



**RECERTIFICATION OF YOUR INSTITUTION'S PARTICIPATION
IN THE FEDERAL STUDENT FINANCIAL AID PROGRAMS**

September 30, 2015

Dear President:

Your institution's Program Participation Agreement (Agreement), which authorizes participation in the Title IV student financial assistance programs, is scheduled to expire **March 31, 2016**.

To maintain your eligibility to participate in Title IV programs past the expiration date of your current Agreement, you must submit, no later than 90 days prior to the expiration date of your Agreement, a completed "Application for Approval to Participate in the Federal Student Financial Aid Programs" (Application), along with all supporting documentation. So that we can give equal processing time to all applications, we ask that you submit the Application by **December 31, 2015**.

Prior to submitting the Application you should review *Electronic Announcement #54 - Certification Requirements for Gainful Employment Programs* dated June 11, 2015, and ensure that the Gainful Employment Programs listed on your Application are complete and accurate.

In addition, please review *Dear Colleague Letter GEN-15-10* dated June 19, 2015 that reminds institutions of previously issued guidance on State Authorization regulations that took effect July 1, 2015 and ensure your institution submits or has already submitted appropriate documentation as necessary. In order to participate in Title IV student financial assistance programs, an institution must be authorized to operate by the State(s) in which it is located (see 34 CFR 600.9).

Attached please find information concerning the recertification process, instructions on the electronic submission of the application, and a list of School Participation Division contacts should you have questions about submitting the application. *We also direct your attention to the*

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last page of the attachment that discusses the process regarding the electronic Program Participation Agreement, and Eligibility and Certification Approval Report.

Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Bennett', with a stylized flourish at the end.

Ron Bennett, Director, PMP
School Eligibility Service Group
Program Compliance

Attachment

cc: Financial Aid Administrator