



*Unified Student Loan Policy*

**COMMON MANUAL BULLETIN LANGUAGE IMMEDIATE ACTION REQUIRED**

TO: *Common Manual* Governing Board Representatives  
Interested Industry Groups and Others

FROM: Benjamin Lee  
*Common Manual* Policy Development and Maintenance Contractor

RE: *Common Manual* Bulletin Language  
[Batch 217: Proposals ##1322]

DATE: April 30, 2019

On April 18, 2019, the Governing Board approved policy proposal 1322 advanced to the Board from Batch 217. The changes made in the proposal will be incorporated into the *Common Manual* annual update. The change will also be incorporated into the Integrated *Common Manual* release, which is available on the *Common Manual* website at [www.commonmanual.org](http://www.commonmanual.org).

The common bulletin language is enclosed for all guarantors 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.”

You 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 Benjamin Lee via phone at 608-733-2575 or via email at [policy@ascendiumeducation.org](mailto:policy@ascendiumeducation.org).

Enclosures:

Common Bulletin Transmittal for Batch 217  
Common Bulletin Language for Batch 217