



**POLICY UPDATE PROPOSALS - IMMEDIATE ACTION REQUIRED  
COMMENTS DUE FRIDAY, JANUARY 8, 2010**

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 166: Proposals 1168 –1174]

DATE: December 18, 2009

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

Policies 1168 and 1169 are guarantor policy proposals and are intended to establish an industry standard to provide consistency on an unregulated issue. Policies 1170 – 1173 are federal policy proposals and are intended to align *Common Manual* text with federal regulations and other federal publications. Policy proposal 1174 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.

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, January 8, 2010, to:**

Carolyn Small, Co-Chair  
Iowa College Student Aid Commission  
200 10<sup>th</sup> Street, 4<sup>th</sup> Floor  
Des Moines, IA 50309  
Fax Number: 515-725-3403  
E-Mail: [carolyn.small@iowa.gov](mailto: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 March 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](mailto:cegan@aessuccess.org) or Carolyn Small at 515-725-3413 or via e-mail at [Carolyn.small@iowa.gov](mailto:Carolyn.small@iowa.gov).

Enclosures: Policy Proposal Transmittal (1)  
*Common Manual* Policy Proposals (1168 -1174)