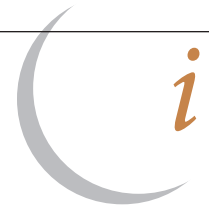


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# Introduction



*This volume of the Federal Student Aid Handbook comprises topics pertaining to colleges' general obligations in administering the Title IV student aid programs: institutional and program eligibility, administrative requirements, audits, recordkeeping, program reviews, and providing information to the public are all explained.*

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Throughout the Handbook we use “college,” “school,” and “institution” interchangeably unless some more specific use is given. Similarly, “student,” “applicant,” and “aid recipient” are synonyms. “Parents” in this volume refers to the parents of dependent students, and “you” refers to the primary audience of the Handbook: financial aid administrators at colleges. “We” indicates the United States Department of Education (Department, ED), and “federal student aid” and “Title IV aid” are synonymous terms for the financial aid offered by the Department.

We appreciate any comments that you have regarding the Federal Student Aid Handbook. We revise and clarify the text in response to questions and feedback from the financial aid community, so please contact us at [fsaschoolspubs@ed.gov](mailto:fsaschoolspubs@ed.gov) to let us know how to improve the Handbook so that it is always clear and informative.

## CHANGES FOR 2013–2014

This is the first year we are including an introduction with Volume 2 of the Handbook. As in the other volumes that already had an introduction, we use it to summarize notable changes to guidance. We don't list all the places in the volume where we have updated award years, modified the text to make it more readable, or otherwise made minor edits.

We added guidance on page 6 about schools not needing to update their Eligibility and Certification Approval Report immediately to show their state authorization; they can do that the next time they submit their application for approval to participate in the FSA programs.

On page 14 we included a regulatory reference for the definition of the phrase “reasonable relationship” as it concerns requirements for programs that are intended to prepare students for gainful employment in a recognized occupation.

We revised and extended the discussion of direct assessment programs beginning on page 21.

We included in the margin of page 36 an example of separation of duties for family members.

We amended a margin note on page 37 to show that the Excluded Parties List System website was incorporated into another site.

On page 41 we amended the text under “Excluded entities” to include in the definition of “employee” persons who telecommute or work remotely.

On page 54 we added a margin note about Executive Order 13607, which addresses the establishment of principles of excellence for all postsecondary schools that have students who receive federal military and veterans educational benefits.

We extended the number of decimal places from three to four in the intermediate values used in the composite score calculation on page 72.

We amended the margin note on page 104 about net price calculators and added a reference to Dear Colleague Letter GEN-13-07.

In the margin on page 105, we added a note about the Financial Aid Shopping Sheet, a tool to help students compare financial aid offers from different institutions.

We revised the margin note on page 108 on the Clery Act to explain how it is affected by the reauthorization of the Violence Against Women Act.

We added new sub-subparagraphs xiii and xii on pages 115 and 116 respectively due to the interim final regulations pertaining to the 150% limit for subsidized Direct Loans.

On pages 117 and 119 we made a few changes to address a court of appeals decision regarding regulations on misrepresentation, including specifically indicating that only provisionally certified schools can have their program participation revoked or have limitations imposed on them when they are are guilty of misrepresentation.

We added a discussion on page 132 about when third-party servicers can be considered school officials for the purpose of FERPA disclosures.

On page 139 we put a note in the margin about contracted bookstores counting in the locations that schools must report campus safety for.

We added to page 147 a sentence about schools making available upon request the results of the biannual review of their drug and alcohol abuse prevention program.

We added to margin text on page 150 about requirements the Department must meet vis-a-vis program reviews and titled the note “Department obligations.”