



**POLICY UPDATE PROPOSALS - IMMEDIATE ACTION REQUIRED  
COMMENTS DUE FRIDAY, NOVEMBER 22, 2013**

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

FROM: Michelle Anderson and Stephanie Aylor, Co-Chairs  
*Common Manual* Policy Committee

RE: *Common Manual* Policy Update  
[Batch 197: Proposals 1291-1292]

DATE: November 1, 2013

Enclosed with this memorandum is the **One Hundred and Ninety-Seventh** batch of a policy update proposals completed by the Policy Committee.

Policy 1291 is a guarantor policy proposal and is intended to establish an industry standard to provide consistency on an unregulated issue. Policy 1292 is an organizational proposal and is intended to improve the functionality of the *Common Manual*.

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 these policy update proposals and provide written comments by Friday, November 22, 2013, to either:**

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

Michelle Anderson  
TG  
E-Mail: [michelle.anderson@tgsic.org](mailto:michelle.anderson@tgsic.org)

Following the review of comments received, the Policy Committee will update these proposals and distribute it to each member of the *Common Manual* Governing Board for review and approval at its December 2013 meeting.

If you have any questions about these proposals or the activities of the Policy Committee, please contact Michelle Anderson via phone at 512-219-4608 or via email at [michelle.anderson@tgsic.org](mailto:michelle.anderson@tgsic.org) or Stephanie Aylor via phone at 615-253-7485 or via email at [stephanie.aylor@TN.gov](mailto:stephanie.aylor@TN.gov)

Enclosures:

Policy Proposal Transmittal (1)  
*Common Manual* Policy Proposals (1291-1292)