



CHIEF OPERATING OFFICER

September 23, 2011

Dear College President:

As you may know, the U.S. Department of Education (Department) published final regulations on October 29, 2010, requiring institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, as amended, to report certain information about students who enrolled in Title IV-eligible educational programs that lead to gainful employment in a recognized occupation. These final regulations became effective on July 1, 2011.

We appreciate that these requirements have generated additional workload for college officials, and we take that very seriously. At the same time, we need to balance those concerns against the need to ensure that students are well served by the federal financial aid programs. The end result of these reporting requirements will be the availability of valuable information to students, parents, and college officials. It will also provide stronger standards that will promote better student outcomes.

On September 26, 2011, institutions may begin reporting the required gainful employment information to the Department's *National Student Loan Data System* (NSLDS). We will accept institutional data submissions through November 15, 2011.

The gainful employment reporting regulations require the submission of information that likely resides in several institutional offices, not just in the financial aid office. This includes information that may be from the registrar's office, the bursar's office, the technology office, and other institutional offices. We also recognize that these offices may not be familiar with some of the concepts, terminology, systems, and processes associated with the administration of the Title IV student financial assistance programs. Because of this, I encourage you to promote coordination among those offices at your institution responsible for complying with this reporting requirement.

To ensure that all institutions that participate in the Title IV student assistance programs have easy access to the most current information on the new gainful employment regulatory requirements and the Department's implementation plans, we established on our Information for Financial Aid Professionals (IFAP) website a special Gainful Employment Information Page: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>. This webpage contains resources such as the final regulations, guidance, frequently asked questions, the *NSLDS Gainful Employment User Guide*, and training announcements.

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The webpage also contains extensive information on the gainful employment reporting requirements, including data definitions, file layouts, and submission methods, options, and requirements. If your staff has questions about the gainful employment regulatory requirements, we encourage them to review not only these materials but also webinars that we have presented and that are posted in the Training Section of the gainful employment webpage.

Finally, I would like to note that we recently announced we will be conducting a webinar on October 13, 2011, on the gainful employment reporting requirements. Information about the webinar can be found on our IFAP website at <http://ifap.ed.gov/dpcletters/ANN1120.html>. Some of your staff may be interested in participating in this webinar to increase their understanding about these issues.

We appreciate the efforts of everyone at your institution and know that you share our commitment to maintaining the utmost integrity in the administration of the Title IV Programs. Thank you for your continued cooperation.

Sincerely,

/S/

James W. Runcie
Chief Operating Officer

cc: Institutional Financial Aid Administrator