

Navigating Program Changes

OASFAA



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2025-26 WASFAA President

**NEVER SAYS DIE
WE'RE ON THIS TREASURE
HUNT TOGETHER**

Agenda

- Defining Program Changes
- Who/What Drives Program Changes?
- How do I find out about these changes?
- Impacts to Consider
- Questions to ask
- Reporting Changes (Federal)



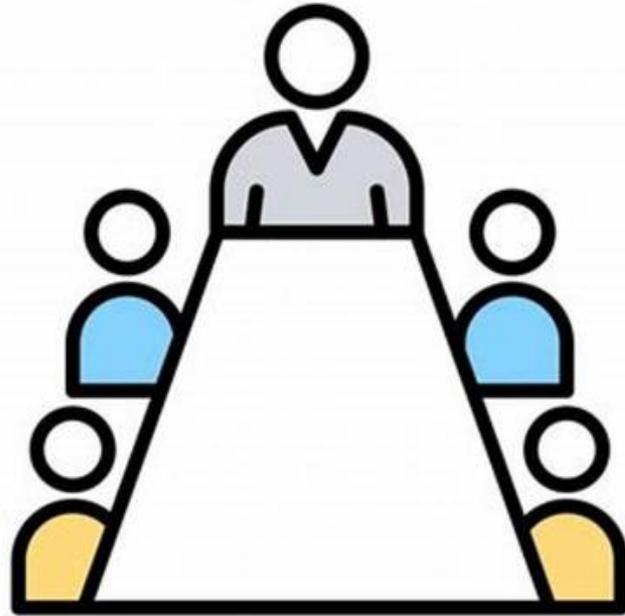
Defining Program Changes

- Adding/Removing program level:
 - Associates
 - Bachelors
 - Masters
 - Professional Degree
- Changes within a program:
 - Standard Term, non-term
 - Credit to Clock hours
 - Correspondence
 - Distance Education
- Length of Program: start and end dates
- New Location



Who/What Drives Program Changes?

- Campus leadership
- Faculty
- Enrollment changes



How do I find out about these changes?

Often Financial aid is the last to know

- Official announcements
- Campus/ Divisional Leadership
- Random Meetings
- LinkedIn
- Hiking...



Impacts to Consider

- Academic Calendar
- SAP: Publish length of the program
- Pell formula
- Gainful Employment reporting
- Withdraw (R2T4) calculations
- Who needs to know?
 - Federal
 - State
 - Accrediting agency
 - Students

HOW A FINANCIAL AID OFFICE CONNECTS WITH OTHER OFFICES ON CAMPUS

Financial aid administrators perform a myriad of functions across the entire institution. Below is a sample of some general types of information coming into the financial aid office (FAO) from outside sources and the types of information going out from the FAO to other functional areas on campus.



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WASHINGTON, DC 20006
202.785.0453 FAX. 202.785.1487 WWW.NASFAA.ORG

**Please note: some campuses may be structured differently or might assign responsibilities for requirements not directly related to financial aid differently, so information flow reporting can vary.*

Questions to ask

- Self-supporting or students requiring federal (or other) funding?
- When is it scheduled to begin?
- Type of Program
 - Associates, Bachelors, Masters?
- When does program occur?
 - E.g. Within existing term?



Reporting Changes

What doesn't require approval (but still need to be reported)

- Change in School name, CEO, president or chancellor, Chief fiscal/financial Officer
- Decrease in level of program
- To or from clock hours
- Length of program
- Address
- Third party services

Reporting Changes

Changes that require approval to disburse funds (including but not limited to):

- Changes in accrediting agency
- Increase in level of education (Associates to Baccalaureate to Graduate Degree)
- Changes in ownership
- Additional location (50% or more of education program)

Reporting Changes

Federal: Update Electronic application (E-App) within 10 calendar days

<https://fsapartners.ed.gov/title-iv-program-eligibility/title-iv-participation-application>

The screenshot shows the Federal Student Aid website. At the top, there is a navigation bar with the following items: KNOWLEDGE CENTER, TRAINING, FINANCIAL AID DELIVERY, and TITLE IV PROGRAM ELIGIBILITY. The main content area is titled "Title IV Participation Application" and features a large heading "Title IV Participation Application". Below the heading, there is a paragraph of text: "Postsecondary institutions use the E-App to apply for designation as an eligible institution, initial participation, recertification, reinstatement, change in ownership, to update a current approval, or report information. Updates include changes such as, but not limited to, name or address change, new location or program, increased level of offering, change of officials, or mailing address for publications." To the right of the main content, there is a sidebar with a lightning bolt icon and the heading "Application to Participate in the Federal Student Financial Aid Programs (E-App)". Below this heading, there is a paragraph of text: "Postsecondary institutions must complete and submit an Eligibility application to be approved to participate in the Federal Student Financial Aid Programs. Institutions must submit this application:" followed by a bulleted list of requirements: "to be initially certified", "to be approved following a change of ownership or structure", "to be recertified to continue participation", "to have eligibility reinstated", "to be designated as an eligible non-participating institution, or", and "to update/report information." At the bottom of the sidebar, there is a "Get Started" button. The page number "10" is visible in the bottom right corner.

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AN OFFICE of the U.S. DEPARTMENT of EDUCATION

KNOWLEDGE CENTER ▾ TRAINING ▾ FINANCIAL AID DELIVERY ▾ TITLE IV PROGRAM ELIGIBILITY ▾

Title IV Participation Application

Title IV Participation Application

Postsecondary institutions use the E-App to apply for designation as an eligible institution, initial participation, recertification, reinstatement, change in ownership, to update a current approval, or report information. Updates include changes such as, but not limited to, name or address change, new location or program, increased level of offering, change of officials, or mailing address for publications.

Application to Participate in the Federal Student Financial Aid Programs (E-App)

Postsecondary institutions must complete and submit an Eligibility application to be approved to participate in the Federal Student Financial Aid Programs. Institutions must submit this application:

- to be initially certified
- to be approved following a change of ownership or structure
- to be recertified to continue participation
- to have eligibility reinstated
- to be designated as an eligible non-participating institution, or
- to update/report information.

Updates include changes such as, but not limited to, name or address change, new location or program, increased level of offering, change of officials, report a third-party servicer, Federal School Code Address change or update to Eligibility and Oversight Administrator.

[Get Started](#)

Reporting Changes

- More sections, more information

Eligibility Application

- 1 Reason for Submitting
- 2 General Information
- 3 Accreditation & State Authorization
- 4 Owners, Officials & Administrators
- 5 Locations & Educational Programs
- 6 Additional Factors & Details
- 7 Third-Party Servicer
- 8 Ability to Benefit
- 9 Administrative Capability
- 10 Title IV Programs
- 11 Additional Contacts & Information
- 12 Upload Documents
- 13 Submit eApp



Warning

In order to prevent data from being overwritten, please disable any autofill functionality that may be active in your browser



Reason for Submitting

Tell us why you are submitting this application. [\[?\]](#)

Select one reason below.

- Initial Certification**
Initial Certification is a request for initial approval to participate in the federal student financial aid programs.
- Recertification**
Recertification is a request to continue to participate in the federal student financial aid programs.
- Reinstatement**
Reinstatement is a request to be reinstated to participate in the federal student financial aid programs.
- Change in Ownership and/or Change in Structure**
Change in Ownership is a request to participate in the federal student financial aid programs following a change in ownership or a change in structure.
- Merging of OPEIDs with the same Ownership** [\[?\]](#)
Merger is a request to combine institutions with the same ownership into one OPEID.
- Designation as Eligible Nonparticipating Institution**
Designation as an Eligible Nonparticipating Institution is a formal request for an institution to be recognized as eligible under Federal Student Aid (FSA) criteria. This designation enables students to qualify for loan deferments on FSA program loans and access tax credits or other non-Title IV programs that require institutional eligibility under FSA regulations.
- Update/Report Information** [\[?\]](#)
Update/Report Information is a request to update or report information on the institution's eligibility application.

December 2025 Updates to the E-App

In addition to correcting several existing issues, we will implement the following E-App enhancements:

- **New Self-Certifications** – We continue to expect our institutional partners to attest to the accuracy and completeness of the information they submit on the E-App. By introducing several new self-certifications, we are minimizing the additional documentation required from partners and enhancing the efficiency of the application review phase.

The new self-certifications in the E-App are as follows:

- **Policy & Procedures:** Partners are no longer required to submit required Policy & Procedures during the recertification process and will self-certify to the accuracy of the Satisfactory Academic Progress Policy, Return of *Title IV* Funds Policy, Refund Policy, and Admission Policy. We will continue to assist any partner that has questions regarding the required Policy & Procedures prior to submission of the application.
- **Debarment List:** On some application types, partners will self-certify that individuals on the Eligibility and Certification Approval Report (ECAR) are not listed on the U.S. Government's Debarment list, located at [SAM.gov](https://www.sam.gov) [↗](#).
- **Gainful Employment (GE):** Partners will self-certify that each GE program meets the requirements of 34 C.F.R § 668.604(d).
- **Prison Education Program (PEP):** Partners will self-certify that information about each PEP is true and correct, and that the institution will remain in compliance with PEP requirements.

Note: Self-certifications do not limit the U.S. Department of Education's right to later determine that the information was incorrect and to require additional steps through an audit, program review, or in any other manner.

- **Personal Information No Longer Required for All Officials** – The E-App will no longer require personal information from all officials. Instead, only the institution's president and one additional official will provide personal information, as a precaution in the event of a natural disaster, major security breach, or school closure.
- **General Improvements** – We are improving text and the user experience throughout the E-App.

Updates to E-App since initial release

- [FSA Partner Connect – E-App Enhancements Planned for December 2025 \(Updated Dec. 8, 2025\) | Knowledge Center](#)

Updates: Personal information

Personal Information No Longer Required for All Officials – The E-App will no longer require personal information from all officials. Instead, only the institution’s president and one additional official will provide personal information, as a precaution in the event of a natural disaster, major security breach, or school closure.

Provide the following information for this Official. [🔗](#)

Address Information

Country *
United States

Home Address 1 *
██████████

Home Address 2 -optional
Enter Address

City *
La Jolla

State/Territory *
California

ZIP Code * +4 -optional
92037 Enter Number

Contact Information

Personal E-mail Address *
██████████

Personal Telephone Number * Ext -optional
+ 1 ██████████ Enter

[Previous](#) [Cancel](#) [🔒 Save Draft](#) [Edit Official](#)

Updates since release- Emergency contact designation

Section N. Additional Contacts - Edit Emergency Contact

This official is designated as an emergency contact for:

- Data Security Breach
- Natural Disaster/National Emergency
- School Closure

Personal Information

First Name

Example: 13. Submit eApp

DocuSign- no more paper!

Eligibility Application

- ✓ Reason for Submitting
- ✓ General Information
- ✓ Accreditation & State Authorization
- ✓ Owners, Officials & Administrators
- 5 Locations & Educational Programs
- 6 Additional Factors & Details
- 7 Third-Party Servicer
- 8 Ability to Benefit
- ✓ Administrative Capability
- ✓ Title IV Programs
- ✓ Additional Contacts & Information
- 12 Upload Documents
- 13 Submit eApp

Section Q. Authorized Signature Authority

Who is your authorized signature authority?

Your authorized signature authority is the person that has the authority to act on behalf of the institution with connection to all legal and other matters of the institution. Select the official that is authorized to sign on behalf of the institution. *

Chancellor, Officer, Director, K-12

D. [redacted]
[redacted]@ucsd.edu

Business Address
United States
9500 Gilman Drive
La Jolla, CA 92093 0176

+1 [redacted]
[redacted]

Home Address
United States
[redacted]
La Jolla, CA 92037

[redacted]@ucsd.edu
+1 [redacted]

Date Information

Effective Date * 
[redacted]

End Date -optional 
MM/DD/YYYY 

Previous

 Save Draft

Next

Example: 13. Submit eApp continued

Eligibility Application

✓ Reason for Submitting

✓ General Information

✓ Accreditation & State Authorization

✓ Owners, Officials & Administrators

Section Q. Authorized Signature Authority

Please check here, if your authorized signature authority is not available to sign this application and provide an explanation below. *-optional*

Previous

Save Draft

Next

Example: 13. Submit eApp continued

- I certify...
- Missing information? Will pop up with error message specifying what is missing and from what section

Eligibility Application

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Section Q. Authorized Signature Authority

- I hereby certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if my institution provides false or misleading information, (a) the U.S. Department of Education may deny the institution's request for eligibility to participate in federal student financial aid programs and/or revoke eligibility once it has been granted and (b) the institution may be liable for all federal student financial aid funds it or its students received. I also understand that providing false or misleading information on this application is a violation of the United States Criminal Code, Title 18, Section 1001 and may result in a fine of up to \$250,000 for an individual or \$500,000 for an organization, and/or imprisonment for up to five years, or both, for misinformation that is material to receipt and stewardship of federal student financial aid funds.
- I certify that my institution's policies and procedures covering the following areas have been reviewed as part of this application and are in compliance with applicable Title IV regulations:
 - Satisfactory Academic Progress Policy
 - Return of Title IV Funds Policy
 - Admission Policy
- I certify that, to the best of my knowledge and belief, and after conducting a diligent examination of all available information, my institution does not:
 - Employ, in any capacity involving the administration of the Title IV, HEA programs or the receipt of funds under those programs, any individual who is disqualified from performing such functions due to criminal conduct, unresolved financial liabilities involving Federal funds, or other disqualifying conditions described in 34 CFR § 668.14(b)(18)(i).
 - Contract with any institution, third-party servicer, individual, agency, or organization, nor with any entity whose owners, officers, or employees are disqualified from such contracts due to criminal activity, terminated participation in the Title IV programs, unresolved federal financial liabilities, or other disqualifying criteria described in 34 CFR § 668.14(b)(18)(ii).
- By checking this box, I confirm that none of the officials or administrators listed in this submission are currently debarred, suspended, or otherwise excluded from participation in federal funded programs or contracts.

Previous

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Submit for Signature

Reporting Changes- Who can Help

GENERAL 25-14

New federal announcement [Notice of Updated School Participation Division Contact Information | Knowledge Center](#)

Effective immediately, institutions of higher education should direct correspondence to CaseTeams@ed.gov. The Case Teams mailbox is monitored closely every weekday, and support continues to be available at 1-800-848-0978.

The screenshot shows a web browser displaying the URL <https://fsapartners.ed.gov/knowledge-center/library/electronic-announcements/2025-03-14/notice-updated-school-participation-division-contact-information>. The page header includes the text "An official website of the United States government" and "Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND®". The navigation menu contains "KNOWLEDGE CENTER", "TRAINING", "FINANCIAL AID DELIVERY", "TITLE IV PROGRAM ELIGIBILITY", and "PARTNER CONNECT SERVICES". The main content area shows a breadcrumb trail: "Knowledge Center Home > Library > Electronic Announcements > Notice of Updated School Participation Division Contact Information". The title of the page is "(GENERAL-25-14) Notice of Updated School Participation Division Contact Information".

Summary

- Never say Die!
- Keep your ears and eyes open!
- Communicate with your team



Thank you!!!!

OASFAA



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WE'RE ON THIS TREASURE
HUNT TOGETHER**

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