

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. These changes will also be incorporated into the *Integrated Common Manual* released in November 2012. The *Integrated Common Manual* is available on several guarantor websites, and it is also available on the *Common Manual*=s website at www.commonmanual.org. Please carefully note the effective date of each policy change.

Teacher Loan Forgiveness Eligibility

The *Common Manual* is updated to clarify that the school at which a borrower is performing his or her qualifying teaching service must be considered a low-income school for at least the first of the five consecutive years of service used to meet the requirements for teacher loan forgiveness, and subsequent years of qualifying teaching service continue to qualify the borrower even if the school no longer meets the criteria.

Affected Section: 13.9.A Teacher Loan Forgiveness Program
Effective Date: Teacher loan forgiveness eligibility determinations made on or after April 9, 2012.
Basis: §682.216(c)(2); private letter guidance from Pam Moran, U.S. Department of Education, dated April 9, 2012.
Policy Information: 1276/Batch 188
Guarantor Comments: None.

Academic Attendance and Attendance at an Academically-Related Activity

The *Common Manual* is updated to align Manual text with final rules published in the *Federal Register* dated October 29, 2010.

Affected Sections: 2.2.B The Interim Period
9.3 Leave of Absence
9.4 Withdrawal Dates
9.5 Return of Title IV Funds
9.5.B Processing Returned Funds
13.8.H Unpaid Refund
Appendix G
Effective Date: Student withdrawal determinations made by a school on or after July 1, 2011.
Basis: §668.22(l)(7)(i) and (ii).
Policy Information: 1277/Batch 188
Guarantor Comments: None.

Parent PLUS Loan Eligibility

The *Common Manual* has been revised to clarify which stepparent is eligible to apply for a parent PLUS loan.

Affected Section: 5.1.C Graduate or Professional Student and Parent PLUS Loan Borrower Eligibility Requirements
Effective Date: Retroactive to publication of the *Common Manual*.
Basis: 2012-13 FSA Handbook Volume 1, Chapter 6, p. 1-70.
Policy Information: 1278/Batch 188
Guarantor Comments: None.

Common Mandatory Forbearance Forms

The *Common Manual* is being revised to include information regarding use of the Department's common mandatory forbearance request forms. One form is the Mandatory Forbearance Request: Student Loan Debt Burden and the other is the Mandatory Forbearance Request: Medical or Dental Internship/Residency Program; National Guard Duty; Department of Defense Loan Repayment Program. Lenders may distribute these forms to borrowers on and after July 30, 2012, but must distribute only these forms on and after December 31, 2012. Lenders may continue to process any version of the mandatory forbearance forms received by the lender on or after December 31, 2012.

Affected Sections: 2.3.C Common Forms
11.20.J Establishing Repayment after Forbearance
11.24 Mandatory Forbearance
11.24.A Debt Exceeds Monthly Income
Effective Date: Distribution of the Department's mandatory forbearance request forms to a borrower on and after December 31, 2012, unless implemented by a lender no earlier than July 30, 2012.
Basis: DCL GEN-12-14
Policy Information: 1279/Batch 189
Guarantor Comments: None.

Title IV Credit Balances

The *Common Manual* is being reorganized by adding to Section 8.8, Managing Credit Balances the guidance regarding the treatment of credit balances for a school that assesses all program costs upfront. This information is currently only found in Subsection 8.7.I, Delivery Methods.

Affected Section: 8.8 Managing Credit Balances
Effective Date: Prior-year charges paid by a school with current-year funds on or after September 8, 2009.
Basis: DCL GEN-09-11; 12-13 FSA Handbook, Volume 4, Chapter 1, pp. 4-19 to 4-21.
Policy Information: 1280/Batch 189
Guarantor Comments: None.