financial aid programs,

- to be approved following a change of ownership, a conversion to a nonprofit institution, or a merger of two or more institutions (referred to as a "change in ownership or structure" for the remainder of this application) to participate in federal student financial aid programs,

- to be reapproved (recertification) to participate in federal student financial aid programs,

- to be designated as an "eligible institution" under the Higher Education Act of 1965, as amended (HEA), so that its students may receive deferments under federal student loan programs, or so that the institution may apply to participate in federal HEA programs other than student financial aid programs, including the Hope and Lifetime Learning Tax Credits,

- to be reinstated to participate in federal student financial aid programs.

When must an institution submit this application?

An institution (referred to as "you" for the remainder of this application) must submit this application to the U.S. Department of Education (referred to as "we" for the remainder of this application) when:

- You wish to be initially certified to participate in federal student financial aid programs.

- You undergo a change of ownership or structure and you wish to participate in federal student financial aid programs. You must notify us no later than 10 calendar days after the change

becomes effective. If this due date falls on a weekend or a federal holiday, you may submit the notification no later than the next business day. After you receive your state and accrediting agency approvals, submit this application and mail copies of the approvals to us. We encourage you to complete your application and submit it as soon as possible.

- You wish to be recertified to continue to participate in federal student financial aid programs. You should submit this fully completed application before the expiration date in your Program Participation Agreement (PPA). If you submit your application to us *no later than 90 calendar days before* your PPA expires, your eligibility to participate in federal student financial aid programs continues until your application is either approved or denied. This is true even if we do not complete our evaluation of your application before the PPA expiration date. (For example, if your PPA expires on June 30 and you submit your application by March 31, you will remain certified during our review period even if our review extends beyond June 30.) If the 90th day before your PPA's expiration falls on a weekend or a federal holiday and you submit your application no later than the next business day, we will consider the application to be submitted 90 calendar days before your PPA expires.

- You wish to become eligible so that your students may receive deferments under federal student loan programs, or so that you may participate in federal HEA programs other than student financial aid programs, including the Hope and Lifetime Learning Tax Credits.

or

- You wish to be reinstated to participate in federal student financial aid programs.

We will consider your date of submission to be the date you used the "Submit Application" page to electronically submit the application to us.

How is this application organized?

This application is divided into 13 sections, plus a glossary at the end.

- Section A through Section D contain general questions about your institution.
- Section E and Section F contain questions about your educational programs and locations.
- Section G contains questions about your correspondence (corr) courses, students enrolled under ability-to-benefit provisions, and incarcerated students.
- Section H is for institutions that are initial applicants, institutions with a change in ownership or structure, and institutions seeking reinstatement.
- Section I is for foreign institutions, including foreign graduate medical schools.
- Section J contains questions about your third-party servicers including your ability to benefit tester.
- Section K contains questions about your administrative capability and your financial responsibility.
- Section L must be signed by your President/CEO/Chancellor and mailed to us.
- Section M contains a list of documents you must send to us with the signature page (Section L).
- Glossary

Note: To expand on any of your answers, you may use Question 69.

Why is there a glossary?

We mean a specific definition for many of the words and phrases in this application, such as "regular student," "award year," and "federal student financial aid programs." When filling out the application, you must be sure that you know how terms are defined. The definitions contained in the glossary generally are restatements of statutory or regulatory definitions.

Paperwork Reduction 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 control number. The valid OMB control number for this information collection is 1845-0012. The time required to complete this information collection is estimated to average 17 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to:** U.S. Department of Education, 830 First Street, NE, Washington, DC 20002-5402. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** School Participation Management Division, U.S. Department of Education, 830 First Street, NE, Washington, DC 20002-5402.

Privacy Act Disclosure Notice

Thank you for visiting our Web site. Postsecondary institutions use the E-APP to apply or designation as an eligible institution, initial participation, recertification, reinstatement, change in ownership, or to update a current approval. Updates include changes such as, but not limited to, name or address change, new location or program, increased level of offering, change of officials, or mailing address for publications. This includes information about the school's name, address, locations, programs, officials, authorizing agencies, owners and servicers. We only collect information that we need to determine if the institution is eligible, and if applicable, certified to participate in the Title IV, HEA programs.   The information that is being requested is mandated by the Higher Education Act and Title 31 as amended by Section 31001 of Public Law 104-134 of the Debt Collection Improvement Act of 1996. Section 498A(a)(3) of the HEA requires the Secretary to establish a central database of information on institutional accreditation, eligibility, and certification that include all information available to the Department. Section 498A(c) instructs the Secretary to make this information available to all institutions of higher education, guaranty agencies, states, and other organizations participating in the programs authorized under Title IV of the HEA. Please note: the Application requests the Social Security numbers (SSNs) of the owners of the institutions. The SSNs are used to determine institutional eligibility and to verify identities. The SSNs are collected under the authority of the Debt Collection Improvement Act of 1996, Pub. L. 104-134. This act requires Federal agencies to secure the TIN (the Social Security Number, for individuals) of persons "doing business with the agency," a term that includes being "in a relationship with the agency that may give rise to a receivable due that agency." 31 U.S.C. §7701(c)(1), (2)(E). Due to security concerns, U.S. Department of Education is not collecting SSNs on this website at this time. Instead, if applicable, you must submit your SSNs to U.S. Department of Education by writing them on Section M of the application.

No cookies or other tracking technology are used on the website.

If you decide to send us an electronic mail message (e-mail), the message will usually contain our return e-mail address. I you include personally identify information in your e-mail because you want us to address issues specific to your situation, we may use that information in responding to your request. This information is not maintained in a privacy act system of records. Also e-mail is not necessarily secure against interception. Please send only information necessary to help us process your application.

If you chose not to submit an Application for Approval to Participate in Federal Student Financial Aid Programs, the institution cannot be determined to be eligible or continued to be eligible for the Title IV FSA programs.

Please contact us at U. S. Department of Education, Student Federal Aid, 830 First Street, NE, Washington, DC 20002-5402, or call 1-800 872-5327, or email us at customerservice@inet.ed.gov to ask any questions regarding our Privacy Policy and our Privacy Statement.

How to complete this application

Step 1: You must have an OPE ID assigned by the U.S. Department of Education to use the Electronic Application. Read each section that you are required to complete and identify the kinds of information and documents you will need to collect. Note that you will not have to complete every section of the application. Determine the information that you need from other offices and request it. At the time of your request, also ask those offices to notify you if the information changes.

Step 2: Gather the information and fill out the application. Refer to the Help Page for additional assistance in filling out the electronic application.

Step 3: If you have any questions, please contact the appropriate School Participation Team (listed at the end of this Introduction) by telephone, fax, or Internet.

Step 4: After you have filled out your application, you must submit it electronically. For your electronic application to be considered submitted to U.S. Department of Education, you must:

- Click on the Submit the Application link from the Index page or Section M (there is also a submit option available from the bottom of each application page).
- If there are any edit errors on the application or if any required fields have not been entered, messages will display to indicate what changes are required with hot links to follow to access the appropriate section of the application directly.
- If all required entries have been made on your application and all edit errors have been corrected, a "Submit Application" button will display.
- Click on this button to submit your application to U.S. Department of Education
- A page will display with the message "**Your application has been received by the U.S. Department of Education.**" to verify that the application has been submitted.
- If you need to make additional changes to your application after it is submitted the first time, follow this same process to resubmit the application after completing the changes.

Step 5: Have the President/CEO/Chancellor of your institution review the application and sign the signature page (Section L).

Step 6: Keep a copy of the application and the required supporting documentation for your records (see Section M for a list of attachments required with your application).

Step 7: Send the signature page (Section L) and copies of required supporting documents to us. Do not mail the rest of the application to U.S. Department of Education.

Send the signature page and copies of required supporting documents to the following address

(To assist in the processing of your application, please send all supporting documents via commercial overnight delivery.):

U.S. Department of Education, Federal Student Aid
Program Compliance
Integrated Partner Management Division
830 First Street, NE
Washington, DC 20202-5402

We recommend that you retain proof of when you submit the application.

Step 8: Respond to any additional questions that we might have about your application during our review period. You will receive any such requests generally within 90 days of our receiving your application. We might ask for materials, such as your catalog or copies of contracts with third-party servicers. We also will use information from documents on file that you already submitted to us.

Depending on the outcome of our review, either we will send you a Program Participation Agreement to sign (and further instructions) *or* we will notify you that your application is denied.

What is your status during our review period?

During our review period, your status will be as follows:

- If you have never been certified, you will not be considered certified during our review period.

or

- If you change ownership or structure, the Secretary may continue the institution's participation on a provisional basis, provided that the institution under the new ownership submits a "materially complete application" that is received by the Secretary no later than 10 business days after the change occurs.

or

- If you were certified, you will remain certified during our review period if you submit your application during the correct time frame described earlier.

or

- If you never have been an eligible institution under the HEA, you will not be considered eligible during our review period.

or

- If you once participated in federal student financial aid programs but no longer do so, you will not be considered certified during our review period.

What if you have questions?

For additional help in filling out the Electronic Application, refer to the Help Document

If you have questions, please contact the appropriate School Participation Team by telephone, fax or Internet.

If you are a foreign institution or foreign graduate medical school, contact the School Participation Foreign School Team at:

Telephone: (202) 377-3168
Fax: (202) 275-3486
Email: SPT

For all other schools contact the appropriate School Participation Team identified below.

If you are located in...	Contact the...	by telephone...	by fax...	or by Email...
Alabama	Atlanta Team	(404)974-9303	(404)974-9322	SPT
Alaska	SanFrancisco/Seattle Team	(206)615-2594	(206)615-2508	SPT
American Samoa	SanFrancisco/Seattle Team	(415)486-5677	(415)486-5676	SPT
Arizona	SanFrancisco/Seattle Team	(415)486-5677	(415)486-5676	SPT
Arkansas	Dallas Team	(214)661-9490	(214)661-9662	SPT
California	SanFrancisco/Seattle Team	(415)486-5677	(415)486-5676	SPT
Canal Zone	New York/Boston Team	(646)428-3750	(646)428-3742	SPT
Colorado	Denver Team	(303)844-3677	(303)844-4695	SPT
Connecticut	New York/Boston Team	(617)289-0133	(617)289-0153	SPT
Delaware	Philadelphia Team	(215)656-6442	(215)656-6499	SPT
District of Columbia	Philadelphia Team	(215)656-6442	(215)656-6499	SPT
Federated States of Micronesia	SanFrancisco/Seattle Team	(415)486-5677	(415)486-5676	SPT
Florida	Atlanta Team	(404)974-9303	(404)974-9322	SPT
Georgia	Atlanta Team	(404)974-9303	(404)974-9322	SPT
Guam	SanFrancisco/Seattle	(415)486-5677	(415)486-	SPT

	Team		5676	
Hawaii	SanFrancisco/Seattle Team	(415)486-5677	(415)486-5676	SPT
Idaho	SanFrancisco/Seattle Team	(206)615-2594	(206)615-2508	SPT
Illinois	Chicago Team	(312)730-1511	(312)730-1520	SPT
Indiana	Chicago Team	(312)730-1511	(312)730-1520	SPT
Iowa	Kansas City Team	(816)268-0410	(816)823-1402	SPT
Kansas	Kansas City Team	(816)268-0410	(816)823-1402	SPT
Kentucky	Kansas City Team	(816)268-0410	(816)823-1402	SPT
Louisiana	Dallas Team	(214)661-9490	(214)661-9662	SPT
Maine	New York/Boston Team	(617)289-0133	(617)289-0153	SPT
Maryland	Philadelphia Team	(215)656-6442	(215)656-6499	SPT
Massachusetts	New York/Boston Team	(617)289-0133	(617)289-0153	SPT
Michigan	Denver Team	(303)844-3677	(303)844-4695	SPT
Minnesota	Chicago Team	(312)730-1511	(312)730-1520	SPT
Mississippi	Atlanta Team	(404)974-9303	(404)974-9322	SPT
Missouri	Kansas City Team	(816)268-0410	(816)823-1402	SPT
Montana	Denver Team	(303)844-3677	(303)844-4695	SPT
Nebraska	Kansas City Team	(816)268-0410	(816)823-1402	SPT
Nevada	SanFrancisco/Seattle Team	(415)486-5677	(415)486-5676	SPT
New Hampshire	New York/Boston Team	(617)289-0133	(617)289-0153	SPT
New Jersey	New York/Boston Team	(646)428-3750	(646)428-3742	SPT
New Mexico	Dallas Team	(214)661-9490	(214)661-9662	SPT

New York/Boston	New York/Boston Team	(646)428-3750	(646)428-3742	SPT
North Carolina	Atlanta Team	(404)974-9303	(404)974-9322	SPT
North Dakota	Denver Team	(303)844-3677	(303)844-4695	SPT
Northern Marianas	SanFrancisco/Seattle Team	(415)486-5677	(415)486-5676	SPT
Ohio	Chicago Team	(312)730-1511	(312)730-1520	SPT
Oklahoma	Dallas Team	(214)661-9490	(214)661-9662	SPT
Oregon	SanFrancisco/Seattle Team	(206)615-2594	(206)615-2508	SPT
Pennsylvania	Philadelphia Team	(215)656-6442	(215)656-6499	SPT
Puerto Rico	New York/Boston Team	(646)428-3750	(646)428-3742	SPT
Republic of Palau	SanFrancisco/Seattle Team	(415)486-5677	(415)486-5676	SPT
Republic of the Marshall Islands	SanFrancisco/Seattle Team	(415)486-5677	(415)486-5676	SPT
Rhode Island	New York/Boston Team	(617)289-0133	(617)289-0153	SPT
South Carolina	Atlanta Team	(404)974-9303	(404)974-9322	SPT
South Dakota	Denver Team	(303)844-3677	(303)844-4695	SPT
Tennessee	Kansas City Team	(816)268-0410	(816)823-1402	SPT
Texas	Dallas Team	(214)661-9490	(214)661-9662	SPT
U.S. Virgin Islands	New York/Boston Team	(646)428-3750	(646)428-3742	SPT
Utah	Denver Team	(303)844-3677	(303)844-4695	SPT
Vermont	New York/Boston Team	(617)289-0133	(617)289-0153	SPT
Virginia	Philadelphia Team	(215)656-6442	(215)656-6499	SPT
Washington	SanFrancisco/Seattle Team	(206)615-2594	(206)615-2508	SPT
West Virginia	Philadelphia Team	(215)656-6442	(215)656-	SPT

			6499	
Wisconsin	Chicago Team	(312)730-1511	(312)730-1520	SPT
Wyoming	Denver Team	(303)844-3677	(303)844-4695	SPT