



## Reporting Institutional Changes Affecting a School's Participation in the Federal Student Aid (FSA) Programs to the U.S. Department of Education (ED)

The following information is excerpted from the 2009-2010 FSA Handbook, Volume 2 (School Eligibility and Operations)

### CHANGES REQUIRING PRIOR WRITTEN APPROVAL FROM ED

When one of the following changes occurs, a school must apply to ED for approval of the change via the electronic application (E-App) within 10 calendar days of the change. As soon as the school has received approvals for the change from its accrediting agency and state authorizing agency, it must send to ED:

- Copies of the approval for the change,
- Any required documentation, and
- Section L of the E-App containing the original signature of the appropriate person.

The school must wait for written approval from ED before disbursing FSA funds.

TYPE OF CHANGE	E-APP QUESTION #
A change in accrediting agency (notify ED when the school begins making any change that deals with its institution-wide accreditation)	15
A change in state authorizing agency	17
A change in institutional structure	18
An increase in the level of educational programs beyond the scope of current approval	26
The addition of accredited and licensed non-degree programs beyond the current approval	27
The addition of short-term (300-599 clock hour) programs	27
Changes to the FSA programs for which the school is approved* (Approvals from the school's accrediting agency and state authorizing agency are not required for this change)	37
A change in the type of ownership	22-24
A change in ownership	24
The addition of an accredited and licensed location, and when a school— <ul style="list-style-type: none"> <li>• Is provisionally certified; or</li> <li>• Is on the cash monitoring or reimbursement system of payment; or</li> <li>• Has acquired the assets of another school that provided educational programs at that location during the preceding year, and the other school participated in the FSA programs; or</li> <li>• Would be subject to a loss of eligibility under the cohort default rate regulations (34 CFR 668.188) if it adds that location; or</li> <li>• Has been advised that ED must approve any new location before the school may begin disbursing FSA funds</li> </ul>	30

\* For TEACH Grants, select "Add TEACH Grants" and use question 69 to explain your school's eligibility for TEACH participation.

### CHANGES THAT DO NOT REQUIRE ED'S WRITTEN APPROVAL

When one of the following changes occurs, a school need not wait for approval from ED before disbursing FSA funds; however, it must notify ED by reporting the change and the date of the change via the E-App within 10 calendar days of the change. In addition, the school must send to ED:

- Any required documentation, and
- Section L of the E-App containing the original signature of the appropriate person.

TYPE OF CHANGE	E-APP QUESTION #
A change to name of the school	2
A change to the name of a CEO, president, or chancellor	10
A change to the name of the chief fiscal officer or chief financial officer	11
A change to the individual designated as the lead program administrator (financial aid administrator) for the FSA programs	12

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**CHANGES THAT DO NOT REQUIRE ED'S WRITTEN APPROVAL (cont.)**

*When one of the following changes occurs, a school need not wait for approval from ED before disbursing FSA funds; however, it must notify ED by reporting the change and the date of the change via the E-App within 10 calendar days of the change. In addition, the school must send to ED:*

- Any required documentation, and
- Section L of the E-App containing the original signature of the appropriate person.

A change in governance of a public institution	24
A decrease in the level of program offering (e.g., the school drops all its graduate programs)	26
A change from/to clock hours or credit hours	27
Address change for a principal location	29
Name or address change for other locations	30
The closure of a branch campus or additional location that the school was required to report	30
The addition of an accredited and licensed location unless the school meets the conditions specified in the section above on "Changes Requiring Prior Written Approval From ED"	30
A change to the school's third-party servicers that deal with the FSA program funds	58

**OTHER CHANGES REPORTED ON THE E-APP**

*As soon as it has received approvals for the following changes from its accrediting agency and state authorization agency, a school must send ED copies of the approvals for change.*

TYPE OF CHANGE	E-APP QUESTION #
A change to address for FSA mailings to an address different than the legal street address	13
A change to address for FSA mailings to an additional location that is different than the legal street address	30
A change of Taxpayer Identification Number (TIN)	6a
A change of DUNS number	6b
A change in board members	20
Reporting foreign gifts	71
A change to the school's website address	9
A change of phone/fax/email of the CEO, president, or chancellor	10
A change of phone/fax/email of chief fiscal/financial officer	11
A change of phone/fax/email of financial aid administrator	12