

Session #26

Hands-On: FSA Assessments For Foreign Schools

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U.S. Department of Education



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Training Objectives

1

- Locate, Navigate, and Review the Foreign School Assessments

2

- Learn the Benefits of Using the Foreign School Assessments

3

- Provide a Hands-On Experience



Why Use the Assessments?

- **Assess compliance**
- **Link to Title IV regulations and other resources**
- **Track your Action Plan**

Locate

1. IFAP.ED.GOV
2. FOREIGN SCHOOLS INFORMATION PAGE
3. FOREIGN SCHOOL ASSESSMENT

Foreign School Assessments

Students	<u>Student Eligibility</u>
Schools	<u>Institutional Eligibility</u> <u>Default Prevention & Management</u> <u>Consumer Information</u> <u>Automation</u>
Managing Funds	<u>Fiscal Management</u> <u>Return of Title IV Funds</u>



Foreign Schools Assessments

Students

Student Eligibility

Schools

Automation

Consumer Information

Institutional Eligibility

Default Prevention & Management

Managing Funds

Return of Title IV Funds

Fiscal Management



Assessment Design

➤ Page Layout

- Links
- Action Plan
- Activity Bar



Foreign Schools – Consumer Information

This assessment describes the requirements for the consumer information that a school must provide to students, the Department, and others.

You are encouraged to review the [Consumer Information Disclosures At-A-Glance](#) document that provides a summary of school disclosure requirements.

If you identify areas requiring a corrective action, we recommend that you complete an [Action Plan](#).

Activity Bar:

[Consumer Information Activity 1: Institutional and Financial Assistance Information for Students](#)

[Consumer Information Activity 2: Drug & Alcohol Prevention Program Certification](#)

[Consumer Information Activity 3: Student Right-to-Know Act](#)

[Consumer Information Activity 4: FERPA](#)

[Consumer Information Activity 5: Safeguarding Customer Information](#)

[Consumer Information Activity 6: Fire Safety Reports and Student Housing](#)

[Consumer Information Activity 7: Misrepresentation](#)

[Consumer Information Activity 8: Loan Disclosures](#)

[Consumer Information Activity 9: Missing Student Notification Policy](#)

Assessment Design

➤ Page Layout

➤ Topic

➤ Regulation

➤ Activity

Please note the regulatory citations are referenced in the first column of the assessment. To link to any of the regulatory references, click on the link in the regulatory link column and scroll down to the applicable section.

Consumer Information	Regulatory Link(s)	Activity
Method of Disclosure: 34 CFR 668.41(b)(c)	34 CFR 99	Consumer Information Activity 1: Institutional and Financial Assistance Information for Students
Financial Assistance Information: 34 CFR 668.42	34 CFR 99.31	
Institutional Information: 34 CFR 668.43 <ul style="list-style-type: none"> Required Information about the School 34 CFR 668.43 Vaccination Policy DCL GEN 08-12: 20 U.S.C. 1092(a)(1) Copyright information 34 CFR 668.43(a)(10) 	34 CFR 99.36	
	34 CFR 601.2	
	34 CFR 601.10	
Other Institutional Information DCL GEN 08-12 <ul style="list-style-type: none"> Penalties associated with drug-related offenses DCL GEN 08-12 College Navigator Website DCL GEN 08-12 Student Body Diversity DCL GEN 08-12 Textbook information DCL GEN 08-12 	34 CFR 601.11	
	34 CFR 601.12	
	34 CFR 601.20	
Availability of Employees For Information Dissemination Purposes: 34 CFR 668.44	34 CFR 601.21	
Drug and Alcohol Abuse Prevention Program Certification: 34 CFR 668.14	34 CFR 601.30	Consumer Information Activity 2: Drug & Alcohol Prevention Program Certification
	34 CFR 668.6	
	34 CFR 668.7	
	34 CFR 668.14	



Completing an Activity

BEFORE

FOREIGN SCHOOLS: CONSUMER INFORMATION



Activity 1: Institutional and Financial Assistance Information for Students

This Activity covers the following topics:

- Method of Disclosure [668.41\(b\)\(c\)](#)
- Financial Assistance Information [668.42](#)
- Institutional Information [668.43](#)
- Availability of Employees for Information dissemination purposes [668.44](#)

Review and record what office is responsible for reviewing and updating the information listed below. Also indicate where this information is located and when it was last updated.

Topic – Method of Disclosure [668.41\(b\)\(c\)](#)

Office Responsible:	
Area Information is located:	
Date Document was last updated:	
Date Policy and Procedure was last updated:	

AFTER

FOREIGN SCHOOLS: CONSUMER INFORMATION



Activity 1: Institutional and Financial Assistance Information for Students

This Activity covers the following topics:

- Method of Disclosure [668.41\(b\)\(c\)](#)
- Financial Assistance Information [668.42](#)
- Institutional Information [668.43](#)
- Availability of Employees for Information dissemination purposes [668.44](#)

Review and record what office is responsible for reviewing and updating the information listed below. Also indicate where this information is located and when it was last updated.

Topic – Method of Disclosure [668.41\(b\)\(c\)](#)

Office Responsible:	Office of Foreign Students
Area Information is located:	Policies & Procedures Manual
Date Document was last updated:	7/01/2010
Date Policy and Procedure was last updated:	7/01/2010

Scenario

The school provides required Consumer Information disclosures on its website but no subsequent notice to students

- Does this satisfy the regulatory requirements?
- We can review the requirements by completing the Consumer Information Assessment

Consumer Information

This assessment describes the requirements for the consumer information that a school must provide to students, the Department, and others.

Review the [Consumer Information Disclosures at a Glance](#) document that provides a summary of school disclosure requirements.

If you identify areas requiring a corrective action, we recommend that you complete an [Action Plan](#).

Activity Bar:

[Consumer Information Activity 1: Institutional and Financial Assistance Information for Students](#)

[Consumer Information Activity 2: Drug & Alcohol Prevention](#)

[Consumer Information Activity 3: Consumer Information for Student Athletes](#)

[Consumer Information Activity 4: Student Right-to-Know Act](#)

[Consumer Information Activity 5: Clery/Campus Security Act](#)

[Consumer Information Activity 6: FERPA](#)

[Consumer Information Activity 7: Safeguarding Customer Information](#)

[Consumer Information Activity 8: Fire Safety Reports and Student Housing](#)

[Consumer Information Activity 9: Misrepresentation](#)

[Consumer Information Activity 10: Loan Disclosures](#)



Additional Links: [2010-11 FSA Handbook, School Eligibility & Operations, Chapter 6; Chapter 7 and Chapter 8; Handbook for Campus Crime Reporting](#)

Please note the regulatory citations are referenced in the first column of the assessment. To link to any of the regulatory references, click on the link in the regulatory link column and scroll down to the applicable section.

Consumer Information	Regulatory Link(s)	Activity
Method of Disclosure: 668.41(b)(c); 668.44	34 CFR 86	
Financial Assistance Information: 668.42	34 CFR 99	
Institutional Information: 668.43	34 CFR 99.31	



Consumer Information Activity 1

Activity 1: Institutional and Financial Assistance Information for Students

This Activity covers the following topics:

- ❑ Method of Disclosure [668.41\(b\)\(c\)](#)
- ❑ Financial Assistance Information [668.42](#)
- ❑ Institutional Information [668.43](#)
- ❑ Availability of Employees for Information dissemination purposes [668.44](#)

Review and record what office is responsible for reviewing and updating the information listed below. Also indicate where this information is located and when it was last updated.

Topic – Method of Disclosure [668.41\(b\)\(c\)](#)

Office Responsible:	█
Area Information is located:	█
Date Document was last updated:	█
Date Policy and Procedure was last updated:	█

Method of Disclosure [668.41\(b\)\(c\)](#):

A school must annually provide a NOTICE directly (one-on-one distribution) to all enrolled students describing the availability of the required consumer information. The notice must contain a brief description of the various disclosures and how to obtain the full disclosures. If a disclosure is posted to a website, the notice must provide the exact electronic address and provide a statement that paper copies are available.



Corrective Action

Consumer Information

- Improvement area: Consumer Information disclosures
- Action Plan: Provide web address and notice to students



Foreign Schools – Consumer Information

➤ Action Plan

- Complete
- Implement
- Review Annually

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If you identify areas requiring a corrective action, we recommend that you complete an Action Plan.

Activity Bar:

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[Consumer Information Activity 9: Missing Student Notification Policy](#)

Action Plan



What assessment is this enhancement item related to? Consumer Information

Action Item: (Provide a detailed description of the policy, procedure or system that needs to be improved)

Write the Notice. Notice must include the web address where the disclosures are located, and that hard copies are available upon request. Notify students that the required Consumer Information Disclosures are available on the website, provide the actual link to the website, and notify students that paper copies are available upon request.

Action Plan: (Provide a detailed description of your plan of action to improve the above enhancement item)

Determine how to notify student via school email address, dorm, or home address. First, we send written notice to students who have a school email address. If the student does not have a school email address, we send written notice to dorm. If the student is not in a dorm, written notice is sent to address on file from FAFSA.

Offices that need to be involved:

Financial Aid Office, Registrar, Admissions Office

Lead Persons to Coordinate Action Plan:

Name: Find It

Title: Financial Aid Coordinator

Phone Number: (999)999-9999

Name: Fix It

Title: Financial Aid Coordinator

Phone Number: (999)999-9999

Near-Term Enhancement? Yes No

Long-Term Enhancement? Yes No

Start Date (mm/dd/yy): 11/28/2011

Anticipated Completion Date: 12/28/2011

Actual Completion Date: 12/05/2011

After implementation, explain the final results:

Sent out all written notification. Followed up with all returned mail for non-sufficient address. We investigated the addresses with Registrar and Admissions Office to locate student. The revised policy has been updated, published and shared with staff and students.

Did you update your Policies and Procedures Manual to reflect changes made as a result of the action plan implemented?

1. Yes No

2. Section Updated: *Consumer Information*

3. Date Policies and Procedures Manual Updated? (12/05/2011)

Comments:

We recommend that your school annually review all action plans implemented by the school.



Potential Findings

Consumer Information
Requirements Not Met

Drug Abuse Prevention
Requirements Not Met



Hands-On Session



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Foreign School Information



Effective July 1, 2010, authorized personnel at eligible schools located outside the United States (commonly referred to as foreign schools) will use functionality within the U.S. Department of Education's Common Origination and Disbursement (COD) System to process William D. Ford Federal Direct Loan (Direct Loan) Program loans for eligible U.S. students who attend their schools. Before a foreign school may begin participating in the Direct Loan Program, it must agree to participate by signing an addendum to its current Program Participation Agreement, request COD System and Web site access, and complete funding related actions.

The Foreign School Direct Loan Setup area of this page currently includes the instructions and materials a school will need to complete all Direct Loan setup actions. The documents posted in this area are presented in the order in which the actions should be completed. Reviewing all posted documents will provide a complete picture of what a school must do.

To view all Foreign School Updates, click [here](#).

To view Electronic Announcements about the Direct Loan Program, click [here](#).

To view all Electronic Announcements, click [here](#).

To view all Dear Colleague Letters, click [here](#).

Foreign School Direct Loan Setup

[Overview and Contact Information](#)

- [Cover Sheet for Enrollment Packet](#)
- [Instructions for Participation Addendum](#)

[Participation Addendum](#)

[Instructions for COD System Access](#)

- [Federal Student Aid User Statement](#)
- [Request Letter Templates](#)

[Instructions for Funding Setup](#)

- [SF 1199A Form Mockup](#)

Foreign School Direct Loan Processing

[Introduction](#)

[Origination Process Overview](#)

[Disbursement Process Overview](#)

[Funding Process Overview](#)

[Reconciliation Process Overview](#)

Foreign School Eligibility

[Eligibility Criteria](#)

[Application Process](#)

[Participant Responsibilities](#)

[Supporting Documents](#)



Foreign School Assessments

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[Return of Title IV Funds](#)

Contact Information

- [Foreign Schools](#)
- [OIG Hotline](#)

System & Processing Links

- [COD System](#)
- [FAA Access to CPS Online](#)
- [G5](#)
- [NSLDS Professional Access](#)

Training & Conferences

- [Training Announcements](#)
- [Federal Student Aid Conferences](#)

Sample Communications

- [Overview](#)
- [Letter - Student Visa Documentation](#)
- [Letter - UK Student Visa Documentation](#)
- [Begin Notice - Subsidized/Unsubsidized](#)
- [Begin Notice - PLUS](#)

Related Links

Law and Regulations

- [Code of Federal Regulations \(GPO Compilation\)](#)
- [11/1/2010 Foreign School Final Regulations](#)

Application

- [E-App](#)
- [SAIG Enrollment](#)

Foreign Medical Schools

- [ECFMG](#)

What We Have Learned

Find

- IFAP.ED.GOV

Navigate

- Select an Assessment
- Complete the Assessment

Enhance

- Identify areas to fix and complete Action Plan
- Fix and review annually



Contact Information

We appreciate your feedback on the Foreign School Assessments. Please provide comments to:

Joseph Smith
U.S. Department of Education

- Email: Joseph.Smith@ed.gov