
Process Guide

Renewal FAFSA

2007-2008

U.S. Department of Education



F E D E R A L
S T U D E N T A I D

TABLE OF CONTENTS

Overview.....	1
Preface.....	1
What’s New for 2007-2008?.....	2
Changes.....	2
2007-2008 Schedule.....	3
Important Renewal Application Dates.....	3
Renewal Application Process.....	4
Questions & Procedures for the Renewal Application Process.....	4
Which students are eligible for a Renewal FAFSA?.....	4
What do students receive as part of the renewal process?.....	5
What are the important dates I need to remember?.....	6
What happens to students who submit their 2006-2007 FAFSAs after January 12, 2007? ...	6
Renewal Reminder Samples.....	7
Overview.....	7
Renewal Reminder Letter.....	8
Renewal Reminder E-Mail.....	9
Getting Help.....	10
How do I get help?.....	10

Overview

Preface

Each year the Central Processing System (CPS) creates a Renewal Free Application for Federal Student Aid (FAFSA) for students who are eligible to participate in the renewal application process. The Renewal FAFSA is a tremendous timesaver for students as responses from the prior cycle's FAFSA or Renewal FAFSA are displayed, and the applicant must answer only questions that are likely to have changed from the previous year.

Federal Student Aid is making one significant change to the 2007-2008 renewal application process: the second Renewal Reminder distribution, introduced in 2006-2007, has been eliminated. Instead, a single Renewal Reminder distribution will occur, beginning in mid-January 2007.

The *Renewal FAFSA Process Guide* provides useful information to financial aid administrators (FAAs) about this and other important changes to the 2007-2008 renewal application process. A schedule of important dates and a sample of the Renewal Reminder are also provided.

Readers of this guide may also be interested in the *2007-2008 Student Web Application Products Process Guide* and the *2007-2008 School Electronic Process Guide*, which we will publish in November 2006. These guides provide detailed information about changes to Federal Student Aid's application products for students and schools, including Renewal FAFSA on the Web and FAA Access to CPS Online.

What's New for 2007-2008?

Changes

Based on feedback from the financial aid community, we will send Renewal Reminders only one time in 2007-2008, beginning in January 2007. You told us that sending the reminders closer to system start-up would be more effective for your students, rather than sending them once in November and again in February (as we did in 2006-2007).

Students who are eligible to apply for aid using the Renewal FAFSA application for 2007-2008 and who qualify for reminders by January 12, 2007 will be included in our single distribution of Renewal Reminders that will begin in January. The Renewal FAFSA selection period has been extended by 11 weeks to enable as many eligible students as possible to receive Renewal Reminders and still meet important state deadlines in late February and early March.

Other changes to the renewal application process include:

- The “Interested in Student Loans?” and “Interested in Work Study?” fields have been combined into one question and the numbers of the subsequent entry fields have been updated accordingly. Data from 2006-2007 will not be carried forward for this field. Students will be able to answer the new question on the 2007-2008 Renewal FAFSA.
- We revised the Renewal Reminder e-mail and letter text to describe the renewal application process more clearly, to remind students that they can use the Renewal FAFSA to apply for aid from other sources, and to provide students with information about important state and school deadlines.

2007-2008 Schedule

Important Renewal Application Dates

In this section, we describe the important dates affecting the 2007-2008 renewal application process.

Event	Date
<p>Federal Student Aid sends an electronic announcement to schools.</p> <p>The announcement reminds schools to inform their students to update their mailing addresses and/or e-mail addresses so the Renewal Reminders can be sent to the correct address. A similar reminder message will be posted on the FAFSA on the Web site during the same timeframe.</p>	October 2006
<p>Students can begin entering and submitting 2007-2008 Renewal FAFSA on the Web data.</p>	January 1, 2007
<p>The last day to submit 2006-2007 corrections for students to be eligible for the Renewal Reminder distribution.</p> <p>For students to receive the Renewal Reminder, corrections to student records must be made by January 12, 2007 to resolve any 2007-2008 renewal eligibility determination issues, such as resolving rejects, or to correct e-mail or mailing addresses. You can continue to correct 2006-2007 transactions for 2007-2008 renewal eligibility purposes after this date, but affected students will not receive Renewal Reminders. See the “Which students are eligible for a Renewal FAFSA?” section on page 4 to determine which students are eligible for a renewal application.</p>	January 12, 2007
<p>The CPS sends Renewal Reminders directly to students.</p> <p>See “What do students receive as part of the renewal process?” on page 5 to determine which students are eligible for a Renewal Reminder.</p>	January 17 – February 16, 2007

Renewal Application Process

Questions & Procedures for the Renewal Application Process

Which students are eligible for a Renewal FAFSA?

The CPS builds the 2007-2008 Renewal Application (RAPP) database daily from the 2006-2007 database of application and correction records. The most recent 2006-2007 *non-rejected transaction that did not result from a dependency override or professional judgment* is selected for each student.

In order for the student to be eligible to file a 2007-2008 Renewal FAFSA, the selected transaction must *also* meet all of the additional conditions:

- The transaction does not contain a duplicate current Social Security Number (SSN) (that is, the student does not have the same current SSN as another student on file with the CPS for 2006-2007);
- The transaction does not contain a National Student Loan Data System (NSLDS) match flag indicating the student is in default or owes an overpayment on a Title IV grant or loan;
- The transaction is not in the Drug Abuse Hold File;
- The SSN does not match a record in the Death Master File, which is a listing of SSNs associated with deceased persons;
- The mailing address on the transaction is not a foreign address (Mailing state = *FC* or *blank* with zip code *00000*) **or** the mailing address on the transaction indicates a foreign address but the transaction includes a student e-mail address with valid syntax.

What do students receive as part of the renewal process?

After eligibility to participate in the 2007-2008 renewal process is determined, each student's 2006-2007 record is reviewed to determine if a good SSN match was received from the Social Security Administration (SSA). A good SSN match occurs when the student's SSN, name, and date of birth (DOB) all matched SSA's records, and the student received an SSN Match Flag of "4."

A successful SSN match result tells us that the student has previously been sent a Federal Student Aid PIN, which is required to access the student's Renewal FAFSA on the Web. Therefore, we use the SSN match results to determine if the student will be able to access Renewal FAFSA on the Web and should be sent a Renewal Reminder.

If a student's SSN Match Flag is not "4," a Renewal Reminder is not sent because these students cannot access their Renewal FAFSA on the Web until they have a PIN. After these students request and receive PINs, they can access their Renewal FAFSAs on the Web.

The CPS automatically sends the appropriate Renewal Reminder, either e-mail or letter, as described below.

Renewal Reminder E-mail

If a student supplied an e-mail address with valid syntax on his or her 2006-2007 renewal-eligible record, a Renewal Reminder e-mail is sent to the student.

Valid syntax for an e-mail address is:

Only one "@" (at-sign) allowed.

Before @:

- At least one valid character
- All characters in the range of ASCII 33-126, except for the following 12 characters < > () [] \ , ; : " @
- Period (.) cannot be first, last or adjacent to another period

After @:

- At least one valid character
- Only letters, digits, hyphen, underscore, and period (A-Z, a-z, 0-9, -, _, .)
- Hyphen, underscore, and period cannot be first, last, or adjacent to a period

If the Renewal Reminder e-mail is returned to us as undeliverable, we will mail a Renewal Reminder letter to the student if he or she provided a deliverable mailing address. A deliverable address includes at least two of the following fields: City, State, and Zip Code.

Renewal Reminder Letter

If a student provided a deliverable mailing address (but did not provide an e-mail address), a Renewal Reminder letter is mailed to the student.

Renewal Reminder Text

Samples of the Renewal Reminder letter and e-mail are in the “Renewal Reminder Sample” section of this guide, on pages 8 and 9. Both the letter and e-mail remind students that they can reapply for aid on the Web using their PINs. The Reminder also tells students who have forgotten their PINs to go to the Federal Student Aid PIN Web site (pin.ed.gov) and request a duplicate PIN. The Reminder emphasizes the sensitivity of the PIN and urges the student to protect his or her application data by never sharing the PIN with anyone, even if that person is helping the student complete the Renewal FAFSA.

What are the important dates I need to remember?

If you want your students to receive the Renewal Reminder, you must make corrections to 2006-2007 student records that affect the students’ eligibility to participate in the 2007-2008 renewal application process by January 12, 2007. For example, if a student does not have a 2006-2007 transaction with an EFC and only has rejected transactions, the rejects must be corrected in order for the student to participate in the renewal application process. Furthermore, the corrections must occur before January 12, 2007 in order for the student to receive a Renewal Reminder.

Students can enter and submit 2007-2008 Renewal FAFSA on the Web data beginning on January 1, 2007.

What happens to students who submit their 2006-2007 FAFSAs after January 12, 2007?

Most students who meet the eligibility requirements for a renewal application will receive Renewal Reminders, because the Renewal FAFSA selection period has been extended to January 12, 2007. Students who do not receive Renewal Reminders because they submit their 2006-2007 FAFSAs after January 12, 2007 can still take advantage of Renewal FAFSA on the Web if they meet the criteria for being eligible to participate. These students will not receive a Renewal Reminder, because January 12, 2007 has passed, but 2007-2008 renewal applications will still be created for these students that they can use to reapply.

Renewal Reminder Samples

Overview

In this section, we provide a sample of the 2007-2008 Renewal Reminder letter and e-mail. Both the Renewal Reminder letter and e-mail provide similar information, using slightly different wording and formatting to suit the medium.

Renewal Reminder Letter

DATE: XXXXXXXXXX 99, 9999

FEDERAL STUDENT AID PROGRAMS

P.O. BOX 4223

IOWA CITY, IA 52245

CCYYMMDD-9999999 999

ABCDEFGHIJKL A. ABCDEFGHIJKLMNOP

1234 ABCDEFGHIJKLMNOPQRSTUVWXYZABCD

ABCEDFGHIJKLMNOP, AB 12345

Dear Applicant,

This is to remind you that you can reapply for federal student aid for the 2007-2008 school year using Renewal FAFSA on the Web at www.fafsa.ed.gov.

You may also use the Renewal FAFSA to apply for aid from other sources, such as your state or school. Check important state deadlines at www.fafsa.ed.gov under the "Before Beginning a FAFSA" link. Check with your school's financial aid office for information about school deadlines.

You will need your Federal Student Aid PIN to access and complete your 2007-2008 Renewal FAFSA on the Web.

If you have forgotten your PIN, you can request a duplicate by going to www.pin.ed.gov and selecting the option "Request a Duplicate PIN." You must also select how you want your PIN delivered to you, either by e-mail or U.S. postal mail. If you select e-mail, you will receive your PIN by e-mail within 4 hours after requesting it. If you select postal mail, you will receive your PIN by mail within 7-10 days after requesting it.

Remember, your PIN gives you access to your personal information on the Web and also allows you to sign student aid documents electronically. To protect the confidentiality of your application data, you should never share your PIN with anyone, even if that person is helping you to complete your Renewal FAFSA.

If you have questions about your Renewal FAFSA, help is available online at www.fafsa.ed.gov or by calling the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

Thank you,

U.S. Department of Education

Federal Student Aid

Renewal Reminder E-Mail

Subject: Reminder: Reapply For Federal Student Aid

Dear {FirstName},

This is to remind you that you can reapply for federal student aid for the 2007-2008 school year using the Renewal Free Application for Federal Student Aid (FAFSA) on the Web at www.fafsa.ed.gov.

You may also use the Renewal FAFSA to apply for aid from other sources, such as your state or school. Check important state deadlines at www.fafsa.ed.gov under the “Before Beginning a FAFSA” link. Check with your school’s financial aid office for information about school deadlines.

You will need your Federal Student Aid PIN to complete your 2007-2008 Renewal FAFSA on the Web.

If you have forgotten your PIN, you can request a duplicate by going to www.pin.ed.gov and selecting “Request a Duplicate PIN.” You must also select how you want your PIN delivered to you, either by e-mail or U.S. postal mail. If you select e-mail, you will receive your PIN by email within 4 hours after requesting it. If you select postal mail, you will receive your PIN by mail within 7-10 days after requesting it.

Remember, your PIN gives you access to your personal information on the Web and also allows you to sign student aid documents electronically. To protect the confidentiality of your application data, you should never share your PIN with anyone, even if that person is helping you to complete your Renewal FAFSA on the Web.

If you have questions about your Renewal FAFSA, online help is available at www.fafsa.ed.gov. You can also contact the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) and a customer service representative can assist you.

Thank You,

U.S. Department of Education
Federal Student Aid

Getting Help

How do I get help?

If you have questions regarding the 2007-2008 renewal application process, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY: 800/511-5806) or by e-mail at CPSSAIG@ed.gov.

You can also post questions regarding this guide and the renewal application process to our e-mail listserv, FSATECH. FSATECH is an e-mail listserv for technical questions about Federal Student Aid systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, visit the Schools Portal: Listservs & Mailing Lists Web site at ed.gov/offices/FSA/services/fsatechsubscribe.html.