



**POLICY UPDATE PROPOSALS - IMMEDIATE ACTION REQUIRED
COMMENTS DUE FRIDAY, DECEMBER 11, 2009**

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

FROM: Carol Egan and Carolyn Small, Co-Chairs
Common Manual Policy Committee

RE: *Common Manual* Policy Updates
[Batch 165: Proposals 1163 –1167]

DATE: November 20, 2009

Enclosed with this memorandum is the **One Hundred and Sixty Fifth** batch of policy update proposals completed by the Policy Committee.

Policies 1163, 1164, and 1165 are federal policy proposals and are intended to align *Common Manual* text with federal regulations and other federal publications. Policy proposal 1166 is a correction proposal and is intended to correct or clarify existing *Common Manual* language, or conform existing text in one part of the Manual with that already in another cite. Policy proposal 1167 is an organizational proposal that is intended to facilitate the usage of information within the 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, December 11, 2009, to:

Carolyn Small, Co-Chair
Iowa College Student Aid Commission
200 10th Street, 4th Floor
Des Moines, IA 50309
Fax Number: 515-725-3403
E-Mail: carolyn.small@iowa.gov

Following the review of comments received, the Policy Committee will update these proposals and distribute them to each member of the *Common Manual* Governing Board for review and approval at its February 2010 meeting.

If you have any questions about these proposals or the activities of the Policy Committee, please contact Carol Egan at 717-720-3663, or by e-mail at cegan@aessuccess.org or Carolyn Small at 515-725-3413 or via e-mail at Carolyn.small@iowa.gov.

Enclosures: Policy Proposal Transmittal (1)
Common Manual Policy Proposals (1163 -1167)