



*Unified Student Loan Policy*

**COMMON MANUAL BULLETIN LANGUAGE IMMEDIATE ACTION REQUIRED**

TO: CM Governing Board Representatives  
Interested Industry Groups and Others

FROM: Carol Egan and Carolyn Small, Co-Chairs  
*Common Manual* Policy Committee

RE: *Common Manual* Bulletin Language  
[Batch 166: Proposals 1168 - 1174]

DATE: March 29, 2010

On March 18, 2010, the *Common Manual* Governing Board approved policy changes to the *Common Manual* as proposed in the seven proposals advanced to the Board from Batch 166. The changes made in these proposals will be incorporated into the *Common Manual's* annual update. These changes will also be incorporated into the *Integrated Common Manual*. The *Integrated Common Manual* is available on several guarantor websites and is also available on the *Common Manual* Website at [www.commonmanual.org](http://www.commonmanual.org).

At the same time that the proposed *Common Manual* language was drafted, the *Common Manual* Policy Committee drafted common bulletin language for each policy change. The common bulletin language has been edited and is enclosed for each guarantor to use in publishing interim policy updates to schools and lenders.

The Plan for Maintaining and Updating the *Common Manual* adopted by the *Common Manual* guarantors states that:

“Participating guarantors shall publish all interim updates in their bulletins promptly (within 30 to 45 days) and without revision. However, nothing in the plan shall be construed as prohibiting participating guarantors from also publishing guarantor-specific policies in their bulletins provided such policies do not conflict with the provisions for guarantor-specific policies described in the *Cooperative Agreement for Guarantors Participating in the Common Manual*. Neither shall participating guarantors be prohibited from publishing their own procedures or other information in their bulletins.”

Newsletter editors may delete the policy reference numbers and proposal titles from the publication, and may rearrange the order of the articles or combine articles that are related to the same subject.

Industry participants that publish this information should include a statement directing any questions regarding the policy changes to the primary guarantor serving that reader.

If you have any questions about the enclosed proposals or any aspect of the *Common Manual* process, please contact Carol Egan via email at [cegan@aessuccess.org](mailto:cegan@aessuccess.org) or phone at 717-720-3663, or Carolyn Small via e-mail at [Carolyn.small@iowa.gov](mailto:Carolyn.small@iowa.gov) or phone at 515-725-3413.

Enclosures: Transmittal for Batch 166  
Common Bulletin Language for Batch 166