



**POLICY UPDATE PROPOSALS - IMMEDIATE ACTION REQUIRED  
COMMENTS DUE FRIDAY, OCTOBER 1, 2010**

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

FROM: Stephanie Aylor, Chair  
*Common Manual* Policy Committee

RE: *Common Manual* Policy Updates  
[Batch 172: Proposals 1216, 1223 – 1225]

DATE: September 10, 2010

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

Policy 1216 is a guarantor policy proposal and is intended to establish an industry standard to provide consistency on an unregulated issue. Policy 1223 is a federal policy proposal and is intended to align *Common Manual* text with federal regulations and other federal publications. Policy 1224 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 1225 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, October 1, 2010, to:**

Stephanie Aylor  
Tennessee Student Assistance Corporation  
Suite 1510  
404 James Robertson Parkway  
Nashville, TN 37243-0820  
Fax Number: 615-532-7502  
E-Mail: [stephanie.aylor@TN.gov](mailto: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 November 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 e-mail at [stephanie.aylor@TN.gov](mailto:stephanie.aylor@TN.gov)

Enclosures:  
Policy Proposal Transmittal (1)  
*Common Manual* Policy Proposals (1216, 1223 – 1225)