



Reporting Changes Affecting a School's Title IV Participation

The information in this document is excerpted from the *2012-2013 Federal Student Aid Handbook*, Volume 2 (School Eligibility and Operations), Chapter 5 (Updating Application Information), as issued by the U.S. Department of Education (ED).

U.S. SCHOOLS

CHANGES REQUIRING PRIOR WRITTEN APPROVAL FROM ED	
<p><i>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 (in the case of a change in ownership, 10 business days). As soon as the school has received approvals for the change from its accrediting agency and state authorizing agency, it must send to ED:</i></p> <ul style="list-style-type: none"> • <i>Copies of the approval for the change,</i> • <i>Any required documentation, and</i> • <i>Section L of the E-App containing the original signature of the appropriate person.</i> <p><i>The school must wait for written approval from ED before disbursing FSA funds.</i></p>	
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 meets any of the following circumstances— <ul style="list-style-type: none"> • Is provisionally certified; • Is on the cash monitoring or reimbursement system of payment; or • 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 during that year; or • Would be subject to a loss of eligibility under the cohort default rate regulations (34 CFR 668.188) if it adds that location; or • Has been advised that ED must approve any new location before the school may begin disbursing FSA funds 	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	
<p><i>When one of the following changes occurs, a school does not need to 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:</i></p> <ul style="list-style-type: none"> • <i>Any required supporting documentation, and</i> • <i>Section L of the E-App containing the original signature of the appropriate person.</i> 	
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
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	
<p><i>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.</i></p>	
TYPE OF CHANGE	E-APP QUESTION #
A change in the address for FSA mailings to an address different than the legal street address	13
A change in the 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
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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

***As soon as the school has received approvals for the change for its accrediting agency and state authorizing agency, it must send copies of the approvals for change to ED.*

FOREIGN SCHOOLS

FOREIGN SCHOOL REPORTING ON THE E-APP	
All Foreign Schools: <i>In addition to (or, where appropriate, instead of) the information listed above for U.S. schools, a foreign school must report the following changes to ED via the E-App</i>	
TYPE OF CHANGE	E-APP QUESTION #
A change in postsecondary authorization	42
A change in degree authorization	43
A change in program equivalence	44
A change in program criteria	45
A change in U.S. administrative or recruiting office	46
Foreign Medical School:	
<ul style="list-style-type: none"> • <i>Must report and wait for ED approval of an added location that offers all or a portion of the core clinical training or required clinical rotations unless the location is accredited by the LCME or AOA.</i> • <i>Must report, but is not required to wait for approval of, an added location that offers all or a portion of the clinical rotations that are not required; reporting of such a location is not required if the location is accredited by the LCME or AOA or if it is not used regularly but is chosen by students who take no more than two electives at the location for no more than a total of eight weeks.</i> 	
<i>In addition, a foreign medical school must report the following changes on the E-App.</i>	
TYPE OF CHANGE	E-APP QUESTION #
A change to the facility where instruction is provided	47
A change to the authorizing entity	49
A change to the program length	50
Any changes to the clinical or medical instruction provided in the United States	51
Foreign Veterinary School:	
TYPE OF CHANGE	E-APP QUESTION #
Any changes to the clinical instruction provided in the United States	57