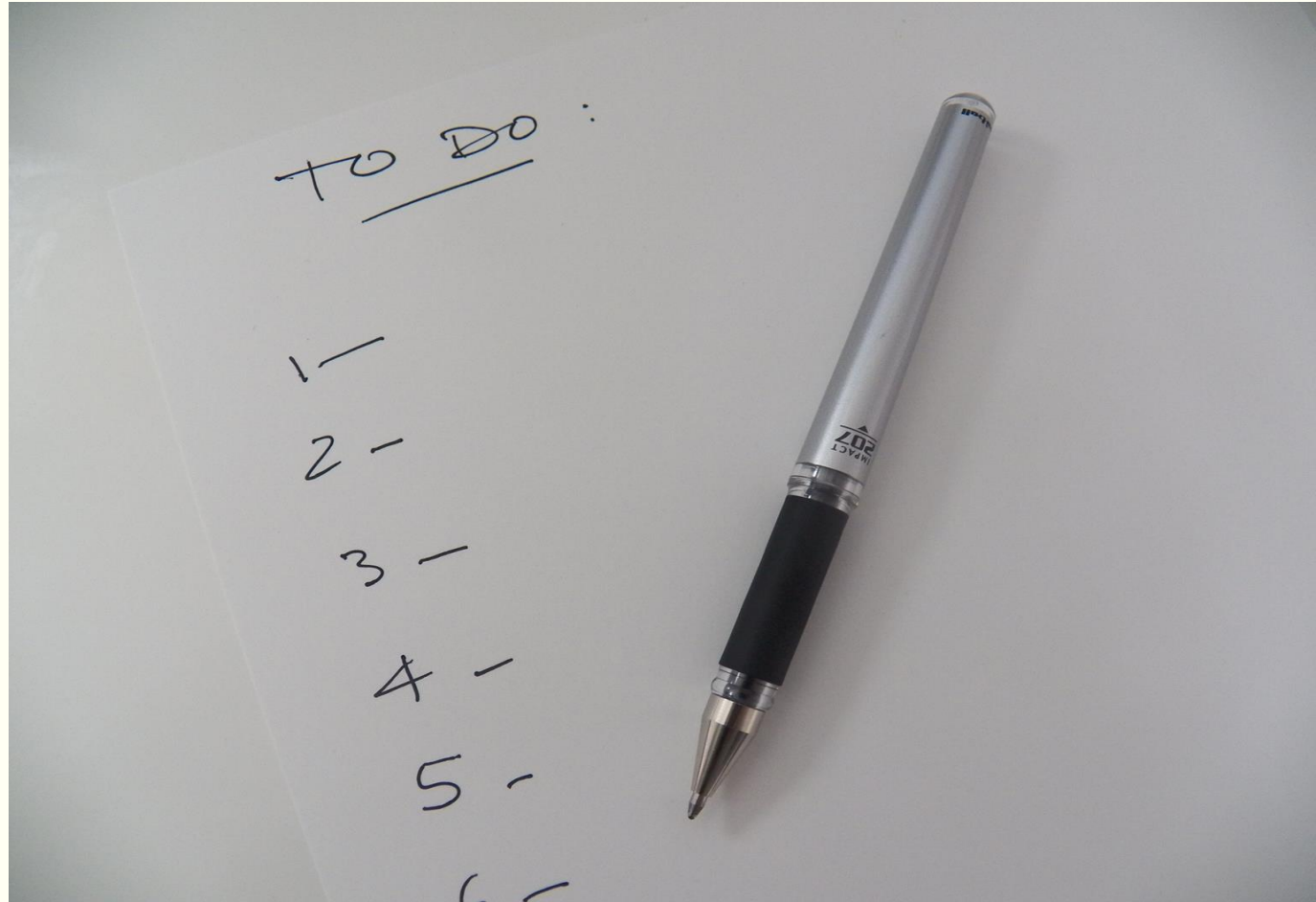# ENROLLMENT REPORTING

An Overview

Today's Focus

- Who

- What

- Why

- When

- How

Who's Involved

- NSLDS
- Schools
  - Enrollment reporting contact
  - Enrollment Reporting Servicer used by school
- Students

Who

- NSLDS roster includes students with
    - FFELP or Direct Loans
    - Federal Perkins Loans.
    - Federal Pell Grants
    - TEACH Grants
    - Academic Competitiveness Grants (ACG)
    - SMART Grants
    - Students on whose behalf a parent borrowed Parent PLUS loans

Who

- Student on roster because
  - COD reported school as enrollment location for student at time of disbursement
  - Federal Loan Servicers, Guaranty Agencies, or Perkins Schools reported school for student
  - School previously certified enrollment data for student
  - Student reported enrollment on NSLDS Student Access website
  - Online user used "Enrollment Push to Roster" function on NSLDSFAP website
  - Student added by school
    - Transfer Student Monitoring
    - Financial Aid History request

Who

- Adding students to roster
  - Add to batch file
  - NSLDSFAP website
    - report using Enrollment Maintenance page
    - spreadsheet upload option

What

- Location/Campus
- Programs
  - CIP code
  - Unique program
- Report
  - Student details
  - Campus-Level enrollment data
  - Program-Level enrollment data
  - Email address

What

- Student details to report
  - Name
  - Social Security Number
  - Address
  - Email address
  - Phone number
- Student identifiers and data conflicts

What

- Student campus-level enrollment details to report
  - Enrollment status
  - Enrollment effective date
  - Anticipated completion date
  - Certification date
  - Term begin and end dates
  - OPEID number
  - Move to OPEID.
  - Campus-Level record also includes student detail
    - SSN
    - Name
    - Date of birth
    - Address
    - Phone number

What

- Student program-level details to report
  - Student SSN
  - OPEID number
  - CIP code
  - Program credential level
  - Published program length
  - Published program length measurement
  - Weeks in Title IV academic year
  - Program begin date
  - Special program indicator
  - Program enrollment status
  - Program enrollment effective date

Why

- Required by federal regulation for all schools participating in Title IV aid
- Protects rights of borrowers by ensuring loan interest subsidies based on accurate enrollment data
- Ensures loan repayment dates accurately based on LDA
- Allows in-school deferments to be automatically granted using NSLDS enrollment data
- Provides critical data about effectiveness of Title IV aid programs
  - completion data
- Ensures taxpayers dollars are used appropriately

Why

- 150% Direct Subsidized Loan Limit
  - Enrollment reporting used to determine if borrower
    - Graduated before exceeding the 150% limit
      - Qualifying for protection of their interest subsidies, **or**
    - Exceeded the 150% limit
      - Losing eligibility for interest subsidies
  - School reports change to student's enrollment, then NSLDS
    - Recalculates student's 150% limit; **and**
    - Determines if subsidy is
      - lost; **or**
      - protected

Why

- Importance of accurate, timely, and complete enrollment data
- Federal Regulations
  - Direct Loans 34 CFR 685.309(b)
  - FFELP Loans 34 CFR 682.610(c)
  - Perkins Loans 34 CFR 674.33(g)
- Additional guidance in IFAP website
  - NSLDS Enrollment Reporting Guide
  - NSLDS Newsletters
  - FSA Electronic Announcements

When

- Schools required to certify enrollment for all students on roster
    - at least every 60 days; **and**
    - within 15 days of date roster file sent to school or its third-party servicer
- Schools must correct errors within 10 days of file receipt
- Report changes to student enrollment and program changes as soon as possible

When

- Notifications
    - Late roster
    - Compliance
- Special circumstances

How

- Methods
  - NSLDSFAP web pages
  - Spreadsheet submitted through NSLDSFAP
  - Batch file submission
- Managing the NSLDS Enrollment Reporting process requires both
  - Batch enrollment update access
    - Student Aid Internet Gateway (SAIG) to transmit enrollment files electronically; **and**
  - Online enrollment update access
    - Provides access to NSLDSFAP website
    - Process can be managed entirely online

How

- Enrollment reporting online
  - Enrollment update
  - Enrollment maintenance
  - Enrollment spreadsheet submittal
- Enrollment reporting batch process
  - Batch file types
  - Record types
  - Bundle concept

How

- Reporting enrollment for distance education programs
  - School must have policy for determining student enrollment status

How

- Use of Enrollment Reporting Servicer
  - School still has primary responsibility for
    - Timely, accurate, and complete responses to enrollment reporting roster files; **and**
    - Timely reporting of any changes in an individual student's enrollment status .
  - School must maintain proper documentation
  - School can see roster schedule on NSLDSFAP website
    - Enrollment Reporting Profile page
  - NSLDS sends roster to designated servicer
    - School, not servicer, notified if response not received in timely manner

How

- Use of Enrollment Reporting Servicer (cont'd)
  - A member of school must have an FSA User ID with online enrollment update capabilities to allow school to make immediate enrollment updates to the NSLDSFAP website to ensure timely
    - Conversion to repayment without loss of grace period
    - Documentation of enrollment for automatic granting of in-school status or deferments
    - Reporting students transferring into the school
    - Reporting of enrollment if servicer relationship changes

Let's Recap

- Who

- What

- Why

- When

- How
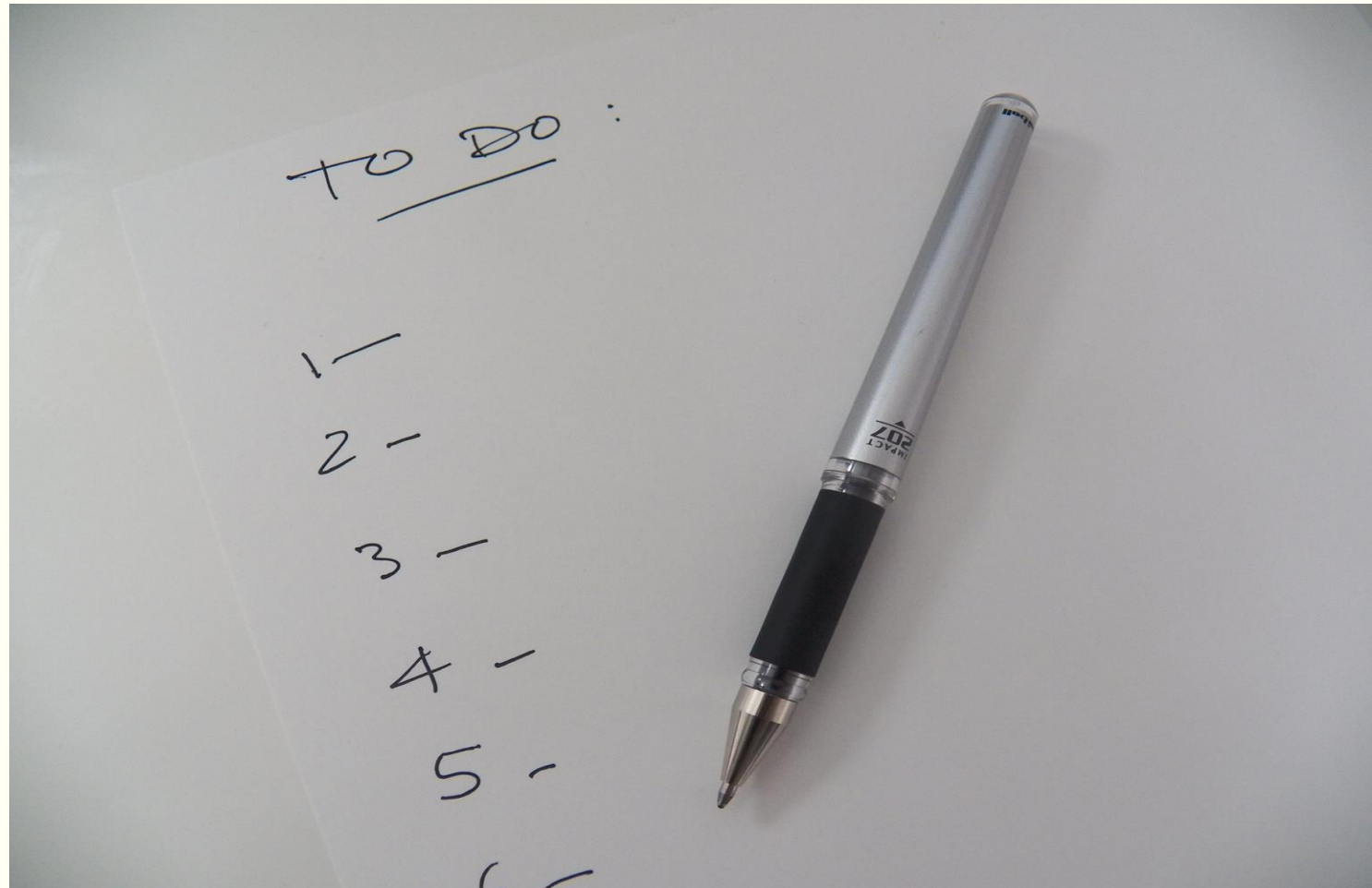
Resources

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