

Student Aid Internet Gateway (SAIG) Enrollment Form



**F E D E R A L
S T U D E N T A I D**

We Help Put America Through School

October 2003

Enrollment to Participate in the U.S. Department of Education's Student Aid Internet Gateway (SAIG)

About Enrollment

“We” and “us” refer to the *U.S. Department of Education (ED, Department)* in this form. “You” and “your” refer to the organization applying to participate.

This enrollment process can enable you to receive, transmit, view, and update student financial aid data available through ED's *Student Aid Internet Gateway*, referred to as *SAIG*. There are no deadlines for submitting this application. After you enroll, we will automatically continue your active enrollment from year to year, unless you tell us otherwise.

The following entities are eligible to enroll in SAIG:

- postsecondary schools that participate in federal student financial aid programs,
- organizations that provide services to these schools (third-party servicers),
- guaranty agencies for student loans, and
- lenders or their servicers for the Federal Family Education Loan (FFEL) Program

Through this enrollment process, you also can add and change information about yourself and your organization. To add and change information, check Step 1, Question 1, Box C on page 7; fill in the information that has changed for any questions in Steps 1 and 2; complete Steps 3 and 4; and send your application to the address below.

You may photocopy this form, but you must always send us original signatures for Step 3 and Step 4. **We will not accept photocopied or stamped signatures.**

At the end of this form you will find a glossary that will assist you in understanding many technical terms and acronyms commonly used in relation to the Title IV student financial aid programs. The first usage of any term found in the glossary is *italicized* in this document.

Send your completed enrollment form to:

CPS/WAN Technical Support
P.O. Box 4229
Iowa City, Iowa 52244-4229

or overnight to:

CPS/WAN Technical Support
2400 Oakdale Blvd.
Coralville, IA 52241

This form can also be completed on-line at www.fsawebenroll.ed.gov.

General Information

By enrolling your organization in SAIG, you will be able to exchange information electronically with the U.S. Department of Education. Many student financial aid services can be accessed via the SAIG. You must determine which services are needed by your school or organization and enroll appropriate individuals as *destination point administrators (DPAs)* for the specific services that you want them to access. When you enroll a new DPA, a destination point will be established with an assigned “TG” number that identifies the DPA's destination point on the SAIG.

Only one *destination point* can be established to exchange each type of data available through the *Central Processing System (CPS)*, except initial applicant data can be submitted by two destination points (see Question 8). Similarly, only one destination point each can be established for campus-based program report data (see Question 9), Cohort Default Rate Notification Package (see Question 11), Federal Perkins Loan batch data (see Question 10), and Federal Pell Grant Program (see Question 14). However, multiple individuals can be given access to these destination points (see Enclosure B). Destination points that include access to the *National Student Loan Data System (NSLDS)* data can be used for other services, however only the DPA for that destination point can use that destination point to access NSLDS on-line (see Question 12).

You may enroll destination point administrators with their own destination points (mailboxes) for each service or function, or you may combine services and functions through a single destination point administrator (DPA) with a single destination point (DP). Many institutions find a single DPA and DP is sufficient. The number of destination points allowed is provided in the following table.

Service	Number of Destination Points Allowed
Direct Loan (All)	One
CPS, Submit Initial App. Data	Two
CPS, All Other Functions/Types	One
Pell Grant Program/Batch Files	One
Campus-Based Programs, FISAP	One
Cohort Default Rate Package, Batch	One
NSLDS, Batch Files	One
NSLDS, On-line	No Limit
Lender Reporting System (LaRS)	One

The Department's *Electronic Data Exchange (EDE)* services that can be accessed over the SAIG are:

Federal Direct Loan Program (Direct Loan Program): Participation in the Direct Loan Program, application processing, drawing and disbursing funds, and program reporting will all involve the transmission of data over the SAIG. Direct Loan schools must be enrolled on the SAIG. To enroll a DPA for a destination point with Federal Direct Loan Program data capability, complete Step 1; Step 2, Questions 6 and 7; Step 3; and Step 4.

Institution Applicant Data Service (performed by ED's Central Processing System (CPS)): Student application data including corrections can be entered and obtained over the SAIG. Student application data is received via a paper or electronic version of the *Free Application for Federal Student Aid (FAFSA)* and reported to the school via the *Institutional Student Information Record (ISIR)*. To enroll a destination point administrator with access to these services, complete Step 1; Step 2, Questions 6 and 8; Step 3; and Step 4. (Note: Only one destination point can be used to exchange data with **each** of the CPS applicant data functions, except in the case of initial FAFSA applicant data, two destination points are permitted.)

Federal Pell Grant Program: The Federal Pell Grant Program payment system allows payment and required reporting information to be exchanged electronically via the SAIG. All participants in the Federal Pell Grant Program must transmit payment and reporting data over the SAIG. To enroll for this service complete Step 1; Step 2, Questions 6 and 14; Step 3; and Step 4.

Campus-Based (CB) Programs: The CB programs, as they are collectively known, include Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), and the Federal Perkins Loan program. The application method for enrolling and participating in one or all of the CB programs is the FISAP (Fiscal Operations Report and Application to Participate). The annual submission deadline for the FISAP is October 1. To establish a destination point, please complete Step 1; Step 2, Questions 6 and 9; Step 3; and Step 4.

National Student Loan Data System (NSLDS): The NSLDS is a national database that collects and maintains individual student data (unit specific) for all federal student loan borrowers with outstanding loan balances and selected grant data. All institutions that participate in the Title IV federal student financial aid programs must have at least one destination point for NSLDS services that includes on-line Enrollment Reporting (formerly SSCR) function for updating student enrollment data, and overpayment update. **Beginning January 1, 2003, institutions must receive their cohort default rate (CDR) notification packages (eligibility letters and loan record detail report) via their SAIG mailbox.** Institutions whose CDR exceed regulatory thresholds may be subject to loss of program eligibility. Therefore, it is critical that the appropriate destination point administrator be designated for this service. To enroll a DPA with a destination point for these services, complete Step 1; Step 2, Questions 6, 10, 11, and 12; Step 3; and Step 4.

If the Department of Education has valid e-mail addresses for the President and Financial Aid Administrators of your school, the Department will be able to provide a courtesy deliver alert email message each time we distribute cohort default rate notices. Your school may provide e-mail address and other school contact information via a simple update to the Application for Approval to Participate in Federal Student Financial Aid Programs. This application is available on the World Wide Web at www.eligcert.ed.gov. Specific instructions for how to update this application with your school's e-mail address and other contact information fields are available at <http://ifap.ed.gov/eannouncements/0518Emailaddphone.html>.

Lender Reporting System (LaRS): The LaRS allows lender institutions or their servicers the option to send financial reporting information to Federal Student Aid's Financial Management System (FMS) via their SAIG mailbox.

Once we receive all necessary signatures from you, we will process your enrollment. If your enrollment was for a new TG number, we will send you your SAIG TG and customer numbers.

To participate on the SAIG your organization must use designated electronic processes. Beginning with the 1999-2000 award year, institutions must be prepared to process ED data using Mainframe, Midrange, Windows 98, Windows NT, Windows 2000, or a newer version of the Windows operation system. For more information on these and other electronic processing requirements, see the notice published in the Federal Register on December 22, 2000. If you have questions regarding any of these requirements, please contact CPS/WAN Technical Support at 800-330-5947 or send e-mail via the Internet to CPSWAN@NCS.COM.

To complete this enrollment process, you may need the following information:

- Currently enrolled organizations will need their existing TG number(s) of current destination point(s), the names of destination point administrator(s) (DPAs) or contacts, and the customer number(s). Customer numbers begin with the letter "Z".

- Postsecondary institutions will need the OPE-ID number. If your school participates in any of the federal Campus-Based programs, Pell Grant Program, and/or Direct Loan Program, you will also need the institution's FISAP Serial Number (Campus-Based ID), Pell Grant Code (Federal School Code), and/or Direct Loan Program numbers. To find these numbers, look at the reports your school has submitted for these programs in the past, your Eligibility and Certification Report (ECAR), and your institution's Program Participation Agreement (PPA). You can call ED's Case Management and Oversight at 202-377-4277.
- Guaranty agencies will need the guaranty agency (GA) code number assigned by ED. A list of active and inactive GA codes is contained in the instructions for the Guaranty Agency Financial Report -- Form 2000.
- Lenders will need the lender ID number assigned by ED. Participating lenders will find their lender ID numbers on the Lender Application Process or LaRS forms accessible via www.fp.ed.gov.
- All individuals completing this form will need the name, address, Social Security Number (SSN), date of birth, and mother's maiden name for each destination point administrator, current and new.

How Student Aid Internet Gateway Enrollment Works

By completing this application, you will be enrolling individuals as destination point administrators (DPAs) for destination points (mailboxes) on the SAIG. Enrollment is designed to secure the integrity of data that is exchanged between you and the many services accessed over the SAIG. Before beginning to complete the application, you should determine the SAIG services that your organization must access, the appropriate people who need to interact with those services, and the number of destination points required.

Each destination point must be assigned an individual to serve as its DPA. Except in the case of some NSLDS services, the DPA can give access to the enrolled services of a destination point to multiple individuals called SAIG users (see Attachment B). You should make additional copies of Steps 2-4 to accommodate the total number of DPAs you seek to enroll or update.

Example

A common enrollment for a school financial aid office that participates in Pell Grant, the campus-based programs, and the Federal Family Education Loan Program includes two destination point administrators (DPAs) with assigned mailboxes (destination points) that are identified on the network by the TG numbers. The first DPA (DPA-1) is responsible for nearly all of the electronic transmissions across the SAIG. DPA-1 and the assigned destination point (mailbox) is set up to send and receive data related to the FAFSAs and ISIRs (CPS), Pell Grant payments, FISAP reporting, and NSLDS (reporting and on-line functions). DPA-1 may allow others to access all the services accessible through his/her mailbox, except the on-line NSLDS functions. Therefore, the school enrolls a second individual as a DPA (DPA-2) with a second destination point so that a second individual can access NSLDS on-line.

Where permitted, the destination point administrator will determine the SAIG users allowed access to that destination point. The DPA must enforce the security requirements as outlined in the SAIG User Statement (see Attachment B); including the completion and maintenance of this statement(s). Your President/CEO/Chancellor, the equivalent, or designee must certify that each DPA has developed secure procedures in compliance with the security requirements for permitting other people to use his/her destination point (see Step 4). The DPA also must complete a profile for each SAIG user within the EDconnect software used to connect to SAIG. See EDconnect Help Text for instructions.

Note: If you want to cancel the enrollment of any DPAs, send a letter on organization letterhead identifying the TG numbers that you want cancelled. The letter should be mailed to CPS/WAN Technical Support, P.O. BOX 4229, Iowa City, IA 52244-4229.

Instructions for Completing Enrollment

Before you begin, make copies of Steps 2 through 4 for each destination point administrator (DPA) you are enrolling or providing new information.

Step One

Step One collects information about your organization.

1. This enrollment form can be used for multiple purposes. You may use the enrollment form to enroll new participants on SAIG such as a newly eligible school or a third-party servicer or lender that has never used SAIG for any reason. You can also use the enrollment form to change or to add information about an existing destination point administrator (DPA) or destination point (DP), and to add destination points for an already enrolled organization.

Check “A, initial application” if you are a first-time participant.

Check “B” if your organization is enrolled on SAIG and you want to add a destination point. Provide the customer number of your organization.

Select “C” if your organization is enrolled on the SAIG and you want to change or add any information about an existing destination point. Fill in the information that has changed for any questions in Steps 1 and 2; and complete Steps 3 and 4. If you are uncertain of what to complete, call CPS/WAN Technical Support at 1-800-330-5947.

2. Provide the name of your organization as you would like it to appear on all SAIG correspondence. (The limit is 35 characters, including letters and spaces.)
3. Check the appropriate box to indicate the type of organization.
4. Check the appropriate box to indicate if you will be using a personal computer, a mainframe system, or both to send and receive transmissions via the SAIG.
5. Each school must identify a single individual responsible for receiving any correspondence for SAIG services. If you have provided a customer number in Question 1 and there are no changes in the identifying information requested in Question 5 for the individual receiving the information, skip this question and go to Question 6. If you do not have a customer number, or you need to change any of the information associated with your current customer number, complete all the information requested in Question 5.

If you have any questions about completing your application, please call CPS/WAN Technical Support:

1-800-330-5947

Step One: Please provide the following information.

1. Is this an initial application or are you changing/adding information to your destination point?

- A. initial application
- B. adding a new user for customer Number Z _____
(Answer all questions.)
- C. change information for existing destination point/mailbox with TG _____
(Read instructions carefully.)

2. What is the name of your organization? _____
(maximum 35 characters)

3. Please indicate your type of organization.

- postsecondary school
- third-party servicer
- guaranty agency for student loans
- lender/servicer for the FFEL Program

4. Please indicate if you will use a personal computer, a mainframe, or both to access SAIG.

- personal computer
- mainframe
- both

5. Who should receive correspondence? Do not answer this question if you provided a customer number in Question 1B.

Name _____

Business address _____

Business address _____

City _____ State _____ Zip _____ Country _____

Area code/phone (____) _____ Area code/fax (____) _____

Office Use Only
Customer number _____
TG number _____

Step Two

In Step Two you will identify the destination point administrator (DPA) you want to enroll or for whom you are changing or adding information. You should make additional copies of Steps 2-4 for each DPA you are enrolling or updating information.

6. All information must be provided for each destination point administrator you wish to enroll for the organization you identified in Question 2. This information will be used to authenticate a user's identification when a password change is requested .

7. If your organization participates in the Federal Direct Loan Program and the destination point administrator identified in Question 6 will be assigned to submit and receive Federal Direct Loan Program data, please identify the years that the DPA in Question 6 will need to access Direct Loan data. Also, please provide the school's Direct Loan code. If the DPA is already enrolled and you are only updating information for that DPA, provide the TG number for that DPA's destination point.

8. A. If this DPA will be sending and receiving student applicant data (FAFSAs and ISIRs), complete all required information including the *Federal School Code* (formerly called "Title IV Code").

If this enrollment is for a DPA that will not be involved in any CPS applicant data transmissions, go to Question 9.

Step Two: Tell us about each destination point administrator at your organization.

6. Complete the following information for each destination point administrator you wish to designate at your organization. Each destination point administrator will be assigned a destination point with an identification number (TG number).

Note: Photocopy Steps Two, Three, and Four BEFORE completing the information if you are designating more than one destination point administrator and or need more than one destination point.

A. Name _____
 Business address _____
 Business address _____
 City _____ State _____ Zip _____
 Area code/phone (_____) _____ Area code/fax (_____) _____
 E-Mail Address: _____
 Social Security Number _____ Date of birth _____ 19 _____
(maximum 70 characters)
(month) (day) (year)
 Mother's maiden name _____

7. A. Do you want this destination point to **submit and receive** Direct Loan information?

Yes, for 2003-2004 Yes, for 2004-2005 No

If yes, for which school?

Name of school _____
 Business Address _____
 Business Address _____
 City _____ State _____ Zip _____

If you are completing this form for an existing DPA, provide the TG Number: _____

What is your Direct Loan Code? _____

- B. Do you want this destination point to receive the Direct Loan Borrower Delinquency Report?

Yes No, go to Question 8.

If yes, check the appropriate boxes. Report Format Data Format Both

If you are completing this form for an existing DPA, provide the TG Number: _____

What is your Direct Loan Code? _____

8. Do you want this destination point to **submit and/or receive** data with the Central Processing System (CPS)?

Yes No, go to Question 9.

A. **If yes, for which school?**

Name of school _____
 Federal School Code _____
 Check if address is same as in Question 6. Go to Question 8-B.
 Check if applying for an assigned code (for authorized branch campuses only)
 Business address _____
 Business address _____
 City _____ State _____ Zip _____

Office Use Only

Customer number _____
 TG number _____

Question 8 continues on the next page.

8. B. Check the boxes for the award years this DPA should receive the applicant data you check in Question 8- C.

C. Check the boxes for the CPS applicant data function you want this DPA to receive and submit. If you are completing this form for an enrolled DPA, provide the TG number of the destination point already assigned to this DPA to which this data will be sent. Remember, one destination point can be used for **each** function, and that up to two destination points can be used to submit initial application data. However, it is not necessary to have multiple destination points. You may choose to have a single destination point for all SAIG services, including all CPS functions.

9. If you participate or expect to participate in Federal Work-Study, Federal Supplemental Educational Opportunity Grant, and/or Federal Perkins Loan program(s), **and** the destination point administrator for whom you are completing this enrollment form will be administering the destination point for the FISAP, then complete Question 9. Otherwise, go to Question 10.

If you currently participate in any of the federal campus-based student aid programs, provide your campus-based programs serial number. You will find the serial number on your most recent FISAP report. Next, provide the TG number of the destination point you wish to use to exchange FISAP data.

Fill in the name of the school. If the address of the school has not already been provided in Question 6, provide all the requested address and telephone number information.

10. A. If you want the destination point administrator you are enrolling to receive any batch file data from NSLDS, you must complete Question 10.

Step Two: Tell us about each destination point administrator at your organization (continued).

8. B. **For which award years?** (Check one or both.)

(cont'd.) Yes, 2003-2004 Yes, 2004-2005

C. **If yes, which destination point (TG number) will be transmitting and receiving data?**

- all of the following **to the same destination point** TG _____
- initial applications* (initial FAFSAs) TG _____ TG _____
- corrections (FAFSA corrections) TG _____
- ISIRs TG _____

D. If ISIRs are selected, choose delivery option (available for 2004-2005 ISIR data only):

ISIR Delivery: daily by request

*Data for initial FAFSA applications may come from two different TG numbers. All other CPS data must be exchanged through a single destination point.

9. Have you participated in or intend to participate in the Campus-Based (FWS, FSEOG, Perkins) Programs?

- Yes No, go to Question 10.

If yes, please...

Provide the serial number. 00 _____
Provide the name of the school. _____

Identify the award year(s) that you have participated in or intend to participate in the Campus-Based programs and the TG number that is responsible for that year.

(If you are a new school, ONLY select the 2004-2005 award year and leave the TG number blank)

__ 2002-2003 TG _____
__ 2003-2004 TG _____
__ 2004-2005 TG _____

*Requests for FISAP serial numbers are only accepted from July 1st through December 31st of each calendar year. Requests submitted outside this period will not be processed.

- Please check this box if the mailing address for Campus-Based material is the same as in Question 6 and skip to question 10.

If your mailing address for Campus-Based is different from Question 6, please provide...

Business address _____

Business address _____

City _____ State _____ Zip _____

10. Do you want this destination point to **submit and receive** any of the following NSLDS batch files?

- Financial Aid History/Transfer Student Monitoring -Enrollment Roster Files (formerly SSCR)
-Perkins Loan data -GA Loan Data

- Yes No, go to Question 11.

Office Use Only

Customer number _____
TG number _____

Question 10 continues on the next page.

10. B. In Question 10-B, check the boxes for the batch files you want this DPA to receive. If this DPA already has a destination point, provide the TG number here. Please provide the date on which this DPA will begin responsibility for the sending or receiving of NSLDS data. Indicate whether this DPA's destination point will receive Enrollment Roster files (formerly SSCRs) and/or Perkins Loan data, or GA Loan data (only GAs enroll for this service), over the SAIG or by mailed magnetic tape. If magnetic tape is used, provide the Contact's name and complete telephone number, including area code. Financial Aid History/Transfer Student Monitoring Batch can only be processed via the SAIG. Select this option if you want the DPA to send/receive Financial Aid History/Transfer Student Monitoring data.

Step Two: Tell us about each destination point administrator at your organization. (continued)

10. A. If yes, for which school, guaranty agency (GA), or lender?

(cont'd.)

Name _____
 School OPE-ID _____ GA Code _____ Lender ID Number _____
 Check if address is same as in Question 6. Go to Question 10-B.
 Business address _____
 Business address _____
 City _____ State _____ Zip _____

B. If yes, which information?

Financial Aid History/Transfer Student Monitoring TG _____

Enrollment Roster Files (formerly SSCR) Effective Date of Action _____/_____/_____
Will this destination point administrator transmit files to and from NSLDS via SAIG electronic mailbox or on magnetic tape?
 SAIG electronic mailbox (required method for schools) TG _____
 magnetic tape (specify type) 3480 Cartridge 800 BPI Reel 1600 BPI Reel 6250 BPI Reel
If tape, who should we contact if we receive damaged tape?
 Name _____ Area code/phone (_____) _____

Perkins Loan data Effective Date of Action _____/_____/_____
Will this destination point administrator transmit files to and from NSLDS via a SAIG electronic mailbox or on magnetic tape?
 SAIG electronic mailbox TG _____
 magnetic tape (specify type) 3480 Cartridge 800 BPI Reel 1600 BPI Reel 6250 BPI Reel
 (magnetic tape is available only to servicers)
If tape, who should we contact if we receive damaged tape?
 Name _____ Area code/phone (_____) _____

Batch GA Loan data Effective Date of Action _____/_____/_____
Will this destination point administrator transmit GA Loan data to and from NSLDS via a SAIG electronic mailbox or on magnetic tape?
 SAIG electronic mailbox TG _____
 magnetic tape (specify type) 3480 Cartridge 800 BPI Reel 1600 BPI Reel 6250 BPI Reel
If tape, who should we contact if we receive damaged tape?
 Name _____ Area code/phone (_____) _____

Office Use Only

Customer number _____
 TG number _____

11. Identify the destination point administrator you are enrolling to receive Cohort Default Rate Notification packages (eligibility letter and loan record detail report) from NSLDS. Your main campus (OPE-ID ending in '00') must sign up for this service.
12. If this destination point administrator will have on-line access to student data available on NSLDS, check the boxes to indicate the specific information type(s) you want this DPA to access.

On-line Default Services automatically given to users are:

Loan History	Enrollment Reporting Schedule
Pell Grant	Data Provider Schedule
Enrollment History	Student Repayment History
Overpayment History	Various Online Reports
Organization Contacts	

If this DPA will access information for a school as its third-party servicer, provide the school's name and OPE-ID number.

If this DPA will access NSLDS as a guarantor or lender, provide the numeric, three-digit GA code or the numeric six-digit lender ID number, as appropriate.

Step Two: Tell us about each destination point administrator at your organization (continued)

11. Destination Point for receipt of Cohort Default Rate Notification Package
Name of school _____
School OPE-ID _____
 Check if address is same as in Question 6.
Business address _____
Business address _____
City _____ State _____ Zip _____
Effective Date of action _____
Which TG number will be receiving the CDR Notification Package? TG _____
If the destination point is a third party servicer, provide servicer name: _____

12. **IMPORTANT:** Only the destination point administrator is permitted to use his or her destination point for access to the on-line National Student Loan Data System (NSLDS) information listed in this question. Permission to use this destination point for on-line NSLDS CANNOT be granted to anyone else.

NSLDS offers a variety of on-line functions which are automatically given to all users. These functions are listed in the instructions for Question 12.

If you want this destination point administrator to update online any of the following NSLDS information, indicate below which NSLDS information you want this DPA to access . (NSLDS will send the DPA a separate ID and password.)

- Enrollment Update
- Overpayment Update
- GA Loan Online Update
- Default Services

If no, go to Question 13.

Which TG number will be accessing on-line data? **TG** _____

If you are a school, what is your OPE-ID number? _____

If you are a guaranty agency, what is your GA Code? _____

If you are a FFEL Program lender, what is your lender ID number? _____

If you are a third-party servicer, for which school (include OPE-ID) do you need on-line NSLDS access?

(School name)

(School OPE-ID number)

Office Use Only
Customer number _____
TG number _____

13. If you want this destination point to submit data to the quarterly Lender Reporting System, then complete Question 13. (Initial applicants will not need to answer Question 13-B.). Otherwise, go to Question 14.
14. If you want this destination point to receive and submit Pell Grant Payment data, then complete Question 14. Otherwise, go to Step 3.

13. Do you want this destination point to submit data to the quarterly Lender Reporting System (LaRS)?

Yes No, go to Question 14

A. If yes, for which lender/servicer?

Name of lender/servicer _____

Lender/Servicer Code _____

Check if address is same as in Question 6.

Business address _____

Business address _____

City _____ State _____ Zip _____

B. Which destination point (TG number) will be submitting the data?

TG _____

14. Do you want this destination point to submit and/or receive pell payment data?

Yes No, go to Question 15

A. If yes, for which school?

Name of school _____

Federal School Code _____

Check if address is same as in Question 6.

Business address _____

Business address _____

City _____ State _____ Zip _____

B. For which award year? (Check when you want services to begin)

2002-2003 2003-2004 2004-2005

C. Which destination point (TG number) will be transmitting and receiving data?

TG _____

Office Use Only
Customer number _____
TG number _____

Step Three

Step Three collects the required agreements from the destination point administrator identified in Step Two.

Each destination point administrator must read and sign this statement. The original signature form must be attached to your completed enrollment form and submitted to CPS/WAN Technical Support, P.O. Box 4229, Iowa City, Iowa 52244-4229. A copy of each signed and dated statement must be maintained by your organization. Once we receive all necessary signatures from you, we will process your enrollment. If your enrollment was for a new TG number, we will send you your SAIG TG and customer numbers.

Step Three: Responsibilities of the Destination Point Administrator.

Each SAIG destination point administrator must read and sign this statement and keep a copy on file.

1. Responsibilities of the destination point administrator.

- The destination point administrator must maintain a profile within the EDconnect software and a SAIG User Statement for anyone who has permission to use his or her destination points. (See the EDconnect Help Text for instructions about how to create and maintain these profiles. See Attachment B of the SAIG enrollment document for the user statement.)

IMPORTANT: Only the destination point administrator himself or herself is permitted to use the National Student Loan Data System (NSLDS) destination point that has the information listed in Question 12 on page 15. Permission to use this destination point for NSLDS CANNOT be granted to anyone else.

- The destination point administrator will use software provided by ED to monitor his or her SAIG destination point. This software will keep track of who is using the destination point, what information is being used, the date and time, and the batch number (if applicable).
- Use of SAIG is subject to monitoring, recording, and periodic auditing to ensure that resources are functioning properly and to protect against unauthorized use. By using SAIG, the destination point administrator is expressing consent for such monitoring, recording, and auditing, and is acknowledging that information gained in this manner may be disclosed to an appropriate third party (for example, law-enforcement personnel).

2. Appropriate use consists of the following:

- Using SAIG computing resources for official government business. (Any other use must be approved by the U.S. Department of Education.)
- Protecting all SAIG information from access by or disclosure to unauthorized personnel.
- Prohibiting password sharing and the sharing of system access and any tools that allow access to SAIG. (These tools are called “authenticators.”)
- Accessing only systems, networks, data, control information, and software for which the destination point administrator is authorized.
- Knowing procedures for sanitizing stored information (for example, overwriting disks that contain sensitive information before reuse).
- Informing SAIG management when the destination point administrator no longer needs access to a SAIG resource, such as when the destination point administrator changes jobs or leaves employment.

3. Agreements

- The destination point administrator understands that if he or she intentionally submits false or misleading information to the U.S. Department of Education, he or she will be subject to a fine up to \$10,000, imprisonment for up to five years, or both, under provisions of the United States Criminal Code (including 18 U.S.C. 1001). The destination point administrator also agrees to comply with all provisions of Section 483 of the Higher Education Act of 1965, as amended.

4. Privacy Act Statement

- The information provided to the destination point administrator by the U.S. Department of Education is protected by the Privacy Act of 1974, as amended. Protecting this information, once it is entrusted to the destination point administrator, becomes his or her responsibility. Therefore, the destination point administrator agrees to protect the privacy of all information that has been provided to the destination point administrator by the U.S. Department of Education. The destination point administrator understands that any person, including himself or herself, who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and may be fined not more than \$5,000.

Destination point administrator's name _____ <small>(printed name)</small>	
Signature _____ <small>(must match name in Question 6 - original signature must be submitted)</small>	Date _____
Name of school, agency, or third-party servicer _____	

Office Use Only
Customer number _____
TG number _____

Step Four

Step Four collects the required authorization from your organization to process the enrollment information for the destination point administrator you've identified in Step 2.

If the President, CEO, Chancellor or equivalent person wishes to designate another person to be the responsible authorizing official, then Section 1 must be completed. **This designation needs to be completed only once.**

For each destination point, the chief officer of the organization (President, CEO, Chancellor, equivalent person, or Designee) must sign Section 2, the responsibility statement. If your organization is a third-party servicer acting on a school's behalf, both the school's chief officer and your organization's chief officer must sign. The original signature form must be attached to your completed form and submitted to the SAIG at the address on page 2. A copy of each signed and dated statement must be maintained by your organization.

Step Four: Certification of the President/CEO/Chancellor, or equivalent position, or designee.

1. Designation of Authorizing Official

- You hereby designate _____-Title _____, to be your responsible authorizing official for all future SAIG Enrollment forms. All responsibilities of the President/CEO/Chancellor, or equivalent position shall be carried out by this designee. You agree to assume the responsibility for such actions associated with this and future enrollment agreements. This designation is effective as of the date signed below. If you wish to designate to have someone other than your President, CEO, or Chancellor to sign your SAIG Enrollment forms, you may do so by having the President, CEO, or Chancellor complete and sign Box 1 and have the person that they have appointed to be the designee complete and sign Box 2.

School President/CEO/Chancellor, or equivalent position _____		Box 1
(printed name of President/CEO/Chancellor or equivalent person)		
Title _____		
(printed title - Required)		
Signature _____	Date _____	
(original signature must be submitted)		

2. Responsibilities of the President/CEO/Chancellor, or Equivalent Person or Designee.

As the President/CEO/Chancellor, equivalent person, or designee, you further certify that:

- the name of every person who is a SAIG destination point administrator is included in this application (or is already on file with SAIG),
- you will immediately notify the CPS/WAN technical support in writing when any person no longer serves as a SAIG destination point administrator or as the designated authorized official,
- you will not permit unauthorized use or sharing of SAIG passwords or codes that have been issued to your or to anyone else in your organization,
- each person who is a SAIG destination point administrator for your school, agency, or organization has read and understood the responsibilities in Step Three,
- each person who is a SAIG destination point administrator for your school, agency, or organization has signed a copy of "Step Three: Responsibilities of the Destination Point Administrator" and that a copy of Step Three with an original signature has been sent to us, and
- each person who is a SAIG destination point administrator for your school, agency, or organization has made a copy of the signed Step Three document for his or her own files.

Authorized Official _____		Box 2
(printed name of Authorized Official)		
Title _____		
(printed title - Required)		
Signature _____	Date _____	
(original signature must be submitted)		
Name of school or agency _____		

If you are a third-party servicer acting on a school's behalf, you must read and sign this certification.

Authorized Official _____		Box 3
(printed name of Authorized Official)		
Title _____		
(printed title - Required)		
Signature _____	Date _____	
(original signature must be submitted)		
Name of Third Party Servicer _____		

U.S. Department of Education authorizing Signature:

Signature _____

Office Use Only

Customer number _____
TG number _____

Glossary

Award Year. Spans from July 1 of a year through June 30 of the next year. For the Federal Pell Grant and campus-based programs, eligible students are paid out of funds designated for a particular award year, such as the 2003-2004 award year (July 1, 2003 through June 30, 2004).

Campus-based Programs. The Federal Perkins Loan, Federal Work-Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) programs are often collectively referred to as the campus-based programs because the funds for these programs are awarded directly to the school for awarding and administration.

Central Processing System (CPS). ED's application data processing facility. The CPS uses student information from the *Free Application for Federal Student Aid (FAFSA)* to calculate the student's official Expected Family Contribution (EFC), creates and transmits to schools the *Institutional Student Information Record (ISIR)*, and prints and mails to the student the *Student Aid Report (SAR)*.

Common Origination Disbursement (COD). Processes Direct Loan and Pell data.

Destination Point. An electronic mailbox that physically transmits and receives financial aid data via the SAIG. Every destination point is administered by a destination point administrator (DPA) and has an electronic mailbox number that begins with the letters "TG." (See *Destination Point Administrator*.)

Destination Point Administrator (DPA). An individual representing an organization involved in the administration of Title IV student financial aid programs, (such as a postsecondary institution, FFEL lender, FFEL guaranty agency, third-party servicer, or software provider) who is enrolled on the SAIG and assigned a destination point. To enroll as a DPA on the SAIG, an organization's representative must complete and submit for processing the Enrollment Form to Participate in the U.S. Department of Education's Student Aid Internet Gateway. (See *Destination Point*.)

EDconnect. ED's telecommunications software that allows PC users to send and receive data via the SAIG.

EDExpress. A software product provided by ED that allows institutions to enter, edit, manage, and report Title IV student financial aid application data and Federal Pell Grant payment data. This software also has functions that institutions can use to package financial aid awards, originate Direct Loans, and print Direct Loan promissory notes.

Electronic Data Exchange (EDE). The ED-sponsored program that allows participating destination points to exchange electronically federal student aid applicant data, and Direct Loan data, for the SAIG.

Enrollment Reporting (formerly SSCR). Report completed by schools or their servicers and used in the administration of the Federal Family Education Loan Program to track the enrollment status of borrowers.

Free Application for Federal Student Aid (FAFSA). The application that the student must file to apply for aid from

any Title IV program, including the FFEL and Direct Loan programs. The FAFSA is printed and distributed free of charge by the U.S. Department of Education. Students can also apply electronically by using FAFSA on the Web (<http://www.fafsa.ed.gov>) or FAFSA Express.

FISAP. The annual report institutions file to report on their use of campus-based program funds for the most recently completed award year and to apply for new funds for an upcoming award year.

Guaranty Agency (GA). An organization authorized by the U.S. Department of Education to administer the federal guarantee that Federal Family Education Loans will be repaid.

Institutional Student Information Record (ISIR). The ISIR and the Student Aid Report (SAR) are federal output documents produced by the CPS from FAFSA data. The SAR is sent to the student, while the ISIR is sent to the student's school. SARs and ISIRs contain the same processed student information in different formats.

Lender Reporting System (LaRS). The LaRS allows lender institutions or their servicers the option to send financial reporting information to Federal Student Aid's Financial Management System (FMS) via their SAIG mailbox.

National Student Loan Data System (NSLDS). A national database of student loan-level information and selected grant data on aid disbursed under the Title IV programs.

Student Aid Report (SAR). The federal output document produced by the CPS and mailed to the student. The SAR contains the family's information and other information as reported by the student on the FAFSA.

Social Security Number (SSN). Number assigned to an individual by the U.S. Social Security Administration and used as identifying number for many federal purposes including federal student financial aid program administrators and applicants.

SAIG (Student Aid Internet Gateway). The SAIG links thousands of destination points across the United States, its territories, and certain ED-designated foreign countries to the Higher Education Act's Title IV student financial aid programs and delivery system. Organizations enroll individuals as destination point administrators (DPAs) on the SAIG. DPAs are assigned destination points (electronic mailboxes) which receive and transmit data for various Title IV student aid program system services such as NSLDS, Direct Loan, and CPS. (See *Destination Point and Destination Point Administrator*.)

SAIG User. An individual allowed access to a destination point by the assigned destination point administrator (DPA). A SAIG User must read and sign a SAIG User Statement which the DPA must maintain.

U.S. Department of Education (ED, Department). The federal agency responsible for the administration of federal education programs including the federal student financial aid programs.

Attachment B: SAIG User Statement

Anyone who accesses Title IV program data and uses resources that access SAIG (such as computers or workstations) must read and sign this statement. Keep a copy of the signed statement for your records. A signed original SAIG User Statement must be completed and maintained by the destination point administrator for each of the destination points (electronic mailboxes) to which you have access.

A SAIG User understands that if he or she intentionally submits false or misleading information to the U.S. Department of Education, he or she will be subject to a fine up to \$10,000, imprisonment for up to five years, or both, under provisions of the United States Criminal Code (including 18 U.S.C. 1001). The SAIG User also agrees to comply with all provisions of Section 483 of the Higher Education Act of 1965, as amended.

A SAIG User understands that the information provided to him or her by the U.S. Department of Education is protected by the Privacy Act of 1974, as amended. Protecting this information, once it is entrusted to the SAIG User, becomes his or her responsibility. Therefore, the SAIG User agrees to protect the privacy of all information that has been provided to him or her by the U.S. Department of Education. The SAIG user understands that any person, including himself or herself, who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and may be fined not more than \$5,000.

Appropriate Use

At a minimum, appropriate use consists of the following:

- Using SAIG computing resources only for official government business. Any other use must be approved expressly by the U.S. Department of Education.
- Knowing the SAIG destination point administrator for each of the destination points you access and how to contact them.
- Protecting all SAIG information from access by or disclosure to unauthorized personnel.
- Reporting immediately to your destination point administrator any security incidents, potential threats, or vulnerabilities that involve SAIG resources.
- Protecting any tools, such as passwords, that allow you access to SAIG (these tools are called “authenticators”).
- Reporting to your destination point administrator any compromise, suspected compromise, or incidents of sharing of a password or any other authenticator.
- Accessing only systems, networks, data, control information, and software for which you are authorized.
- Ensuring that all information that comes from SAIG is marked according to its sensitivity and is properly controlled and stored.
- Informing your destination point administrator when you no longer need access to a SAIG resource, such as when you change jobs or leave employment.
- Avoiding the introduction of any code that might be harmful to SAIG.

TG# _____ Destination Point Administrator (DPA) Name _____

SAIG User Name _____

(Print)

SAIG Job Title _____ SSN _____ Phone #(____) _____

SAIG User Signature _____ Date _____

DPA Signature _____ Date _____

(This statement with an original signature must be maintained by the Destination Point Administrator.)

**Do Not Send In This User Statement -
Retain for Your Files**