

COMMON MANUAL

Unified Student Loan Policy

July 31, 2007

Dear Industry Partner:

You are cordially invited to a meeting between representatives of the *Common Manual* and the student loan community. This meeting will be held as follows:

September 26, 2007
1:00 p.m. – 2:00 p.m.
Omni Shoreham Hotel, Diplomat Ballroom

The Omni Shoreham Hotel is located at 2500 Calvert Street (at Connecticut Avenue), Washington, DC 20028, and will also be the site of the 2007 NCHelp Fall Legislative Conference, September 27 to 28, 2007.

This open forum is to encourage continued communications among our industry participants who are affected by the *Common Manual* and those who work to maintain the manual. Key members of the *Common Manual* Executive Committee, Policy Committee and Governing Board will be in attendance. I sincerely hope you or your representative will be able to join us for this meeting. We are interested in hearing your thoughts and any recommendations that will assist us in providing you with the most effective tools for administering the FFEL Program.

Please RSVP to me by September 14, 2007, by phone at 1-800-862-7322, or e-mail at jfairbairn@glhec.org.

Please do not hesitate to contact me regarding the meeting or any other issue involving the *Common Manual*. We hope to see you at the meeting.

Sincerely,



Jacqueline Fairbairn
Chair, *Common Manual* Governing Board

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First published in December 1995, the Common Manual is a cooperative effort of all of the nation's guarantors that participate in the Federal Family Education Loan Program (FFELP). The manual, one of a number of efforts by guarantors to simplify and streamline the FFELP for schools and lenders, provides a single, standardized set of current student loan rules and FFELP policy guidance for schools and lenders. Guarantors provide the Common Manual in a user-friendly, searchable electronic format to thousands of colleges, universities, and financial institutions nationwide via Web-based and compact disk formats. Some also provide the manual in print.

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