



**LOUISIANA STUDENT FINANCIAL ASSISTANCE COMMISSION**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
***Loan Program Memorandum***

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DISTRIBUTION: Lenders; College, University and LAICU Financial Aid and Business Offices and Registrars; Tech School Personnel and Campus Deans; and Proprietary Schools.

TOPIC: Common Manual Update

*To assure that your Common Manual remains current, please record this document on your LPM/LPB index and retain it in Appendix E of your manual.*

The nation's guarantors provide the following summaries to inform schools, lenders, and servicers of the latest *Common Manual* policy changes. These changes will appear in the manual's next annual update. These changes will also be incorporated into the *Integrated Common Manual*. The *Integrated Common Manual* is available on several guarantor websites, and it is also available on *Common Manual's* website at [www.commonmanual.org](http://www.commonmanual.org). Please carefully note the effective date of each policy change.

**Economic Hardship Deferment Eligibility**

The *Common Manual* has been revised to clarify that non-taxable income such as child support, life insurance proceeds, and gifts and bequests that are not included in the computation of the adjusted gross income (AGI) should not to be treated as income for purposes of determining eligibility for an economic hardship deferment.

**Affected Sections:** 11.4.A Eligibility Criteria - Economic Hardship**Effective Date:** Economic hardship deferment eligibility determinations made on or after July 1, 2009.**Basis:** '682.210(s)(6)(x); IRS 1040 Instructions 2007.**Policy Information:** 1003/Batch 154**Guarantor Comments:** None.**Notification of Check Availability**

The *Common Manual* has been revised to comply with the regulatory changes published in the *Federal Register* dated November 1, 2007, that relate to delivering loan funds to a borrower when a student does not pick up a check issued by a school. Revised language provides that if the student does not pick up the check within 21 days of the school's notice that the check is available, the school must immediately mail the check to the borrower, initiate an electronic funds transfer (EFT) of those funds to the borrower's bank account, or return the funds to the lender.

**Affected Sections:** 8.7.H Delivery Methods  
**Effective Date:** Checks issued for direct payment by the school on or after July 1, 2008, unless implemented earlier by the school on or after November 1, 2007.  
**Basis:** '668.164(c)(1)(ii)(B).  
**Policy Information:** 1067/Batch 154  
**Guarantor Comments:** None.

### **Total and Permanent Disability**

The *Common Manual* currently states that a borrower must submit the total and permanent disability certification to the lender within 90 days of the date that the physician completed and certified the discharge application. If the *lender receives* the discharge application after this 90-day time frame, a borrower must have the physician complete a new application and the borrower must submit the application to the lender within 90 days of the physician's certification of the new discharge application.

The Manual is being revised to state if the *borrower submits* the discharge application after the 90-day time frame, the borrower must have the physician complete a new application and must submit the new application to the lender within 90 days of the physician's new certification.

**Affected Sections:** 13.8.G Total and Permanent Disability  
**Effective Date:** Total and permanent disability applications received by the lender on or after July 1, 2008.  
**Basis:** '682.402(c); National Council of Higher Education Loan Program=s Total and Permanent Disability Q&A confirmed by the Department on March 25, 2008.  
**Policy Information:** 1068/Batch 154  
**Guarantor Comments:** None.

### **Special Allowance and Interest Rate Reporting**

Appendix A of the Manual has been updated to incorporate a revised version of Figure A-5, LaRS Special Allowance and Interest Rate Reporting for FFELP Loans, provided by the NCHELP Program Regulations Committee.

**Affected Sections:** Figure A-5 LaRS Special Allowance and Interest Rate Reporting for FFELP Loans  
**Effective Date:** Loans first disbursed on or after October 1, 2007.  
**Basis:** Public Law No. 110-84; '682.302(b); DCL FP-07-11.  
**Policy Information:** 1069/Batch 154  
**Guarantor Comments:** None.

### **Title IV Program Definitions**

The *Common Manual* has been revised to include separate glossary definitions of the following federal student aid programs that are referenced in existing Manual text:

**Federal Perkins Loan:** A low-interest, long-term loan intended for undergraduate or graduate and professional students with financial need. The Federal Perkins Loan Program is one of the campus-based programs that are administered by a school's financial aid office. For more information, see the FSA Handbook.

**Federal Supplemental Educational Opportunity Grant: (FSEOG)** A grant intended for undergraduate students with exceptional financial need. The FSEOG is one of the campus-based programs that are administered by a school's financial aid office. For more information, see the FSA Handbook.

**Federal Work-Study:** (FWS) An employment program intended for undergraduate or graduate and professional students with financial need that allows students to work part time to help pay for their educational costs. The FWS program is one of the campus-based programs administered by a school's financial aid office. For more information, see the FSA Handbook.

**Affected Sections:** 9.5.A Return Amounts for Title IV Grant and Loan Programs  
Appendix G

**Effective Date:** Retroactive to the implementation of the *Common Manual*.

**Basis:** 08-09 FSA Handbook, Volume 6, p. 6-1 and 6-31.

**Policy Information:** 1070/Batch 154

**Guarantor Comments:** None.

### **Simplified Deferment Processing**

The Manual has been revised to clarify that when a lender is granting a deferment using the simplified deferment processing method, the lender may base the deferment on information from an authoritative electronic database maintained *or* authorized by the Secretary that supports eligibility for the deferment for the same reason and same time period.

**Affected Sections:** 11.4.D Simplified Deferment Processing  
11.5.D Simplified Deferment Processing  
11.8.D Simplified Deferment Processing  
11.9.D Simplified Deferment Processing  
11.14.D Simplified Deferment Processing  
11.18.D Simplified Deferment Processing

**Effective Date:** Deferment requests granted by the lender on or after July 1, 2008, unless implemented earlier by the lender on or after November 1, 2007.

**Basis:** '682.210(s)(1)(iii).

**Policy Information:** 1071/Batch 154

**Guarantor Comments:** None.