

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

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

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

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

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

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

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

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

- 49 1. *Central Processing System (CPS)*, Submission of Application Data: *Free Application for Federal Student Aid*
50 (*FAFSA*[®]) data, including corrections, can be entered and submitted over the SAIG. Processed FAFSA data is
51 reported to institutions on the *Institutional Student Information Record (ISIR)*. To enroll a DPA with access to
52 these services, complete Step One; Step Two, Section 1, Item 5; Step Three; and Step Four. Note: Only one
53 Destination Point (TG Number/Mailbox) can be used to exchange data with **each** of the CPS applicant data
54 functions (corrections, ISIRs), except in the case of initial FAFSA applicant data. For the submission of initial
55 FAFSA data, two Destination Points are permitted. (See Figure 1 on page 6.)
- 56 2. *Federal Grant Services*: All participants in the *Federal Pell Grant (Pell Grant) Program*, the *Iraq and*
57 *Afghanistan Service Grant Program*, and the *Teacher Education Assistance for College and Higher Education*
58 (*TEACH*) *Grant Program* must transmit origination and disbursement data over the SAIG to the *Common*
59 *Origination and Disbursement (COD)* system. To enroll for these services, complete Step One; Step Two,
60 Section 1, Items 7 and 8; Step Three; and Step Four.
- 61 3. *Federal Direct Loan (Direct Loan) Program*: The COD System enables Direct Loan origination, disbursement,
62 and other required reporting information to be exchanged electronically through the SAIG. You can also
63 request COD Online access for this service. To enroll for these services, complete Step One; Step Two,
64 Section 1, Items 6 and 8; Step Three; and Step Four.
- 65 4. *COD Online Service*: The Common Origination and Disbursement (COD) System enables users to perform a
66 variety of functions related to student, award, and disbursement data for Grant Services (Federal Pell Grant,
67 Iraq and Afghanistan Service Grant and the Teacher Education Assistance for College and Higher Education
68 (TEACH) Grant programs), Federal Direct Loans and Fiscal Operations and Application to Participate (FISAP)
69 for the Campus-Based Programs which are the Federal Work Study (FWS), Federal Supplemental Educational
70 Opportunity Grant (FSEOG), and Perkins Loan. To enroll for COD Online service, complete Step One; Step
71 Two, Section 1, Item 8; Step Three and Step Four.
- 72 5. *National Student Loan Data System (NSLDS)*: NSLDS is a national database that collects and maintains
73 individual student data for all Title IV, HEA student loan borrowers, and grant recipients. All institutions that
74 participate in the Title IV, HEA student financial aid programs must have at least one Destination Point (TG
75 Number/Mailbox) for NSLDS services that includes the online *Enrollment Reporting (formerly SSCR)* function
76 for updating student enrollment and *Gainful Employment (GE)* data, *Transfer Student Monitoring (TSM)*,
77 overpayment update, and batch services for the *electronic Cohort Default Rate (eCDR)* and *Gainful*
78 *Employment* rates. You can also request online NSLDS access to view and update Title IV, HEA loan,
79 enrollment history information, GE data, and view federal grants. To enroll a DPA with a Destination Point for
80 these services:
- 81 • Postsecondary Educational Institutions and Institutional Third-Party Servicers must complete Step One;
82 Step Two, Section 1, Items 10, 11, 12, and 13; Step Three; and Step Four.
 - 83 • FFELP GA/GA Servicers and Federal Loan Servicers must complete Step One; Step Two, Section 2, Items
84 20 and 21; Step Three; and Step Four.
 - 85 • FFELP Lenders and Lender Servicers must complete Step One; Step Two, Section 3, Items 26 and 27; Step
86 Three; and Step Four.

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- 87 6. *Financial Management System (FMS)*: FMS is a centralized system for all FSA financial transactions. It
 88 allows Financial Partners (FP) users to collect, process, maintain, transmit, and report data about financial
 89 events. FMS also provides functionality to support financial planning and budgeting activities, to accumulate
 90 and report cost information, and to prepare financial statements. The *Lender Reporting System (LaRS)* enables
 91 FFELP Lenders or their Servicers to send financial reporting information to FSA’s FMS using their SAIG
 92 mailbox. The *Guaranty Agency Financial Reporting (GAFR)* enables GAs to send financial reporting
 93 information to FSA’s FMS using their SAIG mailbox. To enroll for this service:
- 94 • FFELP Lenders and Lender Servicers enroll for LaRS by completing Step One; Step Two, Section 3, Item
 95 25; Step Three; and Step Four.
 - 96 • FFELP GAs or GA Servicers enroll for GAFR by completing Step One; Step Two, Section 2, Item 19; Step
 97 Three; and Step Four.
 - 98 • Federal Loan Servicers enroll for FMS by completing Step One; Step Two, Section 2, Item 19; Step Three;
 99 and Step Four.
- 100 7. *Debt Management and Collections System (DMCS)*: The DMCS houses all defaulted debts held by FSA. This
 101 includes, but is not limited to, FFELP loans assigned from GAs (*Mandatory Assignment Process*); Program
 102 Overpayments and Perkins loans assigned from schools; and all Direct Loan program defaults. The system also
 103 interfaces with other government agencies such as the U.S. Department of the Treasury for the *Treasury Offset*
 104 *Program (TOP)*, the Internal Revenue Service (IRS) for the *IRS Skip Trace* process, and the U.S. Department
 105 of Health and Human Services for the *National Directory of New Hires (NDNH)* information. To enroll for this
 106 service, complete Step One; Step Two, Section 2, Item 18; Step Three; and Step Four.
- 107 8. *Total and Permanent Disability (TPD)* program: The TPD program was created to support the regulatory
 108 requirement to track borrower claims for total and permanent disability discharge for three years. The
 109 regulations require monitoring of income and loan status for a period of three years after certification of
 110 disability by a physician. Borrowers determined to be ineligible after the three-year period are returned to
 111 active servicing status. However, if the borrower still meets the eligibility criteria at the end of this period, final
 112 discharge of the student loan is granted.
- 113 • Postsecondary Educational Institutions and Institutional Third-Party Servicers must complete Step One;
 114 Step Two, Section 1, Item 15; Step Three; and Step Four.
 - 115 • FFELP GAs or GA Servicers and Federal Loan Servicers that want to enroll for this service must complete
 116 Step One; Step Two, Section 2, Item 18; Step Three; and Step Four.
 - 117 • FFELP Lenders and Lender Servicers that want to enroll for this service must complete Step One; Step
 118 Two, Section 3, Item 29; Step Three; and Step Four.
- 119 9. *Electronic IBR/Pay As You Earn/ICR*: The *Income-Based Repayment (IBR)/Pay As You Earn/Income-*
 120 *Contingent Repayment (ICR)* Request was created on StudentAid.gov to allow borrowers to complete the
 121 required application electronically. The regulations for IBR, Pay As You Earn, and ICR require borrowers to
 122 provide income information in support of the request or recertification of IBR, Pay As You Earn, and ICR.
 123 FFELP Lenders and Lender Servicers that want to enroll for this service, complete Step One; Step Two,
 124 Section 3, Item 28; Step Three; and Step Four.
- 125 10. *Enterprise Complaint System (ECS) (now known as Customer Engagement Management System [CEMS])*. The
 126 ECS/CEMS provides online access for accepting, tracking, resolving, and storing complaints, reports of
 127 suspicious activity, and requests for loan forgiveness based on borrower defense to repayment, directly from
 128 customers.
- 129 • Federal Loan Servicers that want to enroll for this service must complete Step One; Step Two, Section 2,
 130 Item 24; Step Three; and Step Four.

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

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

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

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

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

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

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

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164 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 |
| 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 |
| ECS/CEMS 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 |

165 **Completing the SAIG Enrollment Application**

166 **General Reminder:**

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

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

172 If you have any questions about completing the SAIG Enrollment Application, call CPS/SAIG Technical Support at
 173 **1-800-330-5947**. Technical support representatives are available 7 a.m. – 7 p.m. CT, Monday through Friday,
 174 excluding federal holidays. If you prefer, you can e-mail inquiries to CPSSAIG@ed.gov. A technical support
 175 specialist will respond to your e-mail within one business day.

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

- 177 • Currently enrolled organizations will need their existing Primary Destination Point (TG Number/Mailbox) and
 178 the name of the Primary DPA. An FSA User ID and password are required to access enrollment information.
 179 To obtain an FSA User ID, go to <https://fsaweb enroll.ed.gov/PMEnroll/PMAccountServlet.jrun>, provide
 180 identifying information, and follow the remaining registration steps. Once you have completed the registration
 181 process, including establishing your password, your FSA User ID will be e-mailed to you.

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- 182 • Postsecondary institutions and their Servicers will need their *OPE ID* number. If your school participates in the
- 183 Grant Services or Direct Loan Program, you will also need the institution’s *Federal School Code* and/or Direct
- 184 Loan Program code. To find these numbers, look at the reports your school has submitted for these programs
- 185 in the past, such as your organization’s Eligibility and Certification Approval Report (ECAR), and Program
- 186 Participation Agreement (PPA). **You can also call ED’s School Eligibility Service Group at**
- 187 **1-202-377-4277.**
- 188 • GAs and GA Servicers will need the GA code number assigned by ED.
- 189 • Lenders and Lender Servicers will need the Lender ID (LID) or Lender/Servicer ID number assigned by ED.
- 190 • Federal Loan Servicers will need the Federal Loan Servicer ID assigned by ED.
- 191 • All entities will need the name, address, phone number, *Social Security number (SSN)*, date of birth, mother’s
- 192 maiden name, and business e-mail address for each DPA.

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

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

195 changing or adding information.

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

214 **If you are uncertain of which box to check, call CPS/SAIG Technical Support at 1-800-330-5947.**

- 215 2. Provide the name of the organization, as you would like it to appear on all SAIG correspondence. (The limit is
- 216 40 characters, including numbers and spaces.)

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

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

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

- 233 • Postsecondary educational institutions and institutional third-party servicers go to Step Two, Section 1 for
 234 instructions.
- 235 • FFELP GAs and GA Servicers go to Step Two, Section 2 for instructions.
- 236 • Federal Loan Servicers go to Step Two, Section 2 for instructions.
- 237 • FFELP Lenders and Lender Servicers go to Step Two, Section 3 for instructions.

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

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

- 242 5. If the DPA you are enrolling or for whom you are adding or changing services will send and receive student
 243 applicant data (FAFSAs and ISIRs) complete this section. If this enrollment is for a DPA that will not be
 244 involved in CPS applicant data transmissions, go to Item 6.
- 245 A. Complete all required information including the Federal School Code.
 - 246 B. Check the boxes for the *award year(s)* this DPA should receive the applicant data. If you select only the
 247 ~~2021-2022~~ Award Year, your organization will only receive ~~2021-2022~~ applicant data. If the ~~2022-2023~~
 248 Award Year is selected the organization’s enrollment will be rolled over automatically to subsequent award
 249 years.
 - 250 C. Check the boxes for the CPS applicant data function you want this DPA to receive and submit. If you are
 251 completing this application to update or change services for an enrolled DPA, provide the TG number of
 252 the Destination Point already assigned to this DPA.
 - 253 D. Check the preferred delivery option for ISIRs, if ISIRs are selected in Item 5C. Postsecondary institutions
 254 can choose whether to receive ISIRs on a daily basis or by request. Daily receipt is the default ISIR
 255 delivery method. If “By Request” is checked, the DPA must use FAA Access to CPS Online to request and
 256 receive ISIRs. The ISIRs are then sent to your Destination Point (TG Number/Mailbox) through the SAIG.
 257 With either option, you can request a single ISIR or a specified group of ISIRs at any time.

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264 E. If your school uses a third-party servicer to submit batch files to the CPS, but you also want to access CPS
265 Online tools (such as FAA Access to CPS Online), check the Yes box to designate yourself as the
266 Destination Point (TG Number/Mailbox) for CPS Online services for the school selected.

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

269 6. If your organization participates in the Direct Loan Program and the DPA identified in Item 4 will be assigned
270 to submit and receive Direct Loan Program data, identify the years of the Direct Loan data the DPA will need
271 to access. If you select only the ~~2021-2022~~ Award Year, your organization will only receive ~~2021-2022~~ data.
272 If the ~~2022-2023~~ Award Year is selected the organization's enrollment will be rolled over automatically to
273 subsequent award years. Also, provide the school's Direct Loan code. If the DPA is already enrolled and you
274 are only updating information for that DPA, provide the TG number for that DPA's Destination Point (TG
275 Number/Mailbox).

276 7. If you want this Destination Point (TG Number/Mailbox) to receive and submit Grant Services (Pell Grant, Iraq
277 and Afghanistan Service Grant, and TEACH Grant) payment data, then complete this item. If you select only
278 the ~~2020-2021~~ or ~~2021-2022~~ Award Years, your organization will only receive the selected data. If the ~~2022-~~
279 ~~2023~~ Award Year is selected the organization's enrollment will be rolled over automatically to subsequent
280 award years.

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

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

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

288 B. Select the applicable role for this DPA.

289 9. If you want the DPA to receive batch file data from NSLDS, complete this item.

290 A. Complete all required information including the OPE ID number.

291 B. In Item 10B, check the boxes for the batch files you want this DPA to receive. If this DPA already has a
292 Destination Point (TG Number/Mailbox), provide the TG number here. Provide the date on which this
293 DPA will begin responsibility for the sending or receiving of NSLDS data. Indicate whether this DPA's
294 Destination Point (TG Number/Mailbox) will receive Transfer Student Monitoring data, Enrollment
295 Reporting files (formerly SSCR), Federal Perkins Loan data and/or GE Reporting. Select the box for
296 Transfer Student Monitoring if you want the DPA to send and receive Financial Aid History/Transfer
297 Student Monitoring data.

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

301 11. As the Primary DPA, you must identify the Destination Point you want to enroll for electronic GE Notification
302 packages from NSLDS.

303 12. As the Primary DPA, you must identify the DPA you want to enroll for online access to student data available
304 on NSLDS by checking the boxes to indicate the services the DPA will access.

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

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

| | |
|-------------------------------|---------------------------------------|
| 321 - Loan History | 328 - Request Reports |
| 322 - Federal Grants History | 329 - Transfer Student Monitoring |
| 323 - Enrollment History | 330 - Exit Counseling History |
| 324 - Overpayment History | 331 - Student Contact Information and |
| 325 - Organization Contacts | 332 - Reaffirmation History |
| 326 - Organization Setups | 333 - School Profile |
| 327 - Data Provider Schedules | 334 - Cohort Default Rate |

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

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

13. If your organization participates in the Direct Loan Program and the DPA identified in Item 4 will be assigned to receive the Direct Loan Borrower Delinquency Report, provide the school's Direct Loan code. If the DPA is already enrolled and you are only updating information for that DPA, provide the TG number for that DPA's Destination Point.

14. If you want this Destination Point (TG Number/Mailbox) to have access to the TPD Loan Holder Notification batch data, complete this item. **Note: Paper enrollment for this service is not available. You must enroll online at <https://fsaweb enroll.ed.gov>.**

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

15. As the Primary DPA, you must identify the DPA you want to enroll for student applicant data (ISIRs). Note: GAs must have prior approval from Federal Student Aid to receive ISIR data. This service is available only to GAs.

- A. Complete all required information including the State for which you will be receiving ISIR data.
- B. Choose the service for which you are enrolling.
- C. Check the boxes for the award years this DPA should receive the applicant data. If you select only the 2021-2022 Award Year, your organization will only receive 2021-2022 applicant data. If the 2022-2023 Award Year is selected the organization's enrollment will be rolled over automatically to subsequent award years.
- D. Choose the preferred delivery option for ISIRs if ISIRs are selected in Item 17B. You can choose whether to receive ISIRs on a daily basis or by request. Daily receipt is the default ISIR delivery method. If you choose "By Request," you must request ISIRs from the *ISIR Datamart*. The ISIRs are then sent to your Destination Point (TG Number/Mailbox) through the SAIG.

16. As the Primary DPA, you must identify the DPA you want to enroll for Borrower Services (includes TOP, Mandatory Assignment Process, NDNH, IRS Skip Trace, and TPD).

17. As the Primary DPA, you must identify the DPA you want to enroll GAFR. This service is available only to GAs.

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- 370 18. As the Primary DPA, you must identify the DPA you want to enroll for batch file data from NSLDS.
- 371 A. Complete all required information including the GA/Federal Loan Servicers Code.
- 372 B. Check the boxes for the batch files you want this DPA to receive. If this DPA already has a Destination
- 373 Point (TG Number/Mailbox), provide the TG number here. Provide the date on which this DPA will begin
- 374 responsibility for the sending or receiving of NSLDS data. Indicate whether this DPA's Destination Point
- 375 will receive Financial Aid History (available for GAs only), Enrollment Reporting (available for GAs
- 376 only), GA/Federal Loan Servicers Loan data, *Account Maintenance Fee (AMF)* back-up detail (available
- 377 for GAs only), *Annual Reasonability* back-up detail (available for GAs only), or Exit Counseling Reports.
- 378 19. As the Primary DPA, you must identify the DPA you want to enroll for online access to student data available
- 379 on NSLDS. Check the boxes to indicate the specific information type(s) you want this DPA to access. (**Note:**
- 380 **Paper enrollment for this service is not available. You must enroll online at <https://fsawebenroll.ed.gov>.)**

381 **IMPORTANT: Only the DPA is permitted to use his or her Destination Point (TG Number/Mailbox)**

382 **for access to NSLDS Online information. NSLDS Online users CANNOT share their NSLDS access**

383 **with anyone else. NSLDS Online access is permitted for FSA authorized uses only.**

384 Online Default Services automatically given to users are:

- | | | | |
|-----|-------------------------------|-----|----------------------------|
| 385 | - Loan History | 390 | - Enrollment History |
| 386 | - Data Provider Schedules | 391 | - Reaffirmation History |
| 387 | - Organization Contacts | 392 | - Exit Counseling History |
| 388 | - Organization Setups | 393 | - Request Reports |
| 389 | - Student Contact Information | 394 | - Foreign School Reporting |

395 **GA/Federal Loan Servicers Online Loan Update and Teacher Loan Forgiveness/Loan Discharge** –

396 this service allows NSLDS Online users to update individual loans on an ad hoc basis and update loan data

397 for students who are granted Teacher Loan Forgiveness (TLF) and Loan Discharge benefits for Title IV,

398 HEA loans. NSLDS limits the number of users that can sign up for this online service to three enrollments.

399 If you need help identifying users who are granted this service, contact NSLDS Customer Service at

400 1-800-999-8219.

401 **TLF/Loan Discharge Only** – this service allows NSLDS Online users to update loan data for students who

402 are granted TLF and Loan Discharge benefits for Title IV, HEA loans. NSLDS limits the number of users

403 that can sign up for this online service.

404 **SSN Only Lookup** – this service allows NSLDS Online users to retrieve borrower information with only

405 the borrower's Social Security Number. This service is limited to Federal Servicers only.

406 **Aid Overpayment Update Service** – this service allows NSLDS Online users to update overpayment data

407 (depending on access authority this includes overpayment status [Indicator], repayment date, source of

408 overpayment, and region. This service is limited to Title IV Additional Servicers [TIVAS] only.)

409 Select *either* **GA/Federal Loan Servicers Online Loan Update and TLF/Loan Discharge** *or* **TLF/Loan**

410 **Discharge Only**, but not both.

- 411 A. If the DPA will access information for a GA as its third-party servicer, provide the GA's name and GA
- 412 Code. **Note: Authorizing Officials' signatures (Step Four) are required from both the GA and the**
- 413 **GA Servicer before access will be considered for approval.**
- 414 B. Select all functions performed by the DPA. Select **Other** to provide an explanation for duties not already
- 415 described.

416 20. As the Primary DPA, you must identify the individual (DPA) you want to enroll for access to COD Online
417 Services (Direct Loan or Grant Services). **(Note: Paper enrollment for this service is not available. You**
418 **must enroll online at <https://fsawebenroll.ed.gov>.)**

- 419 A. Provide the Federal Loan Servicer code for your organization. If this DPA is adding this service to an
420 existing Destination Point (TG Number/Mailbox) then provide the TG number.
421 B. Select the applicable role for this DPA.

422 21. As the Primary DPA, you must identify the Non-Primary DPA you want to enroll for access to ECS/CEMS
423 Online Services. **(Note: Paper enrollment for this service is not available. You must enroll online at**
424 **<https://fsawebenroll.ed.gov>.)**

- 425 A. Provide the Federal Loan Servicer code for your organization. If this DPA is adding this service to an
426 existing Destination Point (TG Number/Mailbox) then provide the TG number.

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

428 22. As the Primary DPA, you must identify the DPA you want to enroll for sending batch file data to the quarterly
429 Lender Reporting System (LaRS).

- 430 A. Provide the Lender/Servicer name and Lender/Servicer code for your organization.
431 B. If this DPA already has a Destination Point (TG Number/Mailbox), provide the TG number here. Provide
432 the date on which this DPA will begin responsibility for the sending or receiving of LaRS data.

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

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

439 Online Default Services automatically given to users are:

- 440 – Loan History 444 – Organization Contacts 448 – Foreign School Reporting
441 – Enrollment History 445 – Organization Setups 449 – Data Provider Schedule
442 – Reaffirmation History 446 – Student Contact Information
443 – Exit Counseling History 447 – Request Reports

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

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

455 24. As the Primary DPA, you must identify the Destination Point you want to enroll for Enrollment Reporting
456 Notification batch file data from NSLDS.

- 457 A. Provide the Lender/Servicer name and Lender/Servicer code for your organization.
458 B. If this DPA already has a Destination Point (TG Number/Mailbox), provide the TG number here. Provide
459 the date on which this DPA will begin responsibility for the sending or receiving of NSLDS data.

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

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

465 B. Select the applicable role for this DPA.

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

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

471 B. Select the applicable role for this DPA.

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

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

475 Each DPA must read and sign the “Responsibilities of the Primary and Non-Primary Destination Point
476 Administrators” statement.

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

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

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

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

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

488 **Submitting Enrollment Application and Signature Pages**

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

490 **CPS/SAIG Technical Support**
491 **2450 Oakdale Blvd.**
492 **Coralville, Iowa 52241**

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

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

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

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SAIG Enrollment Application

500 Step One

501 Provide the following information

- 1. Is this an initial application or are you adding a new DPA or changing information on a Destination Point (TG Number/Mailbox)? Check the applicable box below.
A. Initial enrollment
B. Adding a new user to obtain an additional Destination Point (TG Number/Mailbox). Enter the Primary TG Number
C. Changing information for an existing Destination Point/Mailbox for TG Number
(Read instructions on page 7 carefully.)
2. What is the name of your organization?
3. Indicate your type of organization.
4. Complete the following information for the Primary or Non-Primary Destination Point Administrator (DPA) you wish to designate at the organization for this enrollment. The DPA will be assigned a Destination Point (mailbox) with an identification number (TG number).
Check one:
Primary DPA Non-Primary DPA
First Name Last Name
Business address
Business address
City State Zip
Area code/phone Area code/fax
E-mail Address
Social Security number Date of birth
Mother's maiden name

Office Use Only
Customer Number
TG Number

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SAIG Enrollment Application

Step Two

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

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

- Yes No, go to Item 6

A. If yes, for which school?

Name of school

Federal School Code

- Check if the address is the same as in Item 4. Go to Item 5B. Check if applying for an assigned Federal School Code (for authorized branch campuses only)

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

Business address

City State Zip

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

- 2021-2022 2022-2023 and each subsequent year

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

- All of the following to the same Destination Point TG Initial applications* (initial FAFSAs) TG Corrections (FAFSA corrections) TG ISIRs TG

D. If ISIRs are selected, choose delivery option:

- ISIR Delivery: 2021-2022 2022-2023 Daily By Request Daily By Request

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

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

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

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

Office Use Only

Customer Number TG Number

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SAIG Enrollment Application

Step Two

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

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

- Yes, for 2021-2022, Yes, for 2022-2023 and each subsequent year, No, go to Item 7

A. If yes, for which school?

Name of school

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

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

Business Address

Business Address

City State Zip

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

What is your Direct Loan Code?

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

- Yes, No, go to Item 8

A. If yes, for which school?

Name of school

Federal School Code

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

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

Business address

Business address

City State Zip

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

- 2020-2021, 2021-2022, 2022-2023 and each subsequent year

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

Office Use Only box with fields for Customer Number and TG Number

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SAIG Enrollment Application

624 Step Two

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

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

630 Yes No, go to Item 9

631 A. If yes, for which school?

632 Name of school _____

633 OPE ID number _____

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

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

- 636 View and Credit Check
637 View Only
638 View/Update
639 View/Update and Credit Check
640 Third-Party Administrator

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Office Use Only
Customer Number _____
TG Number _____

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SAIG Enrollment Application

Step Two

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

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

- Transfer Student Monitoring and/or Financial Aid History
- Federal Perkins Loan data
- Enrollment Reporting (formerly SSCR)
- Gainful Employment Reporting
[] Yes [] No, go to Item 10

A. If yes, for which school?

Name _____ School OPE ID number _____

[] Check if the address is the same as in Item 4. Go to Item 9B.

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

Business address _____

City _____ State _____ Zip _____

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

[] Transfer Student Monitoring and/or Financial Aid History
SAIG mailbox TG _____
(School Transfer Profile must be completed at https://nslsds.ed.gov/nslsds_FAP/secure/logon.jsp to begin Transfer Monitoring.)

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

[] Gainful Employment Reporting
SAIG mailbox TG _____ Effective Date ____/____/____

[] Perkins Loan data
SAIG mailbox TG _____ Effective Date ____/____/____

Office Use Only
Customer Number _____
TG Number _____

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SAIG Enrollment Application

Step Two

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

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

Yes No, go to Item 11

Name of school

School OPE ID number

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

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

Business address

Business address

City State Zip

Effective Date

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

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

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

Yes No, go to Item 12

Name of school

School OPE ID number

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

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

Business address

Business address

City State Zip

Effective Date

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

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

Office Use Only

Customer Number

TG Number

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SAIG Enrollment Application

720 Step Two

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

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

724 Yes No, go to Item 13

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

727 Default Services (automatically given to users)

728 Enrollment Update

729 Overpayment Update

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

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

732 13. Do you want this Destination Point (TG Number/Mailbox) to receive the Direct Loan Borrower Delinquency
733 Reports?

734 Yes No, go to Item 14

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

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

737 What is your Direct Loan Code? _____

738

739

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| Office Use Only | |
| Customer Number _____ | _____ |
| TG Number _____ | _____ |

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SAIG Enrollment Application

741 Step Two

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

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

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

746 Yes No, go to Item 15

747 Name of school _____

748 School OPE ID number _____

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

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

751 Business address _____

752 Business address _____

753 City _____ State _____ Zip _____

754 Effective Date _____

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

756 Go to Step Three

758

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| Office Use Only | |
| Customer Number _____ | _____ |
| TG Number _____ | _____ |

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SAIG Enrollment Application

Step Two

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

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

- Yes No, go to Item 16

A. If yes, for which Agency?

Name of GA State

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

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

Business address

City State Zip

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

- Automatic ISIR Processing: Residents
Automatic ISIR Processing: Non-Residents

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

- 2021-2022 2022-2023 and each subsequent year

D. If ISIRs are selected, choose delivery option:

- 2021-2022 2022-2023 Daily By Request

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

- Yes No, go to Item 17

A. If yes, for which organization?

Name of GA/Federal Loan Servicers GA/FLS Code

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

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

Business address

City State Zip

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

Office Use Only
Customer Number
TG Number

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SAIG Enrollment Application

801 Step Two

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

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

806 Yes No, go to Item 18

807 A. If yes, for which Agency?

808 Name of GA _____ GA Code _____

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

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

811 Business address _____

812 City _____ State _____ Zip _____

813

814

815

| |
|------------------------|
| Office Use Only |
| Customer Number _____ |
| TG Number _____ |

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SAIG Enrollment Application

816 Step Two

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

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

- 821 - Financial Aid History
- 822 - Enrollment Reporting (formerly SSCR)
- 823 - GA/Federal Loan Servicers Loan Data
- 824 - GA Annual Reasonability back-up detail
- 825 - GA Account Maintenance Fee back-up detail
- 826 - Exit Counseling Reports

827 Yes No, go to Item 19

828 A. If yes, for which organization?

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

830 Check if address is same as in Item 4.

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

832 Business address _____

833 City _____ State _____ Zip _____

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

836 Financial Aid History (Available for GAs only)
837 SAIG mailbox TG _____
838
839

840 Enrollment Reporting (Available for GAs only)
841 SAIG mailbox TG _____ Effective Date ____/____/____
842
843

844 GA/Federal Loan Servicers Loan data
845 SAIG mailbox TG _____ Effective Date ____/____/____
846
847

848 GA Account Maintenance Fee (AMF) back-up detail (Available for GAs only)
849 SAIG mailbox TG _____ Effective Date ____/____/____
850
851

852 GA Annual Reasonability back-up detail, quarterly and annual calculations (Available for GAs only)
853 SAIG mailbox TG _____ Effective Date ____/____/____
854
855

856 Exit Counseling Reports
857 SAIG mailbox TG _____ Effective Date ____/____/____
858
859

860 **Office Use Only**
861 Customer Number _____
862 TG Number _____

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SAIG Enrollment Application

863 Step Two

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

866 19. Do you want this Destination Point Administrator (DPA) to have access to NSLDS Online?
867 (Note: Paper enrollment for this service is not available. You must enroll online at <https://fsawebenroll.ed.gov>.)

- 868 Yes No, go to Item 20

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

- 871 Default Services (automatically given to users)
872 GA/Federal Loan Servicers Online Loan Update and Teacher Loan Forgiveness/Loan Discharge
873 Teacher Loan Forgiveness/Loan Discharge Only
874 SSN Only Lookup (Available for FLS only)
875 Aid Overpayment Update Service (Available for TIVAS only)

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

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

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

- 879 Uses NSLDS for Title IV, HEA functions only
880 Eligibility for Aid
881 Billing and Collection
882 Enforcing Loan Terms
883 Enrollment
884 Accuracy of Record
885 Default Aversion
886 Default Rates
887 Record Updates
888 Teacher Loan Forgiveness and Loan Discharge
889 Compliance
890 Other _____

891 **Office Use Only**
892 Customer Number _____
893 TG Number _____

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SAIG Enrollment Application

895 Step Two

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

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

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

900 Yes No, go to Item 21.

901 A. If yes, for which organization?

902 Name of Federal Loan Servicer _____

903 Federal Loan Servicers Code _____

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

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

906 View and Credit Check

907 View Only

908 View/Update

909 View/Update and Credit Check

910 Third-Party Administrator

911 21. Do you want this Destination Point Administrator (DPA) to have access to ECS/CEMS Online Services? (Available for
912 FLS only)

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

914 Yes No, go to Step Three.

915 A. If yes, for which organization?

916 Name of Federal Loan Servicer _____

917 FLS Code _____

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

919 Go to Step Three

920
921
922

| |
|------------------------|
| Office Use Only |
| Customer Number _____ |
| TG Number _____ |

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SAIG Enrollment Application

923 Step Two

924 Section 3: Services for FFELP Lenders and Servicers

925 22. Do you want this Destination Point (TG Number/Mailbox) to send data to the quarterly Lender Reporting System
926 (LaRS)?

927 Yes No, go to Item 23

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

929 Name of Lender/Servicer _____

930 Lender/Servicer Code _____

931 Check if address is same as in Item 4.

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

933 Business address _____

934 Business address _____

935 City _____ State _____ Zip _____

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

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

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

939 Yes No, go to Item 24

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

942 Default Services (automatically given to users)

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

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

945 Uses NSLDS for Title IV, HEA functions only

946 Lender/Lender Servicer

947 Authorized Activity Loan Holder

948 Enrollment

949 Accuracy

950 Deferments

951 Default Rate

952 Income Based Repayment

953 Other _____

954 Office Use Only

955 Customer Number _____

956 TG Number _____

957 OMB NO: 1845-0002
Expiration Date: 8/31/2022
Effective Date: 9/12/2021

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SAIG Enrollment Application

958 Step Two

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

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

961 Yes No, go to Item 25

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

963 Name of Lender/Servicer _____

964 Lender/Servicer Code _____

965 Check if address is same as in Item 4.

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

967 Business address _____

968 City _____ State _____ Zip _____

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

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

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

973 Yes No, go to Item 26

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

975 Name of Lender/Servicer _____

976 Lender/Servicer Code _____

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

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

979 View Only

980

981

982

| |
|------------------------|
| Office Use Only |
| Customer Number _____ |
| TG Number _____ |

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SAIG Enrollment Application

984 Step Two

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

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

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

989 Yes No, go to Step Three

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

991 Name of Lender/Servicer _____

992 Lender/Servicer Code _____

993 Check if address is same as in Item 4.

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

995 Business address _____

996 City _____ State _____ Zip _____

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

998 Go to Step Three

999

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1001

| | |
|------------------------|-------|
| Office Use Only | |
| Customer Number _____ | _____ |
| TG Number _____ | _____ |

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SAIG Enrollment Application

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

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

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

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

2. Additional Requirements of the Primary DPA:

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

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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.

The STOP Student Debt Relief Scams Act (Public Law 116-251) amended Section 490 of the Higher Education of 1965, and established criminal penalties for any person, including him or herself, who knowingly and willfully use an access device (18 U.S.C. 1029(e)(1)) issued to another person or obtained by fraud or false statement to access the U.S. Department of Education information technology systems for fraud, commercial advantage, or private financial gain. As such, The Primary DPA and/or the Non-Primary DPA agree(s) and understand(s) that intentional use an access device (18 U.S.C. 1029(e)(1)) issued to another person or obtained by fraud or false statement to access the U.S. Department of Education information technology systems for fraud, commercial advantage, or private financial gain shall be guilty of a felony and is subject to a fine of up to \$20,000, imprisonment for up to five years, or both, under provisions of the United States Code (20 U.S.C. 1097(e)).

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://fsaweбенroll.ed.gov); (3) managing the assignment of individual electronic SAIG mailbox numbers, known as "TG numbers"; (4) authorizing users of the CPS, NSLDS, Common Origination and Disbursement (COD) System, Financial Management System (FMS), Enterprise Complaint System (ECS) (now known as Customer Engagement Management System [CEMS]), 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 March 1, 2018 (83 Fed. Reg. 8855-8859) (https://www.federalregister.gov/documents/2018/03/01/2018-04141/privacy-act-of-1974-system-of-records) 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, to other Federal agencies' systems 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 databases and access the Department's websites online for the purposes of administering or assisting in administering programs authorized under Title IV of the HEA:

- (a) COD System;
(b) CPS;

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SAIG Enrollment Application

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

- (c) NSLDS;
(d) FMS;
(e) ECS/CEMS;
(f) FSA Partner Connect;
(g) AIMS; and
(h) Other Federal agencies' systems for the purposes of administering the HEA programs.

The Department will only disclose records from this system to other Federal agencies' systems for purposes of administering or assisting in administering programs authorized under Title IV of the HEA and only after the Department has approved in writing a request from other Federal agencies' systems to access these records.

(2) Freedom of Information Act (FOIA) Advice or Privacy Act Disclosure. The Department may disclose records to the Department of Justice (DOJ) or 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 disclosed under the FOIA or the Privacy Act.

(3) Disclosure to the DOJ. The Department may disclose records to the DOJ to the extent necessary for obtaining DOJ advice on any matter relevant to an audit, inspection, or other inquiry related to the programs covered by this system.

(4) Contract Disclosure. If the Department contracts with an entity to perform any function that requires disclosing records to the contractor's employees, the Department may disclose the records to those employees. As part of such a contract, the Department shall require the contractor to agree to establish and maintain safeguards to protect the security and confidentiality of the records in the system.

(5) Litigation and Alternative Dispute Resolution (ADR) Disclosures.

(a) Introduction. In the event that one of the following parties is involved in judicial or administrative litigation or ADR, or has an interest in judicial or administrative litigation or ADR, the Department may disclose certain records to the parties described in paragraphs (b), (c), and (d) of this routine use under the conditions specified in those paragraphs:

- i. The Department, or any of its components;
ii. Any Department employee in his or her official capacity;
iii. Any Department employee in his or her individual capacity where the DOJ agrees to or has been requested to provide or arrange for representation of the employee;
iv. Any Department employee in his or her individual capacity where the Department has agreed to represent the employee;
v. The United States where the Department determines that the litigation is likely to affect the Department or any of its components.

(b) Disclosure to DOJ. If the Department determines that disclosure of certain records to the DOJ is relevant and necessary to judicial or administrative litigation or ADR, and is compatible with the purpose for which the records were collected, the Department may disclose those records as a routine use to the DOJ.

(c) Adjudicative Disclosures. If the Department determines that disclosure of certain records to an adjudicative body before which the Department is authorized to appear or to a person or entity designated by the Department or otherwise empowered to resolve or mediate disputes, is relevant and necessary to the judicial or administrative litigation or ADR, the Department may disclose those records as a routine use to the adjudicative body, person, or entity.

(d) Parties, Counsel, Representatives, and Witnesses. If the Department determines that disclosure of certain records to a party, counsel, representative, or witness is relevant and necessary to the judicial or administrative litigation or ADR, the Department may disclose those records as a routine use to the party, counsel, representative, or witness.

(6) Research Disclosure. The Department may disclose records to a researcher if the official serving or acting as the Chief Operating Officer of Federal Student Aid determines that the individual or organization to which the disclosure would be made is qualified to carry out specific research related to functions or purposes of this system of records. The official may disclose records from this system of records to that researcher solely for the purpose of carrying out that research related to the functions or purposes of this system of records. The researcher shall be required to agree to maintain safeguards to protect the security and confidentiality of the disclosed records.

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SAIG Enrollment Application

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

(7) Congressional Member Disclosure. The Department may disclose records to a Member of Congress in response to an inquiry from the Member made at the written request of the individual whose records are being disclosed. The Member's right to the information is no greater than the right of the individual who requested it.

(8) Enforcement Disclosure. In the event that information in this system of records indicates, either on its face or in connection with other information, a violation or potential violation of any applicable statute, regulation, or order of a competent authority, the Department may disclose the relevant records to the appropriate agency, whether foreign, Federal, State, Tribal, or local, charged with the responsibility of investigating or prosecuting that violation or charged with enforcing or implementing the statute, Executive Order, rule, regulation, or order issued pursuant thereto.

(9) Employment, Benefit, and Contracting Disclosure.

- (a) For Decisions by the Department. The Department may disclose a record to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent records, or to another public authority or professional organization, if necessary to obtain information relevant to a Department decision concerning the hiring or retention of an employee or other personnel action, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.
(b) For Decisions by Other Public Agencies and Professional Organizations. The Department may disclose a record to a Federal, State, local, or foreign agency or other public authority or professional organization, in connection with the hiring or retention of an employee or other personnel action, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit, to the extent that the record is relevant and necessary to the receiving entity's decision on the matter.

(10) Employee Grievance, Complaint, or Conduct Disclosure. If a record is relevant and necessary to an employee grievance, complaint, or disciplinary action involving a present or former employee of the Department, the Department may disclose a record from this system of records in the course of the investigation, fact-finding, mediation, or adjudication, to any party to the grievance, complaint, or action; to the party's counsel or representative; to a witness; or to a designated fact-finder, mediator, or other person designated to resolve issues or decide the matter.

(11) Labor Organization Disclosure. The Department may disclose records from this system of records, to an arbitrator to resolve disputes under a negotiated grievance process or to officials of a labor organization recognized under 5 U.S.C. chapter 71 when relevant and necessary to their duties of exclusive representation.

(12) Disclosure in the Course of Responding to a Breach of Data. The Department may disclose records from this system to appropriate agencies, entities, and persons when (a) the Department suspects or has confirmed that there has been a breach of the system of records; (b) the Department has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, the Department (including its information systems, programs, and operation), the Federal Government, or national security; and (c) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Department's efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm.

(13) Disclosure in Assisting another Agency in Responding to a Breach of Data. The Department may disclose records from this system to another Federal agency or Federal entity, when the Department determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in (a) responding to a suspected or confirmed breach or (b) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs, and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.

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SAIG Enrollment Application

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

PRIMARY AND NON-PRIMARY DPA RESPONSIBILITIES:

The information provided to the Primary and Non-Primary DPA by the U.S. Department of Education is protected by the Privacy Act of 1974, as amended. Protecting this information, once it is entrusted to the Primary and Non-Primary DPA, becomes his or her responsibility. Therefore, the Primary and Non-Primary DPA agree to protect the privacy of all information that has been provided by the U.S. Department of Education. The Primary and Non-Primary DPA understand that any person, including himself or herself, who knowingly and willfully requests or obtains any record concerning an individual from an organization under false pretenses shall be guilty of a misdemeanor and is subject to a fine of up to \$5,000 (5 U.S.C. 552a(i)(3)). The Primary DPA and the Non-Primary DPA further agree and understand that any person, including him or herself, who knowingly and willfully use an access device (18 U.S.C. 1029(e)(1)) issued to another person or obtained by fraud or false statement to access the U.S. Department of Education information technology systems for fraud, commercial advantage, or private financial gain shall be guilty of a felony and is subject to a fine of up to \$20,000, imprisonment for up to five years, or both, under provisions of the United States Code (20 U.S.C. 1097(e)).

I certify that I have read these responsibilities, understand them, and will protect all data obtained through or provided to U.S. Department of Education systems.

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

Moved (insertion) [1]

Moved up [1]: The Primary DPA and the Non-Primary DPA further agree and understand that any person, including him or herself, who knowingly and willfully use an access device (18 U.S.C. 1029(e)(1)) issued to another person or obtained by fraud or false statement to access the U.S. Department of Education information technology systems for fraud, commercial advantage, or private financial gain shall be guilty of a felony and is subject to a fine of up to \$20,000, imprisonment for up to five years, or both, under provisions of the United States Code (20 U.S.C. 1097(e)).

Form with fields for Non-Primary Destination Point Administrator's Name, Signature, Date, Primary Destination Point Administrator's Name, and Signature.

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

Go to Step Four

Office Use Only form with fields for Customer Number and TG Number.

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SAIG Enrollment Application

Step Four: Certification of the President/CEO or Designee

Designation of Authorizing Official

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

I hereby designate _____ with the title _____ to be my responsible

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

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

Box 1 President/CEO
(Printed name of President/CEO - Required)
Title
(Position title - Required)
Signature Date
(Original signature must be submitted. Stamped or electronic signatures will not be accepted.)

Responsibilities of the President/CEO or Designee

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

- I or my designee will notify CPS/SAIG Technical Support within one business day, by e-mail at CPSSAIG@ed.gov or call 1-800-330-5947 when any person no longer serves as a designated authorizing official, Primary DPA, or Non-Primary DPA.
• I will not permit unauthorized use or sharing of SAIG passwords or codes that have been issued to anyone at my organization.
• Each person who is a SAIG DPA for my organization has read and signed a copy of "Step Three: Responsibilities of the Primary and Non-Primary Destination Point Administrator."
• 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 files and a copy is maintained at my organization.
• My organization has provided security due diligence and verifies that administrative, operational, and technical security controls are in place and are operating as intended.
• I have signed this certification below and sent the original to the Department. I have retained a copy of this certification at the organization.
• I have ensured that the Standards for Safeguarding Student Financial Aid Information, 16 C.F.R. Part 314, issued by the Federal Trade Commission (FTC), as required by the Gramm-Leach-Bliley (GLB) Act, P.L. 106-102 have been implemented and understand that these Standards provide, among other things, that I implement the following:
- Designate an employee or employees to coordinate our information security program.
- Identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of student financial aid information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information, and assess the sufficiency of any safeguards in place to control these risks.
- Design and implement information safeguards to control the risks I identify through risk assessment, and regularly test or otherwise monitor the effectiveness of the safeguards' key controls, systems, and procedures.
- Oversee service providers by taking reasonable steps to select and retain service providers that are capable of maintaining appropriate safeguards for the student financial aid information at issue and requiring our service providers by contract to implement and maintain such safeguards.
- Evaluate and adjust our information security program in light of the results of the testing and monitoring required above; any material changes to our operations or business arrangements; or any other circumstances that I know or have reason to know may have a material impact on our information security program.

Box 2 Authorized Official or Designee _____ Title _____
(Printed name of Authorized Official or Designee) (Position title)
Signature _____ Date _____
(Original signature must be submitted. Stamped or electronic signatures will not be accepted.)

Name of School or Agency _____
If you are a third-party servicer, acting on behalf of another organization, you must read and sign Box 3 of this certification.
Note: The Authorized Official of the organization you represent must also sign Box 2, above.

Box 3 Authorized Official _____ Title _____
(Printed name of Authorized Official) (Position title)
Signature _____ Date _____
(Original signature must be submitted. Stamped or electronic signatures will not be accepted.)
Name of Third-Party Servicer _____

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

Office Use Only
Customer Number _____
TG Number _____

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Attachment A: Glossary

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

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

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

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

Common Origination and Disbursement (COD). COD is a streamlined method for processing Grant Services (Federal Pell Grant, Iraq and Afghanistan Service Grant, and the Teacher Education Assistance for College and Higher Education [TEACH] Grant), Federal Direct Loan and Fiscal Operations and Application to Participate (FISAP) for the Campus Based Programs which are Federal Work Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), and Perkins Loan data.

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

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

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

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1358 *Destination Point Administrator (DPA).* An individual representing an organization involved in the administration
1359 of Title IV, HEA student financial aid programs (such as a postsecondary institution, FFELP Lender,
1360 FFELP GA or third-party servicer) that is enrolled in the SAIG and assigned a Destination Point (TG
1361 Number/Mailbox). To enroll as a DPA, an organization’s representative must complete and submit for
1362 processing the SAIG Enrollment Application to participate in the U.S. Department of Education’s Student
1363 Aid Internet Gateway. The DPA is responsible for the SAIG users’ access to Federal Student Aid systems
1364 or other Federal agencies’ systems for the purposes of administering the HEA programs, to ensure the data
1365 provided by these systems is protected according to the Privacy Act of 1974, as amended, as well as, to
1366 ensure users do not inappropriately access records that are not associated with their organization. Note:
1367 The Primary DPA is responsible for enrolling additional Non-Primary DPAs for specific SAIG services.
1368 Non-Primary DPAs are not allowed to make enrollment changes. An organization may only have one
1369 Primary DPA, but may have many Non-Primary DPAs.

1370 *EDconnect.* ED’s telecommunications software that allows PC Windows users to send and receive data through the
1371 SAIG.

1372 *electronic Cohort Default Rate (eCDR).* A measure of the percentage of a school's student borrowers who have
1373 defaulted on their federal student loans.

1374 *Electronic Services.* Primary Destination Point Administrators (Primary DPAs) and their Secondary Destination
1375 Point Administrators (Secondary DPAs) for their organization may enroll users for FAA Access to CPS
1376 Online or EDconnect Entitlement Access. An FSA User ID and password are required to log in to both
1377 systems.

1378 *Electronic Services User.* An individual allowed access to a Destination Point (TG Number/Mailbox) by the
1379 assigned Destination Point Administrator (DPA). Electronic Services users are enrolled for FAA Access to
1380 CPS Online or EDconnect by the Primary DPA. These users are associated with the Primary Destination
1381 Point and do not require individually assigned mailboxes to assess FAA Access or EDconnect. An
1382 Electronic Services user must read and sign a Federal Student Aid User of Electronic Services Statement
1383 that the Primary DPA must maintain (see Attachment B).

1384 *Enterprise Complaint System (ECS) (now known as Customer Engagement Management System [CEMS]).* The
1385 ECS/CEMS provides online access for accepting, tracking, resolving, and storing complaints, reports of
1386 suspicious activity, and requests for loan forgiveness based on borrower defense to repayment, directly
1387 from customers.

1388 *Enrollment Reporting (formerly SSCR).* A reporting process to NSLDS completed by schools or their servicers to
1389 provide student-level data, campus-level enrollment data, and program-level enrollment data. This data is
1390 used in the administration of Title IV aid programs by providing critical data to assess the effectiveness of
1391 Title IV aid programs, determine outcomes for Title IV aid recipients, as well as determine loss and
1392 protection of subsidy for the 150% Direct Subsidized Loan Limit. Additionally, enrollment data protects
1393 the rights of borrowers by ensuring accuracy of loan repayment dates and allowing for automatic in-school
1394 deferments, amongst other measures and uses.

1395 *Established Relationship.* A relationship between a student FAFSA applicant and a LEA, secondary school, or
1396 Designated Entity. In the case of an LEA, an Established Relationship exists where the student FAFSA
1397 applicant is enrolled in a secondary school under the legal authority of the LEA or the LEA otherwise is
1398 providing services to the FAFSA applicant. In the case of a secondary school, an Established Relationship
1399 exists where the student FAFSA applicant is enrolled in the secondary school itself or the secondary school
1400 otherwise is providing services to the FAFSA applicant. In the case of a Designated Entity, an Established
1401 Relationship exists when the student FAFSA applicant is enrolled in or has registered with or is receiving
1402 services from the Designated Entity in order for the Designated Entity to assist the student in pursuit of
1403 postsecondary education.

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1404 *FAA Access to CPS Online.* A Web tool that financial aid administrators use to enter application data, view student
1405 information, make corrections to students' processed information, enter identity verification results, and
1406 request ISIRs. It is located at <https://faaaccess.ed.gov>. An FSA User ID is required to access student
1407 information.

1408 *Federal Direct Loan (Direct Loan) Program.* A federal program in which the U.S. government (not a commercial
1409 Lender) provides four types of education loans to student and parent borrowers directly through schools:
1410 Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct PLUS Loan, and the
1411 Federal Direct Consolidation Loan. These loans are referred to collectively as Direct Loans. (The same
1412 types of loans are available through FFELP, but in that program, commercial Lenders provided the funds to
1413 eligible students.)

1414 *Federal Family Education Loan Program (FFELP).* A federal loan program under which commercial Lenders
1415 provided education loans to student and parent borrowers. The program offered four types of loans:
1416 Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, Federal PLUS Loan, and the
1417 Federal Consolidation Loan.

1418 *Federal Loan Servicer.* (Title IV Additional Servicer [TIVAS] or Not-For-Profit [NFP] & Federal Perkins
1419 Servicer). An entity that services Title IV, HEA loans owned by ED. These loans include, but are not
1420 limited to, William D. Ford Federal Direct Loan (Direct Loan) Program loans and Federal Family
1421 Education Loan Program (FFELP) Purchased Loans, more simply referred to as federally-owned loans.
1422 Current listings of the Department's federal loan servicers, including each servicer's contact information,
1423 are available at the Loan Servicing Centers for Schools and Loan Servicer Centers for Students pages on
1424 the Information for Financial Aid Professionals (IFAP) Web site (<https://ifap.ed.gov>).

1425 *Federal Pell Grant (Pell Grant) Program.* A federal grant program for undergraduate students with financial need.

1426 *Federal School Code.* The Federal School Code is a unique six-character code assigned by the U.S. Department of
1427 Education to schools participating in Title IV, HEA federal student aid programs. Students enter the codes
1428 on their FAFSA to indicate which schools should receive their ISIRs. The Central Processing System uses
1429 the Federal School Code to identify the school.

1430 *Federal Student Aid (FSA).* The 1998 Reauthorization of the Higher Education Act (HEA) established a
1431 performance-based organization to administer the Federal Student Aid programs at the U.S. Department of
1432 Education. These programs include the Federal Pell Grant program, the Iraq and Afghanistan Service
1433 Grant program, the TEACH Grant program, the Federal Supplemental Educational Opportunity Grant
1434 program, the Federal Direct Loan program, the Direct PLUS Loan program, the Federal Work-Study
1435 program, and the Federal Perkins Loan program.

1436 *FFELP Lender.* A Lender is a commercial entity, such as a bank or credit union, that holds FFELP loans.

1437 *FFELP Lender Servicer.* A Lender Servicer is an outside organization that contracts with a Lender to manage
1438 FFELP loans for the Lender.

1439 *Financial Aid History.* The Guaranty Agency (GA) Financial Aid History (FAH) process is intended to gather loan
1440 information as it resides in the National Student Loan Data System (NSLDS) database. In response to a
1441 GA FAH request, NSLDS will send a processed extract file containing NSLDS FAH information only for
1442 those students who have at least one loan with the requesting FFELP Guaranty Agency/Guaranty Agency
1443 Servicers.

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1445 *Financial Management System (FMS)*. Federal Student Aid’s FMS is a centralized system for all FSA financial
1446 transactions. It allows Financial Partner users (for example, lenders, GAs, and federal loan servicers) to
1447 collect, process, maintain, transmit, and report data about financial events. FMS also provides functionality
1448 to support financial planning and budgeting activities, accumulate and report cost information, and the
1449 preparation of financial statements.

1450 *Free Application for Federal Student Aid (FAFSA)*. The application that the student must file to apply for aid from
1451 any Title IV, HEA program, including Direct Loan and PLUS Loan programs. Students can apply online
1452 by using *FAFSA on the Web* (<https://fafsa.ed.gov>). The FAFSA is also printed and distributed free of
1453 charge by the U.S. Department of Education.

1454 *FSA Partner Connect*. FSA Partner Connect is a unified digital frontend platform for school partners, financial
1455 institution partners, FSA staff, and contractors involved in the administration of Title IV financial aid for
1456 postsecondary education. FSA Partner Connect will provide centralized access to FSA policy and
1457 guidance, FSA training and consolidates access to distinct FSA websites where partners and FSA staff
1458 manage Title IV program eligibility and complete aid administration tasks. FSA Partner Connect provides
1459 access to data that is processed and maintained by FSA back-end systems responsible for various Title IV
1460 functions throughout FSA.

1461 *Gainful Employment (GE) Notification*. NSLDS enables schools to request Gainful Employment Debt Measures
1462 back-up data via the NSLDS FAP reporting function. The files are delivered directly to the SAIG TG
1463 Mailbox for the school user associated with the NSLDS user id which requested the information.

1464 *Gainful Employment (GE) Reporting*. NSLDS enables institutions to report certain information about students who
1465 enrolled in Title IV, HEA eligible educational programs that lead to gainful employment in a recognized
1466 occupation (GE programs). Institutions submit data to the NSLDS.

1467 *Guaranty Agency (GA)*. An organization authorized by the U.S. Department of Education to administer the federal
1468 guarantee that loans made under the Federal Family Education Loan Program (FFELP) will be repaid.

1469 *Guaranty Agency Financial Reporting (GAFR)*. The GAFR service allows GAs to send financial reporting
1470 information to Federal Student Aid’s FMS using their SAIG mailbox.

1471 *GA Servicers*. A GA Servicer is an outside organization that contracts with a GA to handle the exchange of Title
1472 IV, HEA data between the GA and the Department of Education.

1473 *Institutional Student Information Record (ISIR)*. The term ISIR refers to all processed student information records
1474 that are sent electronically to institutions by the CPS. The ISIR contains all information reported on the
1475 Free Application for Federal Student Aid (FAFSA), key processing results, and NSLDS financial aid
1476 history information.

1477 *Income-Based Repayment (IBR) Plan*. The IBR plan is a repayment plan with monthly payments that are limited to
1478 15 percent of a borrower’s discretionary income divided by 12. Discretionary income for this plan is the
1479 difference between the adjusted gross income (AGI) and 150 percent of the poverty guideline amount for
1480 the borrower’s state of residence and family size.

1481 *Income-Contingent Repayment (ICR) Plan*. The ICR plan is a repayment plan with monthly payments that are the
1482 lesser of (1) what a borrower would pay on a 12-year standard repayment plan multiplied by an income
1483 percentage factor or (2) 20 percent of a borrower’s discretionary income divided by 12. Discretionary
1484 income for this plan is the difference between the borrower’s adjusted gross income (AGI) and the poverty
1485 guideline amount for the borrower’s state of residence and family size.

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1487 *Iraq and Afghanistan Service Grant Program.* Beginning with the 2010-2011 Award Year, an eligible student
1488 whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11,
1489 2001, may receive increased amounts of Title IV, HEA student financial assistance. Such students are
1490 eligible for increased aid under these provisions if the student was 23 years of age or younger when the
1491 parent or guardian died or, if the student was over age 23, he or she was enrolled at an institution of higher
1492 education at the time of the parent or guardian's death.

1493 *IRS Skip Trace.* The Treasury Address Request (TAR) Program, referred to as the IRS Skip Trace Process,
1494 generates requests to the Internal Revenue Service (IRS) to provide address information on defaulted
1495 borrowers. Selected borrower records on the DMCS are merged with similar records received from
1496 guarantors into a skip trace address request file to be sent to the IRS. The IRS will return an address for the
1497 borrowers matched, and these addresses will either be entered into the DMCS or forwarded to the
1498 requesting entity.

1499 *ISIR Datamart.* This is a function of FAA Access to CPS Online that Destination Point Administrators (DPAs) can
1500 use to request ISIRs from the CPS.

1501 *Lender Reporting System (LaRS).* The LaRS allows Lender institutions or their servicers to send financial reporting
1502 information to Federal Student Aid's FMS using their SAIG mailbox.

1503 *Local Educational Agency (LEA).* An LEA is a public board of education or other public authority legally
1504 constituted within a State for either administrative control of or direction of, or to perform service functions
1505 for, public elementary or secondary schools in a city, county, township, school district, or other political
1506 subdivision of a State; or such combination of school districts or counties a State recognizes as an
1507 administrative agency for its public elementary and secondary schools; or any other public institution or
1508 agency that has administrative control and direction of a public elementary or secondary school.

1509 *Mandatory Assignment.* GAs assign defaulted FFELP loans to the Department. The data is loaded to the DMCS
1510 where it is used to collect monies from defaulted borrowers or otherwise resolve their accounts.

1511 *National Directory of New Hires (NDNH).* NDNH is the Department of Health and Human Services (HHS), Office
1512 of Child Support Enforcements' database utilized by the Department of Education (ED) through a
1513 computer matching agreement between ED and HHS to obtain address and employment information on
1514 defaulted borrowers. The NDNH database maintains some of the most comprehensive address and
1515 employment information on individuals throughout the United States.

1516 *National Student Loan Data System (NSLDS).* A national database of student loan-level information and selected
1517 grant recipient data for loans and grants disbursed under the Title IV, HEA programs.

1518 *Non-Primary Destination Point Administrator (Non-Primary DPA).* The Primary DPA is responsible for enrolling
1519 additional Non-Primary DPAs for specific SAIG services assigned to their Destination Points (TG
1520 Number/Mailboxes). Non-Primary DPAs are not allowed to make enrollment changes.

1521 *OPE ID Number.* The OPE ID is an eight-digit number assigned by the U.S. Department of Education to schools
1522 participating in Title IV, HEA programs.

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1523 *Pay As You Earn Plan.* Pay As You Earn is a repayment plan with monthly payments that are limited to 10 percent
1524 of a borrower's discretionary income divided by 12. Discretionary income for this plan is the difference
1525 between the borrower's adjusted gross income (AGI) and 150 percent of the poverty guideline amount for
1526 the borrower's state of residence and family size.
1527 A borrower is a new borrower for the Pay As You Earn plan if (1) the borrower has no outstanding balance
1528 on a Direct Loan or FFEL Program loan as of October 1, 2007 or have no outstanding balance on a Direct
1529 Loan or FFEL Program loan when the borrower obtains a new loan on or after October 1, 2007, and (2) the
1530 borrower receives a disbursement of a Direct Subsidized Loan, Direct Unsubsidized Loan, or student Direct
1531 PLUS Loan on or after October 1, 2011, or the borrower receives a Direct Consolidation Loan based on an
1532 application received on or after October 1, 2011. However, a borrower is not considered a new borrower if
1533 the Direct Consolidation Loan received repays loans that would make the borrower ineligible under part (1)
1534 of this definition.

1535 *Primary Destination Point Administrator (Primary DPA).* An individual who has been appointed by the
1536 organization as the responsible party for the enrollment of the organization's additional Non-Primary DPAs
1537 which result in the establishment of their SAIG Mailboxes and may include FAA Access Online users. The
1538 Primary DPA is responsible for the SAIG users' access to Federal Student Aid systems or other Federal
1539 agencies' systems for the purposes of administering the HEA programs, to ensure the data provided by
1540 these systems is protected according to the Privacy Act of 1974, as amended, as well as to ensure users do
1541 not inappropriately access records that are not associated with their organization. Note: The Primary DPA
1542 is responsible for enrolling additional Non-Primary DPAs for specific SAIG services assigned to their
1543 Destination Points (TG Number/Mailboxes).

1544 *Revised Pay As You Earn (REPAYE) Plan.* Revised Pay As You Earn is a repayment plan with monthly payments
1545 that are limited to 10 percent of a borrower's discretionary income divided by 12. Discretionary income for
1546 this plan is the difference between the borrower's adjusted gross income (AGI) and 150 percent of the
1547 poverty guideline amount for the borrower's state of residence and family size.

1548 *SAIG Mailbox.* An electronic mailbox that is used to send and receive financial aid data using the SAIG. It is also
1549 referred to as a Destination Point. (See *Destination Point*.)

1550 *Social Security Number (SSN).* The number assigned to an individual by the Social Security Administration and
1551 used as the identifying number for many Federal purposes, including identifying an SAIG participant and
1552 applicants for the Title IV, HEA programs.

1553 *Student Aid Internet Gateway (SAIG).* The SAIG links thousands of Destination Points across the United States, its
1554 territories, and certain ED-designated foreign countries to the Higher Education Act's Title IV, HEA
1555 student financial aid programs and delivery system. Organizations enroll individuals as DPAs in the SAIG.
1556 DPAs are assigned Destination Points (electronic mailboxes) for receiving and transmitting data to various
1557 Title IV, HEA Federal Student Aid systems such as NSLDS, CPS, and COD. (See *Destination Point and*
1558 *Destination Point Administrator*.)

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1560 Stop Student Debt Relief Scams Act of 2019, Public Law 116-251, explicitly makes unauthorized access to the U.S.
1561 Department of Education information technology systems and the misuse of identification devices issued
1562 by the Department a criminal act with fines up to \$20,000 and/or 5 years imprisonment. It also directs the
1563 Department to prevent improper access to the data system and any other system used to administer a
1564 program under Title IV of the Higher Education Act of 1965, as amended, by any person or entity for the
1565 purpose of assisting a student in managing loan repayment or applying for any repayment plan,
1566 consolidation loan, or other benefit authorized by this title, unless such access meets the requirements of an
1567 authorized person or entity. Furthermore, it requires the Department to take action to prevent and address
1568 the improper use of access devices, detecting common patterns of improper use; maintain a reporting
1569 system to alert the Secretary of potentially improper use of Department IT systems; and proactively
1570 contacting Federal student loan borrowers whose Federal student loan accounts likely demonstrate
1571 improper use in accordance with the provisions of this Act. It also directs Federal exit counseling to warn
1572 Federal loan borrowers about debt relief scams and to provide clean and simple disclosures in
1573 communications with borrowers who are applying for or requesting assistance with Federal Direct Loan
1574 Program.

1575 *TDClient*. ED's telecommunications software that allows Mainframe/Midrange users to send and receive data
1576 through the SAIG.

1577 *Teacher Education Assistance for College and Higher Education (TEACH) Grant Program*. The TEACH Grant
1578 Program provides up to \$4,000 a year in grant assistance to a student who agrees to serve for at least four
1579 years as a full-time teacher in a high-need field in a public or private elementary or secondary school that
1580 serves students from low-income families. A TEACH Grant recipient who does not complete the required
1581 teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant
1582 Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D.
1583 Ford Federal Direct Loan (Direct Loan) Program.

1584 *TG Number*. A TG Number is the identifier for an electronic mailbox which is referenced to as an SAIG Mailbox
1585 or Destination Point. The TG Number is a five-digit alphanumeric number, preceded by "TG."

1586 *The Title IV, Federal Student Aid Systems*. These systems are maintained by the Department for the purposes of
1587 administering programs authorized under the Higher Education Act of 1965, as amended (HEA). The
1588 Department's Title IV, Federal Student Aid Systems include: the Central Processing System (CPS) Online,
1589 National Student Loan Data System (NSLDS) Online, Common Origination and Disbursement (COD)
1590 System, Financial Management System (FMS), Debt Management and Collections System (DMCS), Title
1591 IV Additional Servicers (TIVAS), and Access Information Management System (AIMS).

1592 *Title IV, HEA student financial aid programs*. Student assistance programs authorized by Title IV of the Higher
1593 Education Act of 1965, as amended, (HEA).

1594 *Total and Permanent Disability (TPD)*. The TPD program was created to support the regulatory requirement to
1595 track borrower claims for total and permanent disability discharge for three years. The regulations require
1596 monitoring of income and loan status for a period of three years after certification of disability by a
1597 physician. Borrowers determined to be ineligible after the three-year period will be returned to active
1598 servicing status. However, if the borrower still meets the eligibility criteria at the end of this period, final
1599 discharge of the student loan is granted.

1600 *Transfer Student Monitoring (TSM)*. A function of the NSLDS that monitors student transfers from one school to
1601 another. Following a student transfer, the new school sends identifying information about the student to
1602 NSLDS and will then receive data updates that will allow the school to disburse and/or deliver aid to the
1603 student.

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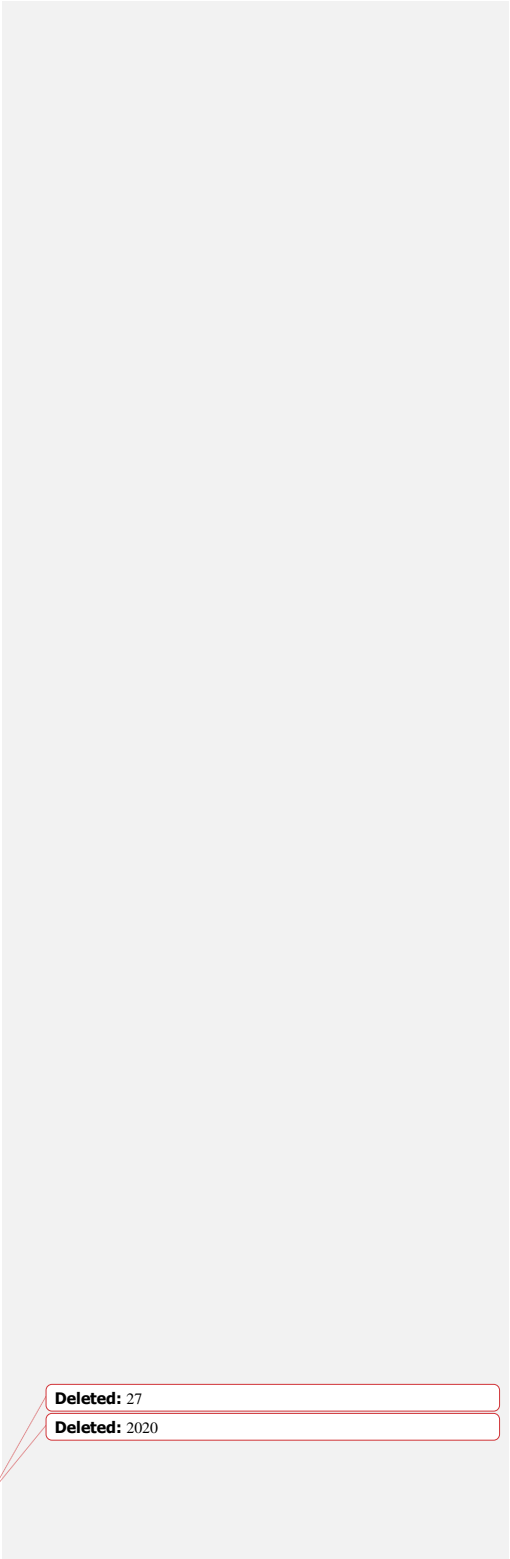
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1604 *Treasury Offset Program (TOP)*. The Treasury Offset Process refers defaulted borrower debts to the U.S.
1605 Department of Treasury with the ultimate objective of collecting past due accounts by means of offset of
1606 federal and/or state funds due the borrower, such as tax refunds.

1607 *U.S. Department of Education (ED, Department)*. The federal agency responsible for the administration of federal
1608 student aid programs under Title IV of the HEA through Federal Student Aid (FSA).



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1609 **Attachment B: Federal Student Aid User of Electronic Services Statement**

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1610 Any individual who is not a Destination Point Administrator and who accesses Federal Student Aid systems or other Federal agencies' systems for the purposes of administering the HEA programs, and/or uses resources that access Federal Student Aid systems or other Federal agencies' systems for the purposes of administering the HEA programs, whether by batch or online, must read and sign this statement. The original Federal Student Aid User of Electronic Services Statement must be maintained by the organization. The user should keep a copy of the signed statement for his or her records.

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1615 The user understands that intentional submission of false or misleading information to the U.S. Department of Education is subject to a fine up to \$10,000, imprisonment for up to five years, or both, under provisions of the United States Criminal Code (including 18 U.S.C. 1001). The user also agrees to comply with all provisions of Section 483 of the Higher Education Act of 1965, as amended.

1618 The user understands the intentional use of an access device (18 U.S.C. 1029(e)(1)) issued to another person or obtained by fraud or false statement to access the U.S. Department of Education information technology systems for fraud, commercial advantage, or private financial gain shall be guilty of a felony and is subject to a fine of up to \$20,000, imprisonment for up to five years, or both, under provisions of the United States Code (20 U.S.C. 1097(e)).

1622 The user understands that the information provided by the U.S. Department of Education is protected by the Privacy Act of 1974, as amended. Protecting this information, once it is entrusted to the user, becomes his or her responsibility. Therefore, the user agrees to protect the privacy of all information provided to him or her by the U.S. Department of Education. The user understands that any person, including himself or herself, who knowingly and willfully requests or obtains any record concerning an individual from an organization under false pretenses, shall be guilty of a misdemeanor and is subject to a fine of up to \$5,000 (5 U.S.C. 552a(i)(3)).

1627 **Responsibilities of the Electronic Services User**

1628 Appropriate uses of Federal Student Aid systems or other Federal agencies' systems for the purposes of administering the HEA programs, by an Electronic Services User:

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

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1647 My signature below affirms that I have read this Statement and agree to abide by these rules.

1648 TG# _____ Electronic Services User's Name _____
1649 (Print)

1650 Electronic Services User's Job Title _____

1651 Phone # (____) _____

1652 Electronic Services User's Signature _____ Date _____

1653 Primary DPA Signature _____ Date _____

1654 (This statement with an original signature [not a stamped signature] must be maintained by the Primary DPA.)

1655 **Do Not Submit This User Statement to The Department of Education.**
1656 **The Original Must Be Retained By The Organization.**

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1657 **Attachment C: Burden Statement**

1658 According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of
1659 information unless such collection displays a valid OMB control number. The valid OMB control number for this
1660 information collection is 1845-0002. Public reporting burden for this collection of information is estimated to
1661 average 40 minutes per initial paper application response, 20 minutes per initial web application online, 15 minutes
1662 per updated response on paper, and 10 minutes per updated response online, including time for reviewing
1663 instructions, searching existing data sources, gathering and maintaining the data needed, and completing and
1664 reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain a
1665 benefit as cited in the Higher Education Act of 1965, as amended (HEA); 20 U.S.C. 1070 et seq. If you have
1666 comments or concerns regarding the status of your individual submission of this application, please contact U.S.
1667 Department of Education, Systems Integration Division, 830 First Street NE, Washington, DC 20212 directly.

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