Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND™
An OFFICE of the U.S. DEPARTMENT of EDUCATION

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

Table of Contents

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

eZ-Audit Overview

Frequently Asked Questions…

What is eZ-Audit?

eZ-Audit is a web based paperless single point of submission for financial statements and compliance audits. A designee from your entity simply signs on to eZ-Audit, enters summary audit and financial data directly from your report into a web form, attaches an electronic version of the report, and hits the submit button. Your submission through eZ-Audit will allow for more rapid and efficient processing by the Department of Education (**ED**) and therefore provide you with immediate feedback.

How does eZ-Audit work?

1. Your school submits its compliance audit data and summary financial data via an internet web form (follow this manual for complete instructions).
2. Your school also attaches an electronic copy of your financial statement and compliance audit in a non- editable pdf format (using Adobe Acrobat).
3. The eZ-Audit system automatically forwards flagged financials and deficient audits to FSA's School Participation Management Team for resolution.
4. School Participation Teams communicate with you to reach resolution.
5. As desired, you can periodically check eZ-Audit for the status of your report.

How does eZ-Audit Benefit You?

- You will receive instant acknowledgement of receipt – no more lost reports!
- You will no longer need to make any copies or send reports in the mail to ED.
- Processing times will be greatly reduced, thus allowing for quicker remediation of findings.
- Web forms will contain pre-populated fields.
- There are no new reporting requirements – data entry will be limited to the same data already contained in the reports.
- The time spent submitting these forms should be less than 1 hour.
- Status of your submissions will be accessible to you online at any time.
- eZ-Audit Help Desk assistance is available at fsaezaudit@ed.gov or by calling 1-877-263-0780, Monday – Friday, 9 a.m. – 5 p.m. ET.

Who at my entity will use eZ-Audit?

- *eZ-Audit Institution/Entity Administrator, selected by your entity, is responsible for:*
- o Registering your entity with eZ-Audit
- o Providing/managing access to data entry and submission approval personnel, as identified by your entity
- o Maintaining security information regarding entity's users as required
- *eZ-Audit Data Entry Users, selected by your entity, are responsible for:*
- o Entering data into the eZ-Audit system
- o Attaching non-editable, pdf files of financial statements and compliance audits
- *eZ-Audit Submission Approvers, selected by your entity, are responsible for:*
- o Reviewing the submission prior to "submit"
- o Approving the submission via the "submit" action

What role should my auditor play in eZ-Audit?

June 2021

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

You may choose to ask your auditor to serve in all roles listed above. It your auditor is not selected as a Data Entry/Submitter User; you may request that your auditor electronically sends you your financial statements and compliance audits in the non-editable pdf format using Adobe Acrobat. Please note that the pdf files containing your financial statements and compliance audits will be included as attachments to your eZ-Audit submission – all signature pages in the financial statements and compliance audits, as well as the entity's corrective action plan, must be scanned.

eZ-Audit Technical Requirements

eZ-Audit is a **web-based application.** This means you will not need to load a new application on your computer. You will simply need to ensure that you have an **Internet browser – Internet Explorer 11.0 or higher.**

NOTE

If you receive an error that does not allow you to access eZ-Audit when you type in the URL from your Internet browser, please contact your network administrator and request that he/she do one of the following:

- Open your firewall to allow all 165.224.xxx.xxx addresses through, which would allow your entity access to all ed.gov sites
- Conduct a lookup on ezaudit.ed.gov which will allow your entity access to eZ-Audit

eZ-Audit requires you to attach a non-editable pdf version of your annual submissions. **Adobe Acrobat** must be used to create this attachment.

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

School Group Submissions

ED considers a school group as a collection of schools whereby a single school within the group (what ED calls the submitting institution (Locator) or a designated representative (such as a State Auditor) submits a single consolidated financial statement and compliance audit together to ED.

The submitting institution (Locator) must be located in the same state/region as the Corporate Headquarters. If there are <u>no</u> schools located in the same state/region, the lowest OPEID in the group will continue to be the submitting institution (Locator).

Foreign Schools that submit consolidated (covering more than one OPEID) financial statements and multiple compliance audits will complete the Compliance Audit Information, Checklist and Upload pages for each (OPEID) school in the group. The submitting institution (Locator) can submit for all OPEIDs or the member school can complete and submit their own information. The member school must be registered (See Registration Instructions).

School Group Compliance Audit Information Page:

» **ABC University**
- OPEID: 12345678

All fields are required.

Our Records currently indicate that this group contains the following OPEIDs:

*If this information is not correct please contact the EZAudit Help Desk at fsaezaudit@ed.gov

SCHOOL GROUP DATA:

OPEID	SCHOOL NAME	CITY	STATE	LOCATOR
23456789	The School	Merrillville	IN	Y
34567891	The School	Kentwood	MI	

NOTE

When more than one OPEID is covered ED considers this to be a school group. The school group should designate one of the OPEIDs as the submitting institution. The submitting institution registers with the eZ-Audit and does the submission for all of the schools in the school group. As part of the eZ-Audit submission, the submitting institution has to complete the Compliance Audit Information page. This should be done only once, covering all of the schools in the school group. In answering the questions on the page, the submitting institution should answer 'Yes" if the condition applies to any of the schools. For example, if any of the schools participates in FFEL programs, the answer for the school group would be 'Yes'.

If you have additional questions regarding school groups, please send an email to fsaezaudit@ed.gov or contact the eZ-Audit Help Desk at 1-877-263-0780.

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

eZ-Audit Submission Requirements

Effective June 16, 2003, all Title IV participating schools are required to submit audited financial statements and compliance audits electronically, via eZ-Audit, to the Department of Education. (Please see May 16, 2003 Federal Register)

When must an institution submit financial statements and/or compliance audit?

🕓 **All participating institutions must submit financial statements and compliance audits annually. (34 CFR 668.23)**

> Foreign For-Profit institutions' financial statements and compliance audit is due <u>six months after</u> the end of the fiscal year (34 CFR 668.23).

- o <u>All Foreign For-Profit institutions will have to answer a question "Have you disbursed Title IV funds?" before starting a submission.</u>

  > ** If your school did not disburse any Title IV funds, then you answer NO to the question "Have you disbursed Title IV funds?" and you only have to submit financial statements portion of the Annual Submission known as "No Title IV Activity Financial Statement Submission."
  > ** If your school did disburse any Title IV funds then you answer YES to the question "Have you disbursed Title IV funds?" and you have to submit both financial statements and compliance Audit portion of the Annual Submission known as "Annual Submission."

🕓 **If you are seeking initial participation in the Title IV Program.**
- o Please note that an Application for Approval to Participate in Federal Student Aid Programs (https://eligcert.ed.gov) should be filed at the time of your submission.

🕓 **If you undergo a change in ownership, merger or change in structure.**
- o Please note that an Application for Approval to Participate in Federal Student Aid Programs (https://eligcert.ed.gov) should be filed at the time of your submission.

🕓 **If you wish to be reinstated to participate in Title IV program(s).**
- o Please note that an Application for Approval to Participate in Federal Student Aid Programs (https://eligcert.ed.gov) should be filed at the time of your submission.

🕓 **If your institution closes or loses eligibility to participate in the Title IV programs**
- o Please note that you need only submit a close out audit.

June 2021

eZ-Audit Rules of Behavior

eZ-Audit is a Department of Education system. Department of Education computer systems are provided for the processing of Official U.S. Government information only. All data contained on Department of Education computer systems is owned by the Department of Education and may be monitored, intercepted, recorded, read, copied or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on Department of Education computer systems. Unauthorized use of this system is a violation of Federal law and can be punished with fines or imprisonment (P.L. 99-474). "Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, and disclosure."

You may decide to send FSA information, including personally identifying information. The information you supply
– whether through a secure Web form, a standard Web form, or by sending an electronic mail message –
is maintained by FSA for the purpose of processing your request or inquiry. Various employees of FSA may see the information you submit in the course of their official duties. The information may also be shared by FSA with third parties to advance the purpose for which you provide the information, including other federal or state government agencies. For example, if you file a complaint, it may be sent to a financial institution for action, or information may be supplied to the Department of Justice in the event it appears that federal criminal statutes have been violated by an entity you are reporting to FSA.
The primary use of personally identifying information will be to enable the government to contact you in the event we have questions regarding the information you have reported. If you are concerned about how information about you may have been used in connection with the eZ-Audit web site, or you have questions about FSA's privacy policy and information practices, you should e-mail us at webmaster@fsa.ed.gov. Electronic mail is not necessarily secure. You are advised to be cautious when sending electronic mail containing sensitive, confidential information. As an alternative, we advise users to give consideration to using postal mail.

Welcome to eZ-Audit

WARNING:

You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C § 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

Any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system); and

Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

Accept & Continue

2

U. S. Department of Edu

Rules of Behavior

1

For Official, Approved Use only – The eZ-Audit system is funded by the Government to support various programmatic efforts needed to accomplish the FSA mission. As such, these resources are to be used only for official Government business. Users should remember that when they use the eZ-Audit system, they are acting in their employment capacity on behalf of ED. Unless approved in writing by management, any activity outside that employment capacity, or which could bring harm or embarrassment to ED/FSA must be avoided.

Privacy Expectations – All users are cautioned that, in general computers, networks, and information systems are not 'private.' Users should have no expectation of privacy when using computing resources. E-mail sent via the eZ-Audit system may bear site-specific identifiers in the address (name@ed.gov). As such, regardless of disclaimers, users employing ED/FSA e-mail are representing the site and ED/FSA and must act accordingly.

Monitoring of Computing Resources – Activities on ED/FSA systems and networks are subject to monitoring, recording, and periodic audits to ensure that the resources are functioning properly and to protect against unauthorized use. The System Administrator may access any user's computer system or data communications and disclose information obtained through such auditing to appropriate third parties, e.g., law enforcement personnel. Use of ED/FSA computing resources implies consent by the user to such monitoring, recording, and auditing.

Violations – It is critical that all users adhere to ED/FSA computer policies and accepted user principles regarding appropriate use. Violations of these principles or policies may lead to disciplinary action, possibly including termination of funding and/or employment. Designated administrators or other authorized personnel will evaluate and determine the degree of violation and appropriate disciplinary action.

Manager/Administrator Responsibilities – Management personnel will lead in applying these user principles. Managers are responsible for implementing these accepted user principles in their organization and will be accountable for ensuring that users are aware of and acknowledge their responsibilities.

Accepted User Principles – Users' access to computing resources indicates a level of trust bestowed upon them by their management and ultimately by ED. Users are responsible for their actions and must be aware of and acknowledge their responsibilities.

1. Rules of Behavior to view the detail rules
2. Accept & Continue
3. webmaster@fsa.ed.gov

| NOTE | All eZ-Audit users are required to carefully read the *eZ-Audit Rules of Behavior* document that can be accessed via the web at *https://ezaudit.ed.gov.* |

Questions/Concerns

- eZ-Audit will continue to post updates and critical information to the eZ-Audit website and the Knowledge Center at *https://fsapartners.ed.gov*.
- Contact the eZ-Audit help desk at *fsaezaudit@ed.gov* or by calling 1-877-263-0780.

eZ-Audit Registration

All institutions must submit a registration request letter to the Department of Education in order to gain access to eZ-Audit. If you are a new owner (Merger/Change In Ownership) please see the eZ-Audit Welcome Page and click on Registration Instructions for details.

To register, please mail a letter on your school's letterhead that includes the following:

1. First and Last Name of appropriate person in authority (e.g. President/CEO/Chancellor)
2. Signature of person named in #1 above
3. First and Last Name of eZ-Audit Institution Administrator
4. Signature of designated eZ-Audit Institution Administrator
5. e-mail address of eZ-Audit Institution Administrator
6. Phone number and extension (if necessary) of eZ-Audit Institution Administrator
7. Fax Number
8. OPE ID
9. Fiscal Year End Date

If you are a State Auditor, please mail a letter on your state's letterhead that includes the following:

1. First and Last Name of appropriate person in authority
2. Signature of person named in #1 above
3. First and Last Name of eZ-Audit Institution Administrator
4. Signature of designated eZ-Audit Institution Administrator
5. e-mail address of eZ-Audit Institution Administrator
6. Phone number and extension (if necessary) of eZ-Audit Institution Administrator
7. Fax Number
8. Fiscal Year End Date
9. Attach list of all schools covered in the Statewide Audit. The list should include the name of school and OPE ID.

Note: This data is requested for information purposes only, and will help eZ-Audit provide better Customer Service.

How will I receive my registration confirmation and eZ-Audit Institution Administrator user ID and password? Your registration confirmation and eZ-Audit Institution Administrator user ID and temporary password will be sent to the email address provided in the registration request letter that you mailed to the Department of Education.

You will receive two registration confirmation emails. The first email from eZ-Audit will include your user name and instructions for accessing the eZ-Audit website. For security purposes, your temporary password will be delivered in a second email from eZ-Audit.

Once I have sent in my Registration Request letter and have received my registration confirmation emails, when and how do I begin using eZ-Audit?
To access eZ-Audit simply type in the URL, www.ezaudit.ed.gov in your internet browser, and

12

when the eZ- Audit login screen appears, type in the user name and temporary password you received through email from eZ- Audit.

Please be sure to log on to the eZ-Audit system immediately, in order to change your temporary password and ensure your access to the site is secure.

What if I need to change my Institution Administrator?
To change your Institution Administrator a new registration letter, following registration instructions, must be submitted. The new Institution Administrator will receive a username and password within 48 hours of receipt.

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

Administrative Tasks/Security

Login

After typing in the URL *https://ezaudit.ed.gov* in your Internet browser, the "Welcome to eZ-Audit" screen below should appear:

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

1. Enter the username provided to you by email during the registration process.
2. Enter in your password or your temporary password if this is your first time using this site.
3. Single click the **LOGIN** button-this will take you to your institution's homepage.

NOTE

Your user name will be the first letter of your first name, the first five letters of your last name and 2 numeric characters. Your username and password are case sensitive. If you are locked out after 3 unsuccessful attempts at login you must wait 30 minutes then try again.

**If you have an existing user logging in for the first time, you will be presented with the challenge questions and answers page where you will select the questions and answer them accordingly.

New User Login

If you are a new eZ-Audit user and have successfully logged into eZ-Audit for the first time, you will be presented with the following screen after the Password Reset Functionality has been implemented:

There are two sets of challenge questions to choose and answer accordingly.

1. Select a challenge question from the first drop down list. You will have the following selection: Challenge Question List 1:
    - What month is your mother born?
    - What is your father's middle name?
    - In what city was your mother born?
    - Which hospital where you born in?
    - Who is your favorite author?

2. Type your answer to the question you have selected.

3. Select a challenge question from the first drop down list. You will have the following selection: Challenge Question List 2:
    - What is your favorite color?

- What is your favorite flower?
- What is your child's middle name?
- Who is your favorite athlete?
- What is your favorite movie?

4. Type your answer to the question you have selected.
5. Click on the **SUBMIT** button. This will take you to the Update My Profile page where you will type in your new password.

| NOTE | All answers are case sensitive. You will not be able to view the answers as you type them in. |

CHALLENGE QUESTIONS

Choose from the following drop down menu.

| In which month was your mother born? ⌄ | |
| What is your child's middle name? ⌄ | |

SAVE   RESET

1. Click the **SAVE** button to ensure all changes are successfully captured by the system. Please note by selecting the save button you are also accepting the Rules of Behavior.
2. Click the **RESET** button to cancel entries and begin again.

Update My Profile Page

After you successfully login by clicking on the Submit button from the Challenge Questions page the following screen will appear on the screen. Enter your new password:

1. Type in your new password.
2. Re-type in your new password.

NOTE

The password must be 12-40 characters in length and must include uppercase, lowercase letters and numeric values. Each password shall contain each of the following four types of characters: English uppercase letters (A-Z). English lowercase letters (a-z). Westernized Arabic numerals (0-9). Non-alphanumeric special characters (such as !,@,#,$,&,*). Clicking the SAVE button ensures all information has been saved by the system. Please note that the system will automatically prompt you to change your password every 90 days. Follow the same process described above to make this change. If you require additional help, contact the Help Desk at 1-877-263- 0780.

June 2021

Forgot Password

If you forget your password, click on the "Forgot Password?" link from the login page.

By clicking on "Forgot Password?" link, the Password Reset page should appear requesting your user information:

1. Click on the check box to indicate that you are an institution user.
2. Enter your username.
3. Enter the OPEID of your institution.
4. Click the **SUBMIT** button. This will take to the Password Reset page with the challengequestions.
5. Click the **RESET** button to cancel current entries and begin again.

Challenge Questions

After eZ-Audit validates your username, the questions you initially chose will appear:

1. Please type your answer to the first question.
2. Please type your answer to the second question.
3. Click the **SUBMIT** button. This will take you to a page that informs you a temporary password has been sent to your email.
4. Click the **RESET** button to cancel current entries and begin again.

NOTE   The answers are case sensitive.

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

Logout

If you clicked on the **LOGIN** button from the page above, this will bring you to your institution's homepage. The screen below should appear with your institution's name:

1. To logout of the eZ-Audit system, click on the **LOGOUT** button at the top of this page. The screen shown on the next page should appear if you have successfully logged out of the system.

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

2. To log back into the eZ-Audit system click on the underlined link above and repeat the **LOGIN** step**.**

| NOTE |

Your eZ-Audit session will automatically expire after 30 minutes of inactivity. If you have not saved your work when the session expires, data will be lost.

23

My Profile

To update your profile (i.e. username, email address, phone number, password, etc.), repeat the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. The screen below should appear with your institution's name:

1. Click on the underlined text **"Update My User profile"** located on the lower left-hand side of the screen. This will take you to the Update My Profile page shown on the next page.

| NOTE | This page is used to update your user profile information such as name, email address, phone, password, etc. |

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

If you clicked on the underlined text "Update My User profile" on your institution's homepage, the screen below should appear:

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

---

| NOTE | Take a moment to review the information on this screen for accuracy. If changes need to be made, update the information as necessary and enter any missing information. Remember to <ins>SAVE</ins> your changes!!! |

Change Challenge Questions

To change your challenge questions, repeat the My Profile step, taking you to the Update My Profile page. The screen shown below appears at the bottom of that page:

1. Select a question from the first dropdown list.
2. Select a question from the second drop down list.
3. Enter your answer to the first question you have selected.
4. Enter your answer to the second question you have selected.
5. Click the **SAVE** button to ensure all changes are successfully captured by the system.
6. Click the **RESET** button to cancel current entries and begin again.

| NOTE | All answers are case sensitive. You will not be able to view the answers as you type them in. |

June 2021

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

---

Change Password

To change your password, repeat the **My Profile** step. This will take you to the Update My Profile page. The screen shown below should appear at the midsection of that page:

7. Type your old or temporary password.
8. Type your new password.
9. Retype your new password.
10. Click the **SAVE** button to ensure all changes are successfully captured by the system.
11. Click the **RESET** button to cancel current entries and begin again.

NOTE

The password must be 8-15 characters in length and must include at least 3 of the following: Uppercase, lowercase letters and numeric values. Clicking the SAVE button ensures all information has been saved by the system. *Please note that the system will automatically prompt you to change your password every 90 days.* Follow the same process described above to make this change. If you require additional help, contact the eZ-Audit Help desk at 1-877-263-0780.

Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION | PROUD SPONSOR of the AMERICAN MIND™

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

Navigation

To move from field to field in the eZ-Audit system, simply press the **Tab** button on your computer. This takes you from one field to the next.
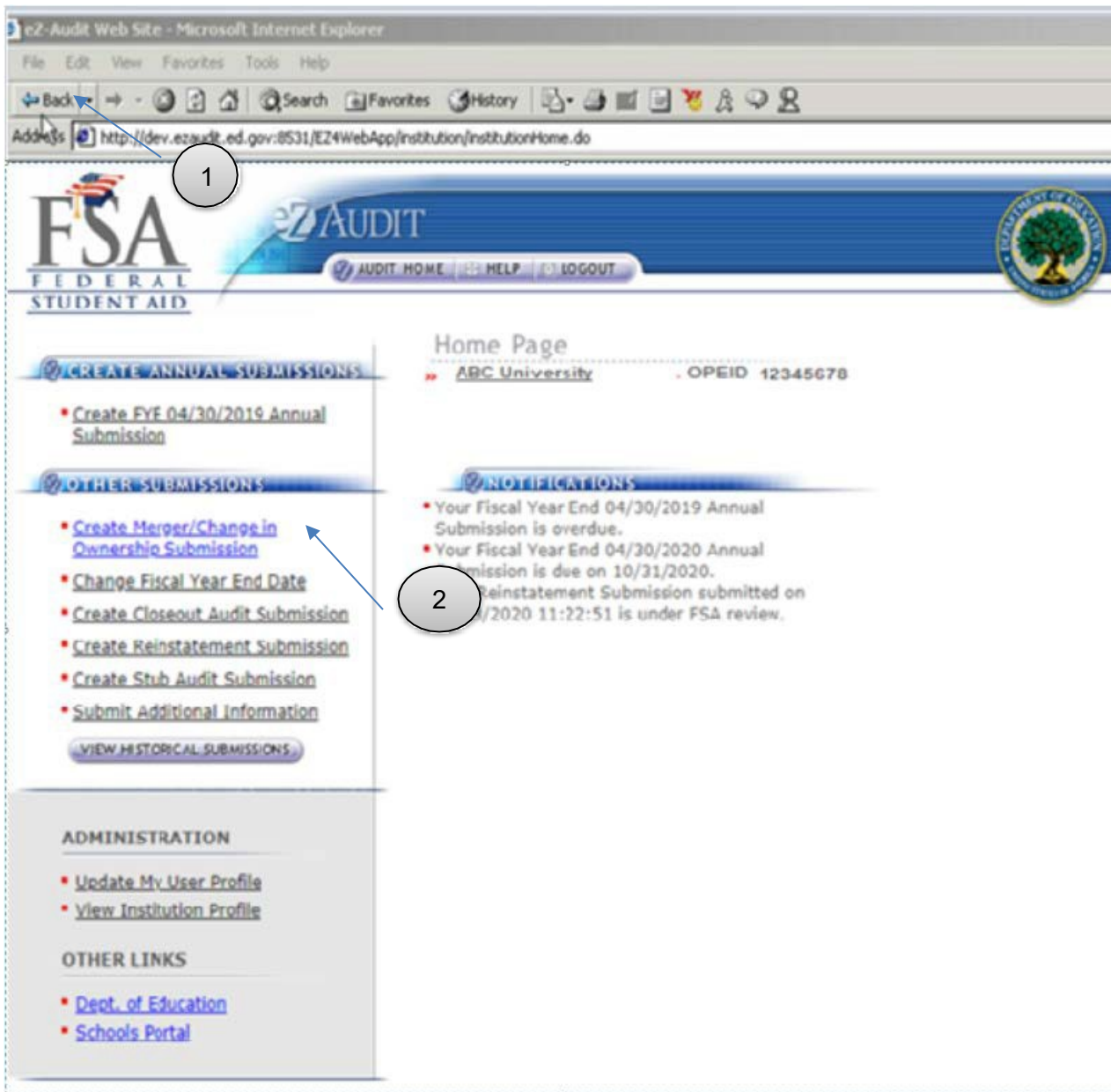
1. To go back to a previous screen or action, simply click on the **back or forward** button.
2. To move across forms or sections in the system, click the underlined text of interest.

28

Data Edits

Edit checks will be automatically performed on each page when you click on any of the transaction buttons such as the "**SAVE or SAVE and PROCEED**" buttons. If any invalid data entries are detected, the page will redisplay with error message(s) at the top indicating the field that needs to be corrected and the correction to be made. To continue, make the changes indicated by the message(s) displayed and click the "**SAVE or SAVE and PROCEED**" buttons. This will allow for the submission process to continue. The system will not allow you to submit to the Department of Education without correcting the errors. See sample screens below:

Primary Reserve Ratio Information

Error(s):
- Field: Net assets without donor restrictions is required and cannot be left blank.
- Field: Net Assets with donor restrictions is required and cannot be left blank.
- Field: Annuities with donor restrictions is required and cannot be left blank.
- Field: Term endowments with donor restrictions is required and cannot be left blank.
- Field: Life income funds with donor restrictions is required and cannot be left blank.
- Field: Net assets with donor restrictions: restricted in perpetuity is required and cannot be left blank.
- Field: Net assets with donor restrictions: Other for purpose or time is required and cannot be left blank.
- Field: Secured and Unsecured related party receivable is required and cannot be left blank.
- Field: Unsecured related party receivable is required and cannot be left blank.
- Field: Unsecured other related party assets is required and cannot be left blank.
- Field: Property, plant and equipment, net (includes Construction in progress and Capital leases) is required and cannot be left blank.

NOTE The eZ-Audit system does not allow punctuation marks in the fields. For example, "$" dollar, ":"colon and "," comma signs input into the system will result in an error message. All fields on the Statement of Financial Position and Statement of Activities must be completed. Enter zero (0) for any null/non applicable responses. When entering auditor TIN do not use hyphen.

![Federal Student Aid — An OFFICE of the U.S. DEPARTMENT of EDUCATION | PROUD SPONSOR of the AMERICAN MIND]

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

---

Manage Users

Types of Users and Responsibilities

1. The **eZ-Audit Institution Administrator**, selected by your school, is responsible for:
   - Registering your school with eZ-Audit
   - Providing/managing access to data entry and submission approval personnel, as identified by your school
   - Maintaining security information regarding schools' users as required

2. The ***eZ-Audit Data Entry Users***, selected by your school at registration are responsible for:
   - Entering data into the eZ-Audit system
   - Attaching non-editable, pdf files of audited financial statements and compliance audits

3. The ***eZ-Audit Submission Approvers***, selected by your school, are responsible for:
   - Reviewing the submission prior to "submit"
   - Approving the submission via the "submit" action

Institution Administrator Homepage

To log into the eZ-Audit system as your institution's administrator, repeat the **LOGIN** step. The screen below should appear once your administrator's username and password has been entered and verified by the system. This screen below is different between persons having administrator or user's rights:

1. The **MANAGE USERS** button should be displayed if you have administrator's rights to this system. Click on it to perform any of the manage users' tasks such as adding or deleting a user. The screen on the next page should appear.
2. This should read the name of your institution. Confirm that this is correct.

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

Creating/Deleting Data Entry/Submitter Users

If you clicked on the "**Manage Users**" button, the screen below should appear:

1. Click on the **DELETE USER** button to delete a user from the system.
2. Click on the "**ADD USER**" button to add a user to the system.

3. Complete all required fields providing the name and contact information for the "New User".
4. Do not forget to specify the New User's role(s) (see "**Manage Users**" for role definition).
5. Remember to click on the "**ADD USER"** button to save all entries. **NOTE**: If you are adding "submitter" or "data entry" as a user role and the user is currently logged in, they must logout and login again for the roles to take effect.

NOTE	Each registered institution's administrator will have the capability to add or delete a user for their institution. When a new user is added, the user will receive 2 email notifications, one containing their username and the other containing the user's temporary password.

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

Institution Profile Page/Status

Institution Profile

This is a sample of what an institution's profile page should look like. Institutions should confirm that the information is correct.
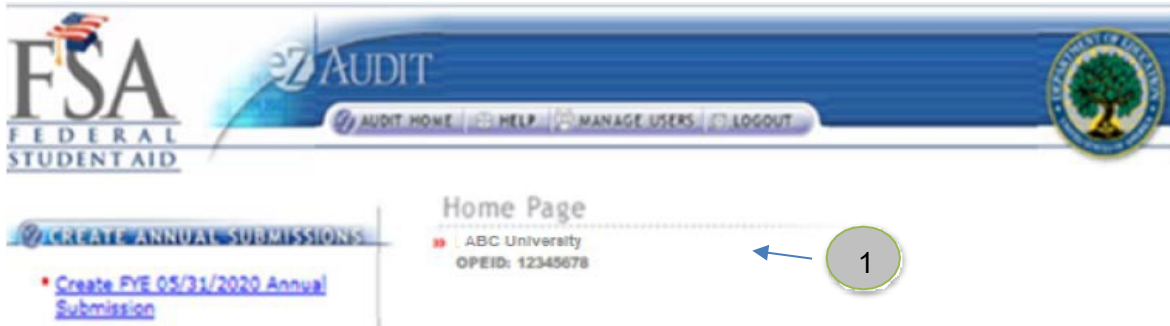
1. To view the Institution Profile, click on the **Institution Name:**

<table>
<tr><td>NOTE</td><td>Each Institution Profile can be viewed from Home page and any submission Page when clicked on the Institution Name.
Changes to the Institution's Profile can only be made via the eAPP. School group listings are also listed on this page. If there is a discrepancy with the school group listing please contact the eZ-Audit Help Desk at1-877-263-0780.</td></tr>
</table>

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

Historical Submissions

This page provides a history of the institution's past transactions as available in the eZ-Audit system. You may view prior submissions at any time. Please note that you will have "read" only access to these historical submissions.

1. To view a historical submission, click on the type of submission link.

Annual Submission

Funding Gateway Question

The user will be asked about the type of funding before proceeding to the corresponding submission.

Based on DL Student Account Statement (SAS) Disbursement Detail on Demand Report from COD web, identify your funding total for the fiscal year.

a. <u>Foreign Private Funding Received $0 (No Funding)</u>

- When the user hovers on **$0 (No Funding radio button)** to the initial gateway question, the system will display the following as a **hover** message before the user selects the radio button.

  "You are required to submit No Title IV Financial Statements (home country) for FYE mm/dd/yyyy and Compliance Audit Report is not required"

37

FSA Title IV Activity

- ABC University
  - OPEID: 01234567

Based on DL Student Account Statement (SAS) Disbursement Detail on Demand Report from COD web, identify your funding total for the fiscal year.

- ○ _$0 (No Funding)   *You are required to submit No Title IV Financial Statements (home country) for FYE 04/30/2020 and Compliance Audit Report is not required*
- ○ _$1 to $499,999.5
- ○ _$500,000 to $2,999,999.99
- ○ _$3,000,000 to $9,999,999.99
- ○ _$10,000,000 and more

SUBMIT   CANCEL   RESET

- When the user selects the radio button and hits **submit** button, the system should navigate the user to the **No Title IV submission page. (Please see reference to Non-Title IV Submission)**

  b. Foreign Private Funding Received<500,000($1-$499,999.99)

     - Financial Statements (Non-Exception)
     - Compliance Audit (Alternative or Standard Engagement CA Report)

- When the user hovers over $1-$499,999.99 to the initial gateway question, and if their previous (most recent) submission was **NOT** a *New Institution submission*, then the system will display the following as a hover message before the user selects the radio button.

  *"You are **Not** required to submit a financial statement, however, required to submit an Alternative or Standard Engagement Compliance Audit Report for FYE mm/dd/yyyy"*

- When the user selects the radio button and hits submit button, the system will navigate the user to submit Annual Compliance Audit Report and upon submission, system will display the following message on school's homepage.

  "Your Compliance Audit Report has been received by the Department of Education for FYE mm/dd/yyyy and No submission of Financial Statement is required"

  c. **Foreign Private - Funding Received<500,000 ($1 to $499,999.99)**
     - Financial Statements (Exception)
     - Compliance Audit (Alternative or Standard Engagement CA Report)

- When the user hovers over the funding level <500,000 ($1 to $499,999.99) to the initial gateway question, and if their previous (most recent) submission submitted was a completed *New Institution submission*, then the system will display the following as a hover message before the user selects the radio button.

  "You are required to submit the home country financial statements for fiscal years included within the initial provisional period, i.e., prior to your first re-certification, for any volume level and an Alternative or Standard Engagement Compliance Audit Report for FYE mm/dd/yyyy."

39

- When the user selects the radio button and hits submit button, the system should navigate the user to the annual submission page. **(Please see reference to Financial and Compliance Submission)**

   d.   **Foreign Private - Funding Received between 500K<3M (2.999,999)**

- When the user hovers over the funding level 500K<3M (2.999,999) to the initial gateway question, then the system should display the following as a hover message before the user selects the radio button.

   "You are required to submit the home country financial statement and a Standard Engagement Compliance Audit Report"

- When the user selects the radio button and hits submit button, the system will navigate to the applicable Financial Statements and Compliance Audit Report submission page. **(Please see reference to Financial and Compliance Submission)**

   e. **Foreign Private - Funding Received between 3M<10M (9,999,999)**

When the user selects the funding level 3M to<10M to the initial gateway question, the system will display the following questions for FINANCIAL STATEMENTS:

- "Has your institution provided a US GAAP/GAGAS audited financial statements for either of the preceding two Fiscal year ends?" **Yes/** No (radio buttons)

FSA Title IV Activity

» **ABC University**
• OPEID: 01234567

Based on DL Student Account Statement (SAS) Disbursement Detail on Demand Report from COD web, identify your funding total for the fiscal year.

○ **$0 (No Funding)**
○ **$1 to $499,999.99**
○ **$500,000 to $2,999,999.99**
◉ **$3,000,000 to $9,999,999.99**

Has your institution provided a US GAAP/GAGAS audited financial statements for either of the preceding two Fiscal year ends?
○ **No**   ○ **Yes**

○ **$10,000,000 and more**

SUBMIT   CANCEL   RESET

- If the user hovers over **No**, the system will display the following as a hover message before the user selects the radio button.

  "You are required to submit financial statements (US GAAP/GAGAS and home country) and a Standard Engagement Compliance Audit Report"

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

- When the user selects the radio button and hits submit button, the system will navigate to the applicable Financial Statements and Compliance Audit submission page. **(Please see reference to Financial and Compliance Submission)**

- If the user hovers over **Yes**, the system will display the following as a hover message before the user selects the radio button.
    "You are required to submit only the home country financial statements and a Standard Engagement Compliance Audit Report.

- If the user selects the radio button **Yes**, the system should display the following question: *"Are you still submitting US GAAP/GAGAS financial statement for this current FYE?"* **Yes/ No** (radio buttons)

43

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

FSA Title IV Activity

» ABC University
. OPEID: 01234567

Based on DL Student Account Statement (SAS) Disbursement Detail on Demand Report from COD web, identify your funding total for the fiscal year.

- ○ _$0 (No Funding)
- ○ _$1 to $499,999.99
- ○ _$500,000 to $2,999,999.99
- ⦿ _$3,000,000 to $9,999,999.99

Has your institution provided a US GAAP/GAGAS audited financial statements for either of the preceding two Fiscal year ends?
○ _No__ ⦿ _Yes   *You are required to submit only the home country financial statements and a Standard Engagement Compliance Audit Report*

Are you still submitting US GAAP/GAGAS financial statement for this current FYE?
○ _No_ ○ _Yes

- ○ _$10,000,000 and more

<center>SUBMIT   CANCEL   RESET</center>

- ▪ If the user hovers over No, the system will hover over the following message before the user selects the radio button

   > *"You are required to submit only the home country financial statement and a Standard Engagement Compliance Audit Report"*

June 2021

- When the user selects the radio button and hits submit button, the system will navigate to the applicable Financial Statements and Compliance Audit submission page. **(Please see reference to Financial and Compliance Submission)**

  ▪ If the user hovers over **Yes**, the system will hover over the following message before the user selects the submit button
    "You are required to submit financial statements (US GAAP/GAGAS and home country) and a Standard Engagement Compliance Audit Report."

45

- When the user selects Yes and hits the submit button, the system should navigate to the applicable Financial Statements and Compliance Audit submission page. **(Please see reference to Financial and Compliance Submission)**

    f.   **Foreign Private - Funding Received >10M**

- When the user hovers over the funding level >10M to the initial gateway question, the system should display the following as a hover message before the user selects the radio button.

    "You are required to submit the home country financial statement, US GAAP/GAGAS and a Standard Engagement Compliance Audit Report"

FSA Title IV Activity

» **ABC University**
. **OPEID: 01234567**

Based on DL Student Account Statement (SAS) Disbursement Detail on Demand Report from COD web, identify your funding total for the fiscal year.

○ _$0 (No Funding)
○ _$1 to $499,999.99
○ _$500,000 to $2,999,999.99
○ _$3,000,000 to $9,999,999.99
◉ _$10,000,000 and more   *You are required to submit the home country financial statement, US GAAP/GAGAS and a Standard Engagement Compliance Audit Report*

SUBMIT   CANCEL   RESET

- When the user selects the radio button and hits submit button, the system should navigate to the applicable Financial Statements and Compliance Audit submission page. **(Please see reference to Financial and Compliance Submission)**

FSA Annual Submission Financial Statements

To complete your institution's annual submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left-hand side of the page, you will see a section "Create Annual Submissions". Please check to see that the FYE on the link matches the FYE of the submission that you wish to create. If it does not, please contact the help desk at 1-877-263-0780 so that this problem can be rectified. Please note that submissions created on the incorrect link cannot be accepted. If the link for the correct FYE appears, click on the underlined text "Create FYE Annual Submission" and then the screen below should appear with your institution's name:

NOTE

If you are submitting for a school group (your financial statements covers more than one OPEID) only one institution (OPEID) in the group should be used to satisfy the reporting requirement for all institutions that are part of the school group. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value.

a. When the user selects Funding Received $0 (No Funding) the system will display the No Title IV Activity Submission Financial Statement page.

b. When you user selects the funding level other than $0 or $1- $499,999.99, then the Financial Statement Information page will be displayed.

1. Confirm that the information displayed is correct.
2. Begin date is the beginning of the audit period.
3. End date is the end of the audit period.
4. This is the auditor information on file with the Department of Education.
5. If the auditor's information is correct, select Yes . If incorrect or new, please select **NO** and update auditor information.
6. Auditor's TIN is optional unless the country is United States. Please enter the state's Tax Identification Number (TIN) if this information is incorrect or missing. **DO NOT USE HYPHENS.**
7. Refer to Section I – Summary of Auditor's Results in the Schedule of Findings and Questioned Costs of the annual Uniform Guidance report.
8. Refer to Part II, Question 2 of the Federal Audit Clearinghouse Data Collection Form SF-FAC (3-20- 2001).
9. Choose *"YES"* or *"NO*" if the Financial Statements are presented with the Supplemental Schedule according to the new format per Borrower Defense Regulations.
   If **"Yes"** is chosen for the financial statements according to the new format per Borrower Defense Regulations, the following links will appear:

10. Primary Reserve Ratio – (see section on completing the PRIMARY RESERVE RATIO).
11. Equity Ratio – (see section on completing the EQUITY RATIO
12. Net Income Ratio – (see section on completing the NET INCOME RATIO).
    If **"No"** is chosen for the financial statements according to the new format per Borrower Defense Regulations, you the following links will appear:

June 2021

5. Enter Financial Statement Data

Are you submitting annual financial statements with the supplemental schedule according to the new format per Borrower Defense Regulations?

YES NO

Statement of Financial Position

Statement of Activities

CANCEL   SAVE   SAVE AND PROCEED
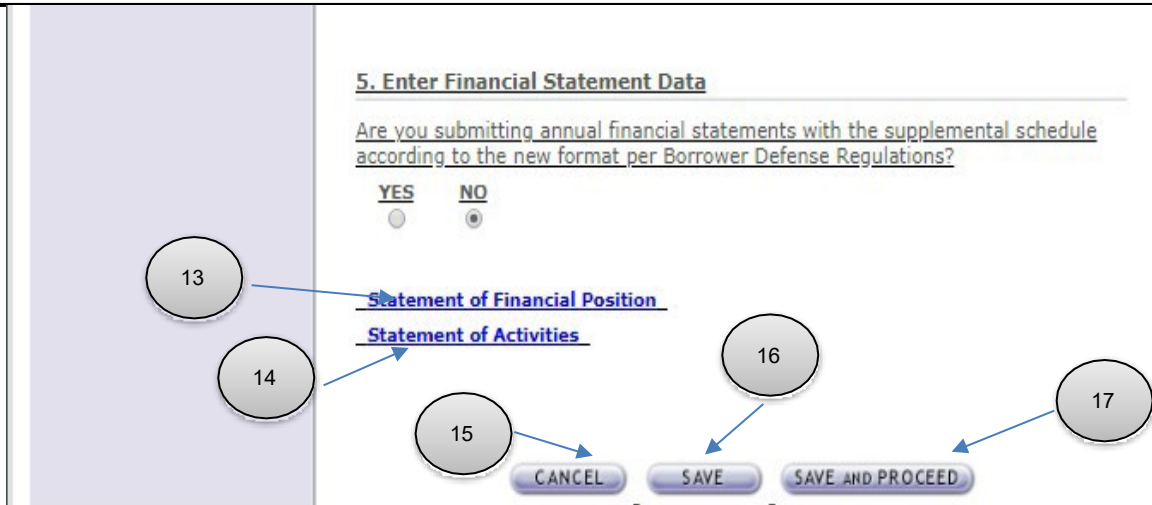
13. **Statement of Financial Position** – (see section on completing the STATEMENT OF FINANCIAL POSITION).
14. **Statement of Activities** – (see section on completing the STATEMENT OF ACTIVITIES).
15. Click the **CANCEL** button to erase/deletes all entries since the last time you saved your work.
16. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
17. Click the **SAVE and PROCEED** button to go to the Compliance Audit Information page. This is the next stage in the submission process.

NOTE	Do not leave any field blank.

PRIMARY RESERVE RATIO

If you clicked on the underlined text "Primary Reserve Ratio" on the Financial Statements page, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ- Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Financial Statements", and then choose "Yes" for question #5 (according to Borrower Defense Schedule), and then click on the underlined text "Primary Reserve Ratio" on the lower part of the page. The screen below should appear:

NOTE	All data entered on this page should come directly from the financial responsibility supplemental schedule, statement of financial position, and/or notes that will be attached with your submission. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value. Because the system times out every 30 minutes, it is advisable to print these screens out in advance and prepare your answers on paper, then when you return to the system, you simply have to type in the figures. Alternatively, click save at the base of this page if you need more time, while this will return error messages if the work is not complete, it will save your work and start the 30-minute clock again.

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

Primary Reserve Ratio Information

All fields are required.

Primary Reserve Ratio:

Expendable Net Assets

Net assets without donor restrictions: $	(1)
Net Assets with donor restrictions: $	(2)
Annuities with donor restrictions: $	(3)
Term endowments with donor restrictions: $	(4)
Life income funds with donor restrictions: $	(5)
Net assets with donor restrictions: restricted in perpetuity: $	(6)
Net assets with donor restrictions: Other for purpose or time: $	(7)
Secured and Unsecured related party receivables: $	(8)
Unsecured related party receivables: $	(9)
Unsecured other related party assets: $	(10)
Property, plant and equipment, net (includes Construction in progress and Capital leases): $	(11)
Property, plant and equipment - pre-implementation (includes Capital Leases): $	(12)
Property, plant and equipment - post-implementation with outstanding debt for original purchase (includes Capital leases): $	(13)
Property, plant and equipment- post-implementation without outstanding debt for original purchase: $	(14)
Construction in Process: $	(15)
Lease right-of-use asset, net: $	(16)
Lease right-of-use asset pre-implementation: $	(17)
Lease right-of-use asset post-implementation: $	(18)
Intangible assets: $	(19)
Post-employment and pension liabilities: $	(20)
Long-term debt - for long term purposes: $	(21)
Long-term debt - for long term purposes pre-implementation: $	(22)
Long-term debt - for long term purposes post-implementation: $	(23)
Line of Credit for Construction in Process: $	(24)
Lease right-of-use asset liability: $	(25)
Pre-implementation right-of-use leases liabilities: $	(26)
Post-implementation right-of-use leases liabilities: $	(27)

June 2021

Total Expenses and Losses:

Total expenses without donor restrictions - taken directly from Statement of Activities: $

Non-Operating and Net Investment (loss): $

Other components of net periodic pension costs: $

Change in value of split-interest agreements: $

Other losses: $

Net investment losses: $

Pension - related changes other than net periodic costs: $

CANCEL   SAVE   SAVE AND PROCEED

(28) (29) (30) (31) (32) (33) (34) (35) (36) (37)

Please review the final regulations that were published on September 23, 2019 (https://fsapartners.ed.gov/knowledge-center/library/federal-registers/2019-09-23/final-regulation-borrower-defense-repayment) that in part establish new Financial Responsibility requirements for requirements for the elements of the composite score.

Also, please review the Electronic Announcement posted on April 9, 2020 (https://knowledgecenter.ed.gov/electronic-announcements/040920FinancialResponsibilityQuestionsAnswers) for additional guidance on the new Financial Responsibility requirements.

The Department intends to supplement the above Electronic Announcement with Q&A's on other Financial Responsibility issues, as needed, please review the Knowledge Center website (https://fsapartners.ed.gov/home/) for additional guidance.

Primary Reserve Ratio Information
   Expendable Net Assets:
1. Net assets without donor restrictions – This is taken directly from the Statement of Financial Position.
2. Net Assets with donor restrictions – This is taken directly from the Statement of Financial Position.
3. Annuities with donor restrictions
4. Term endowments with donor restrictions
5. Life income funds with donor restrictions
6. Net assets with donor restrictions: restricted in perpetuity
7. Net assets with donor restrictions: Other for purpose or time
8. **Secured and Unsecured related party receivable-** This should be the total of related party assets included in assets on the Statement of Financial

53

Position. This number is not used to compute your composite score, it is

June 2021

just the total amount disclosed in the financial statements and notes to ensure that all related party amounts have been identified in the financial statements. See 34 C.F.R.§ 668.23(d). Only the amounts included in lines 9 and 10 are used for the related party adjustment in the composite score.

9. Unsecured related party receivable
10. Unsecured other related party assets
11. **Property, plant and equipment, net (includes Construction in progress and Capital leases) –** This number is not used to compute your composite score, it is just used to reconcile that all property, plant and equipment is included in lines 12-15.
12. Property, plant and equipment – pre-implementation (includes Capital Leases)
13. Property, plant and equipment- post-implementation with outstanding debt for original purchase (includes Capital leases)
14. Property, plant and equipment -post implementation without outstanding debt for original purchase
15. Construction in Process
16. **Lease right-of-use asset, net** -This number is not used to compute your composite score as it is just used to reconcile that lease right of use assets are included in lines 17 and 18.
17. **Lease right-of-use asset pre-implementation** - This should be lease agreements that were entered into prior to December 15, 2018 that have not been modified.
18. Lease right-of-use asset post-implementation - This should be agreements that were entered into on or after December 15, 2018 or agreements that were modified on or after December 15, 2018.
19. Intangible assets- This should include all intangible assets on the Statement of Financial Position. For example, purchased intangibles including patents, franchises, copyrights, trademarks, brand names, covenants not to compete, accreditation costs, program development costs; and any advertising costs not resulting from direct response advertising.
20. Post-employment and pension liabilities
21. **Long-term debt - for long term purposes -** This should be the total all long-term debt- for long-term purposes including the current part of that debt and any construction in process debt. The total should be equal to or greater than the total of lines 22 – 24. This number is not used in the composite score it is just to reconcile long-term debt to the financial statements as not all long-term debt qualifies for the composite score adjustment.
22. Long-term debt - for long term purposes pre-implementation -
23. Long-term debt - for long term purposes post-implementation
24. Line of Credit for Construction in Process
25. **Lease right-of-use asset liability -** This number is not used in the composite score it is just to reconcile lease right-of-use asset liabilities. The total should equal lines 26 and 27.
26. **Pre-implementation right-of-use leases liabilities -** This would be leases that were entered into prior to December 15, 2018 that have not been modified.
27. Post-implementation right-of-use leases liabilities - This would be leases that were entered into on or after December 15, 2018 or leases that have

been modified.

Total Expenses and Losses:

28. Total expenses without donor restrictions –taken directly from Statement of Activities
29. **Non-Operating and Net Investment (loss)**
30. Other components of net periodic pension costs
31. Change in value of split-interest agreements
32. Other losses
33. **Net investment losses**
34. **Pension -related changes other than net periodic costs**
35. CANCEL
36. SAVE
37. SAVE AND PROCEED

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

EQUITY RATIO

If you clicked on the underlined text "Equity Ratio" on the Financial Statements page, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ- Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Financial Statements", and then choose "Yes" for question #5 (according to Borrower Defense Schedule), and then click on the underlined text "Equity Ratio" on the lower part of the page. The screen below should appear:

STUDENT AID

▸ Financial Statements Info Page   ▸ Equity Ratio Data

Equity Ratio Information

All fields are required.

* These fields are Pre-Populated from Primary Reserve Ratio Information screen and are Read-Only.

Equity Ratio:

Modified Net Assets:

*Net assets without donor restrictions:	$
*Net assets with donor restrictions:	$
*Lease right-of-use asset pre-implementation:	$
*Pre-implementation right-of-use leases liabilities:	$
*Intangible assets:	$
*Unsecured related party receivables:	$
*Unsecured related party other assets:	$

Modified Assets:

Total assets:	$
*Lease right-of-use asset pre-implementation:	$
*Intangible assets:	$
*Unsecured related party receivables:	$
*Unsecured related party other assets:	$

CANCEL   SAVE   SAVE AND PROCEED

38
39
40
41

Equity Ratio Information

38. Total assets
39. CANCEL
40. SAVE
41. SAVE AND PROCEED

NET INCOME RATIO

If you clicked on the underlined text "Net Income Ratio" on the Financial Statements page, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ- Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Financial Statements", and then choose "Yes" for question #5 (according to Borrower Defense Schedule), and then click on the underlined text "Net Income Ratio" on the lower part of the page. The screen below should appear:

‣ Financial Statements Info Page   ‣ Net Income Ratio Data

Net Income Ratio Information

All fields are required.

Net Income Ratio:

Change in Net Assets Without Donor Restrictions:

Change in Net Assets Without Donor Restrictions: $ _____   (42)

Total Revenues and Gains:

Total Operating Revenue and Other Additions (Gains): $ _____   (43)

Investment return appropriated for spending: $ _____   (44)

Non-Operating Revenue and Other Gains: $ _____   (45)

(CANCEL)   (SAVE)   (SAVE AND PROCEED)

(46)   (47)   (48)

Net Income Ratio:
Change in Net Assets Without Donor Restrictions
42. Change in Net Assets Without Donor Restrictions
    Total Revenues and Gains
43. Total Operating Revenue and Other Additions (Gains)
44. Investment return appropriated for spending
45. Non-Operating Revenue and Other Gains
46. CANCEL
47. SAVE
48. SAVE AND PROCEED

June 2021

STATEMENT OF FINANCIAL POSITION

If you clicked on the underlined text "Statement of Financial Position" on the Financial Statements page, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Financial Statements", and then click on the underlined text "Statement of Financial Position" on the lower part of the page. The screen below should appear:

Entering Statement of Financial Position:

∗ **When completing the eZ-Audit templates, it is expected that institutions provide the information requested from information currently in its possession. Institutions are not required to perform additional audit work to provide the requested information. However, information needed to calculate the Institution's composite score ration under the Department's regulations should generally be available in the school's annual audited financial statement. To the extent that additional information is needed to complete the Department's review and composite score calculation, it is requested under 34 CFR 668.23.**
∗ **Please enter whole amounts including zeros (Example 999999999)**
∗ **To enter negative amounts, use "-" (Example –100000)**

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

▸Financial Statements Info Page   ▸Statement of Financial Position Data

Statement of Financial Position Data

All fields are required.

Accounts Receivable Employees - Unsecured: $	(1)
(2) Accounts Receivable - Related Parties - Unsecured: $	
Notes Receivable - Related Party - Unsecured: $	(3)
(4) Contributions / Pledges Receivable - Unsecured Related Party: $	
Total of All Related Party Assets (both secured and unsecured): $	(5)
(6) Property, Plant and Equipment, net (including capitalized lease assets and CIP): $	
Construction in Progress: $	(7)
(8) Pre-Implementation right-of-use-assets: $	
Post-Implementation right-of-use-assets: $	(9)
(10) Intangible Assets, net of amortization (excluding goodwill): $	
Goodwill, net: $	(11)
(12) Total Assets: $	
Long Term Line of Credit (including the short term portion): $	(13)
(14) Long-term Debt (including the short term portion): $	
Capital Lease Obligation (including the short term portion): $	(15)
(16) Pre-Implementation right-of-use- liabilities: $	
Post-Implementation right-of-use- liabilities: $	(17)
(18) Post-Employment Retirement Benefits: $	
Total Liabilities: $	(19)
(20) Net Assets with donor restrictions - Split Interest Agreements, Annuities and Term Endowments: $	
Total Net Assets with donor restrictions: $	(21)
(22) Net Assets with donor restrictions in perpetuity: $	
Total Net Assets without donor restrictions: $	(23)

CANCEL   SAVE   SAVE AND PROCEED

(24)   (25)   (26)

1. **Accounts Receivable Employees – Unsecured** - All amounts due from employee borrowings from the institution or employee advances

61

2. **Accounts Receivable–Related Parties - Unsecured** - All amounts due from related parties [affiliates] on account that are not collateralized or subject to a security agreement.

3. **Notes Receivable-Related Party Unsecured** – All amounts due from related parties [affiliates] on account in the form of promissory notes that are not collateralized or subject to a security agreement.

4. **Contributions/Pledges Receivable – Unsecured Related Party** – All amounts due from related parties [affiliates] on account that are not collateralized or subject to a securityagreement.

5. **Total of All Related Party Assets (both secured and unsecured)**:

6. **Property, Plant and Equipment, net (including capitalized lease assets and CIP)** – Property, Plant and Equipment used in operations, including leases and construction in progress and Cumulative total of all depreciation expense incurred on property, plant and equipment including amortization of capital leases

7. **Construction in Progress –** All costs involved in the construction that is not yet completed.

8. **Pre-Implementation right-of-use-assets:**

9. **Post-Implementation right-of-use-assets:**

10. **Intangible Assets, net of amortization (excluding goodwill) –** All intangibles including parents' franchises, copyrights, trademarks, brand names, covenants not to compete, etc. excluding goodwill.

11. **Goodwill, net –** Amount paid for an entity in excess of Fair market Value less impairment.

12. **Total Assets** – Please enter Total Assets. Check this total against the information in your submission will not be accepted if this total does not match the attached PDF.

13. **Long-Term Line of Credit (including the short term portion)** – Amounts owed on lines of credit with banks.

14. **Long Term Debt (including the short term portion)** - All formal long-term debt instruments in the form of promissory notes, mortgages, bonds and other debt instruments, exclusive portion maturing within the next fiscal year and the portion of long-term debt that is expected to mature within the next fiscal year.

15. **Capital Lease Obligations (including the short term portion)** – The portion of the capital lease obligation that is expected to mature within the next fiscal year and net present value of minimum lease payments not maturing during the next fiscal year.

16. **Pre-Implementation right-of-use-liabilities:**

17. **Post-Implementation right-of-use-liabilities:**

18. **Post-Employment and Retirement Benefits**– All amounts owed on plans that pay employees or their beneficiaries for post-employment or post-retirement benefits other than pensions.

19. **Total Liabilities** – Please enter Total Liabilities. Check this total against the information in your submission will not be accepted if this total does not match the attached PDF.

20. **Net Assets with donor restrictions – Split Interest Agreements, Annuities and Term Endowments:** – Components of temporarily restricted assets that arise from transactions with owners via split interest agreements.

21. **Total New Assets with donor restrictions:** – Net assets of the institution permanently subject to donor's restrictions as to time and purpose.

22. **Net Assets with donor restrictions in perpetuity:**

23. **Total Net Assets without donor restrictions:**

24. **IMPORTANT WARNING**: Click the **CANCEL** button to erase/delete all entries since the last time you saved your work.

25. Click the **SAVE** button to have eZ-Audit save the values.
26. Click the **SAVE and PROCEED** button to capture all entries and to go to the Statement of Activities page, to complete the next step in your submission process.

> **NOTE**   End of Statement of Financial Position. Continue to the next page for the Statement of Activities

STATEMENT OF ACTIVITIES

If you clicked on the underlined text "Statement of Activities" from the Financial Statements page, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Financial Statements", and then click on the underlined text "Statement of Activities" on the lower part of the page. The screen below should appear:

▸ Financial Statements Info Page   ▸ Statement of Activities Data

Statement of Activities Data

Change In Unrestricted Net Assets

All fields are required.

Total Revenues and Gains without donor restrictions: $ _____   ①

Total Expenses and Losses without donor restrictions: $ _____   ②

③ CANCEL   SAVE   SAVE AND PROCEED ⑤

④

Entering Statement of Activities Data:
∗ **When completing the eZ-Audit templates, it is expected that institutions provide the information requested from information currently in its possession. Institutions are not required to perform additional audit work to provide the requested information. However, information needed to calculate the Institution's composite score ration under the Department's regulations should generally be available in the school's annual audited financial statement. To the extent that additional information is needed to complete the Department's review and composite score calculation, it is requested under 34 CFR 668.23.**
∗ **Please enter whole amounts including zeros (Example 999999999)**
∗ **To enter negative amounts, use "-" (Example –100000)**

1. **Total Revenues and Gains without donor restrictions:** – Sum total of unrestricted revenues.

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

2. **Total Expenses and Losses without donor restrictions:** – Total of all unrestricted expenses.
3. IMPORTANT WARNING: Click the **CANCEL** button to erase/delete all entries since the last time you saved your work.
4. Click the **SAVE** button for eZ-Audit to save all the values.
5. Click the **SAVE and PROCEED** button to save all entries and then take you back to the Financial Statements page.

NOTE	Do not leave any field blank.

FSA Annual Submission Compliance Audit Information

If you successfully entered or saved the information inputted on the Financial Statements page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Create FYE Annual Submission", and then click on the underlined text "Compliance Audit Info". The screen below should appear:

NOTE

If you are submitting for a school group (i.e. you are the submitting institution for multiple schools), please complete a Compliance Audit Information page for each school in the group. Click on the name of the school to access the appropriate Compliance Audit Information Page.

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

1. This should read your institution's name and OPE ID number. Confirm that this is correct.
2. Begin date is the beginning of the audit period.
3. End date is the end of the audit period.
4. This is the auditor on file with the Department of Education.
5. If the auditor's information is correct, select Yes . If incorrect or new, please select NO and update auditor information.
6. Auditor's TIN is optional unless the country is United States. Please enter the state's Tax Identification Number (TIN) if this information is incorrect or missing. DO NOT USE HYPHENS.
7. Indicate whether the Student Financial Aid Cluster was audited as a major program in the Uniform Guidance audit.
8. If your Uniform Guidance audit submission contains any findings related to the FSA Title IV programs (If the Uniform Guidance report covers multiple institutions, this applies to all institutions covered) click Yes. Refer to the Scheduled of Findings and Questioned Costs included in the annual Uniform Guidance submission; Section II – financial Statement Findings and Section III – Schedule of Federal Award Findings and Questioned Costs
9. Refer to Section I - Summary of Auditor's Results in the Schedule of Findings and Questioned Costs of the annual Uniform Guidance report. Note: Only indicate the opinion type for Title IV programs if the SFA cluster was audited as a major program.
10. MPORTANT WARNING: Click CANCEL button to erase/delete all entries sine the last time you saved your work.
11. Click the SAVE button to ensure all entries are successfully stored by the system for this page.
12. Click the SAVE and PROCEED button to go to the Public Annual Submission-Completeness Checklist page. This is the next stage in the submission process.

School Group Submissions:

✓ **To complete the Compliance Audit Information page for member school(s), click on the name of the school.**
✓ **Complete the Compliance Audit Information page following the steps above.**

FSA Annual Submission Completeness Checklist

If you successfully entered or saved the information inputted on the Compliance Audit Information page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left-hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Create FYE xx/xx/xxxx Annual Submission", and then click on the underlined text "Completeness Checklist". The screen below should appear:

NOTE	If you are submitting for a school group (i.e. you are the submitting institution for multiple schools), please complete Checklist page for each school in the group. Click on the name of the school to access the appropriate Checklist page.

June 2021

Provide contact information

1. Ensure all applicable documents are included with your Uniform Guidance audit report submission.
2. Ensure that all the documents uploaded are in English
3. Ensure that the document do not have any Personally Identifiable Information (PII)

Completeness Checklist Continues:

4. Provide contact information (name, phone, email) for who should be contacted regarding the submission and/or additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process.

5. **IMPORTANT WARNING**: Click the **CANCEL** button to erase/delete all entries since the last time you saved your work.

6. Click the **SAVE** button to save all entries currently on screen. **To complete the Checklist page for member school(s), click on the name of the school. Complete the Checklist page following the steps above.**

7. Click the **SAVE and PROCEED** button to save all entries and to take you to the **Upload Attachment** page. **If you are a school group this will take you to the Upload page for the school you have selected.**

NOTE	Change in Equity documentation may be included as part of the Income Statement, or may be included as a separate document. Consolidated Statements will only be included with the submission if the financial statements reflect totals.

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

School Group Submissions:

- ✓ **To complete the Checklist page for member school(s), click on the name of theschool.**
- ✓ **Complete the Checklist page following the steps above.**

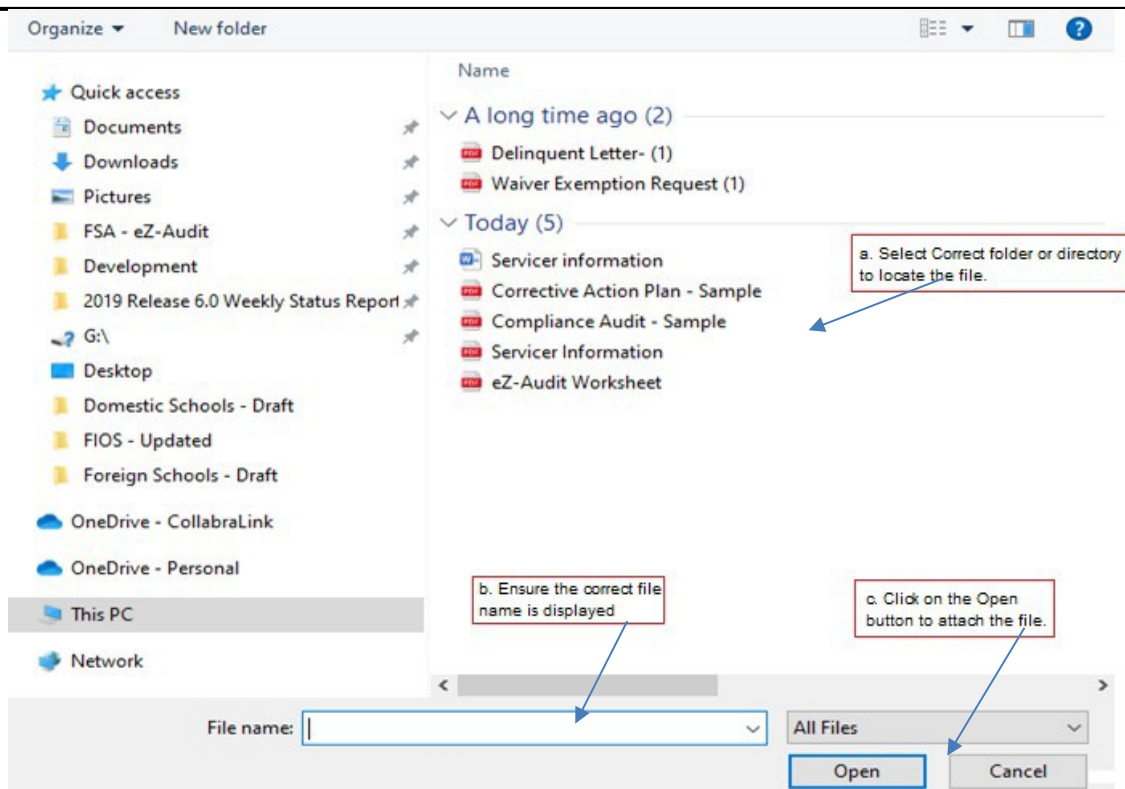| NOTE	Independent Auditors Report on Financial Statements, Report on Compliance and Internal Controls Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards, Report on Internal Control Over Compliance, Report on Compliance with Specified Requirements Applicable to the SFA Programs must be prepared and presented on auditor letterhead. Signatures created using a word processing application are not acceptable.

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

FSA Annual Submission Upload Attachments

If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Create FYE xx/xx/xxxx Annual Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:

1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. Click on the **Choose File** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document(s).

72

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

3. Check all appropriate documents attached are in English and do not contain any Personally Identified Information (PII). To view what is included in PII please hover the mouse over the word PII.
(Please note: When uploading another document, please deselect the previous upload type and then reselect the document type.)
4. After the document has been attached and the file type identified by checking the box, click the "**ADD"** button to ensure that the document has been successfully attached to your compliance audit submission.
5. Click the **CANCEL** button to erase all entries.
6. Click the **SAVE** button to save all entries currently on screen. **To Upload the Compliance Audit and/or Corrective Action Plan for member school(s), click on the name of the school. Follow steps above.**
7. Click the **SAVE and PROCEED** button to take you to the Foreign Private Annual Submission-submit page.

School Group Submissions:

✓ **To Upload the Compliance Audit and/or Corrective Action Plan for member school(s), click on the name of the school.**
✓ **Follow the steps above.**

NOTE

As part of your annual submission, you must include an electronic copy of your complete Uniform Guidance report. Please note that all files must be in a non editable PDF format and NO personal information such as Social Security Numbers should be contained in attachments. Remember, you can attach additional information not required during this process. If you do attach additional information, please make a note in the "Contact Information/Notes" field on the Completeness Checklist page.

74

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

FSA Annual Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submissions by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". click on the underlined text "Create FYE xx/xx/xxxx Annual Submission", and then click on the underlined text "Submit". The screen below should appear:

1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. Read to understand and attest that you have met all requirements.
3. Click on the **SUBMIT TO ED** button to complete your Public Annual Submission process. This will then take you to your institution's homepage with a displayed confirmation of your submission. If you do not have the **SUBMIT TO ED** button please verify that "submitter" is selected as a user role. See Manage Users for details.
4. The following confirmation of receipt will be displayed on your home page.

> Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check.

NOTE   You will have "read" access only once submitted. Please note that only the financial statements and audit sections for the period audited should be completed and must be attached.

If you are submitting for a school group the following screen on the next page will appear.

FSA Annual Submission-Submit continued:

1. To submit for **all schools in the group click Select All**.
2. Click the Submit indicator to submit for **individual schools**.
3. **Click on the "SUBMIT TO ED"** button to complete your FSA Annual Submission process. This will then take you to your institution's homepage with a displayed confirmation of your audit submission(s). **If you do not see the "Submit To ED" button, please verify that submitter is selected as a user role.**

| NOTE | You will have "read" access only once submitted. |

Merger/Change in Ownership

Merger/Change in Ownership Submission Financial Statement

To complete a Change in Ownership Submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Create Merger/Change in Ownership Submission", and then the screen below should appear:

77

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Enter date of day one balance sheet.
3. Provide a reason. Enter "Change in Ownership".
4. Enter contact information.
5. Click on Statement of Financial Position - (see section on completing the Statement of

S<small>TATEMENT OF</small> F<small>INANCIAL</small> P<small>OSITION</small>).

6. **IMPORTANT WARNING**: Click the **CANCEL** button to erase/delete all entries since the last time you saved your work.
7. Click the **SAVE** button to ensure all entries currently on the screen are successfully stored by the system.
8. Click the **SAVE and PROCEED** button to go to the Upload Attachments page. This is the next stage in the submission process.

S<small>TATEMENT OF</small> F<small>INANCIAL</small> P<small>OSITION</small>

If you clicked on the underlined text "Statement of Financial Position" on the Financial Statements page, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Merger / Change in Ownership Submission". Click on the underlined text "Financial Statements", and then click on the underlined text "Statement of Financial Position" on the lower part of the page. The screen in the next page should appear:

June 2021

1. **Cash and Cash Equivalents -** Cash balances held to meet payments arising in the ordinary course of operations. Cash & Cash Equivalents consist of, in addition to currency on hand and deposits held by financial institutions that can be added to or withdrawn without limitations, such as demand deposits, Short Term, highly liquid investments that are both readily convertible to known amounts of cash and so near their maturity that they present insignificant risk of change in value.
2. **Current Total Net Accounts Receivable -** Net accounts receivable equals gross accounts receivable less the allowance for doubtful accounts [line items 3 thru 7 minus 8]. This field is automatically calculated by the eZ-Audit system.
3. **Investments (convertible within 90 days) –** Debt and equity securities, real property, land and other long-term investments.
4. **Accounts Receivable – Related Parties – Unsecured –** All amounts due from related parties [affiliates] on account that are not collateralized or subject to a securityagreement.
5. **Current Liabilities –** All amounts owed to suppliers or providers of services from normal operations, all amounts owed to students and/or financial partners

80

subject to Title IV programs, all amounts owed to students from deposits and advance payments, current liabilities that result from the consumption of an asset or service during the fiscal year prior to payment, receipts on tuition not recognized as revenue and deferred based upon the institution's revenue recognition policy, amounts owed on lines of credit with banks, the portion of long-term debt that is expected to mature within the next fiscal year, the portion of the capital lease obligation that is expected to mature within the next fiscal year and other current liabilities.

6. **Total Assets –** Sum of all assets included in line items 1 thru 25 above. This will be automatically calculated by the eZ-Audit system.

7. **Total Intangible Assets (as defined by GAAP) –** All intangibles including parents' franchises, copyrights, trademarks, brand names, covenants not to compete, good will accreditation costs, program development costs, etc.

8. **Total Liabilities -** Sum of all liabilities included in line items 27 thru 42 above. This will be automatically calculated by the eZ-Audit system.

9. Click the **CANCEL** button to erase all entries

10. Click the **SAVE** button for eZ-Audit to save the entries

11. Click the **SAVE and PROCEED** button to save all entries and then take you back to the Financial Statement Info page.

| NOTE |

With a Merger/Change in Ownership, Foreign Private schools are required only to complete the Statement of Financial Position. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value
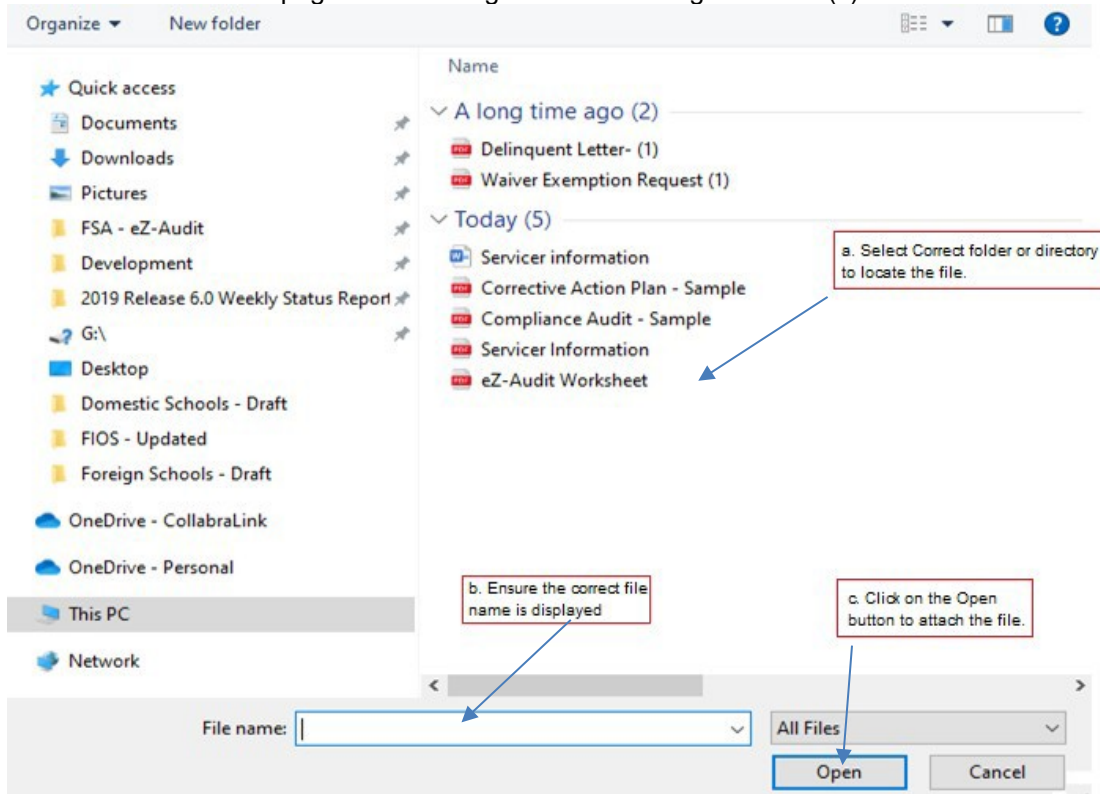
Merger/Change in Ownership Submission Upload Attachments

If you successfully entered or saved the information inputted on the Create Merger/Change in Ownership Submission-Financial Statements page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ- Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Create Merger/Change in Ownership Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Read and follow instructions accordingly.

June 2021

3. Click on the **Choose File** button to search for document(s) to be attached. Then follow instructions on the next page on searching for and attaching document(s).

4. Check all appropriate documents attached are in English and do not contain any Personally Identified Information (PII). To view what is included in PII please hover the mouse over the word PII.
(Please note: When uploading another document, please deselect the previous upload type and then reselect the document type.)

5. After the document has been selected and the file type identified by checking the box, click the "**ADD"** button to ensure that the document has been successfully attached to your submission.

6. Click the **CANCEL** button to erase all entries.

7. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.

8. Click the **SAVE and PROCEED** button to save all entries and to take you to the Merger/Change in Ownership Submission page. This is the next stage in the submission process.

NOTE	Please note that all files must be in a non-editable PDF format and no personal information such as Social Security Numbers should be contained in attachments. As part of your Merger/Change in ownership submission, you must include an electronic copy of your day one balance sheet and/or complete audited financial statements.

June 2021

Step-by-Step Guide to Using eZ-Audit For Foreign Private Schools

Merger/Change in Ownership Submission-Submit

If you successfully entered, saved and attached an electronic copy of your complete audited financial statements by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Merger/Change in Ownership", and then click on the underlined text "Submit". The screen below should appear:

1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. Read to understand and attest that you have met all requirements.
3. Click on the **SUBMIT TO ED** button to complete your submission process. This will then take you to your institution's homepage with a displayed confirmation of your audit submission. If you do not have the "SUBMIT TO ED" button please verify that

"submitter" is selected as a user role. See Manage Users for details.

4. The following confirmation of receipt will be displayed on your home page.

Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check.

NOTE

You will have "read" access only once submitted. Please note that only the financial statements and audit sections for the period audited should be completed and must be attached.

June 2021

Change in FY End

Change in FY END Submission

This page can be reached by repeating the **LOGIN** step. This will take you to your institutions eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Change Fiscal Year End Date". The screen below should appear:

1. Confirm the information displayed is correct.
2. This represents information on file with ED concerning current fiscal year.
3. Click on the drop down list to change month as desired.
4. Click on the "**SUBMIT TO ED**" button to ensure that date change is captured by the eZ-Audit system. If you do not have the "**SUBMIT TO ED**" button please verify that "submitter" is selected as a user role. See Manage Users for details.

NOTE   When notifying ED of a change in fiscal year end, please submit change 90 days prior to your current fiscal year end date. Contact

86

June 2021

your School Participation Team Representative for information regarding additional submission requirements.

Closeout Audit Submission

Closeout Audit Compliance Audit Information

This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submission". Click on the underlined text "Closeout Audit Submission", and then click on the underlined text "Compliance Audit Info". The screen below should appear:

89

Step-by-Step Guide to Using eZ-Audit For Foreign Private Schools

1. This should read your institution's name and OPE ID number. Confirm that this is correct.
2. Please indicate period audited in specified format.
3. Begin date is the beginning of the audit period.
4. End date is the end of the audit period.
5. If the auditor's information is correct, select Yes . If incorrect or new, please select **NO** and update auditor information Enter audit firm's TIN (Tax Identification Number). DO NOT USE HYPHENS.
6. Auditor's TIN is optional unless the country is United States. Please enter the state's Tax Identification Number (TIN) if this information is incorrect or missing. **DO NOT USE HYPHENS**
7. Indicate whether your audit contains any findings.
8. Select appropriate opinion from the drop down list based on your auditor's opinion. This information is contained within the Report on Compliance with Specified Requirements Applicable to SFA Programs.
9. **IMPORTANT WARNING**: Click the **CANCEL** button to erase/delete all entries since the last time you saved your work.
10. Click the **SAVE** button to ensure all entries are successfully stored by the system for this page. **To complete Compliance Audit Information page for member school(s), click on the name of the school. Complete the Compliance Audit Information page following the steps above.**
11. Click the **SAVE and PROCEED** button to go to the FSA Annual Submission- Completeness Checklist page. This is the next stage in the submission process. **If you are a school group this will take you to the Checklist page for the school you have selected.**

Closeout Audit Submission Completeness Checklist

If you successfully entered or saved the information inputted on the Financial Statements page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Closeout Audit Submission", and then click on the underlined text "Completeness Checklist". The screen below should appear:

1. Please confirm that the information displayed is correct.

2. Ensure all applicable documents are included with your audit report submission.

3. Provide contact information (name, phone, email) of who should be contacted regarding submission and additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process

4. Click the **CANCEL** button to erase/delete all entries since the last time you saved your work.

5. Click the **SAVE** button to save all entries currently on screen.

6. Click the **SAVE and PROCEED** button to take you to the Upload Attachment page.
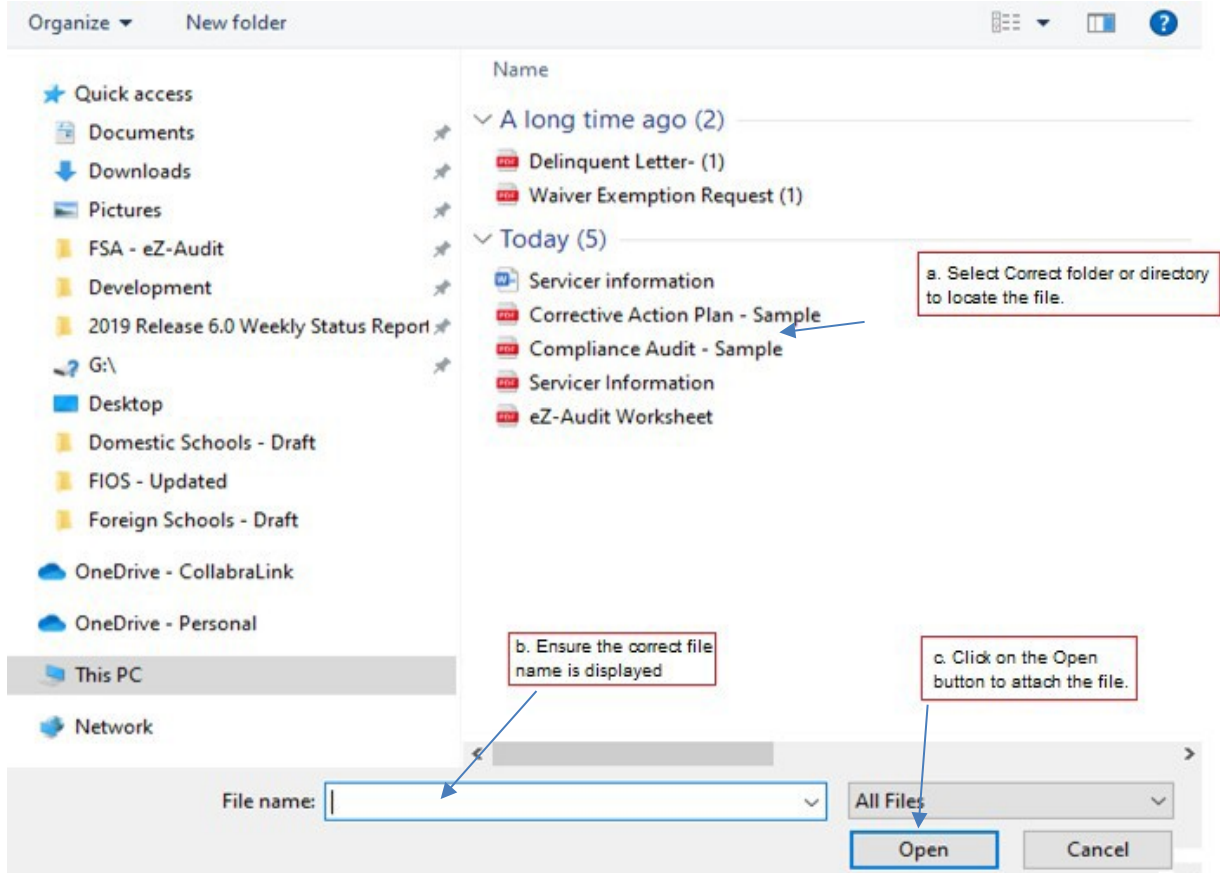
Closeout Audit Submission Upload Attachments

If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Closeout Audit Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.

2. Click on the **Choose File** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document.

Step-by-Step Guide to Using eZ-Audit For Foreign Private Schools

3. Check all appropriate documents attached are in English and do not contain any Personally Identified Information (PII). To view what is included in PII please hover the mouse over the word PII.
(Please note: When uploading another document, please deselect the previous upload type and then reselect the document type.)

4. After the document has been selected and the file type identified by checking the box, click the "**ADD"** button to ensure that the document has been successfully attached to your compliance audit submission.

5. Click the **CANCEL** button to erase all entries since the last time you saved your work.

6. Click the **SAVE** button to save all entries currently on the screen.

7. Click the **SAVE and PROCEED** button to take you to the Stub Audit Submission-submit page.

NOTE	As part of your stub audit submission, you must include an electronic copy of your audit and/or complete audited financial statements. Please note that all files must be in a non editable. PDF format and no personal information such as Social Security Numbers should be contained in attachments. Remember, you

94

can attach additional information not required during this process. If you do attach additional information, please make a note in the "Notes" field on the Completeness Checklist page.

95

Step-by-Step Guide to Using eZ-Audit For Foreign Private Schools

Closeout Audit Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submission by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Stub Audit Submission". Click "Submit" from the menu. The screen below should appear:

1. Confirm the information displayed is correct.
2. Please read to understand and attest that you have met all requirements.
3. Click on the "**SUBMIT TO ED**" button to complete your Stub Audit Submission process. If you do not have the **"SUBMIT TO ED"** button please verify that "submitter" is selected as a user role. See Manage Users for details.
4. The following confirmation of receipt will be displayed on your home page.

> Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check.

NOTE	You will have read access only once submitted. Please note that only the financial statements and audit sections for the period audited should be completed and the Audit must be attached.

June 2021

New Institution/Reinstatement Submission

New Institution/Reinstatement Submission Financial Statement

To submit your institution's New Institution/Reinstatement Submission audit, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left-hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Create New Institution Submission" (for institutions that have not previously participated in Title IV programs) or "Create Reinstatement Submission" (for institutions that have previously participated in Title IV programs), and then the screen below should appear with your institution's name:

June 2021

6. Enter Financial Statement Data

Are you submitting annual financial statements with the supplemental schedule according to the new format per Borrower Defense Regulations?

YES ○   NO ◉

Statement of Financial Position
Statement of Activities

CANCEL   SAVE   SAVE AND PROCEED

1. Confirm the information displayed is correct.
2. Auto Populated to exactly one year from the entered Fiscal Year End 1 (MM/DD/YYYY)
3. Text Indicating to provide responses for most current Fiscal Year End (Fiscal Year End 2)
4. Begin date is the beginning of the audit period.
5. End date is the end of the audit period.
6. Enter the auditor firm's Tax Identification Number (TIN) if the country is United States.
7. Refer to Section I – Summary of Auditor's Results in the Schedule of Findings and Questioned Costs of the annual Uniform Guidance report.
8. Refer to Part II, Question 2 of the Federal Audit Clearinghouse Data Collection Form SF-FAC (3-20-2001).
   Choose **"yes"** or **"no"** if the Financial Statements are presented with the Supplemental Schedule according to the new format per Borrower Defense Regulations.
   If **"Yes"** is chosen for the financial statements according to the new format per Borrower Defense Regulations, the following links will appear:
9. Primary Reserve Ratio – (see section on completing the PRIMARY RESERVE RATIO).
10. Equity Ratio – (see section on completing the EQUITY RATIO).
11. Net Income Ratio – (see section on completing the NET INCOME RATIO).
    If **"No"** is chosen for the financial statements according to the new format per Borrower Defense Regulations, you the following links will appear:
12. Statement of Financial Position – (see section on completing the STATEMENT OF FINANCIAL POSITION).
13. Statement of Activities – (see section on completing the STATEMENT OF ACTIVITIES)
14. Click the **CANCEL** button to erase/delete all entries.
15. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
16. Click the **SAVE and PROCEED** button to go to the Completeness Checklist. This is the next stage in the submission process.

Primary Reserve Ratio

See PRIMARY RESERVE RATIO on the Financial Statements page under **Annual Submissions** for details in completing all data fields. Please complete using current completed fiscal yearend financial statements data.

Equity Ratio

See EQUITY RATIO on the Financial Statements page under **Annual Submissions** for details in completing all data fields. Please complete using current completed fiscal yearend financial statements data.

Net Income Ratio

See NET INCOME RATIO on the Financial Statements page under **Annual Submissions** for details in completing all data fields. Please complete using current completed fiscal yearend financial statements data.

Statement of Financial Position

See STATEMENT OF FINANCIAL POSITION on the Financial Statements page under **Annual Submissions** for details in completing all data fields. Please complete using current completed fiscal yearend financial statements data.

Statement of Activities

See STATEMENT OF ACTIVITIES on the Financial Statements page under **Annual Submissions** for details in completing all data fields. Please complete using current completed fiscal yearend financial statements data.

June 2021

New Institution/Reinstatement Submission Completeness Checklist

If you successfully entered or saved the information inputted on the Income Statement page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left-hand side of the page, you will see a section "Other Submissions". Click on the underlined text "New Institution Submission" or "Reinstatement Submission", and then click on the underlined text "Completeness Checklist". The screen below should appear:

1. Confirm the information displayed is correct.
2. Ensure all applicable documents are included with your Uniform Guidance audit report submission .
3. Provide the contact information (name, phone, email) for who should be contacted regarding the submission and/or additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process.
4. Click the **CANCEL** button to erase all entries.
5. Click the **SAVE** button to save all entries currently on screen.
6. Click the **SAVE and PROCEED** button to save all entries and to take you to the **Upload Attachment** page.

June 2021

![Federal Student Aid — An Office of the U.S. Department of Education. PROUD SPONSOR of the AMERICAN MIND™]

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

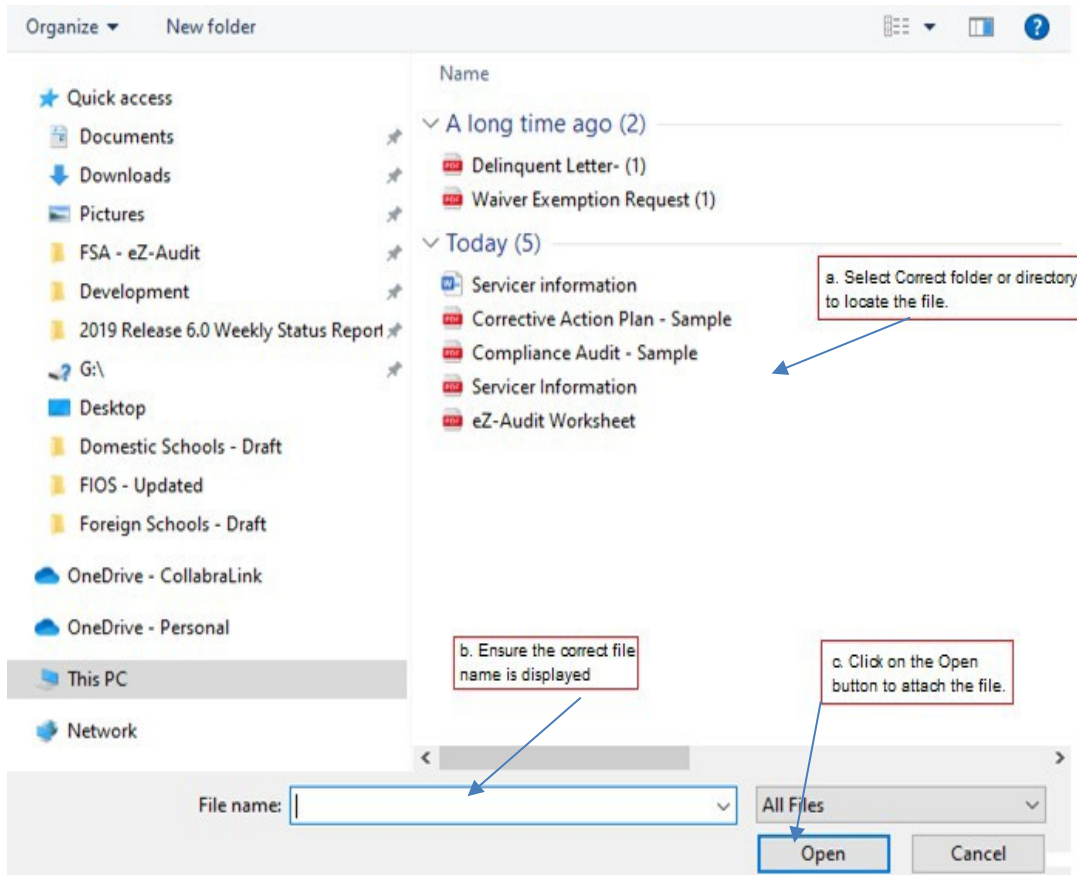### New Institution/Reinstatement Submission Upload Attachments

If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left-hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Create New Institution Submission" or "Reinstatement Submission" and then click on the underlined text "Upload Attachments". The screen below should appear:

1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. Click on the **Choose File** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document.

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

---

| NOTE | Audited Financial statements for the previous two fiscal years should be submitted. |

3. Check all appropriate documents attached are in English and do not contain any Personally Identified Information (PII). To view what is included in PII please hover the mouse over the word PII.
    (Please note: When uploading another document, please deselect the previous upload type and then reselect the document type.)
4. After the document has been selected and the file type identified by checking the box, click the "**ADD"** button to ensure that the document has been successfully attached to your submission.
5. Click the **CANCEL** button to erase all entries.
6. Click the **SAVE** button to save all entries currently on the screen.
7. Click the **SAVE and PROCEED** button to take you to the New Institution Submission-submit page.

| NOTE | As part of your initial submission, you must include an electronic copy of your complete audited financial statements. Please note that all files must be in a non-editable PDF and no personal information such as Social Security Numbers should be contained in attachments. Remember, you can attach additional information not |

required during this process. If you do attach additional information, please make a note in the "Notes" field on the Completeness Checklist page.

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

New Institution/Reinstatement Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submission by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institutions eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "New Institution Submission" or "Reinstatement Submission", and then click on the underlined text "Submit". The screen below should appear:

1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. Please read to understand and attest that you have met all requirements.
3. Click on the "**SUBMIT TO ED"** button to complete your New Institution Submission process. If you do not have the "Submit To ED" button please verify that "submitter" is selected as a user role. See Manage Users for details.
4. The following confirmation of receipt will be displayed on your home page.

June 2021

Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check.

| NOTE | You will have read access only once submitted. Please note that only the financial statements and audit sections for the period audited should be completed and the Audit must be attached. |

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

<div style="text-align:center">

Stub Audit Submission

</div>

Stub Audit Submission Compliance Audit Information

If you successfully entered or saved the information inputted on the Financial Statements page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text " Create Stub Audit Submission", and then click on the underlined text "Compliance Audit". The screen in the next page should appear:

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

1. This should read your institution's name and OPE ID number. Confirm that this is correct.
2. Begin date is the beginning of the audit period.
3. End date is the end of the audit period.
4. Enter Reason for Stub Audit.
5. If the auditor's information is correct, select Yes . If incorrect or new, please select NO and update auditor information.
   Auditor's TIN is optional unless the country is United States. Please enter the state's Tax Identification Number (TIN) if this information is incorrect or missing. DO NOT USE HYPHENS.
   If the auditor's information is correct, no action is required. If incorrect or new, select NO and update with current auditor information.
6. This field should be pre-populated. Please enter the state's Tax Identification Number (TIN) if this information is incorrect or missing. **DO NOT USE HYPHENS.**
7. If your Uniform Guidance audit submission contains any findings related to the FSA Title IV programs (If the Uniform Guidance report covers multiple institutions, this applies to all institutions covered) click **Yes.** Refer to the Scheduled of Findings and Questioned Costs included in the annual Uniform Guidance submission; Section II – financial Statement Findings and Section III – Schedule of Federal Award Findings and QuestionedCosts. Refer to Section I - Summary of Auditor's Results in the Schedule of Findings and Questioned Costs of the annual Uniform Guidance report. **Note:** Only indicate the opinion type for Title IV programs if the SFA cluster was audited as a **major** program.
8. Select appropriate opinion from the drop-down list based on your auditor's opinion. This information is contained within the Report on Compliancewith Specified Requirements Applicable to SFA Programs.
9. **IMPORTANT WARNING**: Click the **CANCEL** button to erase/delete all entries sine the last time you saved your work.
10. Click the **SAVE** button to ensure all entries are successfully stored by the system for this page.
11. Click the **SAVE and PROCEED** button to go to the **Foreign Private Annual Submission-Completeness Checklist page.**

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

Stub Audit Submissions Completeness Checklist

If you successfully entered or saved the information inputted on the Financial Statements page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text " Stub Audit Submission", and then click on the underlined text "Completeness Checklist ". The screen below should appear:

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Ensure all applicable documents are included with your audit report submission. Check all appropriate documents attached are in English and do not contain any Personally Identified Information (PII). To view what is included in PII please hover the mouse over the work PII.
3. Enter contact information. Provide additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process.
4. Click the **CANCEL** button to erase all entries.
5. Click the **SAVE** button to save all entries currently on screen.
6. Click the **SAVE and PROCEED** button to take you to the Upload Attachment page.

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

Stub Audit Submissions Upload Attachments

If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Stub Audit Submission", and then click on the underlined text "Upload Attachments". The screen in the next page should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Click on the **Chose File** button to search for document(s) to be attached. Then follow

111

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

instructions on the next page on searching and attaching document.
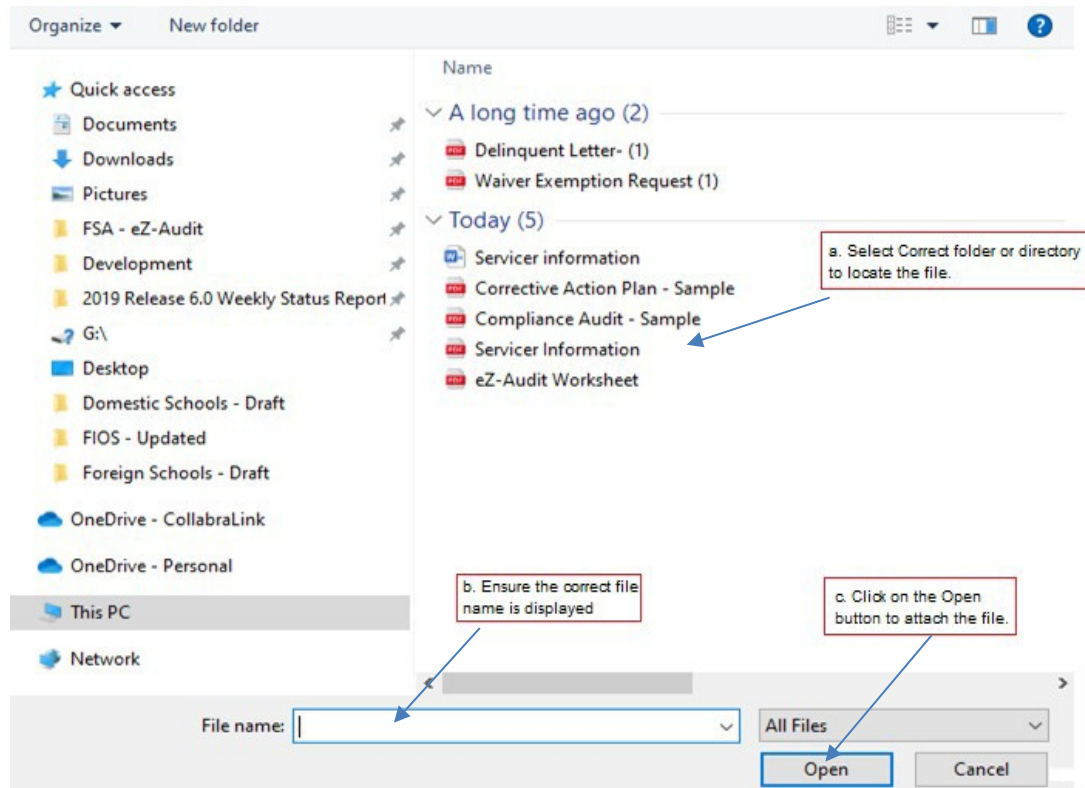
1. Check all appropriate documents attached are in English and do not contain any Personally Identified Information (PII). To view what is included in PII please hover the mouse over the work PII.
   (Please note: When uploading another document, please deselect the previous upload type and then reselect the document type.)
2. After the document has been selected and the file type identified by checking the box, click the "ADD" button to ensure that the document has been successfully attached to your submission.
3. **IMPORTANT WARNING**: Click the **CANCEL** button to erase/delete all entries since the last time you saved your work.
4. Click the **SAVE** button to save all entries currently on the screen.
5. Click the **SAVE and PROCEED** button to take you to the Lender-Stub Audit Submission-submit page.

NOTE	As part of your stub audit submission, you must include an electronic copy of your complete audited financial statements and compliance audit. Please note that all files must be in a non-editable. PDF format and no personal information such as Social Security Numbers should be contained in attachments. Remember, you can attach additional information not required during this process. If you do attach additional information, please make a note in the "Notes" field on the Completeness Checklist page.

112

Stub Audit Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submission by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left-hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Stub Audit Submission", and then click on the underlined text "Submit". The screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.

2. Please read to understand and attest that you have met all requirements.

3. Click on the "**SUBMIT TO ED**" button to complete your Stub Audit Submission process. If you do not have the "SUBMIT TO ED" button please verify that "submitter" is selected as a user role. See Manage Users for details.

4. The following confirmation of receipt will be displayed on your home page.

> Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check.

NOTE

You will have read access only once submitted. Please note that only the financial statements and audit sections for the period audited should be completed and the Stub Audit must be attached.

Waiver/Exemption Request

(Placeholder for future release)

Additional Information

Additional Information Submission

This page can be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Other Submissions", and then click on the underlined text "Submit Additional Information". The screen below should appear:

1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. Select submission to associate the additional information with. If the submission was not submitted via eZ-Audit it will not be listed. If the review is completed you cannot submit additional information. **Please check your Institution Homepage Notification section the status of your submission.**
3. Click on the **Choose File** button to search for document to be attached. The screen below should appear:
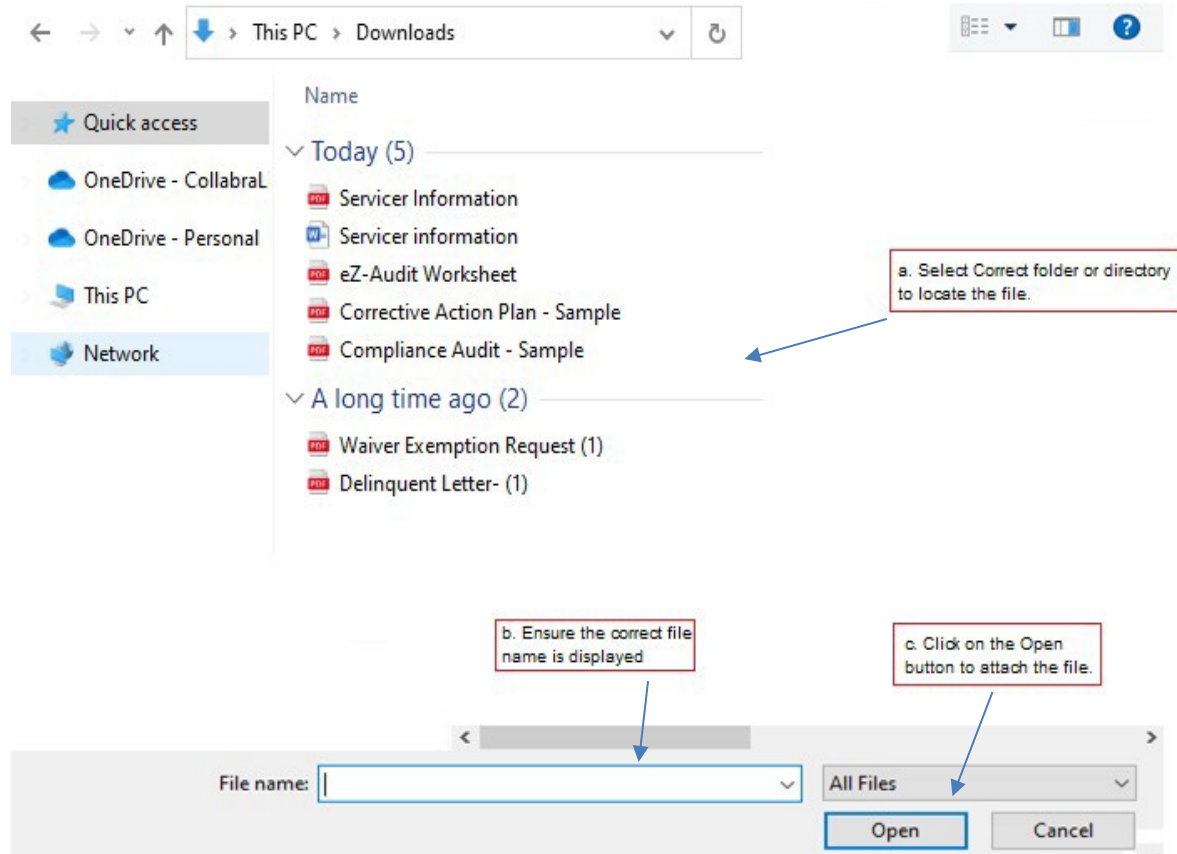
4. After the document has been attached and the file type identified by checking the box, click the "**ADD**" button to ensure that the document has been successfully attached to your submission.

| NOTE | To submit additional information the submission must still be under FSA review. |

Step-by-Step Guide to Using eZ-Audit for Foreign Private Schools

_____

Letters/ Notifications

Notifications

At any time, you will be able to view your institution's review status by viewing the notification section of your homepage. This can be reached by repeating the step **LOGIN**. This will bring you to your institution's eZ-Audit homepage and the screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. This is the Notification section. Most recent institution's submission status and other notifications will be displayed. (**Examples: Your Fiscal Year End 10/31/2002 Annual Submission was received on 4/30/2003, FAD sent 5/30/2003, Request for Letter of Credit sent 5/15/2003**)

NOTE	Users should periodically check the Institution Home Page for an up to date status of their submissions. If ED has deemed a submission incomplete, the Incomplete Letter will be posted to Notifications. The incomplete letter needs to be opened before there-submission link will appear.

June 2021

	Resubmission/ Incomplete Letter

If your submission has been deemed incomplete you will be required to Resubmit. An email will be sent to the person(s) as listed on the Checklists page in Contacts informing them that the submission has been deemed incomplete. A copy will also be sent to the Institution's President and Financial Aid Administrator.

Resubmissions should be submitted 7 calendar days from receipt of email/letter.

To resubmit you must **first view your incomplete letter posted to the Notifications section of your Institution Home Page**. To begin your resubmission, follow steps below.

1. Login to eZ-Audit. This will take you to your Institution's Home Page. The screen below should appear. Verify the name on your institution and OPEID.
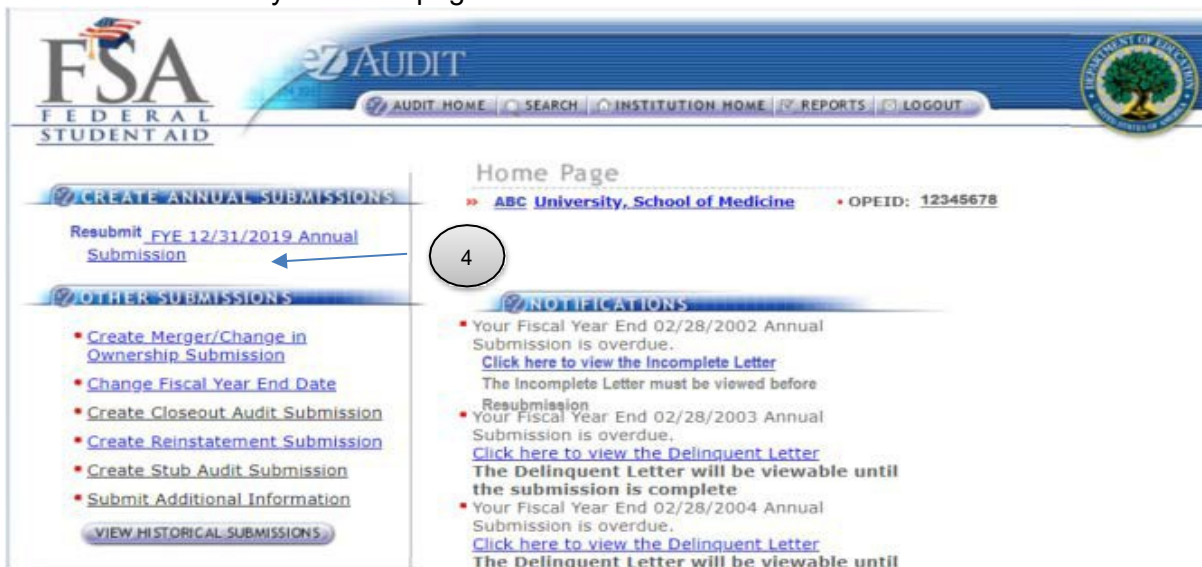

2. Click link to **view Incomplete Letter**. Incomplete letter will provide information regarding the reason(s) your submission was deemed incomplete. **Letter will open in separate wind**

June 2021
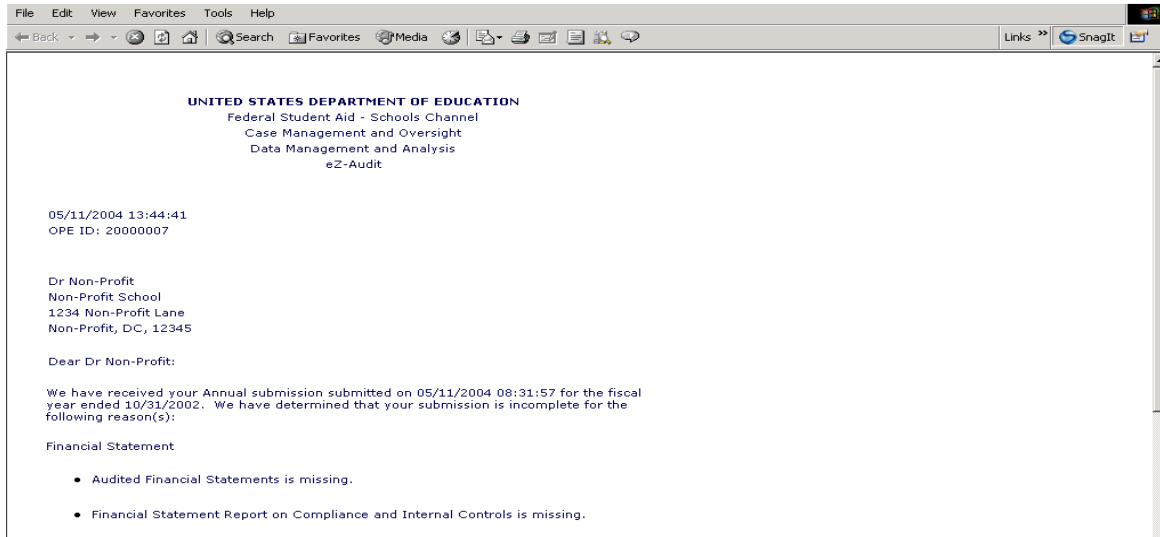
3. Return to your home page.

4. Click the **Resubmit** link from left navigation area.

5. Correct submission as directed in Incomplete Letter. Portions of submission deemed complete will be read-only.

Delinquent Letter

If your submission is not received by its due date, a Delinquent Email will be sent to the Institution's President, CFO, and Institution's Financial Aid Administrator. The email will indicate that a Delinquent Letter has been posted to the Notifications section of your Institution's Home Page. Once the Delinquent Email is received, you will be directed to logon onto eZ-Audit to view the Delinquent Letter. The Delinquent Letter will disappear once you have submitted the submission.

1. Click link to **view Delinquent Letter**. Delinquent letter will provide information regarding which annual submission is overdue. Letter will open in separate window.

2. Close or minimize the browser to return to your home page.

UNITED STATES DEPARTMENT OF EDUCATION
Federal Student Aid - School Channel
School Eligibility Channel
eZ-Audit

Date: 10/31/2004
OPE ID: 12345678
TIN: 000000070

Dr Proprietary
Proprietary School
1234 Proprietary Lane
Proprietary, DC, 12345

Dear President:

Pursuant to 34 CFR 668.23 of the Student Assistance General Provisions regulations, an institution participating in any Title IV, HEA program must submit annually to the Secretary, its compliance audit and audited financial statements no later than six months after the last day of the institution's fiscal year.

Your institution's materially complete and acceptable audit and/or financial statements for the fiscal year ended 10/31/2004 have not been received by the submission deadline date of 10/31/2004.

If you have submitted compliance audit and financial statements which were deemed unacceptable and returned to the institution, the submission deadline continues to apply until acceptable audit reports are resubmitted to the Department. Please resubmit the audit/financial statements for the fiscal year ended 10/31/2004 within 10 days of the receipt of this letter via eZ-Audit at www.ezaudit.ed.gov.

If we do not receive the required submission within 10 days of your receipt of this letter, your institution may be subject to assessment of liabilities for all unaudited funds for the audit period and other appropriate action noted under 34 CFR 668, Subpart G. If you have already submitted your compliance audit and financial statements for the fiscal year ending 10/31/2004, please contact the eZ-Audit Help Desk at 1-877-263-0780.

Thank you in advance for your cooperation.

Sincerely

Ti Baker
eZ-Audit Operations Manager
Integrated Partner Management Division

3. Click on the **Create Annual Submission** link to submit your annual submission.

Reminder Email

A Reminder email will be sent 60 and/or 30 days prior the submission due date. The Reminder Email will be sent to the Institution's President, CFO, Financial Aid Administrator and eZ-Audit Institution Administrator to remind them that the Compliance Audit and/or Financial Statement due date is approaching.