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Recent Hurricanes - Filing and Reporting Deadlines

Posted on 09-21-2004

September 2004

**GEN-04-09**

**Subject: Recent Hurricanes - Filing and Reporting Deadlines**

**Summary: This letter announces the Secretary's intent to extend certain filing and reporting deadlines for institutions or applicants located in a federally-declared disaster area and adversely impacted by the recent hurricanes in the United States.**

Dear Partner:

In February, we issued a Dear Colleague letter ([GEN-04-04](#)) providing general guidance for helping Title IV participants affected by a disaster. The purpose of this letter is to remind affected participants of that guidance and to announce the Secretary's intent to publish a notice in the [Federal Register](#) extending specific, previously published institutional reporting and applicant filing deadlines. These deadline extensions are applicable only to institutions and applicants located in a federally-declared disaster area and adversely impacted by the hurricanes.

#### Institutional Reporting Deadlines

FISAP Filing Deadline - The deadline date notice published on March 15, 2004 stated that to ensure consideration for funding, the FISAP needed to be submitted by October 1, 2004. We intend to announce, however, that we will consider for funding all FISAP applications submitted after October 1 but prior to October 30, 2004 from institutions located in a federally-declared disaster area that are unable to meet the earlier deadline because of the hurricanes. In the event that an institution is unable to meet this extended deadline it must contact FSA's Campus-Based Call Center at 1-877-801-7168. If an institution does not submit its FISAP by the original deadline date of October 1, 2004, it must maintain documentation of the hurricane-related reason why it was unable to meet that deadline.

2003-2004 Federal Pell Grant Reporting Deadline - We intend to grant administrative relief, without a specific request from an institution, that will permit institutions located in a federally-declared disaster area to report 2003-2004 Federal Pell Grant payments and adjustments to the Common Origination and Disbursement (COD) System through October 22, 2004, if the institution is unable to meet the previously published deadline of September 30, 2004 because of the hurricanes. If an institution submits 2003-2004 Pell Grant payment information after September 30, 2004, it must maintain documentation of the hurricane-related reason why it was unable to meet that deadline.

Submission of Federal Pell Grant Disbursement Records - We intend to extend to 60 days, instead of the normal 30 days, the deadline by which an institution in a federally-declared disaster area must submit Pell Grant disbursement records to our Common Origination and Disbursement (COD) System if the institution is unable to meet the normal 30-day requirement because of the hurricanes. However, an institution is still required to meet the Pell Grant reporting deadline of October 22, 2004 for 2003-2004 Pell Grants, as noted above, unless the institution is subsequently granted additional administrative relief. If an institution determines that it cannot meet the extended 60-day deadline, it must contact the COD School Relations Center at 1-800-4PGRANT (1-800-474-7268). If an institution does not submit Pell Grant payment information within the original 30-day deadline, it must maintain documentation of the hurricane-related reason why it was unable to do so.

Submission of Federal Direct Loan Records - We intend to announce that we will not enforce the published timeframes for submitting to the

Common Origination and Disbursement (COD) System Direct Loan promissory notes, loan origination records, and disbursement records (including adjustments) for institutions located in a federally-declared disaster area, if the institution is unable to meet the normal 30-day deadline because of the hurricanes. Such institutions will be given up to 60 days, instead of the usual 30 days, to submit these records. If an institution determines that it cannot meet the extended 60-day deadline, it must contact the COD School Relations Center at 1-800-848-0978. If an institution submits these documents after the normal 30 days, it must maintain documentation of the hurricane related reason why it was unable to do so.

#### Student Filing and Submission Deadlines

FAFSA Correction Deadline - We intend to extend the previously published 2003-2004 FAFSA correction deadline from September 17, 2004 to October 8, 2004 for applicants adversely impacted by the hurricanes. Therefore, the following must be received by the Department's Central Processing System by October 8, 2004 for:

- Paper corrections (including address changes and changes of institutions) made using a SAR.
- Electronic corrections (including address changes and changes of institutions) made from FAFSA on the Web, FAA Access to CPS Online, or EDEXpress.
- Changes to mailing or e-mail addresses, changes of institutions, and requests for a duplicate SAR made by phone to the Federal Student Aid Information Center.
- Paper signature pages and electronic signatures.

#### Receipt of Documents by Institutions

Receipt of SARs and ISIRs by Schools - Under previous guidance, in order to receive Title IV program assistance for the 2003-2004 award year, the institution must have received the SAR or ISIR by the earlier of the student's last date of attendance or September 17, 2004. We intend to extend the September 17 date to October 8, 2004. If an institution pays Title IV aid on a SAR or ISIR that was received after September 17, 2004, it must maintain documentation of the hurricane-related reason why the SAR or ISIR was not received by September 17, 2004.

Receipt of Verification Documents - Under previous guidance, in order to receive Title IV program assistance for the 2003-2004 award year, the institution must have received all requested verification documents by the earlier of 120 days after the student's last date of enrollment or September 17, 2004. We intend to extend the September 17 date to October 8, 2004. If an institution pays Title IV aid based upon verification documents received after September 17, 2004, it must maintain documentation of the hurricane-related reason why those documents were not received by September 17, 2004.

If you have any questions on the matters discussed in this letter please contact the appropriate call center as noted above or our Customer Service Call Center at 1-800-433-7327. After hours calls will be accepted by an automated voice response system. Callers leaving their name and phone number will receive a return call the next business day.

Sincerely,  
Theresa S. Shaw, Chief Operating Officer  
Federal Student Aid

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