



**POLICY UPDATE PROPOSALS - IMMEDIATE ACTION REQUIRED
COMMENTS DUE FRIDAY, AUGUST 13, 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 170: Proposals 1213 – 1218]

DATE: July 23, 2010

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

Policies 1213 – 1215 are federal policy proposals and are intended to align *Common Manual* text with federal regulations and other federal publications. Policies 1216 and 1217 are correction proposals and are 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 1218 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, August 13, 2010, to:

Stephanie Aylor, Chair
Tennessee Student Assistance Corporation
Suite 1510
404 James Robertson Parkway
Nashville, TN 37243-0820
Fax Number: 615-253-8936
E-Mail: stephanie.aylor@tn.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 September 2010 meeting.

If you have any questions about these proposals or the activities of the Policy Committee, please contact Stephanie Aylor at 615-253-7485 or by email at stephanie.aylor@tn.gov.

Enclosures: Policy Proposal Transmittal (1)
Common Manual Policy Proposals (1213 – 1218)