



**POLICY UPDATE PROPOSAL - IMMEDIATE ACTION REQUIRED**  
**COMMENTS DUE FRIDAY, MARCH 20, 2015**

TO: *Common Manual* Governing Board Representatives  
Interested Industry Groups and Others

FROM: Stephanie Aylor and Kim Slote, Co-Chairs  
*Common Manual* Policy Committee

RE: *Common Manual* Policy Update  
[Batch 203: Proposal 1308]

DATE: February 27, 2015

Enclosed with this memorandum is the **Two Hundred Three** batch of policy update proposals completed by the Policy Committee.

Policy 1308 is a federal policy proposal and is intended to align *Common Manual* text with federal regulations and other federal publications.

Every policy update drafted by the Policy Committee must be distributed to each guarantor for comment before it is presented to the Governing Board for review and approval. Every proposal is also sent to higher education organizations and others in the FFELP community who request the opportunity to comment.

**Please review this policy update proposal and provide written comments by Friday, March 20, 2015, to both:**

Stephanie Aylor  
Tennessee Student Assistance Corporation  
E-Mail: [stephanie.aylor@tn.gov](mailto:stephanie.aylor@tn.gov)

Kim Slote  
Missouri Department of Higher Education  
E-Mail: [kimberly.slote@dhe.mo.gov](mailto:kimberly.slote@dhe.mo.gov)

Following the review of comments received, the Policy Committee will update the proposal and distribute it to each member of the *Common Manual* Governing Board for review and approval at its April 2015 meeting.

If you have any questions about this proposal or the activities of the Policy Committee, please contact Stephanie Aylor via phone at 615-253-7485 or via email at [stephanie.aylor@TN.gov](mailto:stephanie.aylor@TN.gov) or Kim Slote via phone at 573-522-1365 or via email at [kimberly.slote@dhe.mo.gov](mailto:kimberly.slote@dhe.mo.gov).

Enclosures:

Policy Proposal Transmittal (1)  
*Common Manual* Policy Proposal (1308)