

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**

10                                   *An OFFICE of the U.S. DEPARTMENT of EDUCATION*

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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.

46

## 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.

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

## 130 **Organization Personnel Involved in the SAIG Application Process**

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

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

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

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

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

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

162 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

## 163 **Completing the SAIG Enrollment Application**

### 164 **General Reminder:**

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

### 169 **Completion and Submission of the Enrollment Application**

170 If you have any questions about completing the SAIG Enrollment Application, call CPS/SAIG Technical Support at  
171 **1-800-330-5947**. Technical support representatives are available 7 a.m. – 7 p.m. CT, Monday through Friday,  
172 excluding federal holidays. If you prefer, you can e-mail inquiries to [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov). A technical support  
173 specialist will respond to your e-mail within one business day.  
174

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

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

181 • Postsecondary institutions and their Servicers will need their *OPE ID* number. If your school participates in the  
182 Grant Services or Direct Loan Program, you will also need the institution’s *Federal School Code* and/or Direct  
183 Loan Program code. To find these numbers, look at the reports your school has submitted for these programs  
184 in the past, such as your organization’s Eligibility and Certification Approval Report (ECAR), and Program  
185 Participation Agreement (PPA). **You can also call ED’s School Eligibility Service Group at**  
186 **1-202-377-4277.**

187 • GAs and GA Servicers will need the GA code number assigned by ED.

188 • Lenders and Lender Servicers will need the Lender ID (LID) or Lender/Servicer ID number assigned by ED.

189 • Federal Loan Servicers will need the Federal Loan Servicer ID assigned by ED.

190 • All entities will need the name, address, phone number, *Social Security number (SSN)*, date of birth, mother’s  
191 maiden name, and business e-mail address for each DPA.

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

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

195 1. This SAIG enrollment application can be used for multiple purposes. As the Primary DPA, you may use the  
196 application to enroll new participants in the SAIG and you can use the application to change or add information  
197 about an existing DPA or Destination Point (TG Number/Mailbox).

198 A. Check Box A for “Initial Enrollment” if the organization is a first-time SAIG participant and the  
199 organization does not have a TG Number/Mailbox. The President/CEO (Authorizing Official on file  
200 with ED) of the organization will be designating the individual who will be serving as the Primary  
201 DPA. This enrollment will establish this user as the Primary DPA of the Primary TG  
202 Number/Mailbox. Note: If item 1A is selected, then enrollees must also complete items 2, 3, and 4.

203 B. Check Box B for “Adding a new user to obtain an additional Destination Point” if your organization is  
204 enrolled in the SAIG and you want to add a Non-Primary DPA and an additional Destination Point (TG  
205 Number/Mailbox). Also, enter the Primary TG Number for your organization. Note: If item 1B is  
206 selected, then enrollees must also complete items 2, 3, and 4.

207 C. Check Box C for “Changing information for existing Destination Point/Mailbox” if your organization  
208 is currently enrolled in the SAIG and you want to change or add any information about an existing user  
209 or Destination Point (TG Number/Mailbox). Fill in the information that has changed for any items in  
210 Step One or Step Two, and complete Steps Three and Four. Also, enter the TG Number for the  
211 existing destination point that you are changing. Note: If item 1C is selected, then enrollees must also  
212 complete items 2 and 4.

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

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

216

217 3. Check the appropriate box to indicate your organization type.

218 • Postsecondary educational institutions (schools) must fill out Step Two, Section 1.

219 • Institutional third-party servicers must fill out Step Two, Section 1.

220 • GAs for FFELP student loans must fill out Step Two, Section 2.

221 • GA Servicers for FFELP student loans must fill out Step Two, Section 2.

222 • Federal Loan Servicers must fill out Step Two, Section 2.

223 • Lenders for FFELP student loans must fill out Step Two, Section 3.

224 • Lender Servicers for FFELP student loans must fill out Step Two, Section 3.

225 4. Check whether the information being provided is for the Primary DPA (only one Primary DPA per  
226 organization) or for a Non-Primary DPA (the organization may have more than one Non-Primary DPA, see  
227 Figure 1). All information must be provided for the DPA enrolling for the organization identified in Item 2.  
228 Note: Do not use a group e-mail address.

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

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

232 • Postsecondary educational institutions and institutional third-party servicers go to Step Two, Section 1 for  
233 instructions.

234 • FFELP GAs and GA Servicers go to Step Two, Section 2 for instructions.

235 • Federal Loan Servicers go to Step Two, Section 2 for instructions.

236 • FFELP Lenders and Lender Servicers go to Step Two, Section 3 for instructions.

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

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

241 5. If the DPA you are enrolling or for whom you are adding or changing services will send and receive student  
242 applicant data (FAFSAs and ISIRs) complete this section. If this enrollment is for a DPA that will not be  
243 involved in CPS applicant data transmissions, go to Item 6.

244 A. Complete all required information including the Federal School Code.

245 B. Check the boxes for the *award year(s)* this DPA should receive the applicant data. If you select only the  
246 2022-2023 Award Year, your organization will only receive 2022-2023 applicant data. If the 2023-2024  
247 Award Year is selected the organization's enrollment will be rolled over automatically to subsequent award  
248 years.

249 C. Check the boxes for the CPS applicant data function you want this DPA to receive and submit. If you are  
250 completing this application to update or change services for an enrolled DPA, provide the TG number of  
251 the Destination Point already assigned to this DPA.

252 D. Check the preferred delivery option for ISIRs, if ISIRs are selected in Item 5C. Postsecondary institutions  
253 can choose whether to receive ISIRs on a daily basis or by request. Daily receipt is the default ISIR  
254 delivery method. If "By Request" is checked, the DPA must use FAA Access to CPS Online to request and  
255 receive ISIRs. The ISIRs are then sent to your Destination Point (TG Number/Mailbox) through the SAIG.  
256 With either option, you can request a single ISIR or a specified group of ISIRs at any time.



- 257 E. If your school uses a third-party servicer to submit batch files to the CPS, but you also want to access CPS  
258 Online tools (such as FAA Access to CPS Online), check the Yes box to designate yourself as the  
259 Destination Point (TG Number/Mailbox) for CPS Online services for the school selected.
- 260 If additional financial aid staff needs access to CPS Online tools, you may enroll them for FAA Access to  
261 CPS Online under Manage Electronic Services at <https://fsaweбенroll.ed.gov>.
- 262 6. If your organization participates in the Direct Loan Program and the DPA identified in Item 4 will be assigned  
263 to submit and receive Direct Loan Program data, identify the years of the Direct Loan data the DPA will need  
264 to access. If you select only the 2022-2023 Award Year, your organization will only receive 2022-2023 data.  
265 If the 2023-2024 Award Year is selected the organization's enrollment will be rolled over automatically to  
266 subsequent award years. Also, provide the school's Direct Loan code. If the DPA is already enrolled and you  
267 are only updating information for that DPA, provide the TG number for that DPA's Destination Point (TG  
268 Number/Mailbox).
- 269 7. If you want this Destination Point (TG Number/Mailbox) to receive and submit Grant Services (Pell Grant, Iraq  
270 and Afghanistan Service Grant, and TEACH Grant) payment data, then complete this item. If you select only  
271 the 2021-2022 or 2022-2023 Award Years, your organization will only receive the selected data. If the 2023-  
272 2024 Award Year is selected the organization's enrollment will be rolled over automatically to subsequent  
273 award years.
- 274 8. As the Primary DPA, you must identify the Non-Primary DPA you want to enroll for access to COD Online  
275 Services (Direct Loan or Grant Services). **(Note: Paper enrollment for this service is available for Foreign  
276 Schools only. Other organizations must enroll online at <https://fsaweбенroll.ed.gov>.)**
- 277 A. If you are a third-party servicer, provide the name of the institution you are servicing. **Note: Authorizing  
278 Officials' signatures (Step Four) are required from both the institution and the servicer.**
- 279 Provide the OPE ID number for your organization. If this DPA is adding this service to an existing  
280 Destination Point (TG Number/Mailbox) then provide the TG number.
- 281 B. Select the applicable role for this DPA.
- 282 9. If you want the DPA to receive batch file data from NSLDS, complete this item.
- 283 A. Complete all required information including the OPE ID number.
- 284 B. In Item 10B, check the boxes for the batch files you want this DPA to receive. If this DPA already has a  
285 Destination Point (TG Number/Mailbox), provide the TG number here. Provide the date on which this  
286 DPA will begin responsibility for the sending or receiving of NSLDS data. Indicate whether this DPA's  
287 Destination Point (TG Number/Mailbox) will receive Transfer Student Monitoring data, Enrollment  
288 Reporting files (formerly SSCR), Federal Perkins Loan data and/or *GE Reporting*. Select the box for  
289 Transfer Student Monitoring if you want the DPA to send and receive Financial Aid History/Transfer  
290 Student Monitoring data.
- 291 10. As the Primary DPA, you must identify the Destination Point you want to enroll for electronic Cohort Default  
292 Rate Notification packages (eligibility letter and loan record detail report) from NSLDS. Your main campus  
293 (OPE ID number ending in '00') must sign up for this service.
- 294 11. As the Primary DPA, you must identify the Destination Point you want to enroll for electronic GE Notification  
295 packages from NSLDS.
- 296 12. As the Primary DPA, you must identify the DPA you want to enroll for online access to student data available  
297 on NSLDS by checking the boxes to indicate the services the DPA will access.
- 298 **IMPORTANT: Only the DPA is permitted to use his or her Destination Point (TG Number/Mailbox)**  
299 **for access to NSLDS Online information. NSLDS Online users CANNOT share their NSLDS access**  
300 **with anyone else.**

- 301           • Online Services, by default, automatically given to users are:
- |     |                           |     |   |
|-----|---------------------------|-----|---|
| 302 | - Loan History            | 309 | - Request Reports                               |
| 303 | - Federal Grants History  | 310 | - Transfer Student Monitoring                   |
| 304 | - Enrollment History      | 311 | - Exit Counseling History                       |
| 305 | - Overpayment History     | 312 | - Student Contact Information and Reaffirmation |
| 306 | - Organization Contacts   | 313 | History   |
| 307 | - Organization Setups     | 314 | - School Profile                                |
| 308 | - Data Provider Schedules | 315 | - Cohort Default Rate                           |

- 316           • Enrollment Updates and GE Reporting enables users to update student enrollment data
- 317           • Overpayment Update enables users to update overpayment data (depending on access authority, this includes overpayment status [indicator], repayment date, source of overpayment and region)
- 318

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

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

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

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

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

- 332       A. Complete all required information including the State for which you will be receiving ISIR data.
- 333       B. Choose the service for which you are enrolling.
- 334       C. Check the boxes for the award years this DPA should receive the applicant data. If you select only the  
 335           2022-2023 Award Year, your organization will only receive 2022-2023 applicant data. If the 2023-2024  
 336           Award Year is selected the organization’s enrollment will be rolled over automatically to subsequent award  
 337           years.
- 338       D. Choose the preferred delivery option for ISIRs if ISIRs are selected in Item 17B. You can choose whether  
 339           to receive ISIRs on a daily basis or by request. Daily receipt is the default ISIR delivery method. If you  
 340           choose “By Request,” you must request ISIRs from the *ISIR Datamart*. The ISIRs are then sent to your  
 341           Destination Point (TG Number/Mailbox) through the SAIG.

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

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

345   18. As the Primary DPA, you must identify the DPA you want to enroll for batch file data from NSLDS.

- 346       A. Complete all required information including the GA/Federal Loan Servicers Code.
- 347       B. Check the boxes for the batch files you want this DPA to receive. If this DPA already has a Destination  
 348           Point (TG Number/Mailbox), provide the TG number here. Provide the date on which this DPA will begin  
 349           responsibility for the sending or receiving of NSLDS data. Indicate whether this DPA’s Destination Point  
 350           will receive Financial Aid History (available for GAs only), Enrollment Reporting (available for GAs

351 only), GA/Federal Loan Servicers Loan data, *Account Maintenance Fee (AMF)* back-up detail (available  
352 for GAs only), *Annual Reasonability* back-up detail (available for GAs only), or Exit Counseling Reports.

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

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

359 Online Default Services automatically given to users are:

- |     |                               |     |                            |
|-----|-------------------------------|-----|----------------------------|
| 360 | - Loan History                | 365 | - Enrollment History       |
| 361 | - Data Provider Schedules     | 366 | - Reaffirmation History    |
| 362 | - Organization Contacts       | 367 | - Exit Counseling History  |
| 363 | - Organization Setups         | 368 | - Request Reports          |
| 364 | - Student Contact Information | 369 | - Foreign School Reporting |

370 **GA/Federal Loan Servicers Online Loan Update and Teacher Loan Forgiveness/Loan Discharge** –  
371 this service allows NSLDS Online users to update individual loans on an ad hoc basis and update loan data  
372 for students who are granted Teacher Loan Forgiveness (TLF) and Loan Discharge benefits for Title IV,  
373 HEA loans. NSLDS limits the number of users that can sign up for this online service to three enrollments.  
374 If you need help identifying users who are granted this service, contact NSLDS Customer Service at  
375 1-800-999-8219.

376 **TLF/Loan Discharge Only** – this service allows NSLDS Online users to update loan data for students who  
377 are granted TLF and Loan Discharge benefits for Title IV, HEA loans. NSLDS limits the number of users  
378 that can sign up for this online service.

379 **SSN Only Lookup** – this service allows NSLDS Online users to retrieve borrower information with only  
380 the borrower’s Social Security Number. This service is limited to Federal Servicers only.

381 **Aid Overpayment Update Service** – this service allows NSLDS Online users to update overpayment data  
382 (depending on access authority this includes overpayment status [Indicator], repayment date, source of  
383 overpayment, and region. This service is limited to Title IV Additional Servicers [TIVAS] only.)

384 Select *either* **GA/Federal Loan Servicers Online Loan Update and TLF/Loan Discharge** or **TLF/Loan**  
385 **Discharge Only**, but not both.

386 A. If the DPA will access information for a GA as its third-party servicer, provide the GA’s name and GA  
387 Code. **Note: Authorizing Officials’ signatures (Step Four) are required from both the GA and the**  
388 **GA Servicer before access will be considered for approval.**

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

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

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

396 B. Select the applicable role for this DPA.

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

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

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

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

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

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

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

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

414 Online Default Services automatically given to users are:

- |                                   |                               |                            |
|-----------------------------------|-------------------------------|----------------------------|
| 415 - Loan History 419            | - Organization Contacts 423   | - Foreign School Reporting |
| 416 - Enrollment History 420      | - Organization Setups 424     | - Data Provider Schedule   |
| 417 - Reaffirmation History 421   | - Student Contact Information |                            |
| 418 - Exit Counseling History 422 | - Request Reports             |                            |

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

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

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

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

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

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

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

440 B. Select the applicable role for this DPA.

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

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

446 B. Select the applicable role for this DPA.

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

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

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

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

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

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

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

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

463 **Submitting Enrollment Application and Signature Pages**

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

465 **CPS/SAIG Technical Support**  
466 **2450 Oakdale Blvd., Second Floor**  
467 **Coralville, Iowa 52241**

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

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

473 Once the Department receives all necessary signature documents, the Department will process the enrollment.  
474

SAIG Enrollment Application

1
475 Step One

476 Provide the following information

- 477 1. Is this an initial application or are you adding a new DPA or changing information on a Destination Point (TG
478 Number/Mailbox)? Check the applicable box below.
479 A. [ ] Initial enrollment
480 B. [ ] Adding a new user to obtain an additional Destination Point (TG Number/Mailbox).
481 Enter the Primary TG Number \_\_\_\_\_
482 C. [ ] Changing information for an existing Destination Point/Mailbox for TG Number \_\_\_\_\_

483 (Read instructions on page 7 carefully.)

- 484 2. What is the name of your organization? \_\_\_\_\_

485 (maximum 40 characters – Required)

- 486 3. Indicate your type of organization.

- 487 [ ] Postsecondary educational institution (school), go to Step Two, Section 1 on page 16
488 [ ] Institutional third-party servicer, go to Step Two, Section 1 on page 16
489 [ ] Guaranty Agency for FFELP student loans, go to Step Two, Section 2 on page 23
490 [ ] Guaranty Agency Servicers for FFELP student loans, go to Step Two, Section 2 on page 23
491 [ ] Federal Loan Servicers, go to Step Two, Section 2 on page 23
492 [ ] Lender for FFELP student loans, go to Step Two, Section 3 on page 28
493 [ ] Lender Servicers for FFELP student loans, go to Step Two, Section 3 on page 28

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

497 Check one (Required):

- 498 [ ] Primary DPA [ ] Non-Primary DPA

499 First Name \_\_\_\_\_ Last Name \_\_\_\_\_

500 Business address \_\_\_\_\_

501 Business address \_\_\_\_\_

502 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

503 Area code/phone (\_\_\_\_\_) \_\_\_\_\_ Area code/fax (\_\_\_\_\_) \_\_\_\_\_

504 E-mail Address \_\_\_\_\_

505 (maximum 70 characters)

506 Social Security number \_\_\_\_\_ Date of birth \_\_\_\_\_
507 (month) (day) (year)

508 Mother’s maiden name \_\_\_\_\_

509 Office Use Only

3

### SAIG Enrollment Application

510

511

Customer Number_____
TG Number_____

SAIG Enrollment Application

512 Step Two

513 Section 1: Services for Postsecondary Educational Institutions or Institutional Third-Party Servicers  
514

515 5. Do you want this Destination Point (TG Number/Mailbox) to submit and/or receive data with the Central  
516 Processing System (CPS)?  
517

- 518  Yes  No, go to Item 6

519 A. If yes, for which school?

520 Name of school \_\_\_\_\_

521 Federal School Code \_\_\_\_\_

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

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

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

525 Business address \_\_\_\_\_

526 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

- 528  2022-2023  2023-2024 and each subsequent year

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

530  All of the following to the same Destination Point TG \_\_\_\_\_

531  Initial applications\* (initial FAFSAs) TG \_\_\_\_\_

532  Corrections (FAFSA corrections) TG \_\_\_\_\_

533  ISIRs TG \_\_\_\_\_

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

535 ISIR Delivery: 2022-2023  Daily  By Request

536 2023-2024  Daily  By Request

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

538 *Note: Only select this option if your school utilizes a third-party servicer to submit batch services to CPS, and*  
539 *you want access to CPS Online tools such as FAA Access to CPS Online.*

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

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

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

544 Office Use Only

545 Customer Number \_\_\_\_\_



### SAIG Enrollment Application

TG Number _____
-----------------

547 Step Two

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

550 6. Do you want this Destination Point (TG Number/Mailbox) to submit and receive Direct Loan information?
551 [ ] Yes, for 2022-2023 [ ] Yes, for 2023-2024 and each subsequent year [ ] No, go to Item 7

552 A. If yes, for which school?
553 Name of school \_\_\_\_\_

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

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

556 Business Address \_\_\_\_\_

557 Business Address \_\_\_\_\_

558 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

561 What is your Direct Loan Code? \_\_\_\_\_

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

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

565 A. If yes, for which school?
566 Name of school \_\_\_\_\_

567 Federal School Code \_\_\_\_\_

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

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

570 Business address \_\_\_\_\_

571 Business address \_\_\_\_\_

572 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

574 [ ] 2021-2022 [ ] 2022-2023 [ ] 2023-2024 and each subsequent year

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

577 Office Use Only
578 Customer Number \_\_\_\_\_

### SAIG Enrollment Application

TG Number _____
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SAIG Enrollment Application

13

580 Step Two

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

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

586 [ ] Yes [ ] No, go to Item 9

587 A. If yes, for which school?

588 Name of school \_\_\_\_\_

589 OPE ID number \_\_\_\_\_

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

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

592 [ ] View and Credit Check

593 [ ] View Only

594 [ ] View/Update

595 [ ] View/Update and Credit Check

596 [ ] Third-Party Administrator

597

598

599

600

Office Use Only
Customer Number \_\_\_\_\_
TG Number \_\_\_\_\_

SAIG Enrollment Application

15

601 Step Two

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

603

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

605

606 - Transfer Student Monitoring and/or Financial Aid History

607 - Federal Perkins Loan data

608 - Enrollment Reporting (formerly SSCR)

609 - Gainful Employment Reporting

610  Yes  No, go to Item 10

611 A. If yes, for which school?

612 Name \_\_\_\_\_ School OPE ID number \_\_\_\_\_

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

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

615 Business address \_\_\_\_\_

616 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

617 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.

618

619  Transfer Student Monitoring and/or Financial Aid History

620

621 SAIG mailbox TG \_\_\_\_\_  
622 (School Transfer Profile must be completed at [https://nsls.ed.gov/nsls\\_FAP/secure/logon.jsp](https://nsls.ed.gov/nsls_FAP/secure/logon.jsp) to begin  
623 Transfer Monitoring.)

624  Enrollment Reporting (formerly SSCR)

625

626 SAIG mailbox TG \_\_\_\_\_ Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
627

628  Gainful Employment Reporting

629

630 SAIG mailbox TG \_\_\_\_\_ Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
631

632  Perkins Loan data

633

634 SAIG mailbox TG \_\_\_\_\_ Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
635

637 Office Use Only

638 Customer Number \_\_\_\_\_

639 TG Number \_\_\_\_\_

SAIG Enrollment Application

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640 Step Two

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

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

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

646 Name of school \_\_\_\_\_

647 School OPE ID number \_\_\_\_\_

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

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

650 Business address \_\_\_\_\_

651 Business address \_\_\_\_\_

652 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

653 Effective Date \_\_\_\_\_

654 Which TG number will be receiving the eCDR Notification Package? TG \_\_\_\_\_

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

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

658 [ ] Yes [ ] No, go to Item 12

659 Name of school \_\_\_\_\_

660 School OPE ID number \_\_\_\_\_

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

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

663 Business address \_\_\_\_\_

664 Business address \_\_\_\_\_

665 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

666 Effective Date \_\_\_\_\_

667 Which TG number will be receiving the GE Notification Package? TG \_\_\_\_\_

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

670 Office Use Only

671 Customer Number \_\_\_\_\_

### SAIG Enrollment Application

TG Number _____
-----------------

SAIG Enrollment Application

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673 Step Two

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

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

677 [ ] Yes [ ] No, go to Item 13

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

680 [x] Default Services (automatically given to users)

681 [ ] Enrollment Update

682 [ ] Overpayment Update

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

684 What is the OPE ID number for which you are requesting access? \_\_\_\_\_

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

687 [ ] Yes [ ] No, go to Item 14

688 If yes, check the appropriate boxes. [ ] Report Format [ ] Data Format [ ] Both

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

690 What is your Direct Loan Code? \_\_\_\_\_

691

692

693

Office Use Only
Customer Number \_\_\_\_\_
TG Number \_\_\_\_\_



SAIG Enrollment Application

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694 Step Two

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

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

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

700 [ ] Yes [ ] No, go to Item 15

701 Name of school \_\_\_\_\_

702 School OPE ID number \_\_\_\_\_

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

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

705 Business address \_\_\_\_\_

706 Business address \_\_\_\_\_

707 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

708 Effective Date \_\_\_\_\_

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

710 Go to Step Three

711

712

713

Office Use Only
Customer Number \_\_\_\_\_
TG Number \_\_\_\_\_

SAIG Enrollment Application

25

714 Step Two

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

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

718  Yes  No, go to Item 16

719 A. If yes, for which Agency?

720 Name of GA \_\_\_\_\_ State \_\_\_\_\_

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

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

723 Business address \_\_\_\_\_

724 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

726  Automatic ISIR Processing: Residents

727  Automatic ISIR Processing: Non-Residents

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

729  2022-2023  2023-2024 and each subsequent year

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

731 2022-2023  Daily  By Request

732 2023-2024  Daily  By Request

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

734  Yes  No, go to Item 17

735 A. If yes, for which organization?

736 Name of GA/Federal Loan Servicers \_\_\_\_\_ GA/FLS Code \_\_\_\_\_

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

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

739 Business address \_\_\_\_\_

740 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

742

743

Office Use Only
Customer Number \_\_\_\_\_

### SAIG Enrollment Application

TG Number _____
-----------------

29

SAIG Enrollment Application

745 Step Two

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

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

750  Yes  No, go to Item 18

751 A. If yes, for which Agency?

752 Name of GA \_\_\_\_\_ GA Code \_\_\_\_\_

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

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

755 Business address \_\_\_\_\_

756 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

757

758

<b>Office Use Only</b>
Customer Number _____

31

### SAIG Enrollment Application

759

TG Number \_\_\_\_\_

## 760 Step Two

### 761 Section 2: Services for FFELP GAs or GA Servicers and Federal Loan Servicers 762 (Continued)

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

- 765 - Financial Aid History
- 766 - Enrollment Reporting (formerly SSCR)
- 767 - GA/Federal Loan Servicers Loan Data
- 768 - GA Annual Reasonability back-up detail
- 769 - GA Account Maintenance Fee back-up detail
- 770 - Exit Counseling Reports

771  Yes  No, go to Item 19

772 A. If yes, for which organization?

773 Name of GA/Federal Loan Servicer \_\_\_\_\_ GA/FLS Code \_\_\_\_\_

774  Check if address is same as in Item 4.

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

776 Business address \_\_\_\_\_

777 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

780  Financial Aid History (Available for GAs only)

781 SAIG mailbox TG \_\_\_\_\_

783  Enrollment Reporting (Available for GAs only)

784 SAIG mailbox TG \_\_\_\_\_ Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

787  GA/Federal Loan Servicers Loan data

788 SAIG mailbox TG \_\_\_\_\_ Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

791  GA Account Maintenance Fee (AMF) back-up detail (Available for GAs only)

792 SAIG mailbox TG \_\_\_\_\_ Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

795  GA Annual Reasonability back-up detail, quarterly and annual calculations (Available for GAs only)

796 SAIG mailbox TG \_\_\_\_\_ Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

799  Exit Counseling Reports

800 SAIG mailbox TG \_\_\_\_\_ Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

803

33 SAIG Enrollment Application

804 Office Use Only

805 Customer Number \_\_\_\_\_

806 TG Number \_\_\_\_\_

807 Step Two

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

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

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

- 812  Yes  No, go to Item 20

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

- 815  Default Services (automatically given to users)  
816  GA/Federal Loan Servicers Online Loan Update and Teacher Loan Forgiveness/Loan Discharge  
817  Teacher Loan Forgiveness/Loan Discharge Only  
818  SSN Only Lookup (Available for FLS only)  
819  Aid Overpayment Update Service (Available for TIVAS only)

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

821 Name of GA/Federal Loan Servicer \_\_\_\_\_ GA/FLS Code \_\_\_\_\_

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

- 823  Uses NSLDS for Title IV, HEA functions only  
824  Eligibility for Aid  
825  Billing and Collection  
826  Enforcing Loan Terms  
827  Enrollment  
828  Accuracy of Record  
829  Default Aversion  
830  Default Rates  
831  Record Updates  
832  Teacher Loan Forgiveness and Loan Discharge  
833  Compliance  
834  Other \_\_\_\_\_

**SAIG Enrollment Application**

**Office Use Only**

Customer Number \_\_\_\_\_  
TG Number \_\_\_\_\_

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SAIG Enrollment Application

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838 Step Two

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

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

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

843  Yes  No, go to Item 21.

844 A. If yes, for which organization?

845 Name of Federal Loan Servicer \_\_\_\_\_

846 Federal Loan Servicers Code \_\_\_\_\_

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

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

849  View and Credit Check

850  View Only

851  View/Update

852  View/Update and Credit Check

853  Third-Party Administrator

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

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

857  Yes  No, go to Step Three.

858 A. If yes, for which organization?

859 Name of Federal Loan Servicer \_\_\_\_\_

860 FLS Code \_\_\_\_\_

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

862 Go to Step Three

863

864

<b>Office Use Only</b>
Customer Number _____



39

### SAIG Enrollment Application

865

TG Number \_\_\_\_\_

## 866 Step Two

### 867 Section 3: Services for FFELP Lenders and Servicers

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

- 870  Yes  No, go to Item 23

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

872 Name of Lender/Servicer \_\_\_\_\_

873 Lender/Servicer Code \_\_\_\_\_

874  Check if address is same as in Item 4.

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

876 Business address \_\_\_\_\_

877 Business address \_\_\_\_\_

878 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

879 B. Which Destination Point (TG Number/Mailbox) will be submitting the data? TG \_\_\_\_\_

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

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

- 882  Yes  No, go to Item 24

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

885  Default Services (automatically given to users)

886 If you are a FFEL Program Lender, what is your Lender ID number? \_\_\_\_\_

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

888  Uses NSLDS for Title IV, HEA functions only

889  Lender/Lender Servicer

890  Authorized Activity Loan Holder

891  Enrollment

892  Accuracy

893  Deferments

894  Default Rate

895  Income Based Repayment

896  Other \_\_\_\_\_

897

**Office Use Only**

41

## SAIG Enrollment Application

898

Customer Number \_\_\_\_\_

899

TG Number \_\_\_\_\_

SAIG Enrollment Application

43

900 Step Two

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

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

903  Yes  No, go to Item 25

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

905 Name of Lender/Servicer \_\_\_\_\_

906 Lender/Servicer Code \_\_\_\_\_

907  Check if address is same as in Item 4.

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

909 Business address \_\_\_\_\_

910 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

911 B. SAIG mailbox TG \_\_\_\_\_ Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

915  Yes  No, go to Item 26

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

917 Name of Lender/Servicer \_\_\_\_\_

918 Lender/Servicer Code \_\_\_\_\_

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

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

921  View Only

922

923

<b>Office Use Only</b>
Customer Number _____

### SAIG Enrollment Application

TG Number _____
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SAIG Enrollment Application

47  
925 Step Two

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

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

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

930  Yes  No, go to Step Three

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

932 Name of Lender/Servicer \_\_\_\_\_

933 Lender/Servicer Code \_\_\_\_\_

934  Check if address is same as in Item 4.

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

936 Business address \_\_\_\_\_

937 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

938 B. SAIG mailbox TG \_\_\_\_\_ Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

939 Go to Step Three

940  
941  
942

<b>Office Use Only</b>
Customer Number _____
TG Number _____

## SAIG Enrollment Application

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### 943 Step Three: Responsibilities of the Primary and Non-Primary Destination Point 944 Administrators

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

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

- 948 • Must ensure that SAIG computing resources are used only for official organization business.
- 949 • Must ensure that a substantially Established Relationship with the applicant is in place (e.g., the applicant has  
950 applied for admission to the institution, the applicant has included the institution on the FAFSA<sup>®</sup>, the Lender  
951 holds a loan for the borrower, or the applicant applied for a loan with the Lender) before accessing Federal  
952 Student Aid systems or other Federal agencies' systems for the purposes of administering the HEA  
953 programs, to obtain privacy protected information about the student.
- 954 • Only the DPA listed in Step One, Item 4, page 15 and referenced in Item 13, page 21; Item 21, page 26; Item 25,  
955 page 28 is permitted to use the National Student Loan Data System (NSLDS).
- 956 • Must use software provided by the Department to monitor SAIG mailbox activity. This software will keep track  
957 of who is using the Destination Point (TG Number/Mailbox), what information is being accessed, the date and  
958 time of access, and the batch number (if applicable).
- 959 • By applying for access to Federal Student Aid systems or other Federal agencies' systems for the purposes of  
960 administering the HEA programs, must consent to monitoring, recording, and auditing, and acknowledge that  
961 information gained in this manner may be disclosed by the Department to an appropriate third-party (e.g., law  
962 enforcement personnel).
- 963 • Must ensure that all Federal Student Aid applicant information is protected from access by or disclosure to  
964 unauthorized personnel. In the event of an unauthorized disclosure or breach of student applicant information or  
965 other sensitive information (such as personally identifiable information), the DPA must immediately notify  
966 Federal Student Aid at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov) within 24 hours after the incident is known or identified.
- 967 • Must ensure that password sharing, the sharing of system access, and the use of any tools that allow access to the  
968 SAIG are strictly prohibited. (These tools are called "authenticators.")
- 969 • Must ensure that access is provided only to systems, networks, data, control information, and software for which  
970 the DPA is authorized.
- 971 • Must ensure that procedures for sanitizing stored information are followed (e.g., overwriting electronic media that  
972 contain sensitive information before reuse).
- 973 • The Non-Primary DPA must inform the organization's Primary DPA when access to a Federal Student Aid  
974 system or other Federal agencies' systems for the purposes of administering the HEA programs, is no longer  
975 required (i.e. the individual is leaving a position or his or her job responsibilities have changed).

#### 976 2. Additional Requirements of the Primary DPA:

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

## SAIG Enrollment Application

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### 992 Step Three: Responsibilities of the Primary and Non-Primary Destination Point 993 Administrators (*Continued*)

#### 994 3. Agreements

995 The Primary DPA and/or the Non-Primary DPA agree(s) and understand(s) that intentional submission of false or  
996 misleading information to the U.S. Department of Education is subject to a fine of up to \$10,000, imprisonment for up  
997 to five years, or both, under provisions of the United States Code (including 18 U.S.C. 1001). The Primary DPA  
998 and/or the Non-Primary DPA also agree(s) to comply with all provisions of Section 483 of the Higher Education Act  
999 of 1965, as amended.

1000 The STOP Student Debt Relief Scams Act (Public Law 116-251) amended Section 490 of the Higher Education of  
1001 1965, and established criminal penalties for any person, including him or herself, who knowingly and willfully use an  
1002 access device (18 U.S.C. 1029(e)(1)) issued to another person or obtained by fraud or false statement to access the  
1003 U.S. Department of Education information technology systems for fraud, commercial advantage, or private financial  
1004 gain. As such, The Primary DPA and/or the Non-Primary DPA agree(s) and understand(s) that intentional use an  
1005 access device (18 U.S.C. 1029(e)(1)) issued to another person or obtained by fraud or false statement to access the  
1006 U.S. Department of Education information technology systems for fraud, commercial advantage, or private financial  
1007 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,  
1008 under provisions of the United States Code (20 U.S.C. 1097(e)).

#### 1009 4. Privacy Act Statement

1010 We use the information that you provide on this application to enroll your organization and its users for services with  
1011 Federal Student Aid systems.

#### 1012 **AUTHORITY FOR MAINTENANCE OF THE SYSTEM AND DISCLOSURE OF SOCIAL SECURITY 1013 NUMBERS:**

1014 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:  
1015 and Executive Order 9397 (November 23, 1943), as amended by Executive Order 13478 (November 18, 2008)  
1016 authorize the collection of Social Security numbers of users of this system. The Social Security number is  
1017 voluntary in order to identify individuals for Federal purposes, but you will not be provided with access to or use of  
1018 the system if you do not provide a Social Security number.

#### 1019 **PURPOSE(S):**

1020 The information in this system entitled "Student Aid Internet Gateway (SAIG), Participation Management System"  
1021 (18-11-10) is maintained for the purposes of: (1) Processing stored data from the SAIG Enrollment Forms (Web and  
1022 paper versions); (2) maintaining the SAIG Enrollment Web site (titled <https://fsawebenroll.ed.gov>); (3) managing the  
1023 assignment of individual electronic SAIG mailbox numbers, known as "TG numbers"; (4) authorizing users of the  
1024 CPS, NSLDS, Common Origination and Disbursement (COD) System, Financial Management System (FMS),  
1025 Enterprise Complaint System (ECS) (now known as Customer Engagement Management System [CEMS]), and the  
1026 Access and Identity Management System (AIMS); and (5) or other Federal agencies' systems for the purposes of  
1027 administering the HEA programs.

#### 1028 **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF 1029 USERS AND THE PURPOSES OF SUCH USES:**

1030 The Department may disclose information contained in a record in this system of records under the routine uses listed  
1031 in the system of records notice, which was published on March 1, 2018 (83 Fed. Reg. 8855-8859)  
1032 (<https://www.federalregister.gov/documents/2018/03/01/2018-04141/privacy-act-of-1974-system-of-records>) without  
1033 the consent of the individual if the disclosure is compatible with the purposes for which the record was collected.  
1034 These disclosures may be made on a case-by-case basis or, if the Department has complied with the computer  
1035 matching requirements of the Privacy Act of 1974, as amended (Privacy Act), under a computer matching agreement.

1036 (1) **Program Disclosures.** The Department may disclose records maintained in the SAIG, Participation Management  
1037 System, to other Federal agencies' systems for the purpose of allowing authorized users who are eligible to participate  
1038 in the electronic exchange of data with the Department to transmit files to and from the following databases and  
1039 access the Department's websites online for the purposes of administering or assisting in administering programs  
1040 authorized under Title IV of the HEA:

- 1041 (a) COD System;
- 1042 (b) CPS;

1043

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53 SAIG Enrollment Application

1044 Step Three: Responsibilities of the Primary and Non-Primary Destination Point
1045 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.



55 SAIG Enrollment Application

1098 Step Three: Responsibilities of the Primary and Non-Primary Destination Point  
1099 Administrators (Continued)

- 1100 (7) **Congressional Member Disclosure.** The Department may disclose records to a Member of Congress in  
1101 response to an inquiry from the Member made at the written request of the individual whose records are being  
1102 disclosed. The Member’s right to the information is no greater than the right of the individual who requested it.
- 1103 (8) **Enforcement Disclosure.** In the event that information in this system of records indicates, either on its face or in  
1104 connection with other information, a violation or potential violation of any applicable statute, regulation, or order of a  
1105 competent authority, the Department may disclose the relevant records to the appropriate agency, whether foreign,  
1106 Federal, State, Tribal, or local, charged with the responsibility of investigating or prosecuting that violation or charged  
1107 with enforcing or implementing the statute, Executive Order, rule, regulation, or order issued pursuant thereto.
- 1108 (9) **Employment, Benefit, and Contracting Disclosure.**
- 1109 (a) *For Decisions by the Department.* The Department may disclose a record to a Federal, State, or local  
1110 agency maintaining civil, criminal, or other relevant enforcement or other pertinent records, or to another  
1111 public authority or professional organization, if necessary to obtain information relevant to a Department  
1112 decision concerning the hiring or retention of an employee or other personnel action, the issuance of a  
1113 security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.
- 1114 (b) *For Decisions by Other Public Agencies and Professional Organizations.* The Department may disclose a  
1115 record to a Federal, State, local, or foreign agency or other public authority or professional organization, in  
1116 connection with the hiring or retention of an employee or other personnel action, the issuance of a security  
1117 clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a  
1118 license, grant, or other benefit, to the extent that the record is relevant and necessary to the receiving entity’s  
1119 decision on the matter.
- 1120 (10) **Employee Grievance, Complaint, or Conduct Disclosure.** If a record is relevant and necessary to an  
1121 employee grievance, complaint, or disciplinary action involving a present or former employee of the Department, the  
1122 Department may disclose a record from this system of records in the course of the investigation, fact-finding,  
1123 mediation, or adjudication, to any party to the grievance, complaint, or action; to the party’s counsel or representative;  
1124 to a witness; or to a designated fact-finder, mediator, or other person designated to resolve issues or decide the matter.
- 1125 (11) **Labor Organization Disclosure.** The Department may disclose records from this system of records, to an  
1126 arbitrator to resolve disputes under a negotiated grievance process or to officials of a labor organization recognized  
1127 under 5 U.S.C. chapter 71 when relevant and necessary to their duties of exclusive representation.
- 1128 (12) **Disclosure in the Course of Responding to a Breach of Data.** The Department may disclose records from this  
1129 system to appropriate agencies, entities, and persons when (a) the Department suspects or has confirmed that there has  
1130 been a breach of the system of records; (b) the Department has determined that as a result of the suspected or  
1131 confirmed breach there is a risk of harm to individuals, the Department (including its information systems, programs,  
1132 and operation), the Federal Government, or national security; and (c) the disclosure made to such agencies, entities,  
1133 and persons is reasonably necessary to assist in connection with the Department’s efforts to respond to the suspected  
1134 or confirmed breach or to prevent, minimize, or remedy such harm.
- 1135 (13) **Disclosure in Assisting another Agency in Responding to a Breach of Data.** The Department may disclose  
1136 records from this system to another Federal agency or Federal entity, when the Department determines that  
1137 information from this system of records is reasonably necessary to assist the recipient agency or entity in (a)  
1138 responding to a suspected or confirmed breach or (b) preventing, minimizing, or remedying the risk of harm to  
1139 individuals, the recipient agency or entity (including its information systems, programs, and operations), the Federal  
1140 Government, or national security, resulting from a suspected or confirmed breach.

1141

57 **SAIG Enrollment Application**

1142 **Step Three: Responsibilities of the Primary and Non-Primary Destination Point**  
1143 **Administrators (Continued)**

1144 **PRIMARY AND NON-PRIMARY DPA RESPONSIBILITIES:**

1145 The information provided to the Primary and Non-Primary DPA by the U.S. Department of Education is protected by  
1146 the Privacy Act of 1974, as amended. Protecting this information, once it is entrusted to the Primary and Non-Primary  
1147 DPA, becomes his or her responsibility. Therefore, the Primary and Non-Primary DPA agree to protect the privacy of  
1148 all information that has been provided by the U.S. Department of Education. The Primary and Non-Primary DPA  
1149 understand that any person, including himself or herself, who knowingly and willfully requests or obtains any record  
1150 concerning an individual from an organization under false pretenses shall be guilty of a misdemeanor and is subject to  
1151 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  
1152 understand that any person, including him or herself, who knowingly and willfully use an access device (18 U.S.C.  
1153 1029(e)(1)) issued to another person or obtained by fraud or false statement to access the U.S. Department of  
1154 Education information technology systems for fraud, commercial advantage, or private financial gain shall be guilty of  
1155 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  
1156 United States Code (20 U.S.C. 1097(e)).

1157 I certify that I have read these responsibilities, understand them, and will protect all data obtained through or provided  
1158 to U.S. Department of Education systems.

1159 Without the information provided on the SAIG enrollment application, a DPA or the Participating entity would be  
1160 denied access to electronically transmit reports and data via the SAIG and would be denied access to all Web sites  
1161 affiliated with this agreement as appropriate. Signature below affirms that you have read these Responsibilities and  
1162 agree to abide by them.

1163 1164	Non-Primary Destination Point Administrator’s Name _____ (Printed name – Required)
1165 1166	Signature _____ Date _____ (Must match name in Item 4 - original signature must be submitted. Stamped or electronic signatures will not be accepted. Required)
1167 1168	Primary Destination Point Administrator’s Name _____ (Printed name – Required)
1169 1170	Signature _____ (Original signature must be submitted. Stamped or electronic signatures will not be accepted. Required)

1171 **Sign and send this application as instructed**  
1172 **in “Submitting Enrollment Application and Signature Pages.”**

1173 **Go to Step Four**

<b>Office Use Only</b>	
Customer Number _____	
TG Number _____	

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59 SAIG Enrollment Application

1178 Step Four: Certification of the President/CEO or Designee

1179 Designation of Authorizing Official

1180 If you as the President or CEO wish to designate someone other than yourself to sign SAIG enrollment applications, you  
1181 may do so by completing the designation statement below and signing Box 1. Have your designee complete and sign Box 2.

1182 If you do not want to assign a designee, leave Box 1 empty and sign Box 2.

1183 I hereby designate \_\_\_\_\_ with the title \_\_\_\_\_, to be my  
1184 (Name of New Designee – Required) (Position Title of New Designee – Required)  
1185 responsible authorizing official for all future Federal Student Aid System enrollment applications. All related  
1186 responsibilities of the President/CEO shall be carried out by this designee. As President/CEO, I agree to assume the  
1187 responsibility for such actions associated with this and future enrollment agreements. This designation is effective as of the  
1188 date signed below.

1189 Note: Authorized Official name and signature must match information on file with ED.

1190	<b>Box 1</b> President/CEO _____
1191	(Printed name of President/CEO – Required)
1192	Title _____
1193	(Position title – Required)
1194	Signature _____ Date _____
1195	(Original signature must be submitted. Stamped or electronic signatures will not be accepted. Required)

1196 Responsibilities of the President/CEO or Designee

1197 As the President/CEO or Designee, I certify that:

- 1198 • I or my designee will notify CPS/SAIG Technical Support within one business day, by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov) or call  
1199 1-800-330-5947 when any person no longer serves as a designated authorizing official, Primary DPA, or Non-Primary  
1200 DPA.
- 1201 • I will not permit unauthorized use or sharing of SAIG passwords or codes that have been issued to anyone at my  
1202 organization.
- 1203 • Each person who is a SAIG DPA for my organization has read and signed a copy of “Step Three: Responsibilities of the  
1204 Primary and Non-Primary Destination Point Administrator.”
- 1205 • Each person who is a SAIG DPA for my organization has made a copy of the signed Step Three document for his or her  
1206 own files and a copy is maintained at my organization.
- 1207 • My organization has provided security due diligence and verifies that administrative, operational, and technical security  
1208 controls are in place and are operating as intended. Additionally, my organization verifies that it performs appropriate due  
1209 diligence to ensure that, at a minimum, any employee who has access to FSA ISIR data meets applicable state security  
1210 requirements for personnel handling sensitive personally identifiable information.
- 1211 • I understand the Secretary may consider any unauthorized disclosure or breach of student records and student applicant  
1212 information as a demonstration of a potential lack of administrative capability as stated in 34 C.F.R. § 668.16. I further  
1213 understand that in the event of an unauthorized disclosure or breach of student applicant information or other sensitive  
1214 information (such as personally identifiable information), the DPA or the Qualified Individual identified under 16 C.F.R.  
1215 Part 314 must notify Federal Student Aid at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov) within 24 hours after the incident is known or identified. I  
1216 am responsible for ensuring that any unauthorized disclosure or breach of student applicant information or other sensitive  
1217 information (such as personally identifiable information) is reported to Federal Student Aid as required.
- 1218 • I have signed this certification below and sent the original to the Department. I have retained a copy of this certification at  
1219 the organization. My signature below affirms that I have read these responsibilities and agree to abide by them.
- 1220 • I have ensured that the Standards for Safeguarding Customer Information (as the term customer information applies to my  
1221 institution – See Glossary), 16 C.F.R. Part 314, issued by the Federal Trade Commission (FTC), as required by the Gramm-  
1222 Leach-Bliley (GLB) Act, P.L. 106-102 have been implemented and understand that these Standards provide, among other  
1223 things, that I implement the following and I understand that failure to implement the requirements of the GLB Act may be  
1224 considered a lack of administrative capability under 34 C.F.R. § 668.16 by the Secretary. I further acknowledge that my  
1225 responsibility to safeguard customer information extends beyond Title IV, HEA program recipients:

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### SAIG Enrollment Application

- 1226 - Develop, implement, and maintain a comprehensive information security program that is written in one or more readily
- 1227 accessible parts that meets the requirements for an information security program in 16 C.F.R. Part 314.
- 1228 - Designate a qualified individual responsible for overseeing an implementing my institution’s information security
- 1229 program and enforcing my institution’s information security program in compliance with 16 C.F.R. 314.4(a).
- 1230 - Base my institution’s information security program on a risk assessment that identifies reasonably foreseeable internal
- 1231 and external risks to the security, confidentiality, and integrity of customer information (as the term customer
- 1232 information applies to my institution – See Glossary) that could result in the unauthorized disclosure, misuse, alteration,
- 1233 destruction, or other compromise of such information, and assesses the sufficiency of any safeguards in place to control
- 1234 these risks as required under 16 C.F.R. 314.4(b).
- 1235 - Design and implement safeguards to control the risks my institution identifies through risk assessment that meet the
- 1236 requirements of 16 C.F.R. 314.4(c)(1) through (8).
- 1237 - Regularly test or otherwise monitor the effectiveness of the safeguards my institution has implemented that meet the
- 1238 requirements of 16 C.F.R. 314.4(d).
- 1239 - Implement policies and procedures to ensure that personnel are able to enact my institution’s information security
- 1240 program and meet the requirements of 16 C.F.R. 314.4(e)(1) through (4).
- 1241 - Oversee my institution’s service providers (See Glossary) by meeting the requirements of 16 C.F.R. 314.4(f)(1) through (3).
- 1242 - Evaluate and adjust my institution’s information security program in light of the results of the required testing and
- 1243 monitoring required by 16 C.F.R. 314.4(d); any material changes to my institution’s operations or business
- 1244 arrangements; the results of the required risk assessments under 16 C.F.R. 314.4(b)(2); or any other circumstances that I
- 1245 know or have reason to know may have a material impact on my institution’s information security program as required
- 1246 by 16 C.F.R. 314.4(g).
- 1247 - Establish an incident response plan that meets the requirements of 16 C.F.R. 314.4(h).
- 1248 - Require my institution’s Qualified Individual to report regularly and least annually to those with control over my
- 1249 institution on my institution’s information security program as required by 16 C.F.R. 314.4(i).

1250

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

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1254 **Name of School or Agency** \_\_\_\_\_

1255 *If you are a third-party servicer, acting on behalf of another organization, you must read and sign Box 3 of this certification.*

1256 **Note: The Authorized Official of the organization you represent must also sign Box 2, above.**

1257

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

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**Sign and send this application as instructed in  
“Submitting Enrollment Application and Signature Pages.”**

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1266

<b>Office Use Only</b>
Customer Number _____
TG Number _____

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## 1267 **Attachment A: Glossary**

- 1268 *Account Maintenance Fee (AMF)*. AMF is the annual amount of money paid based on a percentage of the original  
1269 principal balance of guaranteed loans outstanding during a fiscal year. The AMF back-up detail provides  
1270 the loan information used in the calculation.
- 1271 *Annual Reasonability*. NSLDS Annual Reasonability is designed to compare the loan-level detail reported to  
1272 NSLDS and the aggregated loan data reported on the Guaranty Agency Financial Report (GAFR). In order  
1273 to accurately account for the loan-level detail on NSLDS, NSLDS performs two types of calculations on  
1274 the NSLDS database: Quarterly Calculations and Yearly Calculations.
- 1275 *Award Year*. July 1 of one year through June 30 of the next year. For the Grant Services (Pell Grant, Iraq and  
1276 Afghanistan Service Grant, and TEACH Grant), eligible students are paid out of funds designated for a  
1277 particular award year.
- 1278 *Central Processing System (CPS)*. The CPS manages the application and eligibility determination portion of the  
1279 federal student aid process. It gathers information from applicants via the Free Application for Federal  
1280 Student Aid (FAFSA), applies computerized edits and calculations to determine the student's eligibility,  
1281 and communicates the results to the student, schools, state agencies, third-party servicers, and other federal  
1282 computer systems.
- 1283 *Common Origination and Disbursement (COD)*. COD is a streamlined method for processing Grant Services  
1284 (Federal Pell Grant, Iraq and Afghanistan Service Grant, and the Teacher Education Assistance for College  
1285 and Higher Education [TEACH] Grant), Federal Direct Loan and Fiscal Operations and Application to  
1286 Participate (FISAP) for the Campus Based Programs which are Federal Work Study (FWS), Federal  
1287 Supplemental Educational Opportunity Grant (FSEOG), and Perkins Loan data.
- 1288 *Consumer*. An individual who obtains or has obtained a financial product or service from you that is to be used  
1289 primarily for personal, family, or household purposes, or that individual's legal representative. (See 16  
1290 C.F.R. 314.2(b)(2) for examples).
- 1291 *Customer*. A consumer who has a customer relationship with you. (See *Consumer*.)
- 1292 *Customer information*. Any record containing nonpublic personal information about a customer of a financial  
1293 institution, whether in paper, electronic, or other form, that is handled or maintained by or on behalf of you  
1294 or your affiliates. (See *Customer*.)
- 1295 *Customer relationship*. A continuing relationship between a consumer and you under which you provide one or  
1296 more financial products or services to the consumer that are to be used primarily for personal, family, or  
1297 household purposes. (See 16 C.F.R. 314.2(e)(2) for examples). (See *Consumer*.)
- 1298 *Debt Management and Collections System (DMCS)*. The DMCS houses all default debt held by the Department of  
1299 Education. This includes, but is not limited to, FFELP loans assigned from GAs; Program Overpayments,  
1300 and Perkins loans assigned from schools; and all Direct Loan program defaults. The system allows ED to  
1301 place accounts with Private Collections Agencies (PCA) who do the actual collection activities. The  
1302 system tracks all debts, interest accruals, and payments at the loan level and can associate all loans to a  
1303 specific borrower. The system also interfaces with other government agencies such as the U.S. Department  
1304 of the Treasury for the Treasury Offset Program (TOP), Health and Human Services for the National  
1305 Directory of New Hires (NDNH) information. The system also sends out bills and correspondence as  
1306 needed.

- 1307 *Designated Entities.* An entity that the U.S. Secretary of Education has designated as eligible to receive FAFSA  
 1308 Filing Status Information from an Agency and that has an Established Relationship with the student. A  
 1309 Designated Entity is not permitted to re-disclose FAFSA Filing Status Information.
- 1310 *Destination Point.* An organization enrolled in the SAIG that uses an electronic mailbox to send and receive  
 1311 financial aid data using the SAIG. Every Destination Point is administered by a Primary or a Non-Primary  
 1312 Destination Point Administrator (DPA) and has an electronic mailbox number that begins with the letters  
 1313 “TG.”
- 1314 *Destination Point Administrator (DPA).* An individual representing an organization involved in the administration  
 1315 of Title IV, HEA student financial aid programs (such as a postsecondary institution, FFELP Lender,  
 1316 FFELP GA or third-party servicer) that is enrolled in the SAIG and assigned a Destination Point (TG  
 1317 Number/Mailbox). To enroll as a DPA, an organization’s representative must complete and submit for  
 1318 processing the SAIG Enrollment Application to participate in the U.S. Department of Education’s Student  
 1319 Aid Internet Gateway. The DPA is responsible for the SAIG users’ access to Federal Student Aid systems  
 1320 or other Federal agencies’ systems for the purposes of administering the HEA programs, to ensure the data  
 1321 provided by these systems is protected according to the Privacy Act of 1974, as amended, as well as, to  
 1322 ensure users do not inappropriately access records that are not associated with their organization. Note:  
 1323 The Primary DPA is responsible for enrolling additional Non-Primary DPAs for specific SAIG services.  
 1324 Non-Primary DPAs are not allowed to make enrollment changes. An organization may only have one  
 1325 Primary DPA, but may have many Non-Primary DPAs.
- 1326 *EDconnect.* ED’s telecommunications software that allows PC Windows users to send and receive data through the  
 1327 SAIG.
- 1328 *electronic Cohort Default Rate (eCDR).* A measure of the percentage of a school's student borrowers who have  
 1329 defaulted on their federal student loans.
- 1330 *Electronic Services.* Primary Destination Point Administrators (Primary DPAs) and their Secondary Destination  
 1331 Point Administrators (Secondary DPAs) for their organization may enroll users for FAA Access to CPS  
 1332 Online or EDconnect Entitlement Access. An FSA User ID and password are required to log in to both  
 1333 systems.
- 1334 *Electronic Services User.* An individual allowed access to a Destination Point (TG Number/Mailbox) by the  
 1335 assigned Destination Point Administrator (DPA). Electronic Services users are enrolled for FAA Access to  
 1336 CPS Online or EDconnect by the Primary DPA. These users are associated with the Primary Destination  
 1337 Point and do not require individually assigned mailboxes to access FAA Access or EDconnect. An  
 1338 Electronic Services user must read and sign a Federal Student Aid User of Electronic Services Statement  
 1339 that the Primary DPA must maintain (see Attachment B).
- 1340 *Enterprise Complaint System (ECS) (now known as Customer Engagement Management System [CEMS]).* The  
 1341 ECS/CEMS provides online access for accepting, tracking, resolving, and storing complaints, reports of  
 1342 suspicious activity, and requests for loan forgiveness based on borrower defense to repayment, directly  
 1343 from customers.
- 1344 *Enrollment Reporting (formerly SSCR).* A reporting process to NSLDS completed by schools or their servicers to  
 1345 provide student-level data, campus-level enrollment data, and program-level enrollment data. This data is  
 1346 used in the administration of Title IV aid programs by providing critical data to assess the effectiveness of  
 1347 Title IV aid programs, determine outcomes for Title IV aid recipients, as well as determine loss and  
 1348 protection of subsidy for the 150% Direct Subsidized Loan Limit. Additionally, enrollment data protects  
 1349 the rights of borrowers by ensuring accuracy of loan repayment dates and allowing for automatic in-school  
 1350 deferments, amongst other measures and uses.

- 1351 *Established Relationship.* A relationship between a student FAFSA applicant and a LEA, secondary school, or  
 1352 Designated Entity. In the case of an LEA, an Established Relationship exists where the student FAFSA  
 1353 applicant is enrolled in a secondary school under the legal authority of the LEA or the LEA otherwise is  
 1354 providing services to the FAFSA applicant. In the case of a secondary school, an Established Relationship  
 1355 exists where the student FAFSA applicant is enrolled in the secondary school itself or the secondary school  
 1356 otherwise is providing services to the FAFSA applicant. In the case of a Designated Entity, an Established  
 1357 Relationship exists when the student FAFSA applicant is enrolled in or has registered with or is receiving  
 1358 services from the Designated Entity in order for the Designated Entity to assist the student in pursuit of  
 1359 postsecondary education.
- 1360 *FAA Access to CPS Online.* A Web tool that financial aid administrators use to enter application data, view student  
 1361 information, make corrections to students' processed information, enter identity verification results, and  
 1362 request ISIRs. It is located at <https://faaaccess.ed.gov>. An FSA User ID is required to access student  
 1363 information.
- 1364 *Federal Direct Loan (Direct Loan) Program.* A federal program in which the U.S. government (not a commercial  
 1365 Lender) provides four types of education loans to student and parent borrowers directly through schools:  
 1366 Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct PLUS Loan, and the  
 1367 Federal Direct Consolidation Loan. These loans are referred to collectively as Direct Loans. (The same  
 1368 types of loans are available through FFELP, but in that program, commercial Lenders provided the funds to  
 1369 eligible students.)
- 1370 *Federal Family Education Loan Program (FFELP).* A federal loan program under which commercial Lenders  
 1371 provided education loans to student and parent borrowers. The program offered four types of loans:  
 1372 Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, Federal PLUS Loan, and the  
 1373 Federal Consolidation Loan.
- 1374 *Federal Loan Servicer (Title IV Additional Servicer [TIVAS] or Not-For-Profit [NFP]).* An entity that services Title  
 1375 IV, HEA loans owned by ED. These loans include, but are not limited to, William D. Ford Federal Direct  
 1376 Loan (Direct Loan) Program loans and Federal Family Education Loan Program (FFELP) Purchased  
 1377 Loans. Current listings of the Department's federal loan servicers, including each servicer's contact  
 1378 information, are available on the Loan Servicing Centers for Schools and Loan Servicer Centers for  
 1379 Students pages located in the Customer Service Center on FSA Partner Connect  
 1380 (<https://fsapartners.ed.gov/help-center/fsa-customer-service-center>).
- 1381 *Federal Pell Grant (Pell Grant) Program.* A federal grant program for undergraduate students with financial need.
- 1382 *Federal School Code.* The Federal School Code is a unique six-character code assigned by the U.S. Department of  
 1383 Education to schools participating in Title IV, HEA federal student aid programs. Students enter the codes  
 1384 on their FAFSA to indicate which schools should receive their ISIRs. The Central Processing System uses  
 1385 the Federal School Code to identify the school.
- 1386 *Federal Student Aid (FSA).* The 1998 Reauthorization of the Higher Education Act (HEA) established a  
 1387 performance-based organization to administer the Federal Student Aid programs at the U.S. Department of  
 1388 Education. These programs include the Federal Pell Grant program, the Iraq and Afghanistan Service  
 1389 Grant program, the TEACH Grant program, the Federal Supplemental Educational Opportunity Grant  
 1390 program, the Federal Direct Loan program, the Direct PLUS Loan program, the Federal Work-Study  
 1391 program, and the Federal Perkins Loan program.
- 1392 *FFELP Lender.* A Lender is a commercial entity, such as a bank or credit union, that holds FFELP loans.
- 1393 *FFELP Lender Servicer.* A Lender Servicer is an outside organization that contracts with a Lender to manage  
 1394 FFELP loans for the Lender.

- 1395 *Financial Aid History.* The Guaranty Agency (GA) Financial Aid History (FAH) process is intended to gather loan  
 1396 information as it resides in the National Student Loan Data System (NSLDS) database. In response to a  
 1397 GA FAH request, NSLDS will send a processed extract file containing NSLDS FAH information only for  
 1398 those students who have at least one loan with the requesting FFELP Guaranty Agency/Guaranty Agency  
 1399 Servicers.
- 1400 *Financial Management System (FMS).* Federal Student Aid's FMS is a centralized system for all FSA financial  
 1401 transactions. It allows Financial Partner users (for example, lenders, and GAs) to collect, process,  
 1402 maintain, transmit, and report data about financial events. FMS also provides functionality to support  
 1403 financial planning and budgeting activities, accumulate and report cost information, and the preparation of  
 1404 financial statements.
- 1405 *Free Application for Federal Student Aid (FAFSA).* The application that the student must file to apply for aid from  
 1406 any Title IV, HEA program, including Direct Loan and PLUS Loan programs. Students can apply online  
 1407 by using *FAFSA on the Web* (<https://fafsa.gov/>). The FAFSA is also printed and distributed free of charge  
 1408 by the U.S. Department of Education.
- 1409 *FSA Partner Connect.* FSA Partner Connect is a unified digital frontend platform for school partners, financial  
 1410 institution partners, FSA staff, and contractors involved in the administration of Title IV financial aid for  
 1411 postsecondary education. FSA Partner Connect will provide centralized access to FSA policy and  
 1412 guidance, FSA training and consolidates access to distinct FSA websites where partners and FSA staff  
 1413 manage Title IV program eligibility and complete aid administration tasks. FSA Partner Connect provides  
 1414 access to data that is processed and maintained by FSA back-end systems responsible for various Title IV  
 1415 functions throughout FSA.
- 1416 *Gainful Employment (GE) Notification.* NSLDS enables schools to request Gainful Employment Debt Measures  
 1417 back-up data via the NSLDS FAP reporting function. The files are delivered directly to the SAIG TG  
 1418 Mailbox for the school user associated with the NSLDS user id which requested the information.
- 1419 *Gainful Employment (GE) Reporting.* NSLDS enables institutions to report certain information about students who  
 1420 enrolled in Title IV, HEA eligible educational programs that lead to gainful employment in a recognized  
 1421 occupation (GE programs). Institutions submit data to the NSLDS.
- 1422 *Guaranty Agency (GA).* An organization authorized by the U.S. Department of Education to administer the federal  
 1423 guarantee that loans made under the Federal Family Education Loan Program (FFELP) will be repaid.
- 1424 *Guaranty Agency Financial Reporting (GAFR).* The GAFR service allows GAs to send financial reporting  
 1425 information to Federal Student Aid's FMS using their SAIG mailbox.
- 1426 *GA Servicers.* A GA Servicer is an outside organization that contracts with a GA to handle the exchange of Title  
 1427 IV, HEA data between the GA and the Department of Education.
- 1428 *Institutional Student Information Record (ISIR).* The term ISIR refers to all processed student information records  
 1429 that are sent electronically to institutions by the CPS. The ISIR contains all information reported on the  
 1430 Free Application for Federal Student Aid (FAFSA), key processing results, and NSLDS financial aid  
 1431 history information.
- 1432 *Income-Based Repayment (IBR) Plan.* The IBR plan is a repayment plan with monthly payments that are limited to  
 1433 15 percent of a borrower's discretionary income divided by 12. Discretionary income for this plan is the  
 1434 difference between the adjusted gross income (AGI) and 150 percent of the poverty guideline amount for  
 1435 the borrower's state of residence and family size.



- 1436 *Income-Contingent Repayment (ICR) Plan.* The ICR plan is a repayment plan with monthly payments that are the  
 1437 lesser of (1) what a borrower would pay on a 12-year standard repayment plan multiplied by an income  
 1438 percentage factor or (2) 20 percent of a borrower's discretionary income divided by 12. Discretionary  
 1439 income for this plan is the difference between the borrower's adjusted gross income (AGI) and the poverty  
 1440 guideline amount for the borrower's state of residence and family size.
- 1441 *Iraq and Afghanistan Service Grant Program.* Beginning with the 2010-2011 Award Year, an eligible student  
 1442 whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11,  
 1443 2001, may receive increased amounts of Title IV, HEA student financial assistance. Such students are  
 1444 eligible for increased aid under these provisions if the student was 23 years of age or younger when the  
 1445 parent or guardian died or, if the student was over age 23, he or she was enrolled at an institution of higher  
 1446 education at the time of the parent or guardian's death.
- 1447 *IRS Skip Trace.* The Treasury Address Request (TAR) Program, referred to as the IRS Skip Trace Process,  
 1448 generates requests to the Internal Revenue Service (IRS) to provide address information on defaulted  
 1449 borrowers. Selected borrower records on the DMCS are merged with similar records received from  
 1450 guarantors into a skip trace address request file to be sent to the IRS. The IRS will return an address for the  
 1451 borrowers matched, and these addresses will either be entered into the DMCS or forwarded to the  
 1452 requesting entity.
- 1453 *ISIR Datamart.* This is a function of FAA Access to CPS Online that Destination Point Administrators (DPAs) can  
 1454 use to request ISIRs from the CPS.
- 1455 *Lender Reporting System (LaRS).* The LaRS allows Lender institutions or their servicers to send financial reporting  
 1456 information to Federal Student Aid's FMS using their SAIG mailbox.
- 1457 *Local Educational Agency (LEA).* An LEA is a public board of education or other public authority legally  
 1458 constituted within a State for either administrative control of or direction of, or to perform service functions  
 1459 for, public elementary or secondary schools in a city, county, township, school district, or other political  
 1460 subdivision of a State; or such combination of school districts or counties a State recognizes as an  
 1461 administrative agency for its public elementary and secondary schools; or any other public institution or  
 1462 agency that has administrative control and direction of a public elementary or secondary school.
- 1463 *Mandatory Assignment.* GAs assign defaulted FFELP loans to the Department. The data is loaded to the DMCS  
 1464 where it is used to collect monies from defaulted borrowers or otherwise resolve their accounts.
- 1465 *National Directory of New Hires (NDNH).* NDNH is the Department of Health and Human Services (HHS), Office  
 1466 of Child Support Enforcements' database utilized by the Department of Education (ED) through a  
 1467 computer matching agreement between ED and HHS to obtain address and employment information on  
 1468 defaulted borrowers. The NDNH database maintains some of the most comprehensive address and  
 1469 employment information on individuals throughout the United States.
- 1470 *National Student Loan Data System (NSLDS).* A national database of student loan-level information and selected  
 1471 grant recipient data for loans and grants disbursed under the Title IV, HEA programs.
- 1472 *Non-Primary Destination Point Administrator (Non-Primary DPA).* The Primary DPA is responsible for enrolling  
 1473 additional Non-Primary DPAs for specific SAIG services assigned to their Destination Points (TG  
 1474 Number/Mailboxes). Non-Primary DPAs are not allowed to make enrollment changes.
- 1475 *OPE ID Number.* The OPE ID is an eight-digit number assigned by the U.S. Department of Education to schools  
 1476 participating in Title IV, HEA programs.

- 1477 *Pay As You Earn Plan.* Pay As You Earn is a repayment plan with monthly payments that are limited to 10 percent  
 1478 of a borrower's discretionary income divided by 12. Discretionary income for this plan is the difference  
 1479 between the borrower's adjusted gross income (AGI) and 150 percent of the poverty guideline amount for  
 1480 the borrower's state of residence and family size.
- 1481 A borrower is a new borrower for the Pay As You Earn plan if (1) the borrower has no outstanding balance  
 1482 on a Direct Loan or FFEL Program loan as of October 1, 2007 or have no outstanding balance on a Direct  
 1483 Loan or FFEL Program loan when the borrower obtains a new loan on or after October 1, 2007, and (2) the  
 1484 borrower receives a disbursement of a Direct Subsidized Loan, Direct Unsubsidized Loan, or student Direct  
 1485 PLUS Loan on or after October 1, 2011, or the borrower receives a Direct Consolidation Loan based on an  
 1486 application received on or after October 1, 2011. However, a borrower is not considered a new borrower if  
 1487 the Direct Consolidation Loan received repays loans that would make the borrower ineligible under part (1)  
 1488 of this definition.
- 1489 *Primary Destination Point Administrator (Primary DPA).* An individual who has been appointed by the  
 1490 organization as the responsible party for the enrollment of the organization's additional Non-Primary DPAs  
 1491 which result in the establishment of their SAIG Mailboxes and may include FAA Access Online users. The  
 1492 Primary DPA is responsible for the SAIG users' access to Federal Student Aid systems or other Federal  
 1493 agencies' systems for the purposes of administering the HEA programs, to ensure the data provided by  
 1494 these systems is protected according to the Privacy Act of 1974, as amended, as well as to ensure users do  
 1495 not inappropriately access records that are not associated with their organization. Note: The Primary DPA  
 1496 is responsible for enrolling additional Non-Primary DPAs for specific SAIG services assigned to their  
 1497 Destination Points (TG Number/Mailboxes).
- 1498 *Revised Pay As You Earn (REPAYE) Plan.* Revised Pay As You Earn is a repayment plan with monthly payments  
 1499 that are limited to 10 percent of a borrower's discretionary income divided by 12. Discretionary income for  
 1500 this plan is the difference between the borrower's adjusted gross income (AGI) and 150 percent of the  
 1501 poverty guideline amount for the borrower's state of residence and family size.
- 1502 *SAIG Mailbox.* An electronic mailbox that is used to send and receive financial aid data using the SAIG. It is also  
 1503 referred to as a Destination Point. (See *Destination Point.*)
- 1504 *Service provider.* Any person or entity that receives, maintains, processes, or otherwise is permitted access to  
 1505 customer information through its provision of services directly to a financial institution that is subject to 16  
 1506 C.F.R. Part 314.
- 1507 *Social Security Number (SSN).* The number assigned to an individual by the Social Security Administration and  
 1508 used as the identifying number for many Federal purposes, including identifying an SAIG participant and  
 1509 applicants for the Title IV, HEA programs.
- 1510 *Student Aid Internet Gateway (SAIG).* The SAIG links thousands of Destination Points across the United States, its  
 1511 territories, and certain ED-designated foreign countries to the Higher Education Act's Title IV, HEA  
 1512 student financial aid programs and delivery system. Organizations enroll individuals as DPAs in the SAIG.  
 1513 DPAs are assigned Destination Points (electronic mailboxes) for receiving and transmitting data to various  
 1514 Title IV, HEA Federal Student Aid systems such as NSLDS, CPS, and COD. (See *Destination Point and*  
 1515 *Destination Point Administrator.*)
- 1516 *Student Applicant Information or Title IV Information.* Any information used in the administration of the Title IV  
 1517 federal student aid programs, information about students or prospective students, and information about  
 1518 their family members an institution obtains to evaluate student eligibility for federal student aid, including  
 1519 but not limited to: Personally Identifiable Information (PII), Institutional Student Information Record  
 1520 (ISIR), Student Aid Report (SAR), and data collected by the Free Application for Federal Student Aid  
 1521 (FAFSA) as authorized by Section 483 of the HEA.

1522 *Stop Student Debt Relief Scams Act of 2019.* Public Law 116-251, explicitly makes unauthorized access to the U.S.  
1523 Department of Education information technology systems and the misuse of identification devices issued  
1524 by the Department a criminal act with fines up to \$20,000 and/or 5 years imprisonment. It also directs the  
1525 Department to prevent improper access to the data system and any other system used to administer a  
1526 program under Title IV of the Higher Education Act of 1965, as amended, by any person or entity for the  
1527 purpose of assisting a student in managing loan repayment or applying for any repayment plan,  
1528 consolidation loan, or other benefit authorized by this title, unless such access meets the requirements of an  
1529 authorized person or entity. Furthermore, it requires the Department to take action to prevent and address  
1530 the improper use of access devices, detecting common patterns of improper use; maintain a reporting  
1531 system to alert the Secretary of potentially improper use of Department IT systems; and proactively  
1532 contacting Federal student loan borrowers whose Federal student loan accounts likely demonstrate  
1533 improper use in accordance with the provisions of this Act. It also directs Federal exit counseling to warn  
1534 Federal loan borrowers about debt relief scams and to provide clean and simple disclosures in  
1535 communications with borrowers who are applying for or requesting assistance with Federal Direct Loan  
1536 Program.

1537 *TDClient.* ED’s telecommunications software that allows Mainframe/Midrange users to send and receive data  
1538 through the SAIG.

1539 *Teacher Education Assistance for College and Higher Education (TEACH) Grant Program.* The TEACH Grant  
1540 Program provides up to \$4,000 a year in grant assistance to a student who agrees to serve for at least four  
1541 years as a full-time teacher in a high-need field in a public or private elementary or secondary school that  
1542 serves students from low-income families. A TEACH Grant recipient who does not complete the required  
1543 teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant  
1544 Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D.  
1545 Ford Federal Direct Loan (Direct Loan) Program.

1546 *TG Number.* A TG Number is the identifier for an electronic mailbox which is referenced to as an SAIG Mailbox  
1547 or Destination Point. The TG Number is a five-digit alphanumeric number, preceded by “TG.”

1548 *The Title IV, Federal Student Aid Systems.* These systems are maintained by the Department for the purposes of  
1549 administering programs authorized under the Higher Education Act of 1965, as amended (HEA). The  
1550 Department’s Title IV, Federal Student Aid Systems include: the Central Processing System (CPS) Online,  
1551 National Student Loan Data System (NSLDS) Online, Common Origination and Disbursement (COD)  
1552 System, Financial Management System (FMS), Debt Management and Collections System (DMCS), Title  
1553 IV Additional Servicers (TIVAS), and Access Information Management System (AIMS).

1554 *Title IV, HEA student financial aid programs.* Student assistance programs authorized by Title IV of the Higher  
1555 Education Act of 1965, as amended, (HEA).

1556 *Title IV Information.* See *Student Applicant Information.*

1557 *Total and Permanent Disability (TPD).* The TPD program was created to support the regulatory requirement to  
1558 track borrower claims for total and permanent disability discharge for three years. The regulations require  
1559 monitoring of income and loan status for a period of three years after certification of disability by a  
1560 physician. Borrowers determined to be ineligible after the three-year period will be returned to active  
1561 servicing status. However, if the borrower still meets the eligibility criteria at the end of this period, final  
1562 discharge of the student loan is granted.

1563 *Transfer Student Monitoring (TSM).* A function of the NSLDS that monitors student transfers from one school to  
1564 another. Following a student transfer, the new school sends identifying information about the student to  
1565 NSLDS and will then receive data updates that will allow the school to disburse and/or deliver aid to the  
1566 student.

1567 *Treasury Offset Program (TOP)*. The Treasury Offset Process refers defaulted borrower debts to the U.S.  
1568 Department of Treasury with the ultimate objective of collecting past due accounts by means of offset of  
1569 federal and/or state funds due the borrower, such as tax refunds.

1570 *U.S. Department of Education (ED, Department)*. The federal agency responsible for the administration of federal  
1571 student aid programs under Title IV of the HEA through Federal Student Aid (FSA).

1572 *Unauthorized Disclosure or Breach*. The loss of control, compromise, unauthorized disclosure, unauthorized  
1573 acquisition, unauthorized access, or any similar occurrence where (1) a person other than an authorized user  
1574 accesses or potentially accesses student Title IV Information or (2) an authorized user accesses or  
1575 potentially accesses student Title IV Information for an other than authorized purpose, whether physical or  
1576 electronic.

1577

1578 **Attachment B: Federal Student Aid User of Electronic Services Statement**

1579 Any individual who is not a Destination Point Administrator and who accesses Federal Student Aid systems or other Federal agencies’  
1580 systems for the purposes of administering the HEA programs, and/or uses resources that access Federal Student Aid systems or other Federal  
1581 agencies’ systems for the purposes of administering the HEA programs, whether by batch or online, must read and sign this statement. The  
1582 original Federal Student Aid User of Electronic Services Statement must be maintained by the organization. The user should keep a copy of  
1583 the signed statement for his or her records.

1584 The user understands that intentional submission of false or misleading information to the U.S. Department of Education is subject to a fine  
1585 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).  
1586 The user also agrees to comply with all provisions of Section 483 of the Higher Education Act of 1965, as amended.

1587 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  
1588 statement to access the U.S. Department of Education information technology systems for fraud, commercial advantage, or private financial  
1589 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  
1590 United States Code (20 U.S.C. 1097(e)).

1591 The user understands that the information provided by the U.S. Department of Education is protected by the Privacy Act of 1974, as  
1592 amended. Protecting this information, once it is entrusted to the user, becomes his or her responsibility. Therefore, the user agrees to protect  
1593 the privacy of all information provided to him or her by the U.S. Department of Education. The user understands that any person, including  
1594 himself or herself, who knowingly and willfully requests or obtains any record concerning an individual from an organization under false  
1595 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)).

1596 **Responsibilities of the Electronic Services User**

1597 Appropriate uses of Federal Student Aid systems or other Federal agencies’ systems for the purposes of administering the HEA programs, by  
1598 an Electronic Services User:

- 1599 • Must use Electronic Services computing resources only for official government business.
- 1600 • Must ensure that a substantially Established Relationship with the applicant is in place (e.g., the applicant has applied for admission  
1601 to the institution, the applicant has included the institution on the FAFSA®, or the lender holds a loan for the borrower) before  
1602 accessing Federal Student Aid systems or other Federal agencies’ systems for the purposes of administering the HEA programs, to  
1603 obtain privacy protected information about the student.
- 1604 • Must know the name of the Primary DPA and how to contact that individual.
- 1605 • Must protect all Federal Student Aid systems or other Federal agencies’ systems for the purposes of administering the HEA  
1606 programs from access by or disclosure to unauthorized personnel.
- 1607 • Must report immediately to the Primary DPA any security incidents, potential threats, or vulnerabilities that involve Electronic  
1608 Services.
- 1609 • Must report to the Primary DPA any compromise, suspected compromises, or incidents of sharing of a password or any other  
1610 authenticator.
- 1611 • Must access only those systems, networks, data, control information, and software for which he or she is authorized.
- 1612 • Must ensure that all Electronic Services information is marked according to its sensitivity and is properly controlled and stored.
- 1613 • Must inform the organization’s Primary DPA the Electronic Services User no longer needs access to a Federal Student Aid system  
1614 (i.e., the individual is leaving his or her position or his or her job responsibilities have changed).
- 1615 • Must not add code that might be harmful to the SAIG or Electronic Services.

1616 My signature below affirms that I have read this Statement and agree to abide by these rules.

1617 TG# \_\_\_\_\_ Electronic Services User’s Name \_\_\_\_\_  
1618 (Print)

1619 Electronic Services User’s Job Title \_\_\_\_\_

1620 Phone # (\_\_\_\_\_) \_\_\_\_\_

1621 Electronic Services User’s Signature \_\_\_\_\_ Date \_\_\_\_\_

1622 Primary DPA Signature \_\_\_\_\_ Date \_\_\_\_\_

1623 **(This statement with an original signature [not a stamped signature] must be maintained by the Primary DPA.)**

1624 **Do Not Submit This User Statement to The Department of Education.**  
1625 **The Original Must Be Retained By The Organization.**

1626 **Attachment C: Burden Statement**

1627 According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of  
1628 information unless such collection displays a valid OMB control number. The valid OMB control number for this  
1629 information collection is 1845-0002. Public reporting burden for this collection of information is estimated to  
1630 average 40 minutes per initial paper application response, 20 minutes per initial web application online, 15 minutes  
1631 per updated response on paper, and 10 minutes per updated response online, including time for reviewing  
1632 instructions, searching existing data sources, gathering and maintaining the data needed, and completing and  
1633 reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain a  
1634 benefit as cited in the Higher Education Act of 1965, as amended (HEA); 20 U.S.C. 1070 et seq. If you have  
1635 comments or concerns regarding the status of your individual submission of this application, please contact U.S.  
1636 Department of Education, Systems Integration Division, 830 First Street NE, Washington, DC 20212 directly.