



POLICY UPDATE PROPOSALS - IMMEDIATE ACTION REQUIRED
COMMENTS DUE FRIDAY, July 15, 2016

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

FROM: Kim Slote, Chair
Common Manual Policy Committee

RE: *Common Manual* Policy Update
[Batch 205: Proposals 1311, 1312 and 1313]

DATE: June 30, 2016

Enclosed with this memorandum is the **Two Hundred Five** batch of policy update proposals completed by the Policy Committee.

Policy 1311 is an organizational policy proposal that removes unnecessary wording regarding guarantor requirements. Policy 1312 is a guarantor policy proposal suggested by a guarantor to reduce operational costs on small balance claims. Policy 1313 is a federal policy proposal intended to align *Common Manual* text with federal regulations and other federal publications.

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, July 15, 2016, to:

Kim Slote
Missouri Department of Higher Education
E-Mail: kimberly.slote@dhe.mo.gov

Following the review of comments received, the Policy Committee will update the proposal and distribute it to each member of the *Common Manual* Governing Board for review and approval at its July 2016 meeting.

If you have any questions about these proposals or the activities of the Policy Committee, please contact Kim Slote via phone at 573-522-1365 or via email at kimberly.slote@dhe.mo.gov.

Enclosures:

Policy Proposal Transmittal (1)
Common Manual Policy Proposals (1311, 1312 and 1313)