



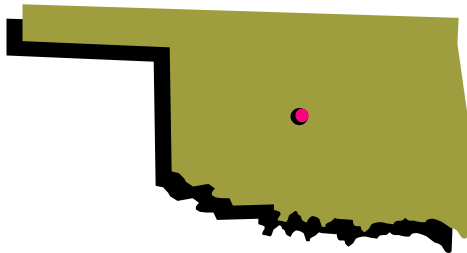
Eligibility Updates

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Federal Student Aid





You need to know....



- Fact: You need to review your institution's PPA and ECAR
- Question: What's a PPA and ECAR?
- Answer: Program Participation Agreement (PPA)
Eligibility and Certification Approval Report (ECAR)





You need to know...

- How do you review your institution's PPA and ECAR?
- Go to <http://www.eligcert.ed.gov/>, log in and print them out.





Application for Approval to Participate in Federal Student Financial Aid Programs

Case Management and Oversight, U.S. Department of Education

Index

This application may be used for initial participation, recertification, and re-approval.

Designation as an eligible institution, initial and subsequent approval.

Introduction

Introduction to the application

Help

Additional help and information

Section A

Questions 1-9

Questions 10-12

Questions 13-14

*General questions
CEO, chief financial officer, and financial aid officer
Correspondence recipient and application contact*

Section B

Questions 15-16

Question 17

*Accreditation and flight certification
State authorization*

Section C

Questions 18-21

Institutional control and structure

Section D

Questions 22-24

Question 25

*For-profit institutions
Other entities owned*

Enter Network Password [?] [X]

Please type your user name and password.

Site: eligcert.ed.gov

Realm: eapp

User Name:

Password:

Save this password in your password list

OK Cancel



What's my User Name and Password?

- User Name is ED followed by your 8-digit OPEID (Example: ED09999900)
- Password is ED followed by your 9-digit TIN (Example: ED999999999)



Program Participation Agreement (PPA) and Eligibility and Certification Approval Report (ECAR)

- PPA = School's contract with ED
- ECAR = Programs and locations approved for Title IV aid
- When application is approved, CEO and financial aid administrator will receive an e-mail directing them to the PPA/ECAR page on <http://www.eligcert.ed.gov>
- School prints:
 - PPA transmittal letter
 - PPA (make 2 copies)



PPA and ECAR

- School signs and returns BOTH copies of PPA to ED (original signatures on both)
- ED countersigns and returns one copy to the school with the approval letter
- Effective date of participation is date ED signs the PPA
- School prints and retains ECAR



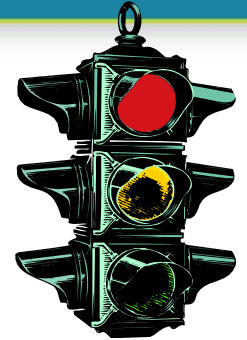
Reporting Changes

- Reporting responsibilities
 - Changes that require an institution to apply and wait for ED approval are listed under §600.20
 - Changes that require an institution to apply but do NOT require ED approval are listed under §600.21



Reporting Changes

Apply and **Wait** for Approval

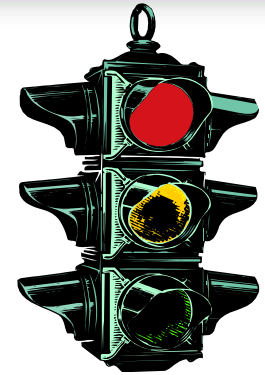


- Increase level of program offering (e.g., adding graduate degree programs when previously offered only baccalaureate programs)
- Change in educational programs outside the scope of current approval (§600.10)
- Add a branch campus
- Change in institutional structure



Reporting Changes

Apply and **Wait** for Approval

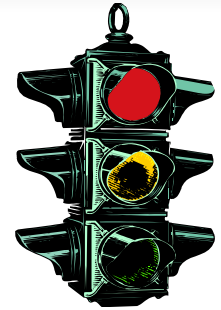


- Change in accrediting agency
- Change in state authorizing agency
- Change in ownership or type of ownership
- Request for additional Title IV program (Pell, Loan, TEACH, etc.)
- Addition of short-term (300-599 clock hour) programs



Reporting Changes

Apply and **Wait** for Approval



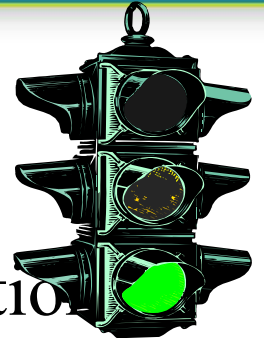
Addition of a location, if the school

- Is provisionally certified;
- Is on the cash monitoring or reimbursement system of payment;
- Has acquired assets of another school that provided educational programs at that location and participated in Title IV during that year;
- Would be subject to loss of eligibility under cohort default rules if it adds that location; or
- Department previously prohibited the school from disbursing Title IV funds without prior approval



Reporting Changes

Report and “Go”

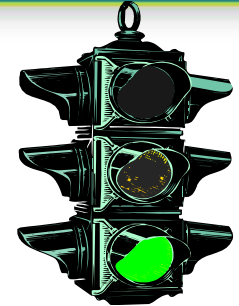


- All schools must report the following information within 10 calendar days of the change
 - Change to school’s name or additional location name
 - Address change for principal location or any additional locations
 - Additional location unless required to apply under §600.20



Reporting Changes

Report and “Go”

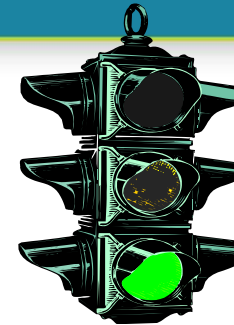


- Change in measurement of program (e.g., clock hours to credit hours or from semester hours to quarter hours)
- Decrease in level of program offering (e.g., drops graduate programs)
- Person’s ability to substantially affect actions of school if person did not previously have this ability
- Change in financial aid administrator



Reporting Changes

Report and “Go”



Potential
liabilities

- Closure of branch campus or additional location
- Governance of a public institution
- Additional reporting by school owned by publicly traded corporations:
 - Report any change in person’s ability to substantially affect the actions of the institution if that person did not previously have this ability
 - Must report when it notifies accrediting agency but no later than 10 days after institution learns of change



Adding a program—when a school may make eligibility determinations

- If a school adds an educational program after receiving its ECAR, there are two cases in which the school itself may determine the program's eligibility, unless the Department has provisionally certified the school or has notified the school that its growth has been restricted. The two cases are when:



Adding a program—when a school may make eligibility determinations

- First, if the added program leads to an associate, bachelor's, professional, or graduate degree (and the school has already been approved to offer programs at that level),

-OR-



Adding a program—when a school may make eligibility determinations

- Second, if the added program provides at least a 10-week (of instructional time) program of 8 semester hours, 12 quarter hours, or 600 clock hours, and prepares students for gainful employment in the same or related recognized occupation as an educational program that the Department already has designated as an eligible program at the school.



Very important!!!

- Before the school may determine these programs to be eligible and disburse funds to enrolled students, the school must have received both the required state and accrediting agency approvals. The school must include any “self-certified” programs on its next recertification application, and provide copies of the state and accreditor approvals.



ED must approve all other added programs

- In all other cases, the eligibility of an added educational program must be determined by the Department before FSA program funds can be awarded. The school must submit an E-App with the appropriate sections completed, and copies of the approval of the new program from its accrediting agency and state authorizing agency.



Maximum percentages of correspondence courses, students admitted without HS diploma or equivalent, and incarcerated students

- The law establishes maximum percentages of correspondence courses, students who are enrolled without a high school diploma or equivalent, and incarcerated students at a participating school. If there is a change to any of a school's answers to the Yes/No questions in Section G of a submitted application (which deal with enrollment thresholds in these areas), the school must notify the Department via the E-App. The Department will advise the school of its options, including whether the school might be eligible for a waiver.



Do I need to report changes in program length?

Yes, because it could change the type of program.

- The first type of eligible program must provide at least 600 clock hours, 16 semester or trimester hours, or 24 quarter hours of undergraduate instruction offered during a minimum of 15 weeks of instruction.
- The second type of eligible program must provide at least 300 clock hours, 8 semester hours, or 12 quarter hours of instruction offered during a minimum of 10 weeks of instruction..
- The third type of program is known as the short-term program. A short-term program qualifies for Direct Loans only. This type of program must provide at least 300 but less than 600 clock hours of instruction offered during a minimum of 10 weeks of instruction.



Do I need to report changes in program length?

Yes, because it could change the type of program.

Question: Does your accreditor know about the change in length? What about your state licensing agency? You'll need to submit that documentation with your E-App.



Teaching at Additional Locations

- The ECAR lists the educational programs and locations that are eligible. (The eligibility of a school and its programs does not automatically include separate locations and extensions.) If, after receipt of the ECAR, a school wishes to add a location at which at least 50% of an educational program is offered, it must notify the Department.



Teaching at Additional Locations

- Schools must not disburse FSA program funds to students at a new location before the school has reported that location and submitted any required supporting documents to the Department. Once it has reported a new licensed and accredited location, unless it is a school that is required to apply for approval for a new location, a school may disburse FSA program funds to students enrolled at that location.



How do I know?

- If a school meets one or more of the following criteria, it must apply for and wait for approval before disbursing FSA funds at an additional location where it will be offering 50% or more of an eligible program.....



Here's your answer!

- The school is provisionally certified.
- The school is on the cash monitoring or reimbursement system of payment.
- The school has acquired the assets of another school that provided educational programs at that location during the preceding year.
- The school would be subject to a loss of eligibility under the cohort default rate regulations if it adds that location, or
- The school was previously notified by the Department that it must apply for approval of an additional location.



Recertification

A school may be certified to participate for up to six years. Recertification is the process through which a school that is presently certified to participate in the FSA programs applies to have its participation extended beyond the expiration date of its current PPA. The Department will notify a school six months prior to the expiration of the school's PPA. The school must submit a materially complete application before the expiration date listed in its PPA.



Recertification

What's a materially complete application?

An application packet that contains:

- a completed application form
- a copy of the school's state license
- a copy of the accrediting agency's approval that granted the school accreditation status including an approval of the nondegree programs it offers
- a completed signature page, Section L of the E-App



Recertification

We'll need to see:

- Current accrediting documents
- Current state authorization documents
- Title IV polices
- Signature page of E-App



Policies

- Admissions
- Satisfactory Academic Progress
- Return to Title IV Aid
- Refund



Admissions Policy

- To be eligible to receive Title IV funds, the regulations require that institutions admit, as regularly enrolled students, persons who have a high school diploma or its recognized equivalent, or students who are beyond the age of compulsory attendance within that state and pass a test that demonstrates the student's ability-to-benefit (ATB) from the educational program in which the student is enrolled.



SAP policy

Must contain:

- Qualitative measurement:
- Must consist of grades, work projects completed, or other factors measurable against a norm.
- Quantitative measurement:
- Maximum time frame for completion of the certificate or degree program must not exceed 150% of the published length of the program.
- Division of time frame into increments (may not exceed the lesser of one academic year or one-half of the published program length).
- Schedule of work designating a minimum amount of work a student must successfully complete during each increment in order to complete within the maximum time frame.



SAP policy

- Institutions must determine how they will treat the following:
- Periods when a student doesn't receive Title IV aid (must be counted toward maximum time frame)
- Probation (if applicable)
- Transfer students (transfer credits must be counted towards maximum time frame—how will the institution treat accepted transfer credits with regard to maximum time frame?)
- Changes in majors or degrees (if applicable)
- Pursuit of a second degree (if applicable)



SAP policy

- The policy must define the effect of incompletes, course repetitions, withdrawals and noncredit remedial courses on satisfactory academic progress.
- Question: Do you offer grades of I's, R's or W's?



SAP policy

- The policy must include specific appeal procedures:
- Specify the mitigating circumstances that will be evaluated.
- Include specific procedures to be followed after an adverse determination for the evaluation of a student's mitigating circumstances when presented on appeal.
- Detail the student's responsibilities during the probationary period due to mitigating circumstances.
- Include specific procedures to re-establish eligibility.
- Include the student's responsibilities during the probationary period.
- Include specific procedures and minimum requirements for reinstatement of aid after a student's aid has been terminated for lack of satisfactory academic progress.



R2T4 Policy

- The conditions under which Title IV program funds would be required to be returned
- The conditions under which a student would be owed a disbursement of Title IV program funds upon withdrawal from the institution
- Procedures for officially withdrawing from school
- A system to determine the withdrawal date for a student who withdraws officially or unofficially



R2T4 Policy continued

- Guidelines pertaining to the time frame for the return of Title IV program funds
- Guidelines pertaining to the order in which Title IV program funds must be returned
- Procedures for the calculation of the amount of the Title IV program funds that a student has earned upon withdrawal



Recertification

- Following submission of a Recertification application, the School Participation Team will contact the school if it has questions about the application. Generally, this will be within 90 days of the Department receiving an application.



Recertification

- If a school's application has been approved, the Department will send an electronic notice to the president and financial aid officer notifying them that the school's PPA is available to print, review, sign, and return. If the school's application is not approved, ED will notify the school and explain why.



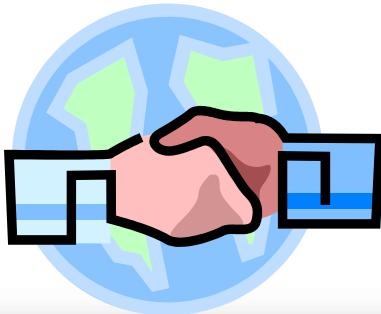
Recertification

- Once your institution is recertified you need to know:
- Is it Full or Provisional?
- How long is it good for?
- Are all your academic programs TIV eligible?
- Are all your locations TIV eligible?



Recertification

- Your PPA and ECAR will tell you these details.
- Your PPA and ECAR are your friends.
- Get to know them and your TIV knowledge will be increased.





QUESTIONS ??



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