Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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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 entity submits its compliance audit data and summary financial data, as applicable via a web form (follow this manual for complete instructions).
2.   Your entity also attaches an electronic copy of audit report in a non- editable pdf format (using Adobe Acrobat).
3.   The eZ-Audit system automatically forwards flagged financials and/or deficient audits to FSA for resolution.
4.   FSA communicates 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

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What role should my auditor play in eZ-Audit?

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.

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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.

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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 (For example; ITT, State of Louisiana (who submits for all the state schools in Louisiana), etc.).

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).

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.

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eZ-Audit Submission Requirements
Effective, June 16, 2003 all schools required to submit financial statements and compliance audits must submit via eZ-Audit. The Department of Education will no longer accept paper submissions of financial statements and compliance audits.

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)**
  - o Proprietary 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 the Proprietary 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 your school did not disburse $500,000 or more in Title IV funds during each of the two completed award years you may request a waiver.

- 🕐 **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 (www.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 (www.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 (www.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.

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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.

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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.

At a minimum, all users are responsible for these principles:

- Ensuring that the eZ-Audit system is used only for official Government business.
- Knowing who their site computer security personnel are and how they can be contacted.
- Ensuring that the eZ-Audit system is used in compliance with Title IV program participation agreements and other applicable regulatory requirements to ensure program integrity.
- Protecting the information users are processing from access by, or disclosure to, unauthorized personnel.
- Immediately reporting all security incidents and potential threats and vulnerabilities involving computing resources to designated computer security personnel.
- Protecting authenticators, such as passwords.
- Reporting any compromise or suspected compromise of a password to designated computer security personnel.
- Accessing only systems, networks, data, control information, and software for which they are authorized.
- Ensuring that system media and system outputs are marked according to their sensitivity and are properly controlled and stored.
- Knowing required storage sanitizing procedures (e.g., overwriting disks that contain sensitive data prior to reuse).
- Avoiding the introduction of malicious code into any computing resource.
- Preventing physical damage to the system.
- Notifying management before relocating computing resources.
- Ensuring that the work area is secured at all times and not duplicated.
- Following procedures for signing out sensitive application documentation when removing these documents from the library and ensuring that sensitive information is not removed from the work area.
- Not removing equipment or storage media from the work area without prior written authorization from the designated systems administrators, security officer or other authorized personnel.

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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.

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eZ-Audit Registration

All institutions must submit a registration request letter to the Department of Education to gain access to eZ-Audit. Please see the Registration Instructions on eZ-Audit Welcome Page.

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 on or after April 1, 2003 simply type in the URL, www.ezaudit.ed.gov in your Internet browser, and when the eZ-Audit login screen appears, type in the user name and temporary password you received through email from eZ-Audit.

Even if you are not required to submit on April 1, 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.

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:

1. Enter the username provided to you during the registration process by email.
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.

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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.

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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.

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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.

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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.

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Forgot Password

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

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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 challenge questions.
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. |

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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 thesystem.

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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. |

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My Profile
To update your profile (i.e. **username, email address, phone number, password, challenge questions** 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 and OPEID number:

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, challenge questions, etc.

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

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.

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 SAVE your changes!!!

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| 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 SAVE 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 drop down 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.

Change Password

To change your password, repeat the **My Profile** step to get to the Update My Profile page.
The Screen shown below should appear at the midsection of that page:

1. Enter your old or temporary password.
2. Enter your new password.
3. Retype your new password.
4. Click the **SAVE** button to ensure all changes are successfully captured by the system.
5. Click the **RESET** button to cancel current entries and begin again.

NOTE	The password must be 8-15 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.

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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.

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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

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. Also please note that all fields must be completed. Enter "0" for any null response.

Primary Reserve Ratio Information
‣Financial Statements Info Page   ‣Primary Reserve Ratio

Error(s):
- Field: Total equity is required and cannot be left blank.
- Field: Property, plant and equipment, net - post-implementation less any construction in progress with outstanding debt for original purchase without debt is required and cannot be left blank.
- Field: Property, plant and equipment, net - post-implementation less any construction in progress with outstanding debt for original purchase with debt is required and cannot be left blank.
- Field: Property, plant and equipment, net - pre-implementation less any construction in progress is required and cannot be left blank.
- Field: Secure and Unsecured related party receivables and/or other related party assets is required and cannot be left blank.

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Manage Users

Types of Users and Responsibilities

1. The **eZ-Audit Institution/School Administrator**, selected by your school, is responsible for:
   - o Registering your school with eZ-Audit
   - o Providing/managing access to data entry and submission approval personnel, as identified by your school
   - o Maintaining security information regarding schools' users as required
2. The **eZ-Audit Data Entry Users**, selected by your school are responsible for:
   - o Entering data into the eZ-Audit system
   - o 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:
   - o Reviewing the submission prior to "submit"
   - o 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:

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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.

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Creating 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 (see "**Manage Users**" for role definition).
5. Remember to click on the "**ADD USER**" button to save all entries. **Submitter must be selected as a user role to access to the "Submit To ED" button.**

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.

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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:**

NOTE	Each The 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.

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

Historical Submissions

This page provides a history of the institution's three 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 Submissions

Annual Submission Financial Statement

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:

FSA Title IV Activity

» **Proprietary School**
  ▪ OPEID:77889900

Did the institution have any Title IV activity during the fiscal year ending on **01/31/2014**? Title IV activity means: (1) drew down Title IV funds **or** (2) disbursed Title IV funds **or** (3) had Perkins Loan activity that entails all requirements provided in 34 C.F.R. 674 Subpart B, C and D of the Federal Perkins Loan Program.

If your answer is yes to **one or more** of the above criteria, you are required to submit audited Financial Statements and a Compliance Audit to the Department. If your answer is no to all of the above criteria, you are only required to submit audited Financial Statements in accordance with GAAP and GAGAS.

1. If you select *Yes*, you will be required to submit audited Financial Statements and a Compliance Audit.

YES   NO

○   ○

(3) → SUBMIT

(1) → CANCEL

(2) → RESET

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1. Select YES if the institution has disbursed Title IV funds, and click on the Cancel button, Institution homepage will be displayed.
2. Select YES, and click on the Reset button, the selection will reset.
3. Select YES, and click on the Submit button, FSA Annual Submission FINANCIAL STATEMENT INFORMATION page will be displayed.
4. Select NO, and click on the Submit button, No Title IV Activity Submission FINANCIAL STATEMENT INFORMATION page will be displayed.

| NOTE | If you are submitting for a school group (your financial statements cover 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. |

No Title IV Activity

No Title IV Activity Submission Financial Statement

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:

1. Select NO if the institution hasn't disbursed Title IV funds, and click on the Cancel button, Institution homepage will be displayed.
2. Select NO, and click on the Reset button, the selection will reset.
3. Select NO, and click on the Submit button, the screen below will be displayed.

NOTE	Screens and Steps after step 3 are same as in the Annual Submission section, except the 90/10 Revenue Attestation and Compliance Audit part. With the 'No Title IV Activity,' schools are required to submit only Financial Statement.

FSA Annual Submission – Financial Statements page

FSA Annual Submission – Financial Statements page continues:

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1. This should read the name of your institution and OPEID. 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. Provide a reason if your audit period is less than a year.
5. This is the auditor on file with the Department of Education.
6. If the auditor's information is correct, no action is required. If incorrect or blank, select No.
7. This field should be pre-populated. Please enter the auditor's Tax Identification Number (TIN) if this information is incorrect or missing. **DO NOT USE HYPHENS**.
8. Please select appropriate opinion type from the drop-down list based on your auditor's opinion. This information is presented in the opinion paragraph of the Independent Auditor's Report.
   If the opinion paragraph states that the financial statements *"present fairly, in all material respects"*, the type of opinion should be *"Unqualified"*.
9. Please indicate *"yes"* or *"no"* if your institution's submission contains a *going concern explanatory paragraph* included in either the independent auditor's report or **if a going concern has been disclosed in the notes to the financial statements.**
10. Choose *"yes"* or *"no"* if the Financial Statements are presented with the Supplemental Schedule according to the new format per Borrower Defense Regulations.

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        If "Yes" is chosen for the financial statements according to the new format per Borrower Defense Regulations, the following links will appear:

11. Primary Reserve Ratio – (see section on completing the Primary Reserve Ratio Page).

12. Equity Ratio – (see section on completing the Equity Ratio Page).

13. Net Income Ratio – (see section on completing the Net Income Ratio Page).

        If "No" is chosen for the financial statements according to the new format per Borrower Defense Regulations, you the following links will appear:

15. Balance Sheet – (see section on completing the Balance Sheet).

16. Income Statement – (see section on completing the Income Statement).

17. 90/10 Revenue Calculation Attestation. For this section, please click on the 90/10 Revenue Calculation Attestation calculation link "OPEID of the school" and complete the fields requested. (see section on completing the 90/10 Revenue Calculation Attestation).

18. Click the **CANCEL** button to make changes to all entries.

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

20. Click the **SAVE and PROCEED** button to go to the Program and Audit Information page. This is the next stage in the submission process.

> *NOTE*   Do not leave any field blank.

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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, balance sheet 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 restart the 30 minute clock.

Primary Reserve Ratio Information

> ▸Financial Statements Info Page   ▸Primary Reserve Ratio

All fields are required.

Adjusted Equity:

Total equity: $	①
Secure and Unsecured related party receivables and/or other related party assets: $	②
Unsecured related party receivables: $	③
Other Unsecured related party assets: $	④
Property, plant and equipment, net – including construction in progress and capital leases: $ 0	⑤
Property, plant and equipment, net – pre-implementation less any construction in progress: $	⑥
Property, plant and equipment, net – post-implementation less any construction in progress with outstanding debt for original purchase: $	⑦
Property, plant and equipment, net – post-implementation less any construction in progress without outstanding debt for original purchase: $	⑧
Construction in progress: $	⑨
Lease right-of use asset: $ 0	⑩
Lease right-of use asset - pre-implementation: $	⑪
Lease right-of use asset - post-implementation: $	⑫
Intangible assets: $	⑬
Post-employment and defined pension plan liabilities: $	⑭
Long-term debt - for long-term purposes and Construction in Process debt: $ 0	⑮
Long-term debt for long-term purposes pre-implementation: $	⑯
Qualified long-term debt for long-term purposes post-implementation for purchase of Property, Plant and Equipment: $	⑰
Line of Credit for Construction in progress: $	⑱
Lease right-of-use asset liability: $ 0	⑲
Pre-Implementation right-of-use leases liabilities: $	⑳
Post-Implementation right-of-use leases liabilities: $	21

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

Total Expenses and Losses:

Total Operating Expenses and Losses: $ [____] — 22

Total Non Operating Expenses and Losses: $ [____] — 23

Comprehensive Losses: $ [____] — 24

Discontinued Operations not classified as an operating expense: $ [____] — 25

Change in accounting principle: $ [____] — 26

Investment losses: $ [____] — 27

Post-employment and defined pension plans losses less nonservice component of net periodic pension and other post-employment plan expenses: $ [____] — 28

CANCEL — 29   SAVE — 30   SAVE AND PROCEED — 31

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://fsapartners.ed.gov/knowledge-center/library/electronic-announcements/2020-04-09/financial-responsibility-and-ez-audit-reporting-requirements-updated-8202020)for additionalguidance on the new Financial Responsibility requirements.

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

Primary Reserve Ratio Information

1. Total Equity- this should be taken directly from the balance sheet.
2. **Secure and Unsecured related party receivables and/or other related party assets** -

This should be the total of related party assets included in assets on the balance sheet.
This number is not used to compute your composite score, it is 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 3 and 4 are used for the related party adjustment in the composite score.

3. . Include all Unsecured related party receivables on the balance sheet
4. Include all other unsecured related party assets on the balance sheet
5. **Property, plant and equipment, net - including construction in progress and capital leases (Combine lines 6 through line 9)** 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 6 – 9.
6. Property, plant and equipment, net - pre-implementation less any construction in progress
7. Property, plant and equipment, net - post-implementation less any construction in progress with outstanding debt for original purchase
8. Property, plant and equipment, net - post-implementation less any construction in progress without outstanding debt for original purchase
9. Construction in progress
10. **Lease right-of use asset (Combine line 11 and line 12) -** 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 11 and 12.
11. 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.
12. 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.
13. This should include all intangible assets on the balance sheet. 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.
14. Post-employment and defined pension plan liabilities
15. **Long-term debt - for long-term purposes and Construction in Process debt -** 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 16 – 18. 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.
16. Long-term debt for long-term purposes pre-implementation
17. Qualified Long–term debt for long-term purposes post-implementation for purchase of Property, Plant and Equipment
18. Line of Credit for Construction in progress
19. **Lease right-of-use asset liability (Combine line 20 and line 21) -**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 20 and 21.
20. 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.
21. 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.
22. Total Operating Expenses and Losses:
23. Total Non-Operating Expenses and Losses

24. Comprehensive Losses
25. Discontinued Operations not classified as an operating expense
26. Change in accounting principle
27. Investment losses
28. Post-employment and defined pension plans losses less nonservice component of net periodic pension and other post-employment plan expenses

Primary Reserve Ratio Information Continues:

29. Click the **CANCEL** button to erase all entries
30. Click the **SAVE** button for eZ-Audit to save the entries
31. Click the **SAVE and PROCEED** button to save all entries and then take you the Income Statement page.

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:

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▸Financial Statements Info Page   ▸Equity Ratio

Equity Ratio Information

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

Modified Equity:

*Total equity:	$ 0
*Lease right-of use asset - pre-implementation:	$ 0
*Pre-Implementation right-of-use leases liabilities:	$ 0
*Intangible assets:	$ 0
*Unsecured related party receivables and/or other related party assets:	$ 0
*Unsecured other related party assets:	$ 0

Modified Assets:

Total Assets:	$ [ ] ← 32
*Lease right-of use asset - pre-implementation:	$ 0
*Intangible assets:	$ 0
*Unsecured related party receivables:	$ 0
*Unsecured other related party assets:	$ 0

CANCEL   SAVE   SAVE AND PROCEED
33   34   35

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Equity Ratio Information
32. Total Assets.
33. Click the **CANCEL** button to erase all entries
34. Click the **SAVE** button for eZ-Audit to save the entries
35. Click the **SAVE and PROCEED** button to save all entries and then take you the Income Statement page.

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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),

‣ Financial Statements Info Page   ‣ Net Income Ratio

Net Income Ratio Information

All fields are required.

Income Before Taxes:

Net Income before income taxes (loss): $ [____] ← 36

Net Comprehensive income (loss): $ [____] ← 37

Total Revenue and Gains:

Total Operating Revenues and Gains: $ [____] ← 38

Total Other Revenue and Gains: $ [____] ← 39

Comprehensive Income and Gains: $ [____] ← 40

Discontinued Operations not classified as an operating Gain: $ [____] ← 41

Change in Accounting Principle Gains: $ [____] ← 42

CANCEL   SAVE   SAVE AND PROCEED

43   44   45

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and then click on the underlined text "Net Income Ratio" on the lower part of the page. The screen below should appear:

Net Income Ratio Information

36. Net Income before income taxes (loss)
37. Net Comprehensive income (loss)
38. Total Operating Revenues and Gains
39. Total Other Revenue and Gains
40. Comprehensive Income and Gains
41. Discontinued Operations not classified as an operating Gain
42. Change in Accounting Principle Gains
43. Click the **CANCEL** button to erase all entries
44. Click the **SAVE** button for eZ-Audit to save the entries
45. Click the **SAVE and PROCEED** button to save all entries and then take you the Income Statement page.

Balance Sheet

If you clicked on the underlined text "Balance Sheet" 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 "Balance Sheet" on the lower part of the page. The screen below should appear:

| NOTE |

All data entered on this page should come directly from the balance sheet 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.

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▸ Financial Statements Info Page   ▸ Balance Sheet

Balance Sheet Information

All fields are required.

Field		
Accounts Receivable due from Management Employees - Unsecured:	$ [ ]	1
Accounts Receivable - Related Parties - Unsecured:	$ [ ]	2
Note(s) Receivable - Related Party - Unsecured:	$ [ ]	3
Other Receivables and Other Assets - Unsecured Related Party:	$ [ ]	4
Total of All Related Party Assets (both secured and unsecured):	$ [ ]	5
Property, Plant, and Equipment, net (including capitalized lease assets and CIP):	$ [0]	6
Construction in Progress (CIP) :	$ [0]	7
Pre-Implementation right-of-use-assets :	$ [0]	8
Post-Implementation right-of-use-assets :	$ [0]	9
Intangible Assets, net of amortization (excluding goodwill):	$ [0]	10
Goodwill, net:	$ [ ]	11
Total Assets:	$ [0]	12
Long Term Line of Credit (including the short term portion):	$ [ ]	13
Long-term Debt (including the short term portion):	$ [0]	14
Capital Lease Obligation (including the short term portion):	$ [ ]	15
Pre-Implementation right-of-use-liabilities :	$ [0]	16
Post-Implementation right-of-use-liabilities :	$ [0]	17
Post Employment Retirement Benefits:	$ [0]	18
Total Liabilities:	$ [ ]	19

CANCEL (20)   SAVE (21)   SAVE AND PROCEED (22)

Balance Sheet Information Continues:

1. All amounts due from management employee borrowings from the institution or employee advances. See SFAC NO 6.
2. All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are not collateralized or subject to a security agreement. See SFAC NO 6 & SFAS 57.
3. All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are not collateralized or subject to a security agreement. See SFAC NO 6 & SFAS 57.
4. All amounts on account in the form of promissory notes not included in line items 2 and 3 above. See SFAC NO 6
5. Total of All Related Party Assets (both secured and unsecured)
6. Property, Plant and Equipment including capitalized leases net of accumulated depreciation.
7. Construction in Progress.
8. Pre-Implementation right-of-use-assets
9. Post-Implementation right-of-use-assets
10. All 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. See APB 17 & SFAS 142.
11. The excess of costs over the market [fair] value of specific assets acquired in a business combination. See APB 17 & SFAS 142.
12. Please enter Total Assets. Check this total against the information on your PDF. Your submission will not be accepted if this total does not match the attached PDF.
13. Portion of debt used for long-term purposes maturing during the next fiscal year plus amounts owed due to lines of credit with banks. See SFAS NO. 6.
    Portion of the net present value of minimum lease payments maturing during the next fiscal year. See SFAS NO. 13/98.
14. All formal debt instruments and any other debt instruments used for long-term purposes. See SFAS 47.
15. Net present value of minimum lease payments not maturing during the next fiscal year. See SFAS 13/98.
16. Pre-Implementation right-of-use-liabilities
17. Post-Implementation right-of-use-liabilities
18. All amounts owned on plans that pay employees or their beneficiaries for post reemployment or post retirement benefits other than pensions; must be shown on face of the balance sheet. SFAS 106, 112 and 132.
19. Please enter Total Liabilities. Check this total against the information on your PDF. Your submission will not be accepted if this total does not match the attached PDF.
20. Click the **CANCEL** button to erase all entries
21. Click the **SAVE** button for eZ-Audit to save the entries
22. Click the **SAVE and PROCEED** button to save all entries and then take you the Income Statement page.

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Income Statement

If you clicked on the underlined text "Income statement" 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 "Income Statement" on the lower part of the page. The screen below should appear:

Income Statement Information

1. Sum of Total revenues.
2. Total of all expenses.
3. Click the **CANCEL** button to erase all entries
4. Click the **SAVE** button for eZ-Audit to save the entries
5. Click the **SAVE and PROCEED** button to save all entries and then take you back to the Financial Statement page.

90/10 Revenue Calculation Attestation

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* These fields are system calculated and Read-Only.

OPEID: 77889900

Numerator: (Adjusted Student Title IV Revenue): $ [____] ← 1

Student Non-Title IV Revenue

Grant funds for the student from non-Federal public agencies or private source independent of the school: $ [____] ← 2

Funds provided for the student under a contractual arrangement with a Federal, state, or local government agency for the purpose of providing job training to low-income individuals: $ [____] ← 3

Funds used by a student from savings plans for educational expenses established by or on behalf of the student that quality for special tax treatment under the internal Revenue Code: $ [____] ← 4

School Scholarships disbursed to the student: $ [____] ← 5

Student payments on current charges: $ [____] ← 6

*Student Non-Title IV Revenue: $ [____] ← 7

Revenue from Other Sources (Totals for the Fiscal Year)

Activities conducted by the institution that are necessary for education and training: $ [____] ← 8

Funds paid to the institution by, or on behalf of, students for education and training in qualified non-Title IV eligible programs: $ [____] ← 9

*Revenue from Other Sources: $ [____] ← 10

*Denominator: (Adjusted Student Title IV revenue (Numerator) + Student Non-Title IV revenue + Revenue from Other Sources): $ [____] ← 11

*90/10 Percentage: (Numerator/Denominator): % [____] ← 12

13 → [CALCULATE ALL]   [DONE] ← 14

15 → [SAVE]

90/10 Revenue Calculation Attestation Continues:

1. **Numerator** (Adjusted Student Title IV Revenue)
   Student Non-Title Revenue
2. Grant funds for the student from non-Federal public agencies or private source independent of the school
3. Funds provided for the student under a contractual arrangement with a Federal, State, or local government agency for the purpose of providing job training to low-income individuals
4. Funds used by a student from savings plans for educational expenses established by or on behalf of the student that qualify for special tax treatment under the internal Revenue Code
5. School Scholarships disbursed to the student
6. Student payments on current charges
7. **Student Non-Title IV Revenue** -Calculated by system (Combination of Lines 2 thru 6)
   Revenue from Other Sources (Totals for the Fiscal Year)
8. Activities conducted by the institution that are necessary for education and training
9. Funds paid to the institution by, or on behalf of, students for education and training in qualified non- Title IV eligible programs
10. **Revenue from Other Sources**- Calculated by System (Combination of Lines 8 thru 10)
11. **Denominator**- Calculated by System (Adjusted Student Title IV Revenue (Numerator)+Student Non-Title IV Revenue + Revenue from Other Sources)
12. **90/10 Percentage**- Calculated by System (Numerator/Denominator)
13. Click the **CALCULATE ALL** button to calculate, amounts in Line 7 and 11, and the 90/10 percentage in Line 13
14. Click the **DONE** button to save all entries and then take you back to the Financial Statement
15. Click the **SAVE** button for eZ-Audit to save the entries

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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". 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 resolved. Please note that submissions created on an incorrect link cannot be accepted. If the link for the correct FYE appears, click on the underlined text "Create FYE Annual Submission", and then click on the underlined text "Program and 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.

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Compliance Audit Information Continues:

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. Provide a reason if your audit period is less than a year.
6. This is the auditor on file with the Department of Education. If the auditor's information is correct, no action is required. If incorrect, click **NO**.
7. Enter audit firm's TIN (Tax Identification Number). DO NOT USE HYPHENS.
8. Indicate whether your audit contains any findings related to Title IV.
9. 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.
10. Click the **CANCEL** button to make changes to all entries.
11. 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 stepsabove.**
12. 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.**

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.**

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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". 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 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. |

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1. This should read your institution's name and OPE ID number. Confirm that this is correct.
2. Ensure all applicable documents are included with your submission.
3. 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.
4. **IMPORTANT WARNING**: 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. **To complete the Checklist page for member school(s), click on the name of the school. Complete the Checklist page following the steps above.**
6. 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.

School Group Submissions:

- ✓ **To complete the Checklist page for member school(s), click on the name of the school.**
- ✓ **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 FSA Programs must be prepared and presented on auditor letterhead. Signatures (scanned) are required on 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 FSA Programs. Signatures created using a word processing application are not acceptable.

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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". 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 click on the underlined text "Upload Attachments". The screen below should appear:

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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 searching and attaching document(s).
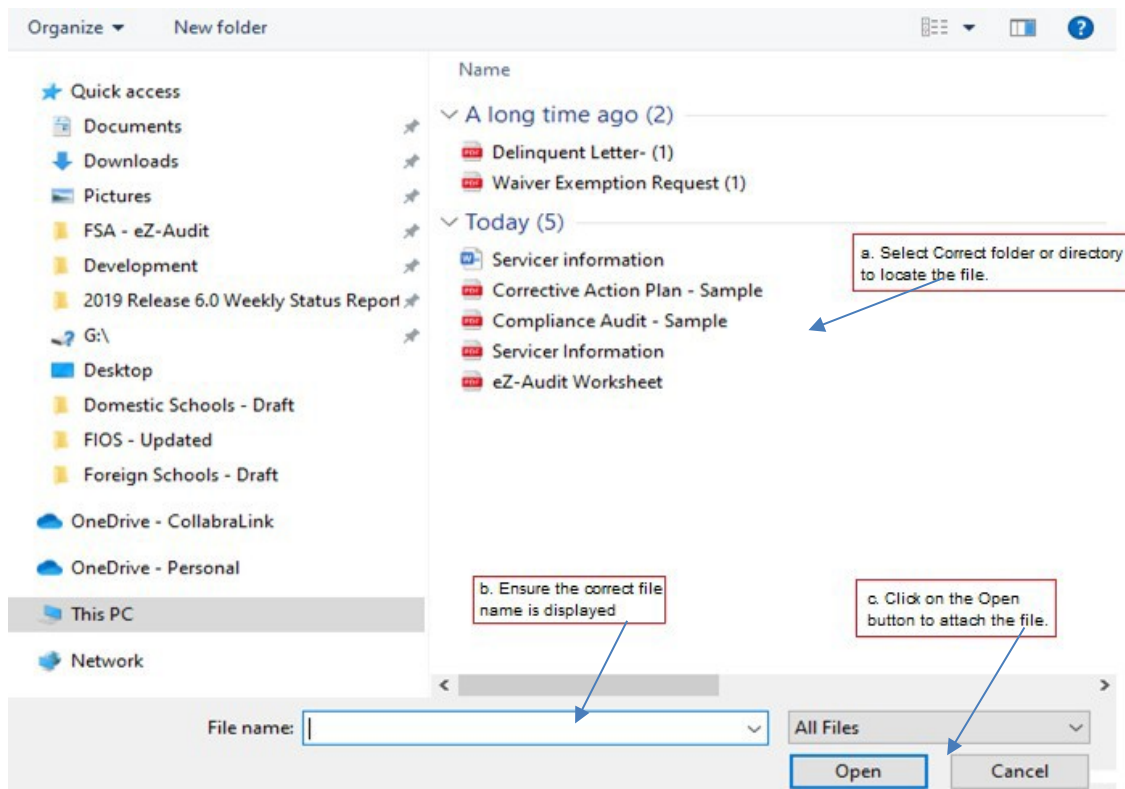
3. Check all appropriate documents attached are in English and do not contain any Personally Identified Information (PII). To view what is included in PII please hover the mouse over the word PII.
   (Please note: When uploading another document, please deselect the previous upload type and then reselect the document type.)
4. After the document(s) has been attached and the file type identified by checking the box, click the "**ADD"** button to ensure that the document(s) 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 FSA 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.**

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✓ **Follow the steps above.**

NOTE	**As part of your annual submission, you must include an electronic copy of your 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**

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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". 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 click on the underlined text "Submits". The screen below should appear:

FSA Annual Submission SUBMIT

» Proprietary School   ← **1**
  ▪ OPEID:77889900

By selecting to submit, the information you have entered on these pages will be sent to the Department of Education for review.

Your submission must be prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to this data.

***REMINDER:* OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.**

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine of not more than $25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds.

By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.   **2**

SUBMIT TO ED   ← **3**

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.

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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:

NOTE   If your fiscal year end changes as a result of the change in ownership, please submit a Change in FY end submission.

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Date of the Day One balance sheet.
3. Provide reason. Enter "Change In Ownership".
4. Enter contact information and any additional notes that will assist in processing this submission.
5. Click on Balance Sheet- (see section on completing the Balance Sheet
6. Click the **CANCEL** button to make changes to all entries.
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.

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Balance Sheet

1. Cash on hand, demand deposits in banks and other accounts characteristic of demand deposits that may be withdrawn without prior notice or substantial penalty. See SFAC NO.6 & FASB Technical Bulletin No. 81-4.
2. Net realizable value of accounts receivables. Equals gross accounts receivable less the allowance for doubtful accounts. See SFAC No. 6.
3. Marketable debt securities classified either as held-to-maturity, trading or available-for-sale, and included in current assets. See SFAC No. 6 & SFAS 115.
4. All amounts due from related parties (owners, shareholders, and affiliates) on account that are not collateralized or subject to a security agreement. See SFAC No. 6.
5. The sum of all current liabilities.
6. The sum of all assets.
7. The sum of all 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. Plus net goodwill.

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8. The sum of all liabilities.
9. Click the **CANCEL** button to make changes to all entries.
10. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
11. Click the **SAVE and PROCEED** button to go to the Completeness Checklist. This is the next stage in the submission process.

NOTE	With a Merger/Change in Ownership, schools are required to complete the Balance Sheet only. 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. If you do not have all of the required documents, please contact your School Participation team representative or the help desk to discuss this matter. Add any notes regarding these issues to financial statements screen as shown on the previous page.

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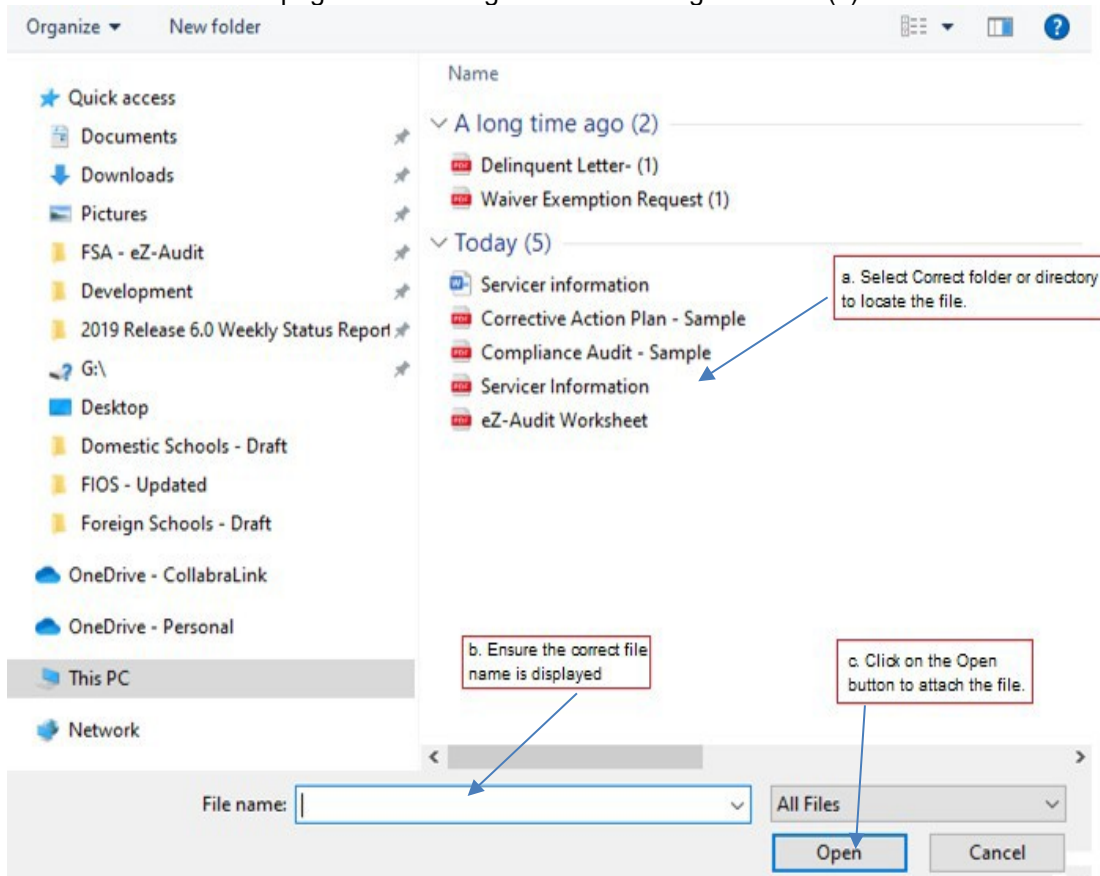
4 Check all appropriate documents attached are in English and do not contain any Personally Identified Information (PII). To view what is included in PII please hover the mouse over the word PII. (Please note: When uploading another document, please deselect the previous upload type and then reselect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

6. Click the **CANCEL** button to make changes to 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.

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| 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. |

Step-by-Step Guide to Using eZ-Audit for For-Profit 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 user role. See Manage Users in the eZ-Audit Step-by-Step guide by clicking on the Help button.
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

Change in FY End

Change in Fiscal Year 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. This should read the name of your institution and OPE ID number. Confirm that this 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.

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

note that this submission will not successfully change the link available for your annual submission unless there has been an actual change in fiscal year end. If the incorrect submission link is available and there has been no change in FYE, please contact the help desk.

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Waiver

Create Waiver Request

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 "Create Waiver/Exemption Request". The screen below should appear:

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

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2. 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).
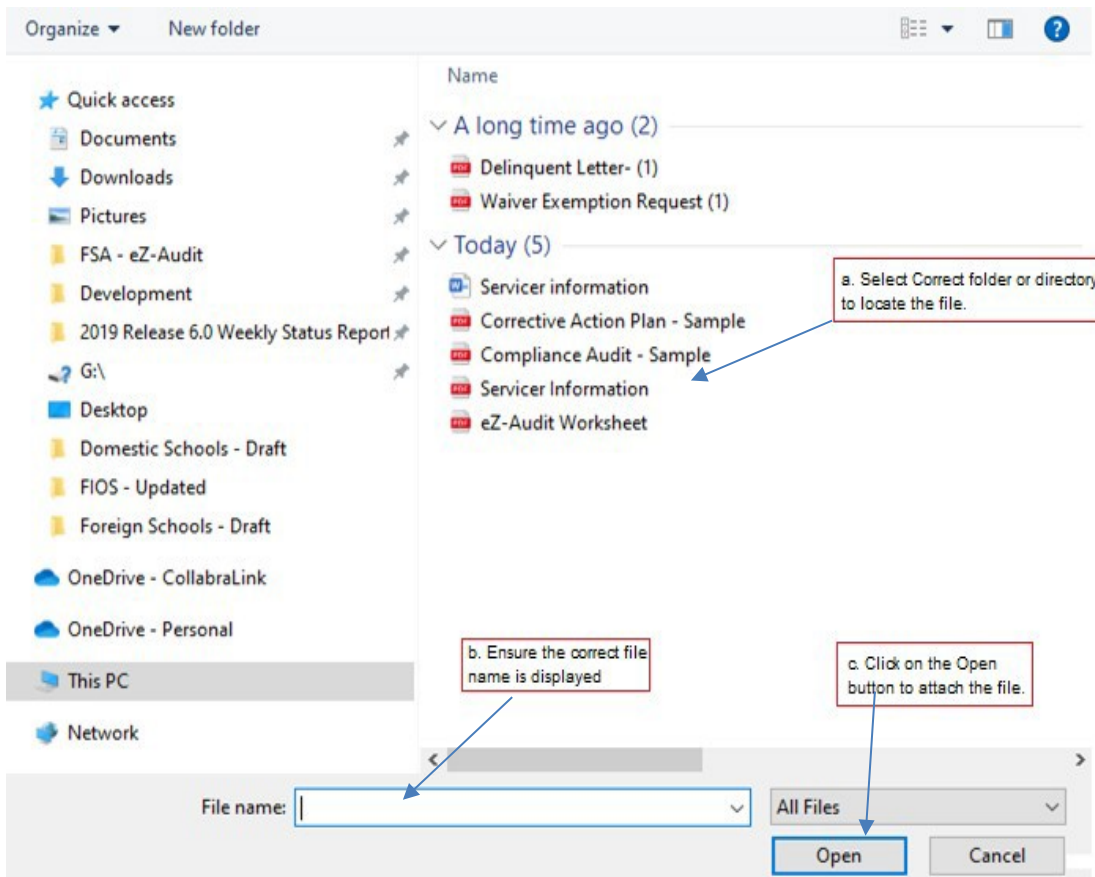
3. click the "**ADD"** button to ensure that the document(s) has been successfully attached. The screen will then change to the screen on the next page. Please note that documents being added to this request should be on letterhead and signed.

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4. Select the Fiscal Year End date from the drop down menu for which you are requesting a waiver.
5. Click the **CANCEL** button to erase all entries.
6. Click the "**SUBMIT TO ED"** button to submit your Waiver Request. This will then take you to your institution's homepage with a displayed confirmation of your transaction.

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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:

Step-by-Step Guide to Using eZ-Audit for For-Profit 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. Provide a reason if your audit period is less than a year.
6. This is the auditor on file with the Department of Education. If the auditor's information is correct, no action is required. If incorrect, click **NO**.
7. Enter audit firm's TIN (Tax Identification Number). DO NOT USE HYPHENS.
8. Indicate whether your audit contains any findings.
9. 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.
10. Click the **CANCEL** button to make changes to all entries.
11. 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.**
12. 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.

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Closeout Audit 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 "Other Submissions". Click on the underlined text "Closeout Audit Submission" and then click on the underlined text "Completeness Checklist". The screen below should appear:

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Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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 submission
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

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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 "Closed 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 **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document(s).

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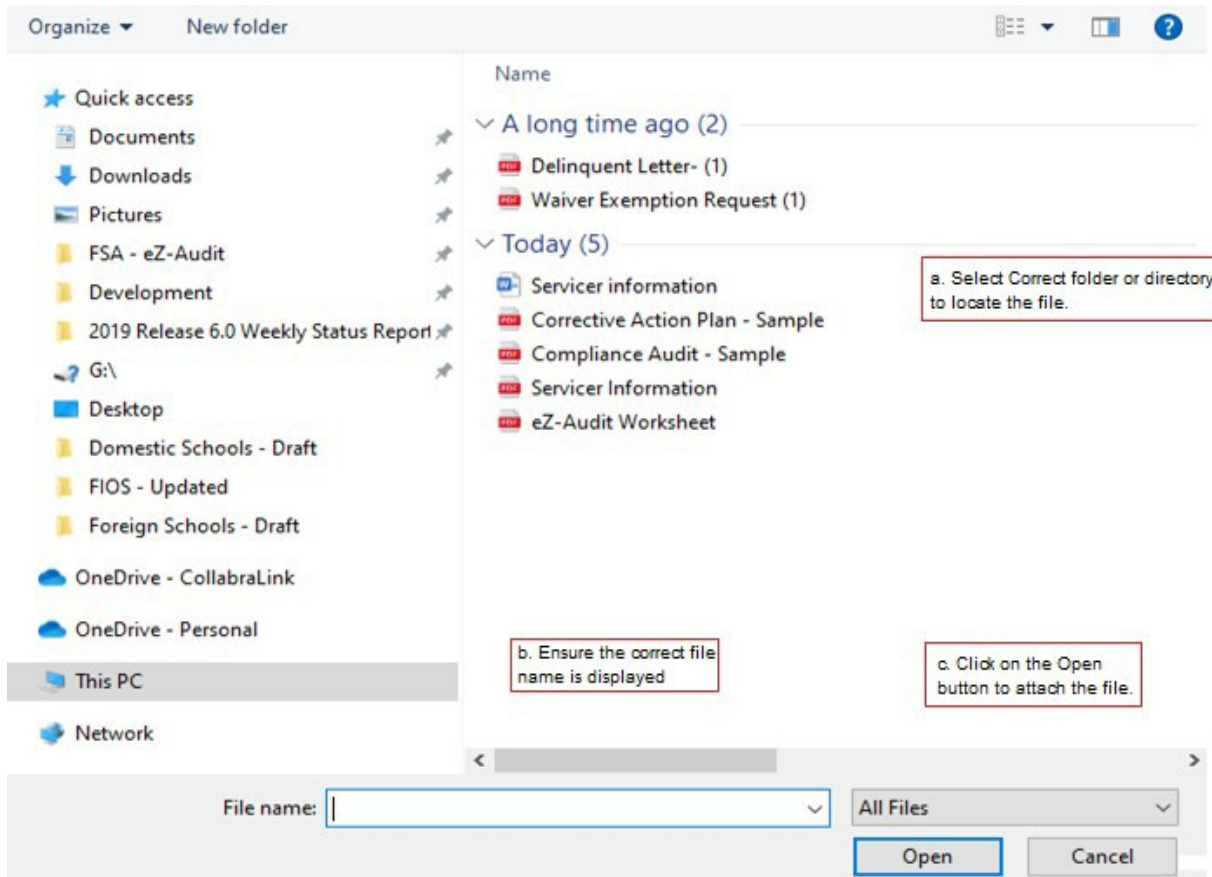
1. Check all appropriate documents attached are in English and do not contain any Personally Identified Information (PII). To view what is included in PII please hover the mouse over the word PII.
   (Please note: When uploading another document, please deselect the previous upload type and then reselect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

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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 "Closeout 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 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 FSA Annual Submission process. This will then take you to your institution's homepage with a displayed confirmation of your audit submission.
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.**

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:

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New Institution /

Reinstatement Information FINANCIAL STATEMENT INFORMATION

1. Financial Statements
2. Completeness Checklist
3. Upload Attachments
4. Submit

Proprietary School ← 1

OPEID: 77889900
All fields are required.

1. Enter the Institution's Most Recent Fiscal Year End (mm/dd/yyyy):

Fiscal Year End 1: 12/31/2019 ← 2

Fiscal Year End 2: 12/31/2018 ← 3

For Questions 2 through 6 Enter responses for Fiscal Year End: 12/31/2019

2. Indicate the Period Audited (mm/dd/yyyy):   4

Begin Date: 01/01/2019 ← 5

End Date: 12/31/2019

Reason if Less than 1 Year: [   ] ← 6

3. Enter Auditor Information:

Enter Auditor's TIN: [   ] ← 7

4. Opinion Type

[-- Select an Opinion Type -- ▼] ← 8

5. Is a going concern explanatory paragraph included in either the auditor's opinion letter or in the notes to the financial statements?

YES   NO
○   ○   ← 9

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 ← 10
○   ○

Balance Sheet ← 11

Income Statement ← 12

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

Primary Reserve Ratio
Equity Ratio
Net Income Ratio

CANCEL   SAVE   SAVE AND PROCEED

U. S. Department of Education
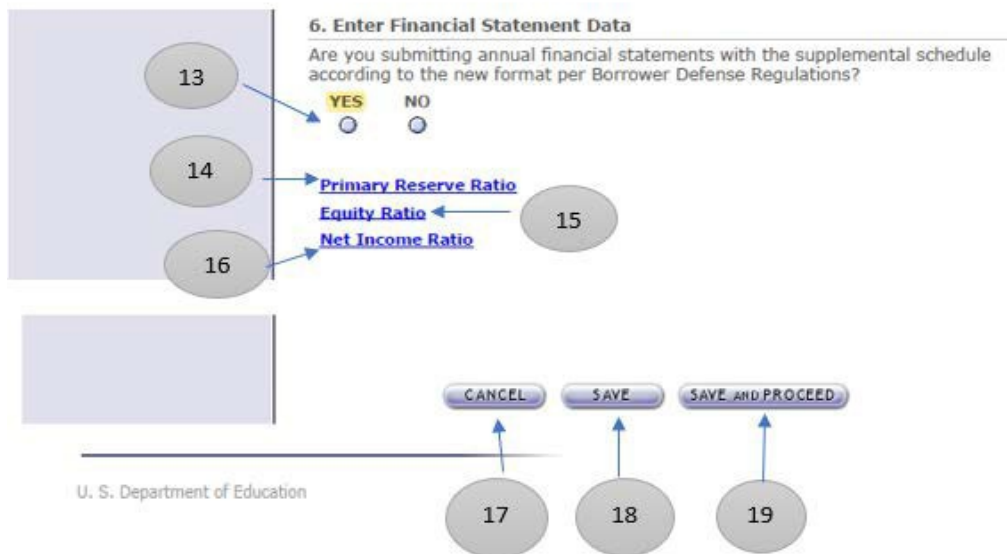
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Create New Institution/Reinstatement Submission – Financial Statement Continues:

Financial Statements Information Page should be completed using the current completed fiscal year end financial statements data.
1.   This should read your institutions name and OPEID number. Confirm that this is correct.
2.   Enter Fiscal Year End 1(MM/DD/YYYY).
3.   Fiscal Year End 2 will auto be populated to exactly one year from the entered Fiscal Year End 1 (MM/DD/YYYY)
4.   Begin date is the beginning of the audit period.
5.   End date will be audit populated with Fiscal Year End 1, which is the end of the audit period.
6.   Provide a reason if your audit period is less than a year.
7.   Enter Audit Firm's TIN.
8.   Please select appropriate opinion type from the drop-down lists based on your auditor's opinion. This information is presented in the opinion paragraph of the Independent Auditor's Report. If the opinion paragraph states that the financial statements "present fairly, in all material respects", the type of opinion should be "Unqualified".
9.   Please indicate "yes" or "no" if your institutions' submission contains a going concern explanatory paragraph included in either the independent auditor's report or if a going concern has been disclosed in the notes to the financial statements.
10.   Choose **"yes"** or **"no"** if the Financial Statements are presented with the Supplemental Schedule according to the new format per Borrower Defense Regulations.
      If "No" is chosen for the financial statements according to the new format per Borrower Defense Regulations, you the following links will appear:
11.   Balance Sheet – (see section on completing the Balance Sheet).
12.   Income Statement – (see section on completing the Income Statement).
13. If "Yes" is chosen for the financial statements according to the new format per Borrower Defense Regulations, the following links will appear:
14.   Primary Reserve Ratio – (see section on completing the Primary Reserve Ratio Page).
15.   Equity Ratio – (see section on completing the Equity Ratio Page).
16.   Net Income Ratio – (see section on completing the Net Income Ratio Page).
11.   Click the **CANCEL** button to make changes to all entries.
12.   Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
13.   Click the **SAVE and PROCEED** button to go to the Completeness Checklist. This is the next stage in the submission process.

Balance Sheet
See "Balance Sheet" 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.

Income Statement
See "Income Statement" 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.

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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.

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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:

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

Completeness Checklist Continued

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 submission.
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 save all entries and to take you to the **Upload Attachment** page.

Step-by-Step Guide to Using eZ-Audit for For-Profit 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 **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document(s).

NOTE

Audited Financial statements for the previous two fiscal years should be submitted.
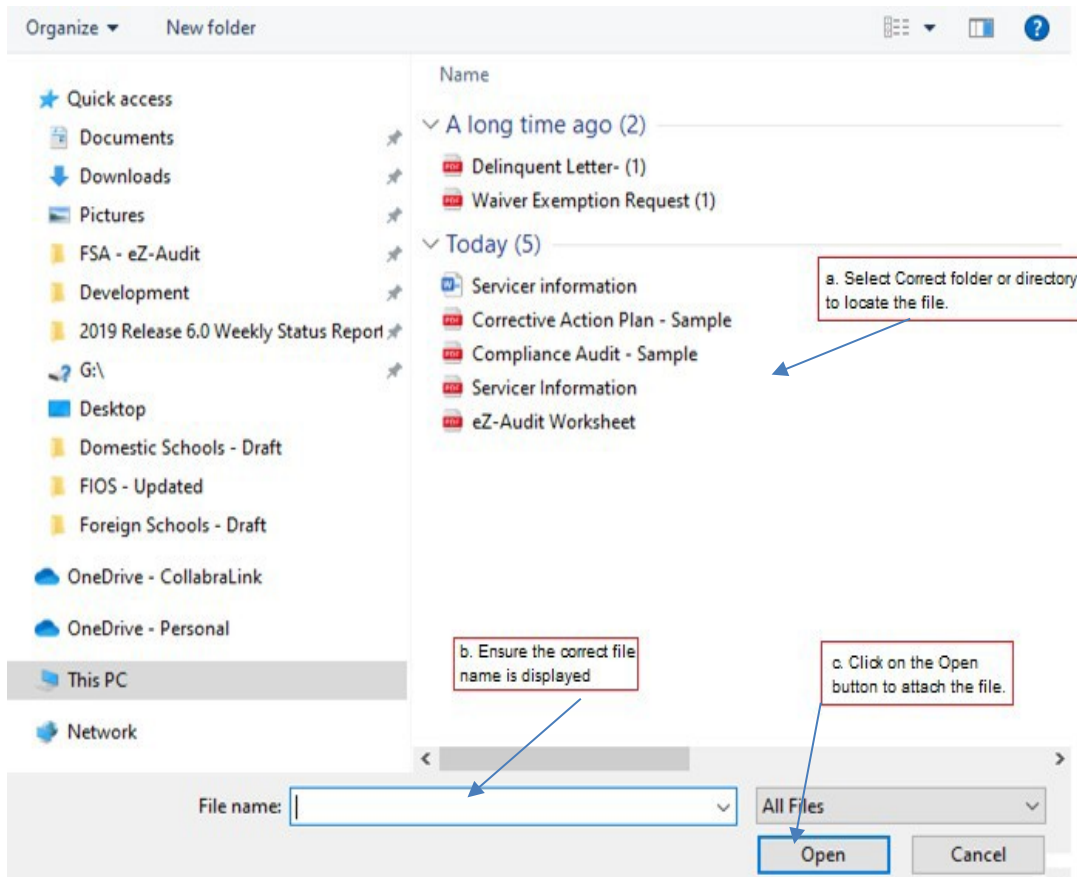
3. Check all appropriate documents attached After the document has been selected and the file type identified by checking the box, click the "**ADD**" button to ensure that the document has been successfully attached to your compliance audit submission.
4. Click the **CANCEL** button to erase all entries.
5. Click the **SAVE** button to save all entries currently on the screen.
6. Click the **SAVE and PROCEED** button to take you to the New Institution Submission-submit page.

NOTE

As part of your New School/Reinstatement submission, you must include an electronic copy of your two previously completed 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 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. Signature pages must be scanned.

Step-by-Step Guide to Using eZ-Audit for For-Profit 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:

Initial Application Submission SUBMIT

» Proprietary School
  • OPEID:77889900 ← **1**

By selecting to submit, the information you have entered on these pages will be sent to the Department of Education for review.

Your submission must be prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to this data.

REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine of not more than $25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds.
By clicking the "Submit to ED' button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.

2

Navigation (left menu):
1 Financial Statements
2 Completeness Checklist
3 Upload Attachments
4 Submit

SUBMIT TO ED ← **3**

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.
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.**

Stub Audit Submission

Stub Audit Submission Compliance Audit Information

To complete your institution's Stub Audit 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 "Stub Audit Submission", and then the screen below should appear with your institution's name:

Step-by-Step Guide to Using eZ-Audit for For-Profit 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. Provide a reason if your audit period is less than a year.
6. This is the auditor on file with the Department of Education. If the auditor's information is correct, no action is required. If incorrect, click **NO**.
7. Enter audit firm's TIN (Tax Identification Number). DO NOT USE HYPHENS.
8. Indicate whether your audit contains any findings.
9. 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.
10. Click the **CANCEL** button to make changes to all entries.
11. 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 stepsabove.**
12. 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.

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

Stub Audit Submissions Completeness Checklist

If you successfully entered or saved the information inputted on the Compliance Audit 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:

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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 submission
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 For-Profit 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 below should appear:

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

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

3. Check all appropriate documents attached After the document has been selected identify the file type by checking the box, click the "**ADD"** button to ensure that the document has been successfully attached to your compliance auditsubmission.
4. Click the **CANCEL** button to erase all entries.
5. Click the **SAVE** button to save the uploaded document currently on the screen. Repeat steps 2-6as necessary
6. Click the **SAVE and PROCEED** button to take you to the Stub Audit Submission-submitpage.

| 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 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 For-Profit Schools

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 access to the "Submit To ED" button, submitter is not selected as a userrole.
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

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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 a submission type.
3. Click on the **Browse** button to search for document(s) to be attached. The screen below should appear:

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools
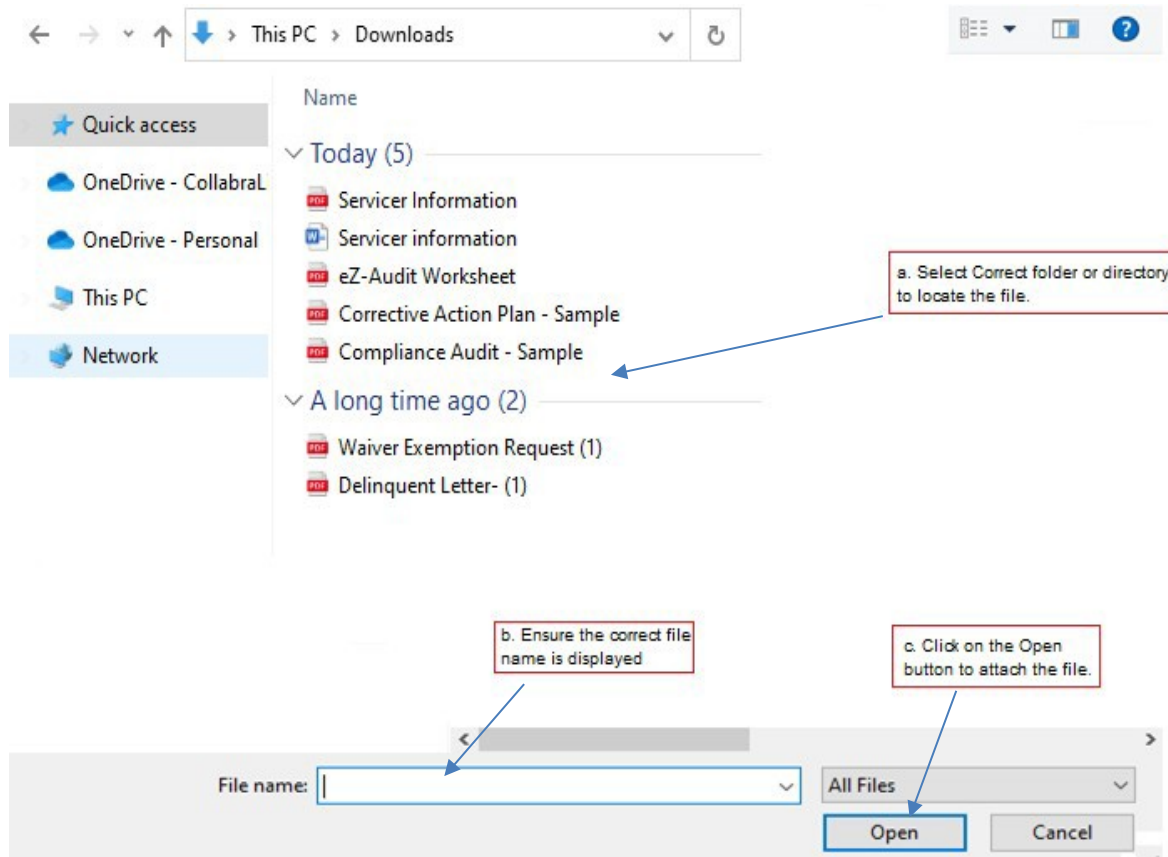
1. After the document has been attached and the file type identified by checking the box, click the "**ADD**" button to ensure that the document has been successfully attached to your submission.

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

Step-by-Step Guide to Using eZ-Audit for For-Profit 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 submission status and other notifications will be displayed.

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 the re-submission link will appear.

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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 window**.

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools
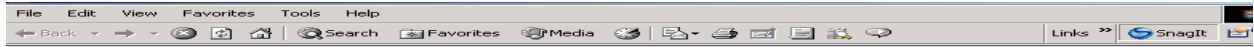
UNITED STATES DEPARTMENT OF EDUCATION
Federal Student Aid - Schools Channel
Case Management and Oversight
Data Management and Analysis
eZ-Audit

05/23/2004 09:32:40
OPE ID: 10000001

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

Dear Dr Proprietary:

We have received your Annual submission submitted on 05/23/2004 09:28:35 for the fiscal year ended 11/30/2002. We have determined that your submission is incomplete for the following reason(s):

Financial Statement

- Audited Financial Statements is not viewable.

Compliance Audit

- - Compliance Audit is not viewable.

Please make the necessary revisions to your Annual submission and resubmit within 15 calendar days via eZ-Audit at www.ezaudit.ed.gov. If you have any questions, please contact the eZ-Audit Help Desk at 877-263-0780.

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 whichannual submission is overdue. Letter will open in separate window.

Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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

Date: 10/31/2004
OPE ID: 77889900
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

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

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.

Appendix

Balance Sheet Mapping and References for eZ-Audit

#	Item	*Description*	Mapped Reference	Accounting Reference	Regulatory Reference
1	Cash and Cash Equivalents	Cash on hand, demand deposits in banks and other accounts characteristic of demand deposits that may be withdrawn without prior notice or substantial penalty.	Balance Sheet	SFAC No.6 & FASB Technical Bulletin NO. 81-4	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
2	Accounts Receivable - Students	All amounts due from students on account.	Balance Sheet	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
3	Accounts Receivable - Employee	All amounts due from employee borrowings from the institution or employee advances.	Balance Sheet	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
4	Accounts Receivable, - Related Parties; secured	All amounts due from related parties [owners, shareholders and affiliates] on account that are collateralized or subject to a security agreement.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
5	Accounts Receivable, - Related Parties: unsecured	All amounts due from related parties [owners, shareholders and affiliates] on account that are not collateralized or subject to a security agreement.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
6	Accounts Receivables, - other	All amounts on account not included in line items 2 thru 5 above.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

7	Allowance for Doubtful Accounts	The amount of the allowance recorded to recognize the value of uncollectible accounts.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
8	*Net Accounts Receivable*	Net realizable value of accounts receivables. Equals gross accounts receivable less the allowance for doubtful accounts [line items 2 thru 6 minus 7].	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
9	Prepaid Expenses	Expenses that result from a cash outlay in a prior period; and, has not yet been consumed.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
10	Inventories	The cost of goods purchased for resale in the normal course of business.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
11	Notes Receivable - Related Parties; secured	All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are collateralized or subject to a security agreement.	Balance Sheet and Notes	SFAC No. 6 & SFAS 57	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
12	Notes Receivable, - Related Parties; unsecured	All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are not collateralized or subject to a security agreement.	Balance Sheet and Notes	SFAC No. 6 & SFAS 57	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
13	Notes Receivable - other	All amounts on account in the form of promissory notes not included in line items 11 and 12 above.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
14	Investments- current	Marketable debt and equity securities classified either as held-to-maturity, trading or available-for-	Balance Sheet and Notes	SFAC No. 6 & SFAS 115	34 CFR 668.23 34 CFR

		sale; and, included in current assets.			668.171 34 CFR 668.172
15	Deferred Advertising	Deferred [capitalized] advertising costs resulting from direct response advertising, only.	Balance Sheet and Notes	SOP 93-7	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
16	Deferred Income Taxes; current	Deferred income tax benefits that will reverse during the next fiscal year.	Balance Sheet and Notes	SFAS 109	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
17	Other Current Assets	All current assets not included in line items 1 thru 16 above.	Balance Sheet and Notes	SFAS 109	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
18	Current Assets	Sum of all current assets [line items 1 thru 17] above.	Balance Sheet and Notes	SFAS 109	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
19	Property, Plant, and Equipment, including capitalized leases	Property, Plant and Equipment used in operations [placed in service]; not to include construction in progress.	Balance Sheet and Notes	SFAS 109	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
20	Accumulated Depreciation	Cumulative total of all depreciation expense incurred on property, plant and equipment including capital leases used in operations. Property, Plant and	Balance Sheet and Notes	SFAC No. 6 & APB No 1	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
21	Net Property, Plant and Equipment, including capitalized leases	Equipment including capitalized leases net of accumulated depreciation.	Balance Sheet and Notes	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
22	Intangible Assets, net of accumulated	All purchased intangibles including patents, franchises, copyrights,	Balance Sheet and	APB 17 & SFAS 142	34 CFR 668.23

	amortization [excluding goodwill]	trademarks, brand names, covenants not to compete, accreditation costs, program development costs; and, any advertising costs not resulting from direct response advertising	Notes		34 CFR 668.171 34 CFR 668.172
23	Goodwill, net of accumulated amortization	The excess of costs over the market [fair] value of specific assets acquired in a business combination.	Balance Sheet and Notes	APB 17 & SFAS 142	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
24	Investments	Debt and equity securities, facilities, land and other assets held for long-term purposes.	Balance Sheet and Notes	SFAC No. 6 & SFAS 115	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
25	Notes Receivable - Related Parties; secured	All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are collateralized or subject to a security agreement classified as non-current.	Balance Sheet and Notes	SFAC No. 6 & SFAS 57	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
26	Notes Receivable - Related Parties; unsecured	All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are not collateralized or subject to a security agreement classified as non-current.	Balance Sheet and Notes	SFAC No. 6 & SFAS 57	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
27	Notes Item Receivable - other	All amounts on account form of promissory notes not included in line items 25 and 26 above classified as non-current.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
28	Deferred Income Taxes; non-current	Deferred income tax benefits that will reverse during the next fiscal year.		SFAS 109	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
29	Other Non- current Assets	All non-current assets not included in line items 19 thru 28 above.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171

					34 CFR 668.172
30	Total Assets	Sum of all assets [line items1 thru 29] above.	Balance Sheet and Notes	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
31	Accounts Payable	All amounts owed to suppliers or providers of services from normal operations.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
32	Refunds Payable	All amounts owed to stud and/or financial partners subject to Title IV programs. ents	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
33	Student Deposits and advances	All amounts owed to students from deposits and advance payments.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
34	Accrued Expenses	Current liabilities that result from the consumption of an asset or service during the fiscal year prior to payment.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
35	Current Portion of Long-term Debt	Portion of debt used for long- term purposes maturing during the next fiscal year.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
36	Deferred Tuition	Receipts on tuition not recognized as revenue due to Department policy requiring pro rata recognition.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
37	Deferred Income Taxes; current	Deferred tax liabilities reversing during the next fiscal year.	Balance Sheet and Notes	SFAS 109	34 CFR 668.23 34 CFR 668.171

					34 CFR 668.172
38	Lines of Credit	Amounts owed due to lines of credit with banks.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
39	Current Portion of Capital Lease Obligations	Portion of the net present value of minimum lease payments maturing during the next fiscal year.	Balance Sheet and Notes	SFAS 13/98	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
40	Other Current Liabilities	All current liabilities not included in line items 31 thru 39 above.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
41	Current Liabilities	Sum of all current liabilities [line items 31 thru 40 above.	Balance Sheet and Notes	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
42	Long-term Debt, net of current portion	All formal debt instruments and any other debt instruments used for long-term purposes.	Balance Sheet and Notes	SFAC No. 47	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
43	Deferred Income Taxes; non- current	Deferred tax liabilities not reversing during the next fiscal year.	Balance Sheet and Notes	SFAS 109	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
44	Capital Lease Obligations	Net present value of minimum lease payments not maturing during the next fiscal year.	Balance Sheet and Notes	SFAS 13/98	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
45	Deferred Compensation	All amounts owed for pensions, retirements and other deferred elements of compensation	Balance Sheet and Notes	SFAS 106, 112 and 132	34 CFR 668.23 34 CFR 668.171

					34 CFR 668.172
46	Post Employment & Post Retirement Benefits	All amounts owed on plans that pay employees or them beneficiaries for post reemployment or post retirement benefits other than pensions; must be shown on face of the balance sheet.	Balance Sheet and Notes	SFAS 106, 112 and 132	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
47	Other Non- current Liabilities	All non-current liabilities not included in line items 42 thru 46 above.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
48	Total Liabilities	Sum of all liabilities [line items 41 thru 47] above.	Balance Sheet and Notes	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
49	Contributed Capital	All capital contributed or donated by owners, shareholders and donors.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
50	Retained Earnings	Undistributed earnings and profits maintained for internal purposes.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
51	Common Stock	Par value of all classes of common stock, authorized and outstanding.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
52	Preferred Stock	Par value of all classes of preferred stock, authorized and outstanding.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
53	Paid-in capital,	Capital that results from the sale of	Balance	SFAC No. 6	34 CFR

	Excess of Par	stock [common or preferred] in excess of par.	Sheet and Notes		668.23 34 CFR 668.171 34 CFR 668.172
54	Unrealized Gains and (Losses)	Unrealized gains or (losses) from investments in avail-for-sale securities.	Balance Sheet and Notes	SFAS 130	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
55	Comprehensive Income [Loss]	Change in equity from transactions and events not resulting from investments by or distribution to owners.	Balance Sheet and Notes	SFAS 130	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
56	Treasury Stock	Value [cost or par] of stock purchase and held after initial issuance	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
57	Owner's Equity	Sum of all owners' equity accounts [line items 49 thru 56] above.	Balance Sheet and Notes	Calculate d	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
58	Total Liabilities and Owner's Equity	Sum of Total Liabilities and Total Owner's Equity [line item 48 plus line item 57 above].	Balance Sheet and Notes	Calculate d	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

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Income Statement Mapping and References for eZ-Audit

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
1	Operating Income	Income derived from activities that constitute the major focus of the institution [e.g. tuition, fees, etc. net of contra revenue items including internal scholarships].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
2	Tuition and Fees	Tuition and fees revenues included in operating income received from students duly enrolled in the institution per ED income recognition policy.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
3	Other	All operating revenues other than tuition and fees included in operating income received from students duly enrolled in the institution [e.g. rental, store and services revenues, etc.]	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
4	*Total Operating Income*	Total of all operating income elements shown above [line items 2 thru 3].	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
5	Non-operating Income	Income derived from activities that do not constitute the major focus of the institution [e.g. gains on sale of investments, interest income and other].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
6	Gains on Sale of Investments	Gains on the sale of assets classified as investments in the accounts of the institution.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
7	Interest Income	Interest income derived from debt securities or bank accounts, etc. held by the	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR

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		institution.			668.171 34 CFR 668.172
8	Other	All non-operating revenues other than gains on sale of investments and interest income included in non-operating income received from activities not constituting the major activities of the institution [e.g. space rental, etc.].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
9	Total Non- operating Income	Total of all non-operating income elements shown above [line items 6 thru 8].	Income Statement	Calculat ed	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
10	Total Income	Sum total of operating and non-operating income elements [line items 4 plus line item 9 above].	Income Statement	Calculat ed	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
11	Cost of Goods Sold	Costs of all goods sold from inventory during the fiscal year [books, items of clothing, accessories, etc.].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
12	Salaries Expense	Wage and Salary expenses and other expenses of payroll for operating personnel.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
13	Rent expense	Expenses for the rental of facilities and/or equipment used in operations. Those subject to operating lease [rentals].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
14	Insurance Expense	Expenses incurred to insure facilities and personnel involved in operations.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
15	Administrative Expenses	Expenses incurred by the institution related to administration activities [e.g. wages, salaries, rent, insurance, etc].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
16	Depreciation and Amortization Expenses	Expenses for the systematic expiration of tangible assets [depreciation] and intangible assets [amortization] used in operations.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
17	Interest Expense	Expenses on outstanding debt securities of the institution.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
18	Debt Expense	Expenses recognized to account for the uncollectibility of amounts due on account.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
19	Marketing	Expenses of sales and other marketing activities conducted by the institution.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
20	Recruiting	Expenses from recruitment activities conducted by the institution.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR

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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
21	Other Expenses	All expenses not include in line items 11 thru 20 above [e.g. losses on sale of investments, other assets, etc.].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
22	*Expenses*	Total of all expenses shown above [line items 11 thru 21 above].	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
23	*Net Income [Loss] Before Taxes*	Total Income [line item 10] minus Total Expenses [line item 22].	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
24	Provision for income Taxes	Income tax expense or benefit for the current fiscal year.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
25	*Net Income [Loss] After Taxes*	Net Income after income tax expense of benefit for the current fiscal year.	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
26	Extraordinary Gain [Loss], net of income taxes	Gains [Losses], which are infrequent and unusual in nature [e.g. early extinguishment of debt].	Income Statement	APB No. 9/26/30 & SFAS 4/64/76	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
27	Gain [Loss] from Discontinued Operations,	Gains [Losses] from the discontinuance of a segment of the business.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
		net of taxes			668.172
28	Gain [Loss] from a Change in Accounting Principle, net of taxes	Income [Loss] due to change from one GAAP compliant accounting method or practice to another.	Income Statement	APB Nos. 9/20/30 & FASB Interpret Nos. 1 and 20 & FASB Bulletin No. 79-17	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
29	*Net Income* (Loss)	Net amount of income [loss] after all regular and irregular elements of income [line items 25 thru 28 above].	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
30	Retained Earnings, Beginning of the year	Undistributed earnings and profits maintained by the institution for internal purposes at beginning of the fiscal year.	Income Statement	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
31	Gain [Loss] from Correction of an Error, net of taxes	Income or loss resultant from an error in application or calculation related to an accounting practice during the prior fiscal year [prior period adjustment].	Income Statement	SFAS No. 16	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
32	*Distribution to Shareholders*	Payments from fund or corporate cash flow. May include dividends from earnings, capital gains from sale of portfolio holdings and return of capital. Fund distributions can be made by check or by investing in additional shares. Funds are required to distribute	Income Statement		34 CFR 668.23 34 CFR 668.171 34 CFR 668.172.

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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
		capital gains (if any) to shareholders at least once per year. Some corporations offer Dividend Reinvestment Plans (D.R.P.).			
33	*Retained Earnings, end of year*	Undistributed earnings and profits maintained by the institution for internal purposes at end of the fiscal year.	Income Statement	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172