



February 2006

CB-06-02

Subject: Participation in the Work-Colleges Program

Summary: This letter provides information regarding the “Institutional Application and Agreement for Participation in the Work-Colleges Program” for the 2006-2007 Award Year, including the new submission process.

Dear Colleague:

This letter provides information necessary to apply for participation in the Work-Colleges Program for the 2006-2007 Award Year. In order for a school to participate in this program, the school must comply with all provisions of Part C, Section 448, of Title IV of the Higher Education Act of 1965, as amended (HEA), and the applicable program regulations.

Starting with the 2006-2007 Award Year, schools must apply electronically via the eCampus-Based (eCB) Web site and submit a print out of that submission that has been signed by the authorized official of the school to the Department of Education (the Department). In addition, a school must follow the same process when it submits its expenditure report for the 2005-2006 Award Year in October 2006. The questions and answers that follow explain the process for both the application and the expenditure report.

QUESTIONS AND ANSWERS

Q1: How do we apply for participation in the Work-Colleges Program?

A1: A school must submit a completed “Institutional Application and Agreement for Participation in the Work-Colleges Program for the 2006-2007 Award Year” to the Department *electronically via the eCB Web site*. To access the application on the eCB Web site, log in to the Web site (www.cbfnisap.ed.gov), click on “Setup” at the top right side of the screen, and then click on “Work-Colleges Application”.

In addition to electronically submitting its application, a school must mail or hand deliver to the Department *a printed copy of that application that is signed by the authorized official of the school*. The school will be able to simply print the application it completes on the eCB Web site. To print the application, click on “Print Friendly Version” on the right side of the screen and then “File” and “Print” on the top menu bar. The signed printed copy of the application must be mailed or hand delivered to:

830 First St. N.E., Washington, DC 20202
www.FederalStudentAid.ed.gov
1-800-4-FED-AID

FEDERAL STUDENT AID  START HERE. GO FURTHER.

Sandra K. Donelson
Campus-Based Systems and Operations Division
830 First Street, NE
Work Colleges Program—Room 63B1
Washington, DC 20202-5453

Note: The room number for Ms. Donelson has changed since the March 22, 2005 publication of the 2004-2005 Award Year deadline dates notice for the campus-based programs in the Federal Register (70 FR 14451).

Q2: What is the deadline by which we must submit our application to the Department?

A2: The deadline for submitting a school's application electronically and the signed printed copy to the Department is Friday, March 10, 2006.

Electronic Submission: The deadline for electronic submission of the application is 11:59 P.M. (ET) on March 10, 2006. Transmissions must be completed and accepted by 12:00 midnight.

Signed Printed Copy: If the signed printed copy of the application is sent through the U.S. Postal Service, it must be postmarked by March 10, 2006. If the signed printed copy of the application is hand delivered, it must be delivered to the address provided in Q&A #1 by 4:30 P.M. (ET) on March 10, 2006.

Q3: What happens if we are late in submitting our application to the Department?

A3: An application that is electronically submitted or the signed printed copy that is postmarked or received (as explained in Q&A #2) after March 10, 2006 will not be considered for funding.

Q4: How will we know if our application has been approved?

A4: If a school's application is approved, we will notify the school via e-mail by April 28, 2006. We will send this e-mail to the Financial Aid Administrator's e-mail address that was provided in the school's most recently submitted FISAP. In this e-mail, we will inform the school that its 2006-2007 Federal Work-Study (FWS) Program award increase is reflected in the Statement of Account posted on the eCB Web site (www.cbfnisap.ed.gov).

To access the Statement of Account following receipt of this e-mail, log in to the eCB Web site, select the "Self-Service" link from the top navigation bar, and scroll to the "Campus-Based Notifications for All Available Award Years" section. Then, scroll to the "Statement of Account" bullet and select the "2006-2007" link next to it.

Q5: How do we report 2005-2006 Work-Colleges Program expenditures to the Department?

A5: A school must report its 2005-2006 Work-Colleges Program expenditures to the Department **through electronic submission of the "2005-2006 Work-Colleges Program Expenditure Report" via the eCB Web site.** To access the expenditure report on the eCB Web site, log in to

the Web site (www.cbfnisap.ed.gov), click on “Setup” at the top right side of the screen, and then click on “Work-Colleges Report”.

In addition to electronically submitting its report, a school must submit to the Department *a printed copy of that report that is signed by the authorized official of the school*. The school will be able to simply print the expenditure report it completes on the eCB Web site. To print the expenditure report, click on “Print Friendly Version” on the right side of the screen and then “File” and “Print” on the top menu bar. The signed expenditure report must be mailed or hand delivered to Sandra K. Donelson at the address provided in Q&A #1.

For schools participating in the Work-Colleges Program for the 2005-2006 Award Year, the deadline for submitting the 2005-2006 expenditure report electronically and the signed printed copy to the Department is Friday, October 20, 2006.

Electronic Submission: The deadline for electronic submission of the expenditure report is 11:59 P.M. (ET) on October 20, 2006. Transmissions must be completed and accepted by 12:00 midnight.

Signed Printed Copy: If the signed printed copy of the expenditure report is sent through the U.S. Postal Service, it must be postmarked by October 20, 2006. If the signed printed copy of the expenditure report is hand delivered, it must be delivered to the address provided in Q&A #1 by 4:30 P.M. (ET) on October 20, 2006.

Note: For schools that will participate in the Work-Colleges Program for the 2006-2007 Award Year, the deadline for submitting the 2006-2007 expenditure report electronically and the signed printed copy to the Department will be Friday, October 19, 2007.

Q6: What if we have additional questions about the Work-Colleges application process?

A6: For additional information about the Work-Colleges application process, contact the Campus-Based Call Center at 877/801-7168. Customer service representatives are available Monday through Friday from 8:00 A.M. until 8:00 P.M. (ET). You may also e-mail CBFOB@ed.gov.

Sincerely,



Sherlene McIntosh
Acting Director, Campus-Based Systems and Operations Division
Federal Student Aid