

The nation's guarantors provide the following summaries to inform schools, lenders, and servicers of the latest *Common Manual* policy changes. These changes will appear in the manual's next annual update in July 2006. These changes will also be incorporated into the September 2005 *Integrated Common Manual*. The *Integrated Common Manual* is available on several guarantor websites, and it is also available on NCHHELP's website at [www.NCHHELP.org](http://www.NCHHELP.org) in the e-library. Please carefully note the effective date of each policy change.

*Please note that the Bulletin Language for Policy Proposal #829 Teacher Loan Forgiveness has been removed due to new Department of Education's guidance circulated August 26, 2005, reversing its position upon which this policy proposal was based.*

### Acceptable Source Documents for Social Security Number Changes

The *Common Manual* is revised to remove "Income tax return" and "Official military orders, documents, or papers" from the list of acceptable source documents that may be used by a lender or school to report Social Security number (SSN) changes. The policy adds "Unexpired U.S. military ID" to the list of acceptable documentation.

**Affected Sections:** 3.5.F Social Security Number Change Reporting  
9.1 Reporting Social Security Number Changes

**Effective Date:** Social Security number changes made by the lender or school on or after January 1, 2006, unless implemented earlier by the guarantor

**Basis:** Acceptable Forms of Documentation (12/17/04); NSLDS Quick Access; Financial Partners Portal Website ([www.fp.ed.gov](http://www.fp.ed.gov))

### Eligible Parent Borrower

The *Common Manual* is updated to remove language limiting the number of eligible parent borrowers who may borrow for a dependent student to two. All of a dependent student's eligible parent borrowers may borrow separately to provide for the educational expenses of the dependent student provided that the combined borrowing of the parent borrowers does not exceed the calculated cost of attendance (COA) minus estimated financial assistance (EFA).

**Affected Sections:** 5.1.C Parent Borrower Eligibility Requirements

**Effective Date:** Retroactive to the implementation of the *Common Manual*

**Basis:** §682.201(b)(3); December 1, 1995, *Federal Register*, Volume 60, No. 231, pages 61807 - 61808

### Withdrawal Rates

The *Common Manual* has been updated to eliminate subsection 4.2.C and to move the information about student withdrawal rate requirements for schools seeking initial participation in a Title IV program to subsection 4.1.A "Establishing Eligibility." A school seeking to participate for the first time in a title IV program must not have a withdrawal rate during its latest completed award year that exceeds 33% of its regular, undergraduate students. In addition, instructions have been added explaining the calculation of the withdrawal rate.

**Affected Sections:** 4.1.A Establishing Eligibility  
4.2.C Withdrawal Rates

**Effective Date:** Retroactive to the implementation of the *Common Manual*.

**Basis:** §668.16(l)