Introduction

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This volume of the Federal Student Aid (FSA) Handbook discusses the eligibility requirements for students and parent borrowers and your responsibilities to ensure that recipients qualify for their aid awards.

SOURCES OF INFORMATION

There are many factors you must consider when reviewing an application for aid from the FSA programs, such as whether the student is a U.S. citizen or permanent resident, whether the applicant is making satisfactory academic progress, and whether he or she has a defaulted FSA loan. To answer these questions you receive information about the student from different sources, including the Department of Education's Central Processing System (CPS) for financial aid applications and the National Student Loan Data System (NSLDS).

Throughout the year, the Department of Education (The Department) provides updates to schools in the form of dear colleague letters (DCLs). These and other releases, such as *Federal Register* notices and announcements containing system updates and technical guidance, are available on the Information for Financial Aid Professionals (IFAP) website (**www.ifap.ed.gov**).

The FSA Handbook doesn't cover the operation of software. For schools using software from the Department, there are technical references on the FSA Download website (see the margin) that explain how the software operates. Schools using third-party software should consult the vendor's reference materials for technical guidance.

RECENT CHANGES HIGHLIGHTS

Here are some of the significant changes to *Volume 1*:

Chapter 1:

- Expanded discussion of academic qualifications and reporting, including penalties for students incorrectly stating diploma status.

- Foreign diploma guidance expanded, including when self-certification may be accepted from certain types of students; new sidebar added with Q&A html link.

- Recognized equivalents of a high school diploma section updated. New sidebar DCL and Q&A links added.

- Completely revised and updated section on ATB & Career Pathway Programs per the Consolidated Appropriations Act of 2016 and DCL GEN-16-09, including new sidebars on CPPs, ATB tests, and the Consolidated Appropriations Act's major provisions.

- New chart on approved ATB tests added.

- New Q&A html link in SAP sidebar.

- Clarified guidance in eligibility and enrollment status for retaking coursework sidebar.

Chapter 2:

- Guidance on citizenship documentation clarified and expanded; passport types explained vis-a-vis Title IV (TIV) aid.

- Passport and passport cards sidebar added, w/regulatory citation and link showing how to acquire a passport card.

- Suspect documents sidebar added, with guidance on what to do if you suspect fraud.

- New sidebar on photocopying immigration documents added, including DCL citation.

- New sample immigration documents added to end of chapter: Re-entry permit and CBP I-94 website printout.

Chapter 3

- Updated and expanded guidance on Unusual Enrollment History (UEH).

- New UEH change for undergrad to graduate student progression sidebar w/E-Announcement citation.

- Guidance added on documenting credits earned when a school has closed.

- Resolving UEH flags in a subsequent award year sidebar added.

Chapter 6

- Updated 150% limit on subsidized loans sidebar.

- Updated Perkins loan eligibility body text guidance and sidebar citation.