

1 **U.S. Department of Education’s**
2 **Student Aid Internet Gateway**
3 **Enrollment Form For**
4 **Postsecondary Educational Institutions,**
5 **Institutional Third-Party Servicers,**
6 **FFELP Guaranty Agencies and Guaranty Agency Servicers,**
7 **Federal Loan Servicers,**
8 **FFELP Lenders and Lender Servicers**

9 **Federal Student Aid**

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11 **Information about the Enrollment Process to Participate in the U.S. Department of**
12 **Education’s Student Aid Internet Gateway**

13 The *Student Aid Internet Gateway (SAIG)* was established to allow authorized entities, including postsecondary
14 educational institutions, institutional third-party servicers, *Federal Family Education Loan Program (FFELP)*
15 guaranty agencies and *guaranty agency (GA)* servicers, *FFELP lenders* and lender servicers, and *federal loan*
16 *servicers*, to exchange data electronically with the *U.S. Department of Education (ED, Department)*. In order to
17 participate in the SAIG, each entity must enroll for SAIG access. The enrollment process enables the organization
18 enrolling to select services to receive, submit, view, and/or update student financial aid data online and by batch
19 using ED provided software – *EDconnect* (PC-based software) or *TDClient* (client software for multiple
20 environments).

21 Each entity must designate one individual as its *Primary Destination Point Administrator (Primary DPA)*. Each
22 entity is provided with a Primary Destination Point (which is identified by a *TG Number/Mailbox*). The Primary
23 DPA is the only person within the organization who can enroll other staff as *Non-Primary Destination Point*
24 *Administrators (Non-Primary DPAs)* with *Destination Points* assigned for specific SAIG services. Upon
25 completing the enrollment process, the Primary DPA can add or remove users, edit information about the entity, or
26 change the entity’s enrollment in various SAIG services.

27 To access *Federal Student Aid (FSA)* Systems or other Federal agencies’ systems for the purposes of administering
28 the HEA programs, the Primary DPA must validate the individuals enrolled for *SAIG Mailbox* and online services
29 for the organization on a schedule determined by ED. If validation is not completed via the SAIG Enrollment Web
30 site within the prescribed timeframe, all services assigned to the organization and individuals could be deactivated.

31 **Notes about the SAIG Application –**

32 The first usage of a term in this document is italicized and can be found in the glossary located in
33 Attachment A. The glossary will assist in understanding the many technical terms and acronyms
34 commonly used in the *Title IV, HEA student financial aid programs*.

35 The following entities are eligible to enroll in the SAIG:

- 36 • Postsecondary educational institutions that participate in the federal student financial aid programs authorized
37 under Title IV, HEA,
- 38 • Organizations that contract with an eligible institution to perform Title IV, HEA related functions as a third-
39 party servicer,
- 40 • *GAs* or their *GA Servicers* that have an agreement with ED under the *FFELP*,
- 41 • *FFELP Lenders* or their *FFELP Lender Servicers*,
- 42 • *Federal Loan Servicers*, and
- 43 • Other *Designated Entities* approved by ED.

44

45 Available Services

46 The services that can be accessed over the SAIG are:

- 47 1. *Central Processing System (CPS)*, Submission of Application Data: *Free Application for Federal Student Aid*
48 (*FAFSA*®) data, including corrections, can be entered and submitted over the SAIG. Processed FAFSA data is
49 reported to institutions on the *Institutional Student Information Record (ISIR)*. To enroll a DPA with access to
50 these services, complete Step One; Step Two, Section 1, Item 5; Step Three; and Step Four. Note: Only one
51 Destination Point (TG Number/Mailbox) can be used to exchange data with **each** of the CPS applicant data
52 functions (corrections, ISIRs), except in the case of initial FAFSA applicant data. For the submission of initial
53 FAFSA data, two Destination Points are permitted. (See Figure 1 on page 6.)
- 54 2. *Federal Grant Services*: All participants in the *Federal Pell Grant (Pell Grant) Program*, the *Iraq and*
55 *Afghanistan Service Grant Program*, and the *Teacher Education Assistance for College and Higher Education*
56 (*TEACH*) *Grant Program* must transmit origination and disbursement data over the SAIG to the *Common*
57 *Origination and Disbursement (COD)* system. To enroll for these services, complete Step One; Step Two,
58 Section 1, Items 7 and 8; Step Three; and Step Four.
- 59 3. *Federal Direct Loan (Direct Loan) Program*: The COD system enables Direct Loan origination, disbursement,
60 and other required reporting information to be exchanged electronically through the SAIG. You can also
61 request COD Online access for this service. To enroll for these services, complete Step One; Step Two,
62 Section 1, Items 6 and 8; Step Three; and Step Four.
- 63 4. *electronic Campus-Based (eCB) programs* systems: The eCB programs systems include Federal Work-Study
64 (FWS), the Federal Supplemental Educational Opportunity Grant (FSEOG), and the Federal Perkins Loan
65 program. The application method for enrolling and participating in one or all of the eCB programs is the *Fiscal*
66 *Operations Report and Application to Participate (FISAP)*. The annual submission deadline for the FISAP is
67 October 1. To enroll for this service, complete Step One; Step Two, Section 1, Item 9; Step Three; and Step
68 Four.
- 69 5. *National Student Loan Data System (NSLDS)*: NSLDS is a national database that collects and maintains
70 individual student data for all Title IV, HEA student loan borrowers, and grant recipients. All institutions that
71 participate in the Title IV, HEA student financial aid programs must have at least one Destination Point (TG
72 Number/Mailbox) for NSLDS services that includes the online *Enrollment Reporting (formerly SSCR)* function
73 for updating student enrollment and *Gainful Employment (GE)* data, *Transfer Student Monitoring (TSM)*,
74 overpayment update, and batch services for the *electronic Cohort Default Rate (eCDR)* and Gainful
75 Employment rates. You can also request online NSLDS access to view and update Title IV, HEA loan,
76 enrollment history information, GE data, and view federal grants. To enroll a DPA with a Destination Point for
77 these services:
 - 78 • Postsecondary Educational Institutions and Institutional Third-Party Servicers must complete Step One;
79 Step Two, Section 1, Items 10, 11, 12, and 13; Step Three; and Step Four.
 - 80 • FFELP GA/GA Servicers and Federal Loan Servicers must complete Step One; Step Two, Section 2, Items
81 20 and 21; Step Three; and Step Four.
 - 82 • FFELP Lenders and Lender Servicers must complete Step One; Step Two, Section 3, Items 26 and 27; Step
83 Three; and Step Four.

84

- 85 6. *Financial Management System (FMS)*: FMS is a centralized system for all FSA financial transactions. It
86 allows Financial Partners (FP) users to collect, process, maintain, transmit, and report data about financial
87 events. FMS also provides functionality to support financial planning and budgeting activities, to accumulate
88 and report cost information, and to prepare financial statements. The *Lender Reporting System (LaRS)* enables
89 FFELP Lenders or their Servicers to send financial reporting information to FSA's FMS using their SAIG
90 mailbox. The *Guaranty Agency Financial Reporting (GAFR)* enables GAs to send financial reporting
91 information to FSA's FMS using their SAIG mailbox. To enroll for this service:
- 92 • FFELP Lenders and Lender Servicers enroll for LaRS by completing Step One; Step Two, Section 3, Item
93 25; Step Three; and Step Four.
 - 94 • FFELP GAs or GA Servicers enroll for GAFR by completing Step One; Step Two, Section 2, Item 19; Step
95 Three; and Step Four.
 - 96 • Federal Loan Servicers enroll for GAFR by completing Step One; Step Two, Section 2, Item 19; Step
97 Three; and Step Four.
- 98 7. *Debt Management and Collections System (DMCS)*: The DMCS houses all defaulted debts held by FSA. This
99 includes, but is not limited to, FFELP loans assigned from GAs (*Mandatory Assignment Process*); Program
100 Overpayments and Perkins loans assigned from schools; and all Direct Loan program defaults. The system also
101 interfaces with other government agencies such as the U.S. Department of the Treasury for the *Treasury Offset*
102 *Program (TOP)*, the Internal Revenue Service (IRS) for the *IRS Skip Trace* process, and the U.S. Department
103 of Health and Human Services for the *National Directory of New Hires (NDNH)* information. To enroll for this
104 service, complete Step One; Step Two, Section 2, Item 18; Step Three; and Step Four.
- 105 8. *Total and Permanent Disability (TPD)* program: The TPD program was created to support the regulatory
106 requirement to track borrower claims for total and permanent disability discharge for three years. The
107 regulations require monitoring of income and loan status for a period of three years after certification of
108 disability by a physician. Borrowers determined to be ineligible after the three-year period are returned to
109 active servicing status. However, if the borrower still meets the eligibility criteria at the end of this period, final
110 discharge of the student loan is granted.
- 111 • Postsecondary Educational Institutions and Institutional Third-Party Servicers must complete Step One;
112 Step Two, Section 1, Item 15; Step Three; and Step Four.
 - 113 • FFELP GAs or GA Servicers and Federal Loan Servicers that want to enroll for this service must complete
114 Step One; Step Two, Section 2, Item 18; Step Three; and Step Four.
 - 115 • FFELP Lenders and Lender Servicers that want to enroll for this service must complete Step One; Step
116 Two, Section 3, Item 29; Step Three; and Step Four.
- 117 9. *Electronic IBR/Pay As You Earn/ICR*: The *Income-Based Repayment (IBR)/Pay As You Earn/Income-*
118 *Contingent Repayment (ICR)* Request was created on StudentLoans.gov to allow borrowers to complete the
119 required application electronically. The regulations for IBR, Pay As You Earn, and ICR require borrowers to
120 provide income information in support of the request or recertification of IBR, Pay As You Earn, and ICR.
121 FFELP Lenders and Lender Servicers that want to enroll for this service, complete Step One; Step Two,
122 Section 3, Item 28; Step Three; and Step Four.
- 123 10. *Data Challenges and Appeals Solution (DCAS)*. DCAS provides the online access for accepting, processing,
124 resolving, and archiving student and loan level data challenges and appeals.
- 125 • Postsecondary Educational Institutions and Institutional Third-Party Servicers must complete Step One;
126 Step Two, Section 1, Item 16; Step Three; and Step Four.
 - 127 • FFELP GAs or GA Servicers and Federal Loan Servicers that want to enroll for this service must complete
128 Step One; Step Two, Section 2, Item 23; Step Three; and Step Four.

129 11. *Enterprise Complaint System (ECS)*. ECS provides the online access to accept, track, resolve, and store
130 complaints and reports of suspicious activity directly from customers.

- 131 • Federal Loan Servicers that want to enroll for this service must complete Step One; Step Two, Section 2,
132 Item 24; Step Three; and Step Four.

133 **Organization Personnel Involved in the SAIG Application Process**

134 There are four categories of users at your organization who may obtain data from the Department's and other
135 agencies' systems for the purposes of administering the HEA programs, and who must complete parts of the SAIG
136 Application:

137 **President/CEO or Designee:** The President/CEO is the individual responsible for identifying a Primary DPA for
138 the organization, and who is legally authorized to provide certification of the entity's DPAs for and on behalf of the
139 organization and must sign the Certification of the President/CEO or Designee on behalf of the organization. The
140 President/CEO may also assign a Designee in Step Four to act as the Authorizing Official on behalf of the
141 President/CEO for future enrollments.

142 **Primary DPA:** The Primary DPA is the individual at the organization who is responsible for the administration of
143 the organization's SAIG participation which includes, assigning access to the organization's mailboxes and services
144 and determining the organization's EDconnect users, TDClient users, and *Electronic Service Users* who are allowed
145 access to the Destination Point (TG Number/Mailbox). The Primary DPA is the only individual within the
146 organization who may enroll staff as Non-Primary DPAs. The Primary DPA is required to complete and submit
147 Sections One through Three of the Enrollment Application to the Coralville, Iowa address provided. When
148 enrolling Non-Primary DPAs, a portion of Step Three of the Enrollment Application must be completed by the
149 Primary DPA indicating that the Primary DPA has reviewed the responsibilities of DPAs with the Non-Primary
150 DPA, including the responsibility to protect the privacy of the information obtained or provided via SAIG. The
151 Primary DPA is also responsible for obtaining the signature of the President/CEO or Designee in Step Four for
152 every enrollment of a Primary or Non-Primary DPA.

153 **Non-Primary DPA:** When a Primary DPA enrolls a Non-Primary DPA in the SAIG, ED will assign the Non-
154 Primary DPA a Mailbox with a unique *TG number*. The Non-Primary DPA is required to complete and submit
155 Sections One through Three of the Enrollment Application to the Coralville, Iowa address provided.

156 **Electronic Services User:** The Electronic Services user is enrolled for *FAA Access to CPS Online* or EDconnect
157 and is not provided a TG Number/Mailbox. To protect the integrity and security of the data being transmitted, all
158 Electronic Services users must complete and submit Attachment B – Federal Student Aid User of Electronic
159 Services Statement to their Primary DPA. Attachment B must also be signed by and maintained by the Primary
160 DPA at the organization. Attachment B User Statements must be available for inspection by the Department.

161 The Primary DPA may enroll more than one Non-Primary DPA with a separate Destination Point (TG
162 Number/Mailbox) for each service or function, or choose to combine all non-NSLDS Online services and functions
163 through a single Destination Point (TG Number/Mailbox). The number of Destination Points allowed per
164 institution for each function is provided in Figure 1:

165 Figure 1:

Services	Number of Destination Points allowed per institution
CPS, Submission of Application (FAFSA) Data	Two
CPS, All Other Functions/Types	One
Grant Services for Pell Grant, Iraq and Afghanistan Service Grant, and the TEACH Grant Processing/Batch Files	One
Direct Loan Program	One
eCB programs systems, FISAP	One
FFELP and Direct Loan eCDR Packages, Batch	One
NSLDS Batch Files	One
NSLDS Online (*NSLDS limits the number of “GA/FLS Online Loan Update and Teacher Loan Forgiveness/Loan Discharge” enrollments to three combined services.)	*No Limit
FMS, LaRS and GAFR	One
COD Online	No Limit
DCAS Online	No Limit
ECS Online	No Limit
IBR/Pay As You Earn/ICR	One
<i>Gainful Employment (GE) Notification</i>	One
Direct Loan Borrower Delinquency	One
Total and Permanent Disability (TPD) Loan Holder Notifications	One
Borrower Services (TOP, MAP, NDNH, IRS Skip Trace and TPD)	One

166 **Completing the SAIG Enrollment Application**

167 **General Reminder:**

168 The enrollment application may be completed online at <https://fsawebenroll.ed.gov>. As an alternative, the
 169 enrollment application can be printed on paper, completed, and submitted. **Note: The Department will not**
 170 **accept photocopied signatures or stamped signatures. Applications submitted after the OMB Expiration**
 171 **Date noted on the bottom of each page will not be accepted.**

172 **Completion and Submission of the Enrollment Application**

173 If you have any questions about completing the SAIG Enrollment Application, call CPS/SAIG Technical Support at
 174
 175 **1-800-330-5947**. To reach a telecommunications device for the deaf (**TDD/TTY**), **CALL 1-800-511-5806**.
 176 Technical support representatives are available 7 a.m. – 7 p.m. CT, Monday through Friday, excluding federal
 177 holidays. If you prefer, you can e-mail inquiries to CPSSAIG@ed.gov. A technical support specialist will respond
 178 to your e-mail within one business day.

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

- 180 • Currently enrolled organizations will need their existing Primary Destination Point (TG Number/Mailbox) and
181 the name of the Primary DPA. An FSA User ID and password are required to access enrollment information.
182 To obtain an FSA User ID, go to <https://fsawebenroll.ed.gov/PMEnroll/PMAccountServlet.jrun>, provide
183 identifying information, and follow the remaining registration steps. Once you have completed the registration
184 process, including establishing your password, your FSA User ID will be e-mailed to you.
- 185 • Postsecondary institutions and their Servicers will need their *OPE ID* number. If your school participates in the
186 Grant Services or Direct Loan Program, you will also need the institution's *Federal School Code* and/or Direct
187 Loan Program code. To find these numbers, look at the reports your school has submitted for these programs
188 in the past, such as your organization's Eligibility and Certification Approval Report (ECAR), and Program
189 Participation Agreement (PPA). **You can also call ED's School Eligibility Service Group at**
190 **1-202-377-4277.**
- 191 • GAs and GA Servicers will need the GA code number assigned by ED.
- 192 • Lenders and Lender Servicers will need the Lender ID (LID) or Lender/Servicer ID number assigned by ED.
- 193 • Federal Loan Servicers will need the Federal Loan Servicer ID assigned by ED.
- 194 • All entities will need the name, address, phone number, *Social Security number (SSN)*, date of birth, mother's
195 maiden name, and business e-mail address for each DPA.

196 **Step One – must be completed by the Primary DPA for all Non-Primary DPAs**

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

- 199 1. This SAIG enrollment application can be used for multiple purposes. As the Primary DPA, you may use the
200 application to enroll new participants in the SAIG and you can use the application to change or add information
201 about an existing DPA or Destination Point (TG Number/Mailbox).
 - 202 A. Check Box A for "Initial Enrollment" if the organization is a first-time SAIG participant and the
203 organization does not have a TG Number/Mailbox. The President/CEO (Authorizing Official on file
204 with ED) of the organization will be designating the individual who will be serving as the Primary
205 DPA. This enrollment will establish this user as the Primary DPA of the Primary TG
206 Number/Mailbox. Note: If item 1A is selected, then enrollees must also complete items 2, 3, and 4.
 - 207 B. Check Box B for "Adding a new user to obtain an additional Destination Point" if your organization is
208 enrolled in the SAIG and you want to add a Non-Primary DPA and an additional Destination Point (TG
209 Number/Mailbox). Also, enter the Primary TG Number for your organization. Note: If item 1B is
210 selected, then enrollees must also complete items 2, 3, and 4.
 - 211 C. Check Box C for "Changing information for existing Destination Point/Mailbox" if your organization
212 is currently enrolled in the SAIG and you want to change or add any information about an existing user
213 or Destination Point (TG Number/Mailbox). Fill in the information that has changed for any items in
214 Step One or Step Two, and complete Steps Three and Four. Also, enter the TG Number for the
215 existing destination point that you are changing. Note: If item 1C is selected, then enrollees must also
216 complete items 2 and 4.

217 **If you are uncertain of which box to check, call CPS/SAIG Technical Support at 1-800-330-5947. To**
218 **reach a telecommunications device for the deaf (TDD/TTY), call 1-800-511-5806.**
- 219 2. Provide the name of the organization, as you would like it to appear on all SAIG correspondence. (The limit is
220 40 characters, including numbers and spaces.)

- 222 3. Check the appropriate box to indicate your organization type.
- 223 • Postsecondary educational institutions (schools) must fill out Step Two, Section 1.
 - 224 • Institutional third-party servicers must fill out Step Two, Section 1.
 - 225 • GAs for FFELP student loans must fill out Step Two, Section 2.
 - 226 • GA Servicers for FFELP student loans must fill out Step Two, Section 2.
 - 227 • Federal Loan Servicers must fill out Step Two, Section 2.
 - 228 • Lenders for FFELP student loans must fill out Step Two, Section 3.
 - 229 • Lender Servicers for FFELP student loans must fill out Step Two, Section 3.
- 230 4. Check whether the information being provided is for the Primary DPA (only one Primary DPA per
231 organization) or for a Non-Primary DPA (the organization may have more than one Non-Primary DPA, see
232 Figure 1). All information must be provided for the DPA enrolling for the organization identified in Item 2.
233 Note: Do not use a group e-mail address.

234 **Step Two – must be completed by the Primary DPA when adding or changing services**

235 Step Two allows you to add or change services for this organization and the Primary DPA or Non-Primary DPA
236 identified in Step One. Complete only one section in Step Two based on your organization type.

- 237 • Postsecondary educational institutions and institutional third-party servicers go to Step Two, Section 1 for
238 instructions.
- 239 • FFELP GAs and GA Servicers go to Step Two, Section 2 for instructions.
- 240 • Federal Loan Servicers go to Step Two, Section 2 for instructions.
- 241 • FFELP Lenders and Lender Servicers go to Step Two, Section 3 for instructions.

242 **Step Two, Section 1 is for Postsecondary Educational Institutions and Institutional Third-Party**
243 **Servicers**

244 In Section 1, select the services your institution will use. The items below correspond to the numbers in the
245 enrollment application.

- 246 5. If the DPA you are enrolling or for whom you are adding or changing services will send and receive student
247 applicant data (FAFSAs and ISIRs) complete this section. If this enrollment is for a DPA that will not be
248 involved in CPS applicant data transmissions, go to Item 6.
- 249 A. Complete all required information including the Federal School Code.
 - 250 B. Check the boxes for the *award year(s)* this DPA should receive the applicant data. If you select only the
251 2017-2018 Award Year, your organization will only receive 2017-2018 applicant data. If the 2018-2019
252 Award Year is selected the organization’s enrollment will be rolled over automatically to subsequent award
253 years.
 - 254 C. Check the boxes for the CPS applicant data function you want this DPA to receive and submit. If you are
255 completing this application to update or change services for an enrolled DPA, provide the TG number of
256 the Destination Point already assigned to this DPA.
 - 257 D. Check the preferred delivery option for ISIRs, if ISIRs are selected in Item 5C. Postsecondary institutions
258 can choose whether to receive ISIRs on a daily basis or by request. Daily receipt is the default ISIR
259 delivery method. If “By Request” is checked, the DPA must use FAA Access to CPS Online to request and
260 receive ISIRs. The ISIRs are then sent to your Destination Point (TG Number/Mailbox) through the SAIG.
261 With either option, you can request a single ISIR or a specified group of ISIRs at any time.

262 E. If your school uses a third-party servicer to submit batch files to the CPS, but you also want to access CPS
263 Online tools (such as FAA Access to CPS Online and *Return of Title IV [R2T4] Funds on the Web*), check
264 the Yes box to designate yourself as the Destination Point (TG Number/Mailbox) for CPS Online services
265 for the school selected.

266 If additional financial aid staff needs access to CPS Online tools, you may enroll them for FAA Access to
267 CPS Online under Manage Electronic Services at <https://fsawebenroll.ed.gov>.

268 6. If your organization participates in the Direct Loan Program and the DPA identified in Item 4 will be assigned
269 to submit and receive Direct Loan Program data, identify the years of the Direct Loan data the DPA will need
270 to access. If you select only the 2017-2018 Award Year, your organization will only receive 2017-2018 data.
271 If the 2018-2019 Award Year is selected the organization's enrollment will be rolled over automatically to
272 subsequent award years. Also, provide the school's Direct Loan code. If the DPA is already enrolled and you
273 are only updating information for that DPA, provide the TG number for that DPA's Destination Point (TG
274 Number/Mailbox).

275 7. If you want this Destination Point (TG Number/Mailbox) to receive and submit Grant Services (Pell Grant, Iraq
276 and Afghanistan Service Grant, and TEACH Grant) payment data, then complete this item. If you select only
277 the 2016-2017 or 2017-2018 Award Years, your organization will only receive the selected data. If the 2018-
278 2019 Award Year is selected the organization's enrollment will be rolled over automatically to subsequent
279 award years.

280 8. As the Primary DPA, you must identify the Non-Primary DPA you want to enroll for access to COD Online
281 Services (Direct Loan or Grant Services). **(Note: Paper enrollment for this service is available for Foreign
282 Schools only. Other organizations must enroll online at <https://fsawebenroll.ed.gov>.)**

283 A. If you are a third-party servicer, provide the name of the institution you are servicing. **Note: Authorizing
284 Officials' signatures (Step Four) are required from both the institution and the servicer.**

285 Provide the OPE ID number for your organization. If this DPA is adding this service to an existing
286 Destination Point (TG Number/Mailbox) then provide the TG number.

287 B. Select the applicable role for this DPA.

288 9. If you participate or expect to participate in the FWS, FSEOG, and/or Federal Perkins Loan program(s), and the
289 Non-Primary DPA for whom you are completing this enrollment application will be administering the
290 Destination Point (TG Number/Mailbox) for the FISAP, complete this item. If you select the 2017-2018
291 Award Year or earlier, your organization will only receive the selected data for the award year selected. If the
292 2018-2019 Award Year is selected the organization's enrollment will be rolled over automatically to
293 subsequent award years.

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

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

298 Note: All Non-Primary DPAs enrolled for any of the eCB programs systems must also register online for
299 access to the eCB programs systems and establish an FSA User ID and password. To obtain an FSA User ID,
300 go to <https://cbfisap.ed.gov>, select the "Login" button and select "Registration." Provide identifying
301 information and follow the remaining registration steps. Once you have completed the registration process,
302 including establishing your password, your FSA User ID will be e-mailed to you.

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

- 306 10. If you want the DPA to receive batch file data from NSLDS, complete this item.
- 307 A. Complete all required information including the OPE ID number.
- 308 B. In Item 10B, check the boxes for the batch files you want this DPA to receive. If this DPA already has a
 309 Destination Point (TG Number/Mailbox), provide the TG number here. Provide the date on which this
 310 DPA will begin responsibility for the sending or receiving of NSLDS data. Indicate whether this DPA's
 311 Destination Point (TG Number/Mailbox) will receive Transfer Student Monitoring data, Enrollment
 312 Reporting files (formerly SSCR), Federal Perkins Loan data and/or *GE Reporting*. Select the box for
 313 Transfer Student Monitoring if you want the DPA to send and receive Financial Aid History/Transfer
 314 Student Monitoring data.
- 315 11. As the Primary DPA, you must identify the Destination Point you want to enroll for electronic Cohort Default
 316 Rate Notification packages (eligibility letter and loan record detail report) from NSLDS. Your main campus
 317 (OPE ID number ending in '00') must sign up for this service.
- 318 12. As the Primary DPA, you must identify the Destination Point you want to enroll for electronic GE Notification
 319 packages from NSLDS.
- 320 13. As the Primary DPA, you must identify the DPA you want to enroll for online access to student data available
 321 on NSLDS by checking the boxes to indicate the services the DPA will access.

322 **IMPORTANT: Only the DPA is permitted to use his or her Destination Point (TG Number/Mailbox)**
 323 **for access to NSLDS Online information. NSLDS Online users CANNOT share their NSLDS access**
 324 **with anyone else.**

- 325 • Online Services, by default, automatically given to users are:

- | | |
|-------------------------------|---|
| 326 - Loan History | 333 - Request Reports |
| 327 - Federal Grants History | 334 - Transfer Student Monitoring |
| 328 - Enrollment History | 335 - Exit Counseling History |
| 329 - Overpayment History | 336 - Student Contact Information and Reaffirmation |
| 330 - Organization Contacts | 337 History |
| 331 - Organization Setups | 338 - School Profile |
| 332 - Data Provider Schedules | 339 - Cohort Default Rate |

- 340 • Enrollment Updates and GE Reporting enables users to update student enrollment data
- 341 • Overpayment Update enables users to update overpayment data (depending on access authority,
 342 this includes overpayment status [indicator], repayment date, source of overpayment and region)

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

- 346 14. If your organization participates in the Direct Loan Program and the DPA identified in Item 4 will be assigned
 347 to receive the Direct Loan Borrower Delinquency Report, provide the school's Direct Loan code. If the DPA is
 348 already enrolled and you are only updating information for that DPA, provide the TG number for that DPA's
 349 Destination Point.
- 350 15. If you want this Destination Point (TG Number/Mailbox) to have access to the TPD Loan Holder Notification
 351 batch data, complete this item. **Note: Paper enrollment for this service is not available. You must enroll**
 352 **online at <https://fsawebenroll.ed.gov>.**
- 353 16. As the Primary DPA, you must identify the Non-Primary DPA you want to enroll for access to DCAS Online
 354 Services. **(Note: Paper enrollment for this service is available for Foreign Schools only. Other**
 355 **organizations must enroll online at <https://fsawebenroll.ed.gov>.)**

- 356 A. If you are a third-party servicer, provide the name of the institution you are servicing. **Note: Authorizing**
 357 **Officials' signatures (Step Four) are required from both the institution and the servicer.**
- 358 Provide the OPE ID number for your organization. If this DPA is adding this service to an existing
 359 Destination Point (TG Number/Mailbox) then provide the TG number.
- 360 B. Select the applicable role for this DPA. **(Note: Roles are only available for Postsecondary Educational**
 361 **Institutions.)**

362 **Step Two, Section 2 is for FFELP GAs or GA Servicers and Federal Loan Servicers**

- 363 17. As the Primary DPA, you must identify the DPA you want to enroll for student applicant data (ISIRs). Note: GAs
 364 must have prior approval from Federal Student Aid to receive ISIR data. This service is available only to GAs.
- 365 A. Complete all required information including the State for which you will be receiving ISIR data.
- 366 B. Choose the service for which you are enrolling.
- 367 C. Check the boxes for the award years this DPA should receive the applicant data. If you select only the
 368 2017-2018 Award Year, your organization will only receive 2017-2018 applicant data. If the 2018-2019
 369 Award Year is selected the organization's enrollment will be rolled over automatically to subsequent award
 370 years.
- 371 D. Choose the preferred delivery option for ISIRs if ISIRs are selected in Item 17B. You can choose whether
 372 to receive ISIRs on a daily basis or by request. Daily receipt is the default ISIR delivery method. If you
 373 choose "By Request," you must request ISIRs from the *ISIR Datamart*. The ISIRs are then sent to your
 374 Destination Point (TG Number/Mailbox) through the SAIG.
- 375 18. As the Primary DPA, you must identify the DPA you want to enroll for Borrower Services (includes TOP,
 376 Mandatory Assignment Process, NDNH, IRS Skip Trace, and TPD).
- 377 19. As the Primary DPA, you must identify the DPA you want to enroll GAFR. This service is available only to GAs.
- 378 20. As the Primary DPA, you must identify the DPA you want to enroll for batch file data from NSLDS.
- 379 A. Complete all required information including the GA/Federal Loan Servicers Code.
- 380 B. Check the boxes for the batch files you want this DPA to receive. If this DPA already has a Destination
 381 Point (TG Number/Mailbox), provide the TG number here. Provide the date on which this DPA will begin
 382 responsibility for the sending or receiving of NSLDS data. Indicate whether this DPA's Destination Point
 383 will receive Financial Aid History (available for GAs only), Enrollment Reporting (available for GAs
 384 only), GA/Federal Loan Servicers Loan data, *Account Maintenance Fee (AMF)* back-up detail (available
 385 for GAs only), *Annual Reasonability* back-up detail (available for GAs only), or Exit Counseling Reports.
- 386 21. As the Primary DPA, you must identify the DPA you want to enroll for online access to student data available
 387 on NSLDS. Check the boxes to indicate the specific information type(s) you want this DPA to access. **(Note:**
 388 **Paper enrollment for this service is not available. You must enroll online at <https://fsawebenroll.ed.gov>.)**

389 **IMPORTANT: Only the DPA is permitted to use his or her Destination Point (TG Number/Mailbox)**
 390 **for access to NSLDS Online information. NSLDS Online users CANNOT share their NSLDS access**
 391 **with anyone else. NSLDS Online access is permitted for FSA authorized uses only.**

392 Online Default Services automatically given to users are:

- | | | | |
|-----|-------------------------------|-----|----------------------------|
| 393 | - Loan History | 398 | - Enrollment History |
| 394 | - Data Provider Schedules | 399 | - Reaffirmation History |
| 395 | - Organization Contacts | 400 | - Exit Counseling History |
| 396 | - Organization Setups | 401 | - Request Reports |
| 397 | - Student Contact Information | 402 | - Foreign School Reporting |

- 403 **GA/Federal Loan Servicers Online Loan Update and Teacher Loan Forgiveness/Loan Discharge** –
 404 this service allows NSLDS Online users to update individual loans on an ad hoc basis and update loan data
 405 for students who are granted Teacher Loan Forgiveness (TLF) and Loan Discharge benefits for Title IV,
 406 HEA loans. NSLDS limits the number of users that can sign up for this online service to three enrollments.
 407 If you need help identifying users who are granted this service, contact NSLDS Customer Service at
 408 1-800-999-8219.
- 409 **TLF/Loan Discharge Only** – this service allows NSLDS Online users to update loan data for students who
 410 are granted TLF and Loan Discharge benefits for Title IV, HEA loans. NSLDS limits the number of users
 411 that can sign up for this online service.
- 412 **SSN Only Lookup** – this service allows NSLDS Online users to retrieve borrower information with only
 413 the borrower’s Social Security Number. This service is limited to Federal Servicers only.
- 414 **Aid Overpayment Update Service** – this service allows NSLDS Online users to update overpayment data
 415 (depending on access authority this includes overpayment status [Indicator], repayment date, source of
 416 overpayment, and region. This service is limited to Title IV Additional Servicers [TIVAS] only.)
- 417 Select *either* **GA/Federal Loan Servicers Online Loan Update and TLF/Loan Discharge** or **TLF/Loan**
 418 **Discharge Only**, but not both.
- 419 A. If the DPA will access information for a GA as its third-party servicer, provide the GA’s name and GA
 420 Code. **Note: Authorizing Officials’ signatures (Step Four) are required from both the GA and the**
 421 **GA Servicer before access will be considered for approval.**
- 422 B. Select all functions performed by the DPA. Select **Other** to provide an explanation for duties not already
 423 described.
- 424 22. As the Primary DPA, you must identify the individual (DPA) you want to enroll for access to COD Online
 425 Services (Direct Loan or Grant Services). **(Note: Paper enrollment for this service is not available. You**
 426 **must enroll online at <https://fsawebenroll.ed.gov>.)**
- 427 A. Provide the Federal Loan Servicer code for your organization. If this DPA is adding this service to an
 428 existing Destination Point (TG Number/Mailbox) then provide the TG number.
- 429 B. Select the applicable role for this DPA.
- 430 23. As the Primary DPA, you must identify the Non-Primary DPA you want to enroll for access to DCAS Online
 431 Services. **(Note: Paper enrollment for this service is not available. You must enroll online at**
 432 **<https://fsawebenroll.ed.gov>.)**
- 433 A. Provide the Federal Loan Servicer code for your organization. If this DPA is adding this service to an
 434 existing Destination Point (TG Number/Mailbox) then provide the TG number.
- 435 24. As the Primary DPA, you must identify the Non-Primary DPA you want to enroll for access to ECS Online
 436 Services. **(Note: Paper enrollment for this service is not available. You must enroll online at**
 437 **<https://fsawebenroll.ed.gov>.)**
- 438 A. Provide the Federal Loan Servicer code for your organization. If this DPA is adding this service to an
 439 existing Destination Point (TG Number/Mailbox) then provide the TG number.
- 440 **Step Two, Section 3 is for FFELP Lenders and Lender Servicers only**
- 441 25. As the Primary DPA, you must identify the DPA you want to enroll for sending batch file data to the quarterly
 442 Lender Reporting System (LaRS).
- 443 A. Provide the Lender/Servicer name and Lender/Servicer code for your organization.

444 B. If this DPA already has a Destination Point (TG Number/Mailbox), provide the TG number here. Provide
445 the date on which this DPA will begin responsibility for the sending or receiving of LaRS data.

446 26. As the Primary DPA, you must identify the DPA you want to enroll for NSLDS Online access to student data.
447 Check the boxes to indicate the specific information type(s) you want this DPA to access. **(Note: Paper**
448 **enrollment for this service is not available. You must enroll online at <https://fsawebenroll.ed.gov>.)**

449 **IMPORTANT: Only the DPA is permitted to use his or her Destination Point (TG Number/Mailbox)**
450 **for access to NSLDS Online information. NSLDS Online users CANNOT share their NSLDS access**
451 **with anyone else. NSLDS Online access is permitted for FSA authorized uses only.**

452 Online Default Services automatically given to users are:

453 - Loan History 457 - Organization Contacts 461 - Foreign School Reporting
454 - Enrollment History 458 - Organization Setups 462 - Data Provider Schedule
455 - Reaffirmation History 459 - Student Contact Information
456 - Exit Counseling History 460 - Request Reports

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

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

468 27. As the Primary DPA, you must identify the Destination Point you want to enroll for Enrollment Reporting
469 Notification batch file data from NSLDS.

470 A. Provide the Lender/Servicer name and Lender/Servicer code for your organization.

471 B. If this DPA already has a Destination Point (TG Number/Mailbox), provide the TG number here. Provide
472 the date on which this DPA will begin responsibility for the sending or receiving of NSLDS data.

473 28. As the Primary DPA, you must identify the individual (DPA) you want to enroll for access to COD Online
474 Services (IBR/Pay As You Earn/ICR). **(Note: Paper enrollment for this service is not available. You must**
475 **enroll online at <https://fsawebenroll.ed.gov>.)**

476 A. Provide the Lender's name and Lender/Servicer's code for your organization. If this DPA is adding this
477 service to an existing Destination Point (TG Number/Mailbox) then provide the TG number.

478 B. Select the applicable role for this DPA.

479 29. As the Primary DPA, you must identify the DPA you want to enroll for the TPD Loan Holder Notification
480 batch file data. **(Note: Paper enrollment for this service is not available. You must enroll online at**
481 **<https://fsawebenroll.ed.gov>.)**

482 A. Provide the Lender's name and Lender/Servicer's code for your organization. If this DPA is adding this
483 service to an existing Destination Point (TG Number/Mailbox) then provide the TG number.

484 B. Select the applicable role for this DPA.

485 **Step Three – must be completed by all Primary and Non-Primary DPAs**

486 Step Three collects the required agreements and signature pages from the Primary DPA and the Non-Primary DPA
487 identified in Step One.

488 Each DPA must read and sign the "Responsibilities of the Primary and Non-Primary Destination Point
489 Administrators" statement.

490 **Step Four – must be completed by the Organization President/CEO or Designee**

491 Step Four collects the required authorization from the organization to process the enrollment information for the
492 Primary or Non-Primary DPA identified in Step One.

493 If the President, CEO or Chief Officer wants to designate another person to be the responsible authorizing official,
494 then Step Four, Box 1 must be completed. **This designation needs to be completed only once.**

495 For each Destination Point (TG Number/Mailbox), the chief officer of the organization (President, CEO, or
496 Designee) must sign Step Four, Box 2, “Responsibilities of the President/CEO or Designee” statement. Note: The
497 Authorized Official name and signature must match the information on file with ED.

498 If this enrollment is a third-party servicer acting on behalf of another organization, both the organization’s President
499 or CEO (Authorized Official on file at ED) and the third-party servicer’s President or CEO must sign. This means
500 both Box 2 and Box 3 in Step Four must be completed.

501 **Submitting Enrollment Application and Signature Pages**

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

503 **CPS/SAIG Technical Support**
504 **2450 Oakdale Blvd.**
505 **Coralville, Iowa 52241**

506 **Before mailing signature pages, confirm the following:**

- 507 ✓ The President/CEO or Designee name and signature match the information on file with ED.
- 508 ✓ Signature pages for both *Step Three: Responsibilities of the Primary and Non-Primary Destination Point*
509 *Administrators* and *Step Four: Certification of the President/CEO or Designee* are enclosed.
- 510 ✓ All signatures are original. Signatures are not photocopied or stamped.

511 Once the Department receives all necessary signature documents, the Department will process the enrollment.

SAIG Enrollment Application

15
512

Step One

513 Provide the following information

- 514 1. Is this an initial application or are you adding a new DPA or changing information on a Destination Point (TG
- 515 Number/Mailbox)? Check the applicable box below.
- 516 A. Initial enrollment
- 517 B. Adding a new user to obtain an additional Destination Point (TG Number/Mailbox).
- 518 Enter the Primary TG Number _____
- 519 C. Changing information for an existing Destination Point/Mailbox for TG Number _____

(Read instructions on page 7 carefully.)

- 521 2. What is the name of your organization? _____

(maximum 40 characters)

- 523 3. Indicate your type of organization.

- 524 Postsecondary educational institution (school), go to Step Two, Section 1 on page 16
- 525 Institutional third-party servicer, go to Step Two, Section 1 on page 16
- 526 Guaranty Agency for FFELP student loans, go to Step Two, Section 2 on page 23
- 527 Guaranty Agency Servicers for FFELP student loans, go to Step Two, Section 2 on page 23
- 528 Federal Loan Servicers, go to Step Two, Section 2 on page 23
- 529 Lender for FFELP student loans, go to Step Two, Section 3 on page 28
- 530 Lender Servicers for FFELP student loans, go to Step Two, Section 3 on page 28

- 531 4. Complete the following information for the Primary or Non-Primary Destination Point Administrator (DPA) you
- 532 wish to designate at the organization for this enrollment. The DPA will be assigned a Destination Point (mailbox)
- 533 with an identification number (TG number).

Check one:

- 535 Primary DPA Non-Primary DPA

536 First Name _____ Last Name _____

537 Business address _____

538 Business address _____

539 City _____ State _____ Zip _____

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

541 E-mail Address _____

(maximum 70 characters)

543 Social Security number _____ Date of birth _____ 19 _____

544 (month) (day) (year)

545 Mother's maiden name _____

SAIG Enrollment Application

Office Use Only

Customer Number _____

TG Number _____

SAIG Enrollment Application

19

547 Step Two

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

550

551

552

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

553

Yes No, go to Item 6

554

A. If yes, for which school?

555

Name of school _____

556

Federal School Code _____

557

Check if the address is the same as in Item 4. Go to Item 5B.

558

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

559

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

560

Business address _____

561

City _____ State _____ Zip _____

562

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

563

2017-2018 2018-2019 and each subsequent year

564

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

565

All of the following to the same Destination Point TG _____

566

Initial applications* (initial FAFSAs) TG _____

567

Corrections (FAFSA corrections) TG _____

568

ISIRs TG _____

569

D. If ISIRs are selected, choose delivery option:

570

ISIR Delivery: 2017-2018 Daily By Request

571

2018-2019 Daily By Request

572

E. Do you want this Destination Point to only access and administer CPS Online services for the school selected?

573

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 of Title IV.

574

575

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

576

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

577

578

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

Office Use Only

Customer Number _____

TG Number _____

579

20

SAIG Enrollment Application

21

580 Step Two

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

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

584 [] Yes, for 2017-2018 [] Yes, for 2018-2019 and each subsequent year [] No, go to Item 7

585 A. If yes, for which school?

586 Name of school _____

587 [] Check if address is same as in Item 4. Go to Item 7.

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

589 Business Address _____

590 Business Address _____

591 City _____ State _____ Zip _____

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

593 _____

594 What is your Direct Loan Code? _____

595 7. Do you want this Destination Point (TG Number/Mailbox) to submit and/or receive Grant Services (Pell Grant, Iraq
596 and Afghanistan Service Grant, and TEACH Grant) payment data?

597 [] Yes [] No, go to Item 8

598 A. If yes, for which school?

599 Name of school _____

600 Federal School Code _____

601 [] Check if the address is the same as in Item 4. Go to Item 7B

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

603 Business address _____

604 Business address _____

605 City _____ State _____ Zip _____

606 B. For which award year? (Check all that apply)

607 [] 2016-2017 [] 2017-2018 [] 2018-2019 and each subsequent year

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

23

SAIG Enrollment Application

Office Use Only

Customer Number _____

TG Number _____

609

SAIG Enrollment Application

25

610 Step Two

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

612

613 8. Do you want this Destination Point Administrator (DPA) to have access to COD Online Services? (Note: Paper enrollment for this service is available for Foreign Schools only. Other organizations must enroll online at https://fsawebenroll.ed.gov.)

614

615 Yes No, go to Item 9

616

617 A. If yes, for which school?

617

618 Name of school _____

618

619 OPE ID number _____

619

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

620

621 B. What is the role of the new user?

621

622 View and Credit Check

622

623 View Only

623

624 View/Update

624

625 View/Update and Credit Check

625

626 Third-Party Administrator

626

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

628

629 Yes No, go to Item 10

629

630 If yes, provide your institution's OPE ID number _____

630

631 Provide the name of the school _____

631

632 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.

632

633

634 If you are a new school, ONLY select the 2018-2019 Award Year and leave the TG number blank.

634

635 2014-2015 TG _____ 2015-2016 TG _____ 2016-2017 TG _____

635

636 2017-2018 TG _____ 2018-2019 TG _____ and each subsequent year

636

637 Check this box if the mailing address for eCB programs systems material is the same as in Item 4.

637

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

638

639 Business address _____

639

640 City _____ State _____ Zip _____

640

27

SAIG Enrollment Application

Office Use Only

Customer Number _____

TG Number _____

641

SAIG Enrollment Application

29

642 Step Two

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

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

- 647 - Transfer Student Monitoring and/or Financial Aid History
648 - Federal Perkins Loan data
649 - Enrollment Reporting (formerly SSCR)
650 - Gainful Employment Reporting

651 [] Yes [] No, go to Item 11

652 A. If yes, for which school?

653 Name _____ School OPE ID number _____

654 [] Check if the address is the same as in Item 4. Go to Item 10B.

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

656 Business address _____

657 City _____ State _____ Zip _____

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

660 [] Transfer Student Monitoring and/or Financial Aid History
661 SAIG mailbox TG _____
662 (School Transfer Profile must be completed at https://nsls.ed.gov/nsls_FAP/secure/logon.jsp to begin
663 Transfer Monitoring.)
664

665 [] Enrollment Reporting (formerly SSCR)
666 SAIG mailbox TG _____ Effective Date ____/____/____
667
668

669 [] Gainful Employment Reporting
670 SAIG mailbox TG _____ Effective Date ____/____/____
671
672

673 [] Perkins Loan data
674 SAIG mailbox TG _____ Effective Date ____/____/____
675
676

Office Use Only
Customer Number _____
TG Number _____

677

SAIG Enrollment Application

31

678 Step Two

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

680

681 11. Do you want this Destination Point (TG Number/Mailbox) to receive the electronic Cohort Default Rate Notification Package?

682

683 Yes No, go to Item 12

683

684 Name of school _____

684

685 School OPE ID number _____

685

686 Check if the address is the same as in Item 4.

686

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

687

688 Business address _____

688

689 Business address _____

689

690 City _____ State _____ Zip _____

690

691 Effective Date _____

691

692 Which TG number will be receiving the eCDR Notification Package? TG _____

692

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

693

694 12. Do you want this Destination Point (TG Number/Mailbox) to receive the electronic Gainful Employment Notification Package?

695

696 Yes No, go to Item 13

696

697 Name of school _____

697

698 School OPE ID number _____

698

699 Check if the address is the same as in Item 4.

699

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

700

701 Business address _____

701

702 Business address _____

702

703 City _____ State _____ Zip _____

703

704 Effective Date _____

704

705 Which TG number will be receiving the GE Notification Package? TG _____

705

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

706

Office Use Only
Customer Number _____
TG Number _____

707

SAIG Enrollment Application

33

708 Step Two

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

710

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

- 712 Yes No, go to Item 14

713 If you want this DPA to provide online updates to any of the following NSLDS information, indicate below
714 which NSLDS information you want this DPA to access.

715 Default Services (automatically given to users)

716 Enrollment Update

717 Overpayment Update

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

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

720 14. Do you want this Destination Point (TG Number/Mailbox) to receive the Direct Loan Borrower Delinquency
721 Reports?

- 722 Yes No, go to Item 15

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

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

725 What is your Direct Loan Code? _____

Office Use Only

Customer Number _____

TG Number _____

726



SAIG Enrollment Application

35

727 Step Two

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

730 15. Do you want this Destination Point (TG Number/Mailbox) to send and receive batch files for Total and Permanent
731 Disability (TPD) Loan Holder Notification?

732 (Note: Paper enrollment for this service is not available. You must enroll online at https://fsawebenroll.ed.gov.)

733 [] Yes [] No, go to Item 16

734 Name of school _____

735 School OPE ID number _____

736 [] Check if the address is the same as in Item 4.

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

738 Business address _____

739 Business address _____

740 City _____ State _____ Zip _____

741 Effective Date _____

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

743 16. Do you want this Destination Point Administrator (DPA) to have access to DCAS Online Services? (Note: Paper
744 enrollment for this service is available for Foreign Schools only. Other organizations must enroll online at
745 https://fsawebenroll.ed.gov.)

746 [] Yes [] No, go to Step Three

747 A. If yes, for which school?

748 Name of school _____

749 OPE ID number _____

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

751 B. What is the role of the new user? (Postsecondary Educational Institutions only)

752 [] School Case Preparer

753 [] School Case Manager

754

755 Go to Step Three

Office Use Only
Customer Number _____
TG Number _____

756

37 SAIG Enrollment Application

757 Step Two

758 Section 2: Services for FFELP GAs or GA Servicers and Federal Loan Servicers

759 17. Do you want this Destination Point (TG Number/Mailbox) to receive data from the CPS? (Available for GAs
760 only)

761 Yes No, go to Item 18

762 A. If yes, for which Agency?

763 Name of GA _____ State _____

764 Check if the address is the same as in Item 4.

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

766 Business address _____

767 City _____ State _____ Zip _____

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

769 Automatic ISIR Processing: Residents

770 Automatic ISIR Processing: Non-Residents

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

772 2017-2018 2018-2019 and each subsequent year

773 D. If ISIRs are selected, choose delivery option:

774 2017-2018 Daily By Request

775 2018-2019 Daily By Request

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

777 Yes No, go to Item 19

778 A. If yes, for which organization?

779 Name of GA/Federal Loan Servicers _____ GA/FLS Code _____

780 Check if the address is the same as in Item 4.

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

782 Business address _____

783 City _____ State _____ Zip _____

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

Office Use Only
Customer Number _____
TG Number _____

39

SAIG Enrollment Application

786 Step Two

787 Section 2: Services for FFELP GAs or GA Servicers and Federal Loan Servicers
788 (Continued)

789 19. Do you want this Destination Point (TG Number/Mailbox) to submit data for Guaranty Agency Financial Reporting
790 (GAFR)? (Available for GAs only)

791 Yes No, go to Item 20

792 A. If yes, for which Agency?

793 Name of GA _____ GA Code _____

794 Check if the address is the same as in Item 4.

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

796 Business address _____

797 City _____ State _____ Zip _____

Office Use Only

Customer Number _____

TG Number _____



798

SAIG Enrollment Application

41
799 Step Two

800 Section 2: Services for FFELP GAs or GA Servicers and Federal Loan Servicers
801 (Continued)

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

- 804 - Financial Aid History
- 805 - Enrollment Reporting (formerly SSCR)
- 806 - GA/Federal Loan Servicers Loan Data
- 807 - GA Annual Reasonability back-up detail
- 808 - GA Account Maintenance Fee back-up detail
- 809 - Exit Counseling Reports

810 Yes No, go to Item 21

811 A. If yes, for which organization?

812 Name of GA/Federal Loan Servicer _____ GA/FLS Code _____

813 Check if address is same as in Item 4.

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

815 Business address _____

816 City _____ State _____ Zip _____

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

819 Financial Aid History (Available for GAs only)
820 SAIG mailbox TG _____

823 Enrollment Reporting (Available for GAs only)
824 SAIG mailbox TG _____ Effective Date ____/____/____

826 GA/Federal Loan Servicers Loan data
827 SAIG mailbox TG _____ Effective Date ____/____/____

830 GA Account Maintenance Fee (AMF) back-up detail (Available for GAs only)
831 SAIG mailbox TG _____ Effective Date ____/____/____

834 GA Annual Reasonability back-up detail, quarterly and annual calculations (Available for GAs only)
835 SAIG mailbox TG _____ Effective Date ____/____/____

838 Exit Counseling Reports
839 SAIG mailbox TG _____ Effective Date ____/____/____

841

43

SAIG Enrollment Application

Office Use Only

Customer Number _____

TG Number _____

842

SAIG Enrollment Application

45

843 Step Two

844 Section 2: Services for FFELP GAs or GA Servicers and Federal Loan Servicers
845 (Continued)

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

847 (Note: Paper enrollment for this service is not available. You must enroll online at https://fsawebenroll.ed.gov.)

- 848 [] Yes [] No, go to Item 22

849 A. If you want this DPA to provide online updates to any of the following NSLDS information, indicate below
850 which NSLDS information you want this DPA to access.

- 851 [x] Default Services (automatically given to users)
852 [] GA/Federal Loan Servicers Online Loan Update and Teacher Loan Forgiveness/Loan Discharge
853 [] Teacher Loan Forgiveness/Loan Discharge Only
854 [] SSN Only Lookup (Available for FLS only)
855 [] Aid Overpayment Update Service (Available for TIVAS only)

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

857 Name of GA/Federal Loan Servicer _____ GA/FLS Code _____

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

- 859 [] Uses NSLDS for Title IV, HEA functions only
860 [] Eligibility for Aid
861 [] Billing and Collection
862 [] Enforcing Loan Terms
863 [] Enrollment
864 [] Accuracy of Record
865 [] Default Aversion
866 [] Default Rates
867 [] Record Updates
868 [] Teacher Loan Forgiveness and Loan Discharge
869 [] Compliance
870 [] Other _____

871

Office Use Only

Customer Number _____

TG Number _____

SAIG Enrollment Application

47

872 Step Two

873 Section 2: Services for FFELP GAs or GA Servicers and Federal Loan Servicers
874 (Continued)

875 22. Do you want this Destination Point Administrator (DPA) to have access to COD Online Services? (Available for FLS only)

876 (Note: Paper enrollment for this service is not available. You must enroll online at <https://fsawebenroll.ed.gov>.)

877 Yes No, go to Item 23.

878 A. If yes, for which organization?

879 Name of Federal Loan Servicer _____

880 Federal Loan Servicers Code _____

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

882 B. What is the role of the new user?

883 View and Credit Check

884 View Only

885 View/Update

886 View/Update and Credit Check

887 Third-Party Administrator

888 23. Do you want this Destination Point Administrator (DPA) to have access to DCAS Online Services?

889 (Note: Paper enrollment for this service is not available. You must enroll online at <https://fsawebenroll.ed.gov>.)

890 Yes No, go to Item 24.

891 A. If yes, for which organization?

892 Name of GA/Federal Loan Servicer _____

893 GA/FLS Code _____

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

895 24. Do you want this Destination Point Administrator (DPA) to have access to ECS Online Services? (Available for FLS
896 only)

897 (Note: Paper enrollment for this service is not available. You must enroll online at <https://fsawebenroll.ed.gov>.)

898 Yes No, go to Step Three.

899 A. If yes, for which organization?

900 Name of Federal Loan Servicer _____

901 FLS Code _____

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

903 Go to Step Three

SAIG Enrollment Application

Office Use Only
Customer Number _____
TG Number _____

SAIG Enrollment Application

51
905 Step Two

906 Section 3: Services for FFELP Lenders and Servicers

907 25. Do you want this Destination Point (TG Number/Mailbox) to send data to the quarterly Lender Reporting System
908 (LaRS)?

909 Yes No, go to Item 26

910 A. If yes, for which Lender/Servicer?

911 Name of Lender/Servicer _____

912 Lender/Servicer Code _____

913 Check if address is same as in Item 4.

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

915 Business address _____

916 Business address _____

917 City _____ State _____ Zip _____

918 B. Which Destination Point (TG Number/Mailbox) will be submitting the data? TG _____

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

920 (Note: Paper enrollment for this service is not available. You must enroll online at <https://fsaweбенroll.ed.gov>.)

921 Yes No, go to Item 27

922 A. If you want this DPA to provide online updates to any of the following NSLDS information, indicate below
923 which NSLDS information you want this DPA to access.

924 Default Services (automatically given to users)

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

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

927 Uses NSLDS for Title IV, HEA functions only

928 Lender/Lender Servicer

929 Authorized Activity Loan Holder

930 Enrollment

931 Accuracy

932 Deferments

933 Default Rate

934 Income Based Repayment

935 Other _____

Office Use Only
Customer Number _____
TG Number _____

SAIG Enrollment Application

53

937 Step Two

938 Section 3: Services for FFELP Lenders and Servicers (Continued)

939 27. Do you want this Destination Point (TG Number/Mailbox) to receive enrollment files from NSLDS?

940 Yes No, go to Item 28

941 A. If yes, for which Lender/Servicer?

942 Name of Lender/Servicer _____

943 Lender/Servicer Code _____

944 Check if address is same as in Item 4.

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

946 Business address _____

947 City _____ State _____ Zip _____

948 B. SAIG mailbox TG _____ Effective Date ____/____/____

949 28. Do you want this Destination Point Administrator (DPA) to have access to COD Online Services for Electronic
950 IBR/Pay As You Earn/ICR?

951 (Note: Paper enrollment for this service is not available. You must enroll online at <https://fsawebenroll.ed.gov>.)

952 Yes No, go to Item 29

953 A. If yes, for which Lender/Servicer?

954 Name of Lender/Servicer _____

955 Lender/Servicer Code _____

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

957 B. What is the role of the new user?

958 View Only

55

SAIG Enrollment Application

Office Use Only

Customer Number _____

TG Number _____

959

SAIG Enrollment Application

57

960 Step Two

961 Section 3: Services for FFELP Lenders and Servicers (Continued)

962 29. Do you want this Destination Point (TG Number/Mailbox) to send and receive batch files for Total and Permanent
963 Disability (TPD) Loan Holder Notification?

964 (Note: Paper enrollment for this service is not available. You must enroll online at <https://fsawebenroll.ed.gov>.)

965 Yes No, go to Step Three

966 A. If yes, for which Lender/Servicer?

967 Name of Lender/Servicer _____

968 Lender/Servicer Code _____

969 Check if address is same as in Item 4.

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

971 Business address _____

972 City _____ State _____ Zip _____

973 B. SAIG mailbox TG _____ Effective Date ____/____/____

974 Go to Step Three

Office Use Only

Customer Number _____

TG Number _____



975

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

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

980 **1. Responsibilities of the Primary DPA and the Non-Primary DPA:**

- 981 • Must ensure that SAIG computing resources are used only for official organization business.
- 982 • Must ensure that a substantially Established Relationship with the applicant is in place (e.g., the applicant has
- 983 applied for admission to the institution, the applicant has included the institution on the FAFSA[®], the Lender
- 984 holds a loan for the borrower, or the applicant applied for a loan with the Lender) before accessing Federal
- 985 Student Aid systems or other Federal agencies' systems for the purposes of administering the HEA
- 986 programs, to obtain privacy protected information about the student.
- 987 • Only the DPA listed in Step One, Item 4, page 15 and referenced in Item 13, page 21; Item 21, page 26; Item 25,
- 988 page 28 is permitted to use the National Student Loan Data System (NSLDS).
- 989 • Must use software provided by the Department to monitor SAIG mailbox activity. This software will keep track
- 990 of who is using the Destination Point (TG Number/Mailbox), what information is being accessed, the date and
- 991 time of access, and the batch number (if applicable).
- 992 • By applying for access to Federal Student Aid systems or other Federal agencies' systems for the purposes of
- 993 administering the HEA programs, must consent to monitoring, recording, and auditing, and acknowledge that
- 994 information gained in this manner may be disclosed by the Department to an appropriate third-party (e.g., law
- 995 enforcement personnel).
- 996 • Must ensure that all Federal Student Aid applicant information is protected from access by or disclosure to
- 997 unauthorized personnel. In the event of an unauthorized disclosure or breach of applicant information or other
- 998 sensitive information (such as personally identifiable information), the DPA must immediately notify Federal
- 999 Student Aid at CPSSAIG@ed.gov.
- 1000 • Must ensure that password sharing, the sharing of system access, and the use of any tools that allow access to the
- 1001 SAIG are strictly prohibited. (These tools are called "authenticators.")
- 1002 • Must ensure that access is provided only to systems, networks, data, control information, and software for which
- 1003 the DPA is authorized.
- 1004 • Must ensure that procedures for sanitizing stored information are followed (e.g., overwriting electronic media that
- 1005 contain sensitive information before reuse).
- 1006 • The Non-Primary DPA must inform the organization's Primary DPA when access to a Federal Student Aid
- 1007 system or other Federal agencies' systems for the purposes of administering the HEA programs, is no longer
- 1008 required (i.e. the individual is leaving a position or his or her job responsibilities have changed).

1009 **2. Additional Requirements of the Primary DPA:**

- 1010 • Must ensure that all users are aware of and comply with all of the requirements to protect and secure data from
- 1011 Departmental or other Federal agencies' systems for the purposes of administering the HEA programs, sources
- 1012 using SAIG.
- 1013 • Must maintain copies of all SAIG enrollment documents submitted to the Department, including the signed
- 1014 "Responsibilities of the Primary and Non-Primary Destination Point Administrators" application for all DPA's
- 1015 and the certification signed by the organization's CEO/President/Chief Officer or Designee.
- 1016 • Must maintain a signed Federal Student Aid User of Electronic Services Statement (see Attachment B) for anyone
- 1017 who is enrolled in Electronic Services (FAA Access to CPS Online or EDconnect).
- 1018 • At least on an annual basis, must validate all DPA and user access rights for the organization.
- 1019 • At least on an annual basis, must monitor the organization's NSLDS user access by creating reports using the
- 1020 NSLDS Web site.
- 1021 • Must ensure that the organization has a process to inform the Primary DPA of any changes in a user's need for
- 1022 access to FSA systems or other Federal agencies' systems for the purposes of administering the HEA programs,
- 1023 because of changes to job responsibilities or termination of employment. The Primary DPA must immediately
- 1024 deactivate or delete user access rights for organization employees who no longer require access.

SAIG Enrollment Application

Step Three: Responsibilities of the Primary and Non-Primary Destination Point Administrators (*Continued*)

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 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

We use the information that you provide on this application to enroll your organization and its users for services with Federal Student Aid systems.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM AND DISCLOSURE OF SOCIAL SECURITY NUMBERS:

Title IV of the Higher Education Act of 1965, as amended (HEA); 20 U.S.C. 1070 *et seq.*: Section 31 U.S.C. 7701: and Executive Order 9397 (November 23, 1943), as amended by Executive Order 13478 (November 18, 2008) authorize the collection of Social Security numbers of users of this system. The Social Security number is voluntary in order to identify individuals for Federal purposes, but you will not be provided with access to or use of the system if you do not provide a Social Security number.

PURPOSE(S):

The information in this system entitled "Student Aid Internet Gateway (SAIG), Participation Management System" (18-11-10) is maintained for the purposes of: (1) Processing stored data from the SAIG Enrollment Forms (Web and paper versions); (2) maintaining the SAIG Enrollment Web site (titled <https://fsawebenroll.ed.gov>); (3) managing the assignment of individual electronic SAIG mailbox numbers, known as "TG numbers"; (4) authorizing users of the CPS, electronic Campus Based (eCB) System, NSLDS, Common Origination and Disbursement (COD) System, Financial Management System (FMS), Enterprise Complain System (ECS), and the Access and Identity Management System (AIMS); and (5) or other Federal agencies' systems for the purposes of administering the HEA programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Department may disclose information contained in a record in this system of records under the routine uses listed in the system of records notice, which was published on April 19, 2010 (75 Fed. Reg. 20346-20350) (<https://edocket.access.gpo.gov/2010/2010-8959.htm>) without the consent of the individual if the disclosure is compatible with the purposes for which the record was collected. These disclosures may be made on a case-by-case basis or, if the Department has complied with the computer matching requirements of the Privacy Act of 1974, as amended (Privacy Act), under a computer matching agreement.

(1) **Program Disclosures.** The Department may disclose records maintained in the SAIG, Participation Management System for the purpose of allowing authorized users who are eligible to participate in the electronic exchange of data with the Department to transmit files to and from the following Department databases and access the Department's Web sites online or other federal agencies' systems for administration of HEA programs, based on the approved program functions of each of the Department's systems that include, but are not limited to the following:

- (a) The Central Processing System (CPS) Online;
- (b) eCampus-Based (eCB) System;
- (c) National Student Loan Data system (NSLDS) Online;
- (d) Common Origination and Disbursement (COD) System;
- (e) Financial Management System (FMS);
- (f) Debt Management and Collections System (DMCS);
- (g) Title IV Additional Servicers (TIVAS);
- (h) Access Information Management System (AIMS); and
- (i) Other Federal agencies' systems for the purposes of administering the HEA programs.

(2) **Freedom of Information Act (FOIA) Advice or Privacy Act Disclosure.** The Department may disclose records to the Department of Justice (DOJ) and the Office of Management and Budget (OMB) if the Department seeks advice regarding whether records maintained in the system of records are required to be released under the FOIA or the Privacy Act of 1974.

1077 **Step Three: Responsibilities of the Primary and Non-Primary Destination Point**
 1078 **Administrators (Continued)**

- 1079 (3) **Disclosure to the DOJ.** The Department may disclose records to the DOJ to the extent necessary for obtaining
 1080 DOJ advice on any matter relevant to an audit, inspection, or other inquiry related to the programs covered by this
 1081 system.
- 1082 (4) **Contract Disclosure.** If the Department contracts with an entity for the purposes of performing any function that
 1083 requires disclosure of records in this system to employees of the contractor, the Department may disclose the records
 1084 to those employees. Before entering into such a contract, the Department shall require the contractor to maintain
 1085 Privacy Act safeguards as required under 5 U.S.C. 552a(m) with respect to the records in the system.
- 1086 (5) **Litigation and Alternative Dispute Resolution (ADR) Disclosures.** In the event of specified litigation or ADR,
 1087 if the Department determines that disclosure of records to the DOJ, or attorneys engaged by DOJ, an adjudicative
 1088 body before which the Department is authorized to appear, an individual or entity designated by the Department or
 1089 otherwise empowered to resolve or mediate disputes, a party, counsel, representative or witness in an administrative
 1090 proceeding is relevant and necessary to the litigation, the Department may disclose those records as a routine use to
 1091 any of the foregoing individuals or entities.
- 1092 (6) **Research Disclosure.** The Department may disclose records to a researcher if an appropriate official of the
 1093 Department determines that the individual or organization to which the disclosure would be made is qualified to carry
 1094 out specific research related to functions or purposes of this system of records. The official may disclose records from
 1095 this system of records to that researcher solely for the purpose of carrying out that research related to the functions or
 1096 purposes of this system of records. The researcher shall be required to maintain Privacy Act safeguards with respect
 1097 to the disclosed records.
- 1098 (7) **Congressional Member Disclosure.** The Department may disclose information to a member of Congress from
 1099 the record of an individual in response to an inquiry from the member made at the written request of that individual.
 1100 The Member's right to the information is no greater than the right of the individual who requested it.
- 1101 (8) **Disclosure for Use by Law Enforcement Agencies.** The Department may disclose information to any Federal,
 1102 State, local or other agencies responsible for enforcing, investigating, or prosecuting violations of administrative, civil,
 1103 or criminal law or regulation if that information is relevant to any enforcement, regulatory, investigative, or
 1104 prosecutorial responsibility within the entity's jurisdiction.
- 1105 (9) **Enforcement Disclosure.** In the event that information in this system of records indicates, either on its face or in
 1106 connection with other information, a violation or potential violation of any applicable statute, regulation, or order of a
 1107 competent authority, the Department may disclose the relevant records to the appropriate organization, whether
 1108 foreign, Federal, State, tribal, or local, charged with the responsibility of investigating or prosecuting that violation or
 1109 charged with enforcing or implementing the statute, Executive Order, rule, regulation, or order issued pursuant
 1110 thereto.
- 1111 (10) **Employment, Benefit, and Contracting Disclosure.** The Department may disclose records to a Federal, State,
 1112 or local organization maintaining civil, criminal, or other relevant enforcement or other pertinent records, or to another
 1113 public authority or professional organization, if necessary to obtain information relevant to a Departmental or
 1114 receiving entity's decision concerning the hiring or retention of an employee or other personnel action, the issuance of
 1115 a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.
- 1116 (11) **Employee Grievance, Complaint, or Conduct Disclosure.** The Department may disclose records to another
 1117 agency of the Federal Government if the record is relevant to one of the following proceedings regarding a present or
 1118 former employee of the Department: complaint, grievance, discipline, or competence determination proceedings. The
 1119 disclosure may only be made during the course of the proceeding.
- 1120 (12) **Labor Organization Disclosure.** The Department may disclose records to an arbitrator to resolve disputes
 1121 under a negotiated grievance procedure or to officials of labor organizations recognized under 5 U.S.C. chapter 71
 1122 when relevant and necessary to their duties of exclusive representation.
- 1123 (13) **Disclosure in the Course of Responding to a Breach of Data.** The Department may disclose records to
 1124 appropriate agencies, entities, and persons when (a) the Department suspects or has confirmed that the security or
 1125 confidentiality of information in this system has been compromised; (b) the Department has determined that as a result
 1126 of the suspected or confirmed compromise, there is a risk of harm to economic or property interests, identity theft or
 1127 fraud or harm to the security or integrity of the system or other systems or programs (whether maintained by the
 1128 Department or another agency or entity) that rely upon the compromised information; and (c) the disclosure made to
 1129 such agencies, entities, or other persons is reasonably necessary to assist in connection with the Department's efforts
 1130 to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

65 **SAIG Enrollment Application**

1131 **Step Three: Responsibilities of the Primary and Non-Primary Destination Point**
1132 **Administrators (Continued)**

1133 **PRIMARY AND NON-PRIMARY DPA RESPONSIBILITIES:**

1134 The information provided to the Primary and Non-Primary DPA by the U.S. Department of Education is protected by
1135 the Privacy Act of 1974, as amended. Protecting this information, once it is entrusted to the Primary and Non-Primary
1136 DPA, becomes his or her responsibility. Therefore, the Primary and Non-Primary DPA agree to protect the privacy of
1137 all information that has been provided by the U.S. Department of Education. The Primary and Non-Primary DPA
1138 understand that any person, including himself or herself, who knowingly and willfully requests or obtains any record
1139 concerning an individual from an organization under false pretenses shall be guilty of a misdemeanor and is subject to
1140 a fine of up to \$5,000 (5 U.S.C. 552a(i)(3)). I certify that I have read these responsibilities, understand them, and will
1141 protect all data obtained through or provided to U.S. Department of Education systems.

1142 Without the information provided on the SAIG enrollment application, a DPA or the Participating entity would be
1143 denied access to electronically transmit reports and data via the SAIG and would be denied access to all Web sites
1144 affiliated with this agreement as appropriate. Signature below affirms that you have read these Responsibilities and
1145 agree to abide by them.

1146	Non-Primary Destination Point Administrator's Name _____
1147	(Printed name)
1148	Signature _____ Date _____
1149	(Must match name in Item 4 - original signature must be submitted. Stamped signature will not be accepted.)
1150	Primary Destination Point Administrator's Name _____
1151	(Printed name)
1152	Signature _____
1153	(Original signature must be submitted. Stamped signature will not be accepted.)

1154 **Sign and send this application as instructed**
1155 **in "Submitting Enrollment Application and Signature Pages."**

1156 **Go to Step Four**

67

SAIG Enrollment Application

Office Use Only

Customer Number _____

TG Number _____

1157

69 SAIG Enrollment Application

1158 Step Four: Certification of the President/CEO or Designee

1159 Designation of Authorizing Official

1160 Important Note: If you as the President or CEO wish to designate someone other than yourself to sign SAIG
1161 enrollment applications, you may do so by completing the designation statement below and signing Box 1. Have your
1162 designee complete and sign Box 2.

1163 I hereby designate _____ with the title _____, to be my responsible
1164 (Name of Individual)

1165 authorizing official for all future Federal Student Aid System enrollment applications. All related responsibilities of
1166 the President/CEO shall be carried out by this designee. As President/CEO, I agree to assume the responsibility for
1167 such actions associated with this and future enrollment agreements. This designation is effective as of the date signed
1168 below.

1169 Note: Authorized Official name and signature must match information on file with ED.

Box 1
1170 President/CEO _____
1171 (Printed name of President/CEO)
1172 Title _____
1173 (Printed title)
1174 Signature _____ Date _____
1175 (Original signature must be submitted. Stamped signature will not be accepted.)
1176

1177 Responsibilities of the President/CEO or Designee

1178 As the President/CEO or Designee, I certify that:

- 1179 • I or my designee will notify CPS/SAIG Technical Support within one business day, by e-mail at CPSSAIG@ed.gov or call
1180 1-800-330-5947 when any person no longer serves as a designated authorizing official, Primary DPA, or Non-Primary DPA.
1181 • I will not permit unauthorized use or sharing of SAIG passwords or codes that have been issued to anyone at my organization.
1182 • Each person who is a SAIG DPA for my organization has read and signed a copy of "Step Three: Responsibilities of the
1183 Primary and Non-Primary Destination Point Administrator."
1184 • Each person who is a SAIG DPA for my organization has made a copy of the signed Step Three document for his or her own
1185 files and a copy is maintained at my organization.
1186 • My organization has provided security due diligence and verifies that administrative, operational, and technical security
1187 controls are in place and are operating as intended. Additionally, my organization verifies that it performs appropriate due
1188 diligence to ensure that, at a minimum, any employee who has access to FSA ISIR data meets applicable state security
1189 requirements for personnel handling sensitive personally identifiable information.
1190 • I have signed this certification below and sent the original to the Department. I have retained a copy of this certification at the
1191 organization. My signature below affirms that I have read these responsibilities and agree to abide by them.

1192 Note: Authorized Official name and signature must match information on file with ED.

Box 2
1193 Authorized Official _____ Title _____
1194 (Printed name of Authorized Official) (Printed title)
1195 Signature _____ Date _____
1196 (Original signature must be submitted. Stamped signature will not be accepted.)
1197 Name of School or Agency _____
1198

1199 If you are a third-party servicer, acting on behalf of another organization, you must read and sign Box 3 of this certification.

1200 Note: The Authorized Official of the organization you represent must also sign Box 2, above.

Box 3
1201 Authorized Official _____ Title _____
1202 (Printed name of Authorized Official) (Printed title)
1203 Signature _____ Date _____
1204 (Original signature must be submitted. Stamped signature will not be accepted.)
1205 Name of Third-Party Servicer _____
1206

1207 Sign and send this application as instructed in "Submitting Enrollment Application and Signature Pages."

1208 U.S. Department of Education:

1209 Received on behalf of the U.S. Department of Education: _____
1210 Date

Office Use Only
Customer Number _____
TG Number _____

1211 **Attachment A: Glossary**

1212 *Account Maintenance Fee (AMF)*. AMF is the annual amount of money paid based on a percentage of the original
1213 principal balance of guaranteed loans outstanding during a fiscal year. The AMF back-up detail provides
1214 the loan information used in the calculation.

1215 *Annual Reasonability*. NSLDS Annual Reasonability is designed to compare the loan-level detail reported to
1216 NSLDS and the aggregated loan data reported on the Guaranty Agency Financial Report (GAFR). In order
1217 to accurately account for the loan-level detail on NSLDS, NSLDS performs two types of calculations on
1218 the NSLDS database: Quarterly Calculations and Yearly Calculations.

1219 *Award Year*. July 1 of one year through June 30 of the next year. For the Grant Services (Pell Grant, Iraq and
1220 Afghanistan Service Grant, and TEACH Grant), and the eCB programs systems, eligible students are paid
1221 out of funds designated for a particular award year.

1222 *Central Processing System (CPS)*. The CPS manages the application and eligibility determination portion of the
1223 federal student aid process. It gathers information from applicants via the Free Application for Federal
1224 Student Aid (FAFSA), applies computerized edits and calculations to determine the student's eligibility,
1225 and communicates the results to the students, schools, state agencies, third-party servicers, and other
1226 federal computer systems.

1227 *Common Origination and Disbursement (COD)*. COD is a streamlined method for processing Federal Grant
1228 Services (Pell Grant, Iraq and Afghanistan Service Grant, and TEACH Grant) and Federal Direct Loan
1229 data.

1230 *Data Challenges and Appeals Solution (DCAS)*. DCAS provides the online access for accepting, processing,
1231 resolving, and archiving student and loan level data challenges and appeals.

1232 *Debt Management and Collections System (DMCS)*. The DMCS houses all default debt held by the Department of
1233 Education. This includes, but is not limited to, FFELP loans assigned from GAs; Program Overpayments,
1234 and Perkins loans assigned from schools; and all Direct Loan program defaults. The system allows ED to
1235 place accounts with Private Collections Agencies (PCA) who do the actual collection activities. The
1236 system tracks all debts, interest accruals, and payments at the loan level and can associate all loans to a
1237 specific borrower. The system also interfaces with other government agencies such as the U.S. Department
1238 of the Treasury for the Treasury Offset Program (TOP), Health and Human Services for the National
1239 Directory of New Hires (NDNH) information. The system also sends out bills and correspondence as
1240 needed.

1241 *Designated Entities*. An entity that the U.S. Secretary of Education has designated as eligible to receive FAFSA
1242 Filing Status Information from an Agency and that has an Established Relationship with the student. A
1243 Designated Entity is not permitted to re-disclose FAFSA Filing Status Information.

1244 *Destination Point*. An organization enrolled in the SAIG that uses an electronic mailbox to send and receive
1245 financial aid data using the SAIG. Every Destination Point is administered by a Primary or a Non-Primary
1246 Destination Point Administrator (DPA) and has an electronic mailbox number that begins with the letters
1247 "TG."

- 1248 *Destination Point Administrator (DPA)*. An individual representing an organization involved in the administration
 1249 of Title IV, HEA student financial aid programs (such as a postsecondary institution, FFELP Lender,
 1250 FFELP GA or third-party servicer) that is enrolled in the SAIG and assigned a Destination Point (TG
 1251 Number/Mailbox). To enroll as a DPA, an organization's representative must complete and submit for
 1252 processing the SAIG Enrollment Application to participate in the U.S. Department of Education's Student
 1253 Aid Internet Gateway. The DPA is responsible for the SAIG users' access to Federal Student Aid systems
 1254 or other Federal agencies' systems for the purposes of administering the HEA programs, to ensure the data
 1255 provided by these systems is protected according to the Privacy Act of 1974, as amended, as well as, to
 1256 ensure users do not inappropriately access records that are not associated with their organization. Note:
 1257 The Primary DPA is responsible for enrolling additional Non-Primary DPAs for specific SAIG services.
 1258 Non-Primary DPAs are not allowed to make enrollment changes. An organization may only have one
 1259 Primary DPA, but may have many Non-Primary DPAs.
- 1260 *EDconnect*. ED's telecommunications software that allows PC Windows users to send and receive data through the
 1261 SAIG.
- 1262 *electronic Campus-Based (eCB) programs*. The Federal Perkins Loan, Federal Work-Study (FWS), and Federal
 1263 Supplemental Educational Opportunity Grant (FSEOG) programs are collectively referred to as the eCB
 1264 programs systems because the funds for these programs are awarded directly to the school for awarding and
 1265 administration.
- 1266 *electronic Cohort Default Rate (eCDR)*. A measure of the percentage of a school's student borrowers who have
 1267 defaulted on their federal student loans.
- 1268 *Electronic Services*. Primary Destination Point Administrators (Primary DPAs) and their Secondary Destination
 1269 Point Administrators (Secondary DPAs) for their organization may enroll users for FAA Access to CPS
 1270 Online or EDconnect Entitlement Access. An FSA User ID and password are required to log in to both
 1271 systems.
- 1272 *Electronic Services User*. An individual allowed access to a Destination Point (TG Number/Mailbox) by the
 1273 assigned Destination Point Administrator (DPA). Electronic Services users are enrolled for FAA Access to
 1274 CPS Online or EDconnect by the Primary DPA. These users are associated with the Primary Destination
 1275 Point and do not require individually assigned mailboxes to access FAA Access or EDconnect. An
 1276 Electronic Services user must read and sign a Federal Student Aid User of Electronic Services Statement
 1277 that the Primary DPA must maintain (see Attachment B).
- 1278 *Enterprise Complaint System (ECS)*. ECS provides the online access for accepting, tracking, resolving, and storing
 1279 complaints and reports of suspicious activity directly from customers.
- 1280 *Enrollment Reporting (formerly SSCR)*. Report completed by schools or their servicers and used in the
 1281 administration of the Federal Family Education Loan Program (FFELP) and the Direct Loan Program to
 1282 track the enrollment status of borrowers.
- 1283 *Established Relationship*. A relationship between a student FAFSA applicant and a LEA, secondary school, or
 1284 Designated Entity. In the case of an LEA, an Established Relationship exists where the student FAFSA
 1285 applicant is enrolled in a secondary school under the legal authority of the LEA or the LEA otherwise is
 1286 providing services to the FAFSA applicant. In the case of a secondary school, an Established Relationship
 1287 exists where the student FAFSA applicant is enrolled in the secondary school itself or the secondary school
 1288 otherwise is providing services to the FAFSA applicant. In the case of a Designated Entity, an Established
 1289 Relationship exists when the student FAFSA applicant is enrolled in or has registered with or is receiving
 1290 services from the Designated Entity in order for the Designated Entity to assist the student in pursuit of
 1291 postsecondary education.

- 1292 *FAA Access to CPS Online.* A Web tool that financial aid administrators use to enter application data, view student
 1293 information, make corrections to students' processed information, enter identity verification results, and
 1294 request ISIRs. It is located at <https://faaaccess.ed.gov>. An FSA User ID is required to access student
 1295 information.
- 1296 *Federal Direct Loan (Direct Loan) Program.* A federal program in which the U.S. government (not a commercial
 1297 Lender) provides four types of education loans to student and parent borrowers directly through schools:
 1298 Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct PLUS Loan, and the
 1299 Federal Direct Consolidation Loan. These loans are referred to collectively as Direct Loans. (The same
 1300 types of loans are available through FFELP, but in that program, commercial Lenders provided the funds to
 1301 eligible students.)
- 1302 *Federal Family Education Loan Program (FFELP).* A federal loan program under which commercial Lenders
 1303 provided education loans to student and parent borrowers. The program offered four types of loans:
 1304 Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, Federal PLUS Loan, and the
 1305 Federal Consolidation Loan.
- 1306 *Federal Loan Servicer.* (Title IV Additional Servicer [TIVAS] or Not-For-Profit [NFP] & Federal Perkins
 1307 Servicer). An entity that services Title IV, HEA loans owned by ED. These loans include, but are not
 1308 limited to, William D. Ford Federal Direct Loan (Direct Loan) Program loans and Federal Family
 1309 Education Loan Program (FFELP) Purchased Loans, more simply referred to as federally-owned loans.
 1310 Current listings of the Department's federal loan servicers, including each servicer's contact information,
 1311 are available at the Loan Servicing Centers for Schools and Loan Servicer Centers for Students pages on
 1312 the Information for Financial Aid Professionals (IFAP) Web site (<https://ifap.ed.gov>).
- 1313 *Federal Pell Grant (Pell Grant) Program.* A federal grant program for undergraduate students with financial need.
- 1314 *Federal School Code.* The Federal School Code is a unique six-character code assigned by the U.S. Department of
 1315 Education to schools participating in Title IV, HEA federal student aid programs. Students enter the codes
 1316 on their FAFSA to indicate which schools should receive their ISIRs. The Central Processing System uses
 1317 the Federal School Code to identify the school.
- 1318 *Federal Student Aid (FSA).* The 1998 Reauthorization of the Higher Education Act (HEA) established a
 1319 performance-based organization to administer the Federal Student Aid programs at the U.S. Department of
 1320 Education. These programs include the Federal Pell Grant program, the Iraq and Afghanistan Service
 1321 Grant program, the TEACH Grant program, the Federal Supplemental Educational Opportunity Grant
 1322 program, the Federal Direct Loan program, the Direct PLUS Loan program, the Federal Work-Study
 1323 program, and the Federal Perkins Loan program.
- 1324 *FFELP Lender.* A Lender is a commercial entity, such as a bank or credit union, which participates in the FFELP
 1325 program.
- 1326 *FFELP Lender Servicer.* A Lender Servicer is an outside organization that contracts with a Lender to manage
 1327 FFELP loans for the Lender.
- 1328 *Financial Aid History.* The Guaranty Agency (GA) Financial Aid History (FAH) process is intended to gather loan
 1329 information as it resides in the National Student Loan Data System (NSLDS) database. In response to a GA
 1330 FAH request, NSLDS will send a processed extract file containing NSLDS FAH information only for those
 1331 students who have at least one loan with the requesting FFELP Guaranty Agency/Guaranty Agency
 1332 Servicers.

- 1333 *Financial Management System (FMS)*. Federal Student Aid’s FMS is a centralized system for all FSA financial
 1334 transactions. It allows Financial Partner users (for example, lenders, GAs, and federal loan servicers) to
 1335 collect, process, maintain, transmit, and report data about financial events. FMS also provides functionality
 1336 to support financial planning and budgeting activities, accumulate and report cost information, and the
 1337 preparation of financial statements.
- 1338 *Fiscal Operations Report and Application to Participate (FISAP)*. The annual report institutions file to report on
 1339 their use of eCB program funds for the most recently completed award year and to apply for new funds for
 1340 an upcoming award year.
- 1341 *Free Application for Federal Student Aid (FAFSA)*. The application that the student must file to apply for aid from
 1342 any Title IV, HEA program, including Direct Loan and PLUS Loan programs. Students can apply online
 1343 by using *FAFSA on the Web* (<https://fafsa.ed.gov>). The FAFSA is also printed and distributed free of
 1344 charge by the U.S. Department of Education.
- 1345 *Gainful Employment (GE) Notification*. NSLDS enables schools to request Gainful Employment Debt Measures
 1346 back-up data via the NSLDS FAP reporting function. The files are delivered directly to the SAIG TG
 1347 Mailbox for the school user associated with the NSLDS user id which requested the information.
- 1348 *Gainful Employment (GE) Reporting*. NSLDS enables institutions to report certain information about students who
 1349 enrolled in Title IV, HEA eligible educational programs that lead to gainful employment in a recognized
 1350 occupation (GE programs). Institutions submit data to the NSLDS.
- 1351 *Guaranty Agency (GA)*. An organization authorized by the U.S. Department of Education to administer the federal
 1352 guarantee that loans made under the Federal Family Education Loan Program (FFELP) will be repaid.
- 1353 *Guaranty Agency Financial Reporting (GAFR)*. The GAFR service allows GAs to send financial reporting
 1354 information to Federal Student Aid’s FMS using their SAIG mailbox.
- 1355 *GA Servicers*. A GA Servicer is an outside organization that contracts with a GA to handle the exchange of Title
 1356 IV, HEA data between the GA and the Department of Education.
- 1357 *Institutional Student Information Record (ISIR)*. The term ISIR refers to all processed student information records
 1358 that are sent electronically to institutions by the CPS. The ISIR contains all information reported on the
 1359 Free Application for Federal Student Aid (FAFSA), key processing results, and NSLDS financial aid
 1360 history information.
- 1361 *Income-Based Repayment (IBR) Plan*. The IBR plan is a repayment plan with monthly payments that are limited to
 1362 15 percent of a borrower’s discretionary income divided by 12. Discretionary income for this plan is the
 1363 difference between the adjusted gross income (AGI) and 150 percent of the poverty guideline amount for
 1364 the borrower’s state of residence and family size.
- 1365 *Income-Contingent Repayment (ICR) Plan*. The ICR plan is a repayment plan with monthly payments that are the
 1366 lesser of (1) what a borrower would pay on a 12-year standard repayment plan multiplied by an income
 1367 percentage factor or (2) 20 percent of a borrower’s discretionary income divided by 12. Discretionary
 1368 income for this plan is the difference between the borrower’s adjusted gross income (AGI) and the poverty
 1369 guideline amount for the borrower’s state of residence and family size.
- 1370 *Iraq and Afghanistan Service Grant Program*. Beginning with the 2010-2011 Award Year, an eligible student
 1371 whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11,
 1372 2001, may receive increased amounts of Title IV, HEA student financial assistance. Such students are
 1373 eligible for increased aid under these provisions if the student was 23 years of age or younger when the
 1374 parent or guardian died or, if the student was over age 23, he or she was enrolled at an institution of higher
 1375 education at the time of the parent or guardian’s death.

1376 *IRS Skip Trace.* The Treasury Address Request (TAR) Program, referred to as the IRS Skip Trace Process,
1377 generates requests to the Internal Revenue Service (IRS) to provide address information on defaulted
1378 borrowers. Selected borrower records on the DMCS are merged with similar records received from
1379 guarantors into a skip trace address request file to be sent to the IRS. The IRS will return an address for the
1380 borrowers matched, and these addresses will either be entered into the DMCS or forwarded to the
1381 requesting entity.

1382 *ISIR Datamart.* This is a function of FAA Access to CPS Online that Destination Point Administrators (DPAs) can
1383 use to request ISIRs from the CPS.

1384 *Lender Reporting System (LaRS).* The LaRS allows Lender institutions or their servicers to send financial reporting
1385 information to Federal Student Aid's FMS using their SAIG mailbox.

1386 *Local Educational Agency (LEA).* An LEA is a public board of education or other public authority legally
1387 constituted within a State for either administrative control of or direction of, or to perform service functions
1388 for, public elementary or secondary schools in a city, county, township, school district, or other political
1389 subdivision of a State; or such combination of school districts or counties a State recognizes as an
1390 administrative agency for its public elementary and secondary schools; or any other public institution or
1391 agency that has administrative control and direction of a public elementary or secondary school.

1392 *Mandatory Assignment.* GAs assign defaulted FFELP loans that meet specific criteria to the Department. The data
1393 is loaded to the DMCS where it is used to collect monies from defaulted borrowers or otherwise resolve
1394 their accounts.

1395 *National Directory of New Hires (NDNH).* NDNH is the Department of Health and Human Services (HHS), Office
1396 of Child Support Enforcements' database utilized by the Department of Education (ED) through a
1397 computer matching agreement between ED and HHS to obtain address and employment information on
1398 defaulted borrowers. The NDNH database maintains some of the most comprehensive address and
1399 employment information on individuals throughout the United States.

1400 *National Student Loan Data System (NSLDS).* A national database of student loan-level information and selected
1401 grant recipient data for loans and grants disbursed under the Title IV, HEA programs.

1402 *Non-Primary Destination Point Administrator (Non-Primary DPA).* The Primary DPA is responsible for enrolling
1403 additional Non-Primary DPAs for specific SAIG services assigned to their Destination Points (TG
1404 Number/Mailboxes). Non-Primary DPAs are not allowed to make enrollment changes.

1405 *OPE ID Number.* The OPE ID is an eight-digit number assigned by the U.S. Department of Education to schools
1406 participating in Title IV, HEA programs.

1407 *Pay As You Earn Plan.* Pay As You Earn is a repayment plan with monthly payments that are limited to 10 percent
1408 of a borrower's discretionary income divided by 12. Discretionary income for this plan is the difference
1409 between the borrower's adjusted gross income (AGI) and 150 percent of the poverty guideline amount for
1410 the borrower's state of residence and family size. .

1411 A borrower is a new borrower for the Pay As You Earn plan if (1) the borrower has no outstanding balance
1412 on a Direct Loan or FFEL Program loan as of October 1, 2007 or have no outstanding balance on a Direct
1413 Loan or FFEL Program loan when the borrower obtains a new loan on or after October 1, 2007, and (2) the
1414 borrower receives a disbursement of a Direct Subsidized Loan, Direct Unsubsidized Loan, or student Direct
1415 PLUS Loan on or after October 1, 2011, or the borrower receives a Direct Consolidation Loan based on an
1416 application received on or after October 1, 2011. However, a borrower is not considered a new borrower if
1417 the Direct Consolidation Loan received repays loans that would make the borrower ineligible under part (1)
1418 of this definition.

- 1419 *Primary Destination Point Administrator (Primary DPA)*. An individual who has been appointed by the
 1420 organization as the responsible party for the enrollment of the organization’s additional Non-Primary DPAs
 1421 which result in the establishment of their SAIG Mailboxes and may include FAA Access Online users. The
 1422 Primary DPA is responsible for the SAIG users’ access to Federal Student Aid systems or other Federal
 1423 agencies’ systems for the purposes of administering the HEA programs, to ensure the data provided by
 1424 these systems is protected according to the Privacy Act of 1974, as amended, as well as to ensure users do
 1425 not inappropriately access records that are not associated with their organization. Note: The Primary DPA
 1426 is responsible for enrolling additional Non-Primary DPAs for specific SAIG services assigned to their
 1427 Destination Points (TG Number/Mailboxes).
- 1428 *Return of Title IV Funds (R2T4)*. Return of Title IV Funds on the Web enables schools to calculate and manage the
 1429 treatment of funds when a student withdraws from Title IV federal student aid programs.
- 1430 *SAIG Mailbox*. An electronic mailbox that is used to send and receive financial aid data using the SAIG. It is also
 1431 referred to as a Destination Point. (See *Destination Point*.)
- 1432 *Social Security Number (SSN)*. The number assigned to an individual by the Social Security Administration and
 1433 used as the identifying number for many Federal purposes, including identifying an SAIG participant and
 1434 applicants for the Title IV, HEA programs.
- 1435 *Student Aid Internet Gateway (SAIG)*. The SAIG links thousands of Destination Points across the United States, its
 1436 territories, and certain ED-designated foreign countries to the Higher Education Act’s Title IV, HEA
 1437 student financial aid programs and delivery system. Organizations enroll individuals as DPAs in the SAIG.
 1438 DPAs are assigned Destination Points (electronic mailboxes) for receiving and transmitting data to various
 1439 Title IV, HEA Federal Student Aid systems such as NSLDS, CPS, and COD. (See *Destination Point and*
 1440 *Destination Point Administrator*.)
- 1441 *TDClient*. ED’s telecommunications software that allows Mainframe/Midrange users to send and receive data
 1442 through the SAIG.
- 1443 *Teacher Education Assistance for College and Higher Education (TEACH) Grant Program*. The College Cost
 1444 Reduction and Access Act (the CCRAA), Pub.L. 110-84, authorized the Teacher Education Assistance for
 1445 College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009
 1446 Award Year. The TEACH Grant Program provides up to \$4,000 a year in grant assistance to a student who
 1447 agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private
 1448 elementary or secondary school that serves students from low-income families. A TEACH Grant recipient
 1449 who does not complete the required teaching within a specified timeframe, or fails to meet certain other
 1450 requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct
 1451 Unsubsidized Loan under the William D. Ford Federal Direct Loan (Direct Loan) Program.
- 1452 *TG Number*. A TG Number is the identifier for an electronic mailbox which is referenced to as an SAIG Mailbox
 1453 or Destination Point. The TG Number is a five-digit alphanumeric number, preceded by “TG.”
- 1454 *The Title IV, Federal Student Aid Systems*. These systems are maintained by the Department for the purposes of
 1455 administering programs authorized under the Higher Education Act of 1965, as amended (HEA). The
 1456 Department’s Title IV, Federal Student Aid Systems include: the Central Processing System (CPS) Online,
 1457 eCampus-Based (eCB) System, National Student Loan Data System (NSLDS) Online, Common
 1458 Origination and Disbursement (COD) System, Financial Management System (FMS), Debt Management
 1459 and Collections System (DMCS), Title IV Additional Servicers (TIVAS), and Access Information
 1460 Management System (AIMS).
- 1461 *Title IV, HEA student financial aid programs*. Student assistance programs authorized by Title IV of the Higher
 1462 Education Act of 1965, as amended, (HEA).

1463 *Total and Permanent Disability (TPD)*. The TPD program was created to support the regulatory requirement to
1464 track borrower claims for total and permanent disability discharge for three years. The regulations require
1465 monitoring of income and loan status for a period of three years after certification of disability by a
1466 physician. Borrowers determined to be ineligible after the three-year period will be returned to active
1467 servicing status. However, if the borrower still meets the eligibility criteria at the end of this period, final
1468 discharge of the student loan is granted.

1469 *Transfer Student Monitoring (TSM)*. A function of the NSLDS that monitors student transfers from one school to
1470 another. Following a student transfer, the new school sends identifying information about the student to
1471 NSLDS and will then receive data updates that will allow the school to disburse and/or deliver aid to the
1472 student.

1473 *Treasury Offset Program (TOP)*. The Treasury Offset Process refers defaulted borrower debts to the U.S.
1474 Department of Treasury with the ultimate objective of collecting past due accounts by means of offset of
1475 federal and/or state funds due the borrower, such as tax refunds.

1476 *U.S. Department of Education (ED, Department)*. The federal agency responsible for the administration of Title
1477 IV, HEA Federal Student Aid programs.

1478 **Attachment B: Federal Student Aid User of Electronic Services Statement**

1479 Any individual who is not a Destination Point Administrator and who accesses Federal Student Aid systems or other Federal
1480 agencies' systems for the purposes of administering the HEA programs, and/or uses resources that access Federal Student Aid
1481 systems or other Federal agencies' systems for the purposes of administering the HEA programs, whether by batch or online,
1482 must read and sign this statement. The original Federal Student Aid User of Electronic Services Statement must be maintained
1483 by the organization. The user should keep a copy of the signed statement for his or her records.

1484 The user understands that intentional submission of false or misleading information to the U.S. Department of Education is
1485 subject to a fine up to \$10,000, imprisonment for up to five years, or both, under provisions of the United States Criminal Code
1486 (including 18 U.S.C. 1001). The user also agrees to comply with all provisions of Section 483 of the Higher Education Act of
1487 1965, as amended.

1488 The user understands that the information provided by the U.S. Department of Education is protected by the Privacy Act of
1489 1974, as amended. Protecting this information, once it is entrusted to the user, becomes his or her responsibility. Therefore,
1490 the user agrees to protect the privacy of all information provided to him or her by the U.S. Department of Education. The user
1491 understands that any person, including himself or herself, who knowingly and willfully requests or obtains any record
1492 concerning an individual from an organization under false pretenses, shall be guilty of a misdemeanor and is subject to a fine of
1493 up to \$5,000 (5 U.S.C. 552a(i)(3)).

1494 **Responsibilities of the Electronic Services User**

1495 Appropriate uses of Federal Student Aid systems or other Federal agencies' systems for the purposes of administering the HEA
1496 programs, by an Electronic Services User:

- 1497 • Must use Electronic Services computing resources only for official government business.
- 1498 • Must ensure that a substantially Established Relationship with the applicant is in place (e.g., the applicant has applied
1499 for admission to the institution, the applicant has included the institution on the FAFSA®, or the lender holds a loan for
1500 the borrower) before accessing Federal Student Aid systems or other Federal agencies' systems for the purposes of
1501 administering the HEA programs, to obtain privacy protected information about the student.
- 1502 • Must know the name of the Primary DPA and how to contact that individual.
- 1503 • Must protect all Federal Student Aid systems or other Federal agencies' systems for the purposes of administering the
1504 HEA programs from access by or disclosure to unauthorized personnel.
- 1505 • Must report immediately to the Primary DPA any security incidents, potential threats, or vulnerabilities that involve
1506 Electronic Services.
- 1507 • Must report to the Primary DPA any compromise, suspected compromises, or incidents of sharing of a password or any
1508 other authenticator.
- 1509 • Must access only those systems, networks, data, control information, and software for which he or she is authorized.
- 1510 • Must ensure that all Electronic Services information is marked according to its sensitivity and is properly controlled
1511 and stored.
- 1512 • Must inform the organization's Primary DPA the Electronic Services User no longer needs access to a Federal Student
1513 Aid system (i.e., the individual is leaving his or her position or his or her job responsibilities have changed).
- 1514 • Must not add code that might be harmful to the SAIG or Electronic Services.

1515 My signature below affirms that I have read this Statement and agree to abide by these rules.

1516 TG# _____ Electronic Services User's Name _____
1517 (Print)

1518 Electronic Services User's Job Title _____ SSN _____

1519 Phone # (_____) _____

1520 Electronic Services User's Signature _____ Date _____

1521 Primary DPA Signature _____ Date _____

1522 **(This statement with an original signature [not a stamped signature] must be maintained by the Primary DPA.)**

1523 **Do Not Submit This User Statement to The Department of Education.**
1524 **The Original Must Be Retained By The Organization.**

1525 **Attachment C: Burden Statement**

1526 According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of
1527 information unless such collection displays a valid OMB control number. The valid OMB control number for this
1528 information collection is 1845-0002. Public reporting burden for this collection of information is estimated to
1529 average 40 minutes per initial paper application response, 20 minutes per initial web application online, 15 minutes
1530 per updated response on paper, and 10 minutes per updated response online, including time for reviewing
1531 instructions, searching existing data sources, gathering and maintaining the data needed, and completing and
1532 reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain a
1533 benefit as cited in the Higher Education Act of 1965, as amended (HEA); 20 U.S.C. 1070 et seq. If you have
1534 comments or concerns regarding the status of your individual submission of this application, please contact U.S.
1535 Department of Education, Systems Integration Division, 830 First Street NE, Washington, DC 20202 directly.