

| #    | Subject                              | Summary of Change to <i>Common Manual</i>  | Type of Update | Effective Date  |
|------|--------------------------------------|--|----------------|---|
| 1252 | Electronic Proof of Claim            | <p><b>13.8. Bankruptcy</b></p> <p>Acknowledges that some lenders may file electronic documents with the bankruptcy court and requires the lender to include a copy of those electronically filed documents, such as the Proof of Claim, in any claim file that it files.</p>   | Guarantor      | Claims filed by the lender on or after March 1, 2012 unless implemented earlier by the guarantor.                       |
| 1253 | Modules and Return of Title IV Funds | <p><b>8.7.G Delivery to Borrowers in Special Circumstances</b></p> <p><b>9.4 Withdrawal Dates</b></p> <p>Clarifies the applicability of the modular rules to both term-based and non-term-based and clock hour programs of study.</p> <p>Clarifies that for a term-based program offered in modules, if the student withdraws and misses only a portion of a module or modules during a term, but re-enters within that period of enrollment or payment period, the school is not required to recalculate the student's award based on the student's attendance in only a portion of a module. The school must restore the student's original award, and is not required to adjust any award based on the student's attendance in only part of a module. If, however, the student withdraws and does not attend any portion of a module for which he or she was originally scheduled, the school must re-evaluate the student's cost of attendance based on the omitted module(s) and adjust the Title IV aid eligibility prior to awarding additional funds.</p> <p>Clarifies that if the student who is enrolled in a program offered in modules withdraws and confirms at the time of withdrawal his or her intent to resume enrollment within the payment period or period of enrollment, as applicable, and, for a clock-hour or non-term-based program, within 45 days of the date of withdrawal, but fails to return, the withdrawal date is the last day of the student's recorded, eligible academic attendance if the school is considered to be "required to take attendance." At a school that is not required to take attendance, normal rules apply for determining the withdrawal date.</p> | Federal        | July 1, 2011, for students who withdraw from payment periods or periods of enrollment that begin on or after that date. |

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|      |   | <p>Clarifies that a student who ceases attendance in a credit-hour program offered in modules is <i>not</i> considered to have withdrawn if the school obtains written confirmation from the student at or close to the time of his or her withdrawal that the student will attend a subsequent module in the same program and payment period or, as applicable, period of enrollment. The school may not rely solely on the student's enrollment or registration in a subsequent module prior to his or her withdrawal unless the student registered for that subsequent module at the time he or she withdrew.</p> <p>Aligns manual text that is specific to modular programs with existing text to clarify the treatment of a student who withdraws from and returns to a clock-hour program or a non-term-based credit-hour program offered in modules within 180 days.</p> |                |   |
| 1254 | Direct Consolidation Loan Program Treatment of Underpayments and Overpayments | <p><b>15.8 Direct Consolidation Loan Program Treatment of Underpayments and Overpayments</b></p> <p>Adds information about the Department's policy on the treatment of underpayments and overpayments made to a borrower's underlying loan holder(s) when a borrower consolidates his or her federal student loans under the Direct Consolidation Loan Program.</p>   | Federal        | Underpayments and overpayments received by loan holders from the Direct Consolidation Loan Program on or after July 1998. |

Batch 180 (Common Bulletin Language)