

**SERVICER INFORMATION SHEET**

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**DIVISION OF RESPONSIBILITY FOR COMPLIANCE REQUIREMENTS**

		<i>Responsibility Of Institution</i>	<i>Responsibility of National Student Clearinghouse</i>	<i>Explanation Of Divided Responsibility</i>
I.	Computer operations			
	A. Terminal and software security	X		
	B. Data integrity	X		
	C. System and data backup	X		
	D. Disaster recovery plan	X		
II.	Cash management			
	A. Drawdowns	X		
	B. Authorization vs. expenditures	X		
	C. Reconcile G/L to bank	X		
	D. Bank account notes federal funds	X		
III.	Financial reports			
	A. FISAP	X		
	B. GAPS	X		
	C. Pell IPS	X		
IV.	Institutional eligibility			
	A. Participation agreement/ECAR			
	B. Accreditation status		X	
	C. Admissions policy		X	
	D. Eligible programs		X	
	E. Calculation of institution eligibility ratios		X	
	F. Licenses		X	
	G. Administrative capability items		X	
V.	Student eligibility			
	A. High school diploma or equivalent or ability to benefit		X	
	B. Regularly enrolled in eligible program		X	
	C. Citizen or permanent resident		X	
	D. Satisfactory progress		X	
	E. Default/refund status		X	
	F. Social security number match requirement		X	
	G. Other requirements		X	
VI.	Coordination of programs			
	A. Financial aid organization		X	
	B. Other information available		X	
	C. Needs analysis		X	
	D. Professional judgment documentation		X	
VII.	Administrative capability			
	A. Student file maintenance		X	
	B. Record retention		X	
	C. Verification		X	

**DIVISION OF RESPONSIBILITY FOR COMPLIANCE REQUIREMENTS – Continued**

		<i>Responsibility Of Institution</i>	<i>Responsibility of National Student Clearinghouse</i>	<i>Explanation Of Divided Responsibility</i>
VIII.	Disbursements			
	A. Financial aid transcripts/NSLDS information	X		
	B. Independent/Dependent status determination	X		
	C. Timing and amount of disbursements	X		
IX.	Refunds or overpayments			
	A. Policy	X		
	B. Refund calculations	X		
	C. Overpayment calculations	X		
	D. Disbursement and accounting for refunds/overpayments	X		
X.	Institutional disclosure			
	A. Accuracy of institutional data	X		
	B. Disclosure to students	X		
XI.	Pell grant			
	A. Types of expenditures allowed	X		
	B. Program performance	X		
	1. Calculation and disbursement of award	X		
	2. Timing of payment; cutoff dates for receipts of SARs	X		
	C. Financial reports	X		
XII.	Campus-based programs (general)			
	A. Types of expenditure allowed			
	1. Program expenditures	X		
	2. Administrative cost allowance	X		
	B. Program performance			
	1. Accuracy of FISAP data	X		
	2. System of need analysis, etc.	X		
XIII.	Campus-based programs (Perkins)			
	A. Type of expenditures allowed	X		
	B. Matching	X		
	C. Program performance			
	1. Student eligibility	X		
	2. Approved promissory note	X		
	3. Due diligence	X		
	4. Repayment records	X		
	D. Special compliance requirements			
	1. Minimum cash balance; cash planning	X		
	2. Treatment of interest earned on Perkins loan balance	X		
XIV.	Campus-based programs (FSEOG)			
	A. Eligible expenditures	X		
	B. Matching	X		
	C. Selection of students for FSEOG awards	X		

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XV.	Campus-based programs (FWS)			
	A. Types of expenditures and employment allowed	X		
	1. Types of employment allowed	X		
	2. Types of expenditures allowed	X		
	B. Matching	X		
	C. Program performance			
	1. Selection of students for employment	X		
	2. Approval of time sheets and payment to students	X		
	D. Special compliance requirements			
	1. JLD and CSJLD programs			
	2. CSL programs (5% minimum)			
XVI.	Federal Family Education Loans (FFEL)			
	A. Program performance			
	1. Determination of eligibility and completion of application	X		
	2. Default reduction measures	X		
	3. Entrance and exit counseling	X		
	4. Loan disbursement	X		
	5. EFT Roster reconciliation	X		
	6. Eligibility for disbursement	X		
	B. Status reporting			
	1. SSCR completion		X	
	2. Change in enrollment status	X		
	C. Special compliance requirements			
	1. Refund policy	X		
	2. Refunds to lenders	X		
XVII.	Federal Direct Loan Program (FDLP)			
	A. Program performance			
	1. Determination of eligibility	X		
	2. Entrance and exit counseling	X		
	3. Exporting & importing electronic files to/from the LOC	X		
	4. Loan disbursement	X		
	5. Monthly data matching including:			
	— Loan and cash detail records	X		
	— Summary records	X		
	B. FDLP status reporting			
	1. SSCRs		X	
	2. Change in enrollment status	X		