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Process Guide

# Renewal FAFSA

2006-2007

U.S. Department of Education



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

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# Overview

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## 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 because responses from the prior cycle's FAFSA or Renewal FAFSA are displayed and the applicant must only answer questions that are likely to have changed from the previous year.

The Department of Education (ED) is making several major changes for the 2006-2007 cycle to modernize the renewal application process. The biggest change is that all renewal-eligible applicants will now use the Web to reapply for aid because paper Renewal FAFSAs will no longer be printed and mailed. All renewal-eligible student applicants will access Renewal FAFSA on the Web using their PIN to complete, sign, and submit a 2006-2007 Renewal FAFSA.

The *Renewal FAFSA Process Guide* provides useful information to financial aid administrators (FAAs) about this enhancement and other important changes to the 2006-2007 renewal application process. A schedule of important dates and samples of the Renewal Reminders are also provided.

In November 2005, ED will publish the *2006-2007 Student Web Application Products Process Guide* and the *2006-2007 School Electronic Process Guide*, both of which may be of interest to readers of this process guide. 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 2006-2007?

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## Changes

In this section we describe the changes and enhancements to the 2006-2007 renewal application processes.

Processing trends over the last few years show that an increasing number of students are using the Web to reapply for aid each year and very few are submitting paper renewal applications.

In 2004-2005, approximately 10.4 million students were eligible to participate in the renewal application process. Of those, nearly 7.8 million were sent Renewal Reminders and 2.5 million were sent paper Renewal FAFSAs. Of the students who were sent a paper Renewal FAFSA, only 10 percent (250,000) completed and mailed the form for processing.

In 2005-2006, approximately 11.1 million students were eligible to participate in the renewal application process. Of those, nearly 11 million were sent Renewal Reminders and 38,000 were sent paper Renewal FAFSAs. Of the students who were sent a paper Renewal FAFSA, only 9,000 completed and mailed the form for processing.

In addition, our analysis shows that the small number of students using the paper Renewal FAFSA is not limited to a single demographic or income range. Therefore, beginning in 2006-2007, we are discontinuing paper Renewal FAFSAs and the paper Renewal FAFSA request process. Students will now access their renewal application data using Renewal FAFSA on the Web. FAAs will access student renewal application data using FAA Access to CPS Online.

Other changes to the renewal application process include:

- Each aid applicant who meets the eligibility requirements for a Renewal FAFSA by October 28, 2005, will be sent a Renewal Reminder e-mail or a Renewal Reminder letter (formerly the PIN Mailer). The reminder informs students that they can use the Web to reapply for aid. Samples of the Renewal Reminders are in the "Renewal Reminder Samples" section of this guide. More students are eligible for the initial Renewal Reminder distribution in November - December 2005 because the elimination of the paper Renewal FAFSA allows us to extend the initial Renewal FAFSA selection period by over a month.

- A second distribution of Renewal Reminders has been added. If a renewal-eligible student has not yet applied for aid for 2006-2007 by the end of the first week of February 2006, another Renewal Reminder will be sent. This second distribution of Renewal Reminders will be sent in time for students to meet important state deadlines in late February and early March.
- Students who miss the initial Renewal Reminder distribution and who become renewal-eligible and qualify for a reminder *after* October 28, 2005, will be included in the second distribution of Renewal Reminders if they have not yet applied for aid by the end of the first week of February 2006. Students may become renewal-eligible after October 28, 2005 if they initially apply for 2005-2006 aid after October 28, 2005, or if a correction is made to their 2005-2006 transaction after October 28, 2005 that creates a renewal-eligible record.
- Students who provide e-mail addresses with valid syntax on their 2005-2006 records will be sent Renewal Reminder e-mails. Students whose records do not have e-mail addresses with valid syntax or whose Renewal Reminder e-mails have been returned as undeliverable will be mailed Renewal Reminder letters, provided there is a deliverable mailing address.
- We revised the Renewal Reminder e-mail and letter text to describe the renewal application process more clearly, to inform students that paper Renewal FAFSAs have been discontinued, and to remind students how to obtain a PIN if they have forgotten theirs.
- The Renewal Reminder letter replaces the standard tri-fold PIN Mailer, which was sent to renewal-eligible students in the past. The new letter format gives us the ability to provide more detail about the renewal application process and to describe what the student needs to do to participate.
- Because all renewal-eligible students who meet the requirements for a Renewal Reminder will be sent the appropriate reminder, we eliminated the RAPP PIN/Print Notification file we have distributed to schools in the past. This file indicated whether renewal-eligible students received a paper Renewal FAFSA or a Renewal Reminder.
- 2006-2007 Renewal FAFSAs will include any corrections made to a 2005-2006 record after the record is selected as renewal-eligible. In previous years, we were not able to apply corrections to the Renewal FAFSA after the paper Renewal FAFSA eligibility deadline in early October because the data had to be frozen to ensure consistency with the paper Renewal FAFSA.
- For 2006-2007, Renewal FAFSA on the Web will require students to enter data in some fields that were pre-filled in 2005-2006:
  - Based on requests from the financial aid community, we will no longer carry forward and pre-fill any of the six Federal School Codes or the associated housing codes from the student's 2005-2006 application. In the past, it would have been possible for the student to neglect to enter a school code on the paper Renewal FAFSA, so school codes from the previous year were carried forward to ensure the student's record was sent to at least one school. Renewal FAFSA on the Web will require the student to enter at least one Federal School Code, so this is no longer a concern. This change will help decrease the number of Institutional Student Information Records (ISIRs) schools receive for students who are not attending their school.

- Students will have to enter the values for the following additional fields:
  - Student's Number in College or Parents' Number in College
  - Student's Number in Household or Parents' Number in Household
- Students and parents of dependent students will have to enter responses to the following asset questions unless they qualify for the Simplified Needs Test (SNT) or the Automatic Zero Expected Family Contribution (EFC) and are not required to fill out the information for consideration of other types of aid such as state aid:
  - Student's Business/Farm Net Worth
  - Student's Investment Net Worth
  - Parents' Business/Farm Net Worth
  - Parents' Investment Net Worth
- For 2006-2007, Renewal FAFSA on the Web now has pop-up reminders asking students to verify or update their mailing address in addition to their e-mail address.

# 2006-2007 Schedule

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## Important Renewal Application Dates

In this section we describe the important dates affecting the 2006-2007 renewal application process.

Event	Date
<p>FSA sends a network message to schools.</p> <ul style="list-style-type: none"><li>The network message reminds schools to inform their students to update their mailing addresses and/or e-mail addresses so their Renewal Reminders can be sent to the correct address. We are also placing a reminder message on the FAFSA on the Web site.</li></ul>	September 2005
<p>Last day for corrections to be made for students to be eligible for the initial Renewal Reminder distribution.</p> <ul style="list-style-type: none"><li>In order for students to receive the initial Renewal Reminder, corrections to student records must be made before October 28, 2005, to resolve any 2005-2006 renewal eligibility determination issues, such as resolving rejects or correcting e-mail or mailing addresses. You can continue to correct 2005-2006 transactions for 2006-2007 renewal eligibility purposes after this date, but affected students will not be sent Renewal Reminders until the second distribution of Renewal Reminders in February. See the “Which students are eligible for a Renewal FAFSA?” section on page 8 to determine which students are eligible for a renewal application.</li></ul>	10/28/05

## 2006-2007 Schedule (Continued)

Event	Date
<p>The CPS sends Renewal Reminders directly to students.</p> <ul style="list-style-type: none"><li>• See “What do students receive as part of the renewal process?” on page 9 to determine which students are eligible for a Renewal Reminder.</li></ul>	11/4/05 – 12/16/05
<p>The CPS sends the second distribution of Renewal Reminders directly to students.</p> <ul style="list-style-type: none"><li>• All renewal-eligible students who have not yet applied for aid for 2006-2007 by the end of the first week of February 2006 will be sent a Renewal Reminder at that time.</li></ul>	2/6/06 – 2/10/06



# Renewal Application Process

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## Questions & Procedures for the Renewal Application Process

In this section we describe the answers to the following 2006-2007 renewal application process questions:

- Which students are eligible for a Renewal FAFSA?
- What do students receive as part of the renewal process?
- What are the important dates I need to remember?
- What happens to students who submit their 2005-2006 FAFSAs after October 28, 2005?

### Which students are eligible for a Renewal FAFSA?

The CPS builds the 2006-2007 Renewal Application (RAPP) database daily from the 2005-2006 database of application and correction records. For each student, the build process selects the most recent 2005-2006 CPS transaction with an EFC that did not result from a dependency override or professional judgment.

The CPS produces a renewal application record from the selected transaction. The student is eligible to file a 2006-2007 Renewal FAFSA if the selected transaction also meets all the following 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 2005-2006).
- The transaction does not contain an NSLDS match flag indicating the student is in default or owes an overpayment on a Title IV grant or loan.
- The transaction is not on the Drug Abuse Hold File.
- The SSN does not match a record on 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 and 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 2006-2007 renewal process is determined, each student's 2005-2006 record is reviewed to determine if a good SSN match was received from the Social Security Administration (SSA). A good match occurs when the student's SSN, name, and date of birth (DOB) all matched SSA's records and therefore the student received an SSN Match Flag of "4."

A good SSN match must have been received in order for the student to receive a Renewal Reminder, because it means the student was previously sent a PIN. As described in the Renewal Reminder, the PIN must be used to access the student's Renewal FAFSA of the Web.

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

The CPS automatically sends the appropriate Renewal Reminder:

### **Renewal Reminder E-mail**

If a student supplied an e-mail address with valid syntax on his or her 2005-2006 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

**New for 2006-2007!** If the Renewal Reminder e-mail is returned to ED as undeliverable, the student will be mailed a Renewal Reminder letter 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 sent to the student.

## **Renewal Reminder Text**

Samples of the Renewal Reminders are in the “Renewal Reminders Samples” section, beginning on page 11. Both the e-mail and the letter remind students that they can reapply for aid on the Web using their PINs beginning on January 1, 2006. The Reminder also tells students who have forgotten their PINs to go to the PIN Web site ([pin.ed.gov](http://pin.ed.gov)) and request a duplicate PIN. The Reminder emphasizes the sensitivity of the PIN and urges the student to protect their application data by never sharing their PIN with anyone, even if that person is helping the student complete the Renewal FAFSA.

## **Second Distribution of Renewal Reminders**

The CPS will perform a second distribution of Renewal Reminders to all renewal-eligible students who have not applied for aid by the end of the first week of February 2006. These Renewal Reminders will contain information similar to the first reminders distributed in November and December 2005 and will include a reminder about meeting state and school deadlines (see the “Renewal Reminders Samples” section in this guide to view actual text differences between the two reminders).

As with the initial Renewal Reminder, a student must have a successful match with the SSA to qualify for the second distribution of Renewal Reminders. If the student supplied an e-mail address with valid syntax on his or her 2005-2006 renewal-eligible record, a Renewal Reminder e-mail is sent to the student. If a student provided a deliverable mailing address (but did not provide an e-mail address), a Renewal Reminder letter is sent to the student.

## **What are the important dates I need to remember?**

You must make corrections to 2005-2006 student records that affect 2006-2007 renewal application eligibility determination, such as resolving a reject or correcting an address, before October 28, 2005, if you want your students to receive the initial Renewal Reminder.

Students can enter and submit 2006-2007 Renewal FAFSA on the Web data beginning on January 1, 2006.

## **What happens to students who submit their 2005-2006 FAFSA after October 28, 2005?**

A 2006-2007 renewal application will be created on the Web for students who apply for aid for 2005-2006 after October 28, 2005, if they meet the eligibility requirements for a renewal application. While these students will not receive the initial Renewal Reminder, they will receive a Renewal Reminder in February during the second reminder distribution if they have not yet applied for aid. Students can take advantage of the simplicity of the renewal process by using their PINs and the Web to reapply for aid, even if they are not sent a Renewal Reminder.

# Renewal Reminder Samples

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## Overview

In this section we provide samples of the initial and subsequent 2006-2007 Renewal Reminders. The only difference between the Renewal Reminder E-mail and Renewal Reminder Letter is the formatting.

The primary difference between the initial Renewal Reminder and the second Renewal Reminder is that the second Renewal Reminder includes a paragraph about state and school deadlines.

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# Initial Renewal Reminder

DATE: XXXXXXXXXX 99, 2005

FEDERAL STUDENT AID PROGRAMS  
P.O. BOX 4223  
IOWA CITY, IA 52245

CCYYMMDD-99999999

ABCDEFGHIJKL A. ABCDEFGHIJKLMNOP  
1234 ABCDEFGHIJKLMNOPQRSTUVWXYZABCD  
ABCEDFGHIJKLMNOP, AB 12345

Dear Applicant,

Beginning on January 1, 2006, you can reapply for student financial aid for the 2006-2007 school year using your Renewal FAFSA on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Because most students now use the Web to reapply for student aid, we will not print and mail paper Renewal FAFSAs for the 2006-2007 school year.

You will need your U.S. Department of Education PIN to complete your 2006-2007 Renewal FAFSA on the Web.

If you have forgotten your PIN, you can request a duplicate by going to [www.pin.ed.gov](http://www.pin.ed.gov) and selecting the option "Request a Duplicate PIN." From the PIN Web site, you can ask to have your PIN sent to you by e-mail or U.S. postal mail. You will receive your duplicate PIN in 4 hours by e-mail or in 7-10 days by postal mail.

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, plenty of online help is available at [www.fafsa.ed.gov](http://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

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## Second Renewal Reminder

DATE: XXXXXXXXXX 99, 2006

FEDERAL STUDENT AID PROGRAMS  
P.O. BOX 4223  
IOWA CITY, IA 52245

CCYYMMDD-99999999

ABCDEFGHIJKL A. ABCDEFGHIJKLMN OP  
1234 ABCDEFGHIJKLMN OPQRSTUVWXYZ ABCD  
ABCEDFGHIJKLMN OP, AB 12345

Dear Applicant,

This is to remind you that you can reapply for federal student aid for the 2006-2007 school year using your Renewal FAFSA on the Web at [www.fafsa.ed.gov](http://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](http://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 U.S. Department of Education PIN to complete your 2006-2007 Renewal FAFSA on the Web.

If you have forgotten your PIN, you can request a duplicate by going to the PIN Web site at [www.pin.ed.gov](http://www.pin.ed.gov) and selecting the option “Request a Duplicate PIN.” From the PIN Web site, you can ask to have your PIN sent to you by e-mail or U.S. postal mail. You will receive your duplicate PIN in 4 hours by e-mail or in 7-10 days by postal mail.

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, plenty of online help is available at [www.fafsa.ed.gov](http://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

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## How do I get help?

If you have questions regarding the 2006-2007 renewal application process, contact CPS/SAIG Technical Support for assistance. The following services are supported by calling 800/330-5947 (TDD/TTY: 800/511-5806) or sending an e-mail to [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov):

- Answering questions about the renewal application process
- Logging in to FAA Access to CPS Online
- Checking updates or status checks on Electronic Data Exchange (EDE) processing status

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 the U.S. Department of Education's FSA systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists Web site at [ed.gov/offices/FSA/services/fsatechsubscribe.html](http://ed.gov/offices/FSA/services/fsatechsubscribe.html).