

SERVICER INFORMATION SHEET

NATIONAL STUDENT CLEARINGHOUSE AND AFFILIATE

HERNDON, VIRGINIA

Servicer Information

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 Last Compliance Attestation October 18, 2019
 Engagement Period July 1, 2019 - June 30, 2020
 Dates of Field of Work 08/10/2020 - 08/31/2020

Compliance Requirement	Performed by School	Performed by National Student Clearinghouse and Affiliate	Explanation of Divided Performance
1. Institutional Eligibility and Participation			
A. Participation agreement/ECAR	X		
B. Legal authorization	X		
C. Approved locations	X		
D. Eligible programs	X		
E. Accreditation	X		
F. Bonuses, commissions and other incentives payments	X		
G. Student recruiting and admissions	X		
H. Zone alternative	X		
I. TEACH grant eligibility and administration	X		
J. Calculation of 90/10 ratio	X		
K. Calculation of other institutional eligibility ratios	X		
2. Reporting			
A. Enrollment reporting roster file ⁶⁸ :			
i. Completion		X	
ii. Changes in enrollment status	X		
B. FISAP	X		
C. Gainful Employment Reporting	X		

Compliance Requirement	Performed by School	Performed by National Student Clearinghouse and Affiliate	Explanation of Divided Performance
3. Student Eligibility			
A. Determining eligibility	X		
B. Regular student	X		
C. Enrolled in eligible program	X		
D. Citizenship	X		
E. Social security number	X		
F. Not in overpayment or default status	X		
G. Selective service	X		
H. Academic credentials	X		
I. SAR/ISIR	X		
J. Verification	X		
K. Prior degrees	X		
L. Incarcerated students	X		
M. Maintaining satisfactory academic progress	X		
N. Professional judgment decisions	X		
O. Dependency overrides	X		
P. Financial need	X		
Q. Calculating the Pell	X		
R. Calculating loan amounts	X		
S. Master promissory note confirmation process	X		
T. PLUS loan amounts and confirmation process	X		
U. TEACH grant	X		
V. IASG	X		
W. Attendance in distance education program	X		
X. Student Confirmations	X		
4. Disbursements			
A. Confirming student eligible for each disbursement	X		
B. Valid ISIR/SAR on file	X		
C. Determining payment period	X		
D. Entering COD data	X		
E. Early disbursements	X		
F. Verification is complete	X		
G. Notices	X		
H. Transfer students	X		
I. FWS	X		
J. Initial counseling	X		
K. Exit counseling	X		
L. Delivering credit balances and authorizations	X		
M. If applicable, maintaining subsidiary ledger for students with credit balance	X		

Compliance Requirement	Performed by School	Performed by National Student Clearinghouse and Affiliate	Explanation of Divided Performance
5. Return of Title IV Funds			
A. Policy	X		
B. Determining date of withdrawal	X		
C. Post-withdrawal disbursements	X		
D. Return calculations	X		
E. Overpayment calculations	X		
F. Allocation of return of Title VI funds	X		
G. Timing of return of Title IV funds	X		
H. Notifying borrowers of returns of loan proceeds	X		
6. G5 and Cash Management			
A. Forecasting cash needs	X		
B. Withdrawing Federal funds	X		
C. Disbursing funds			
i. Posting credits to student accounts	X		
ii. Making the funds available to the student	X		
D. Returning excess funds	X		
E. Accounting for and returning interest earnings	X		
F. Performing monthly Direct Loan reconciliations	X		
7. Perkins Loan Program			
A. Approving and maintaining deferment, loan cancellation, and discharge for death or disability documentation	X		
B. Perkins master promissory notes	X		
C. Loan status and loan balances in NSLDS	X		
D. Deferment of loan payments	X		
E. Billing and collections	X		
F. Liquidation	X		
8. Administrative Requirements			
A. Written procedures	X		
B. Direct Loan quality assurance system	X		
C. Satisfactory academic progress measurements	X		
D. Reporting change in ownership	X		
E. Reporting possible illegal conduct	X		
F. Perkins Loan and grant overpayments	X		
G. Annual security and fire safety reports	X		
H. Completion, graduation, and transfer-out rates	X		
I. Prospective student disclosures for gainful employment programs	X		
J. Student Warnings for gainful employment program eligibility	X		

Compliance Requirement	Performed by School	Performed by National Student Clearinghouse and Affiliate	Explanation of Divided Performance
9. Close Out Audit (If Applicable)			
A. Retaining and storing of records	X		
B. Collection of outstanding Perkins Loans	X		
C. Continuing to comply with withdrawal calculations during “teach-out”, if applicable	X		
D. Returning unexpended Title IV funds to ED	X		
E. Returning to Direct loan proceeds received but not delivered or credited to student accounts	X		
F. Disbursements after participation ends	X		