

**English-Spanish Glossary  
of Student Financial Aid  
and Postsecondary Education 2010:  
Introduction, Guidelines, and Procedures**

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## Service Marks

Please note the U.S. Department of Education's service marks on the following terms: Direct Lending<sup>SM</sup>, Direct Loan Program<sup>SM</sup>, FAFSA<sup>SM</sup>, FAFSA4caster<sup>SM</sup>, FAFSA on the Phone<sup>SM</sup>, FAFSA on the Web<sup>SM</sup>, Federal Direct Student Loan Program<sup>SM</sup>, Federal Family Education Loan Program<sup>SM</sup>, FFEL<sup>SM</sup>, FFELP<sup>SM</sup>, Free Application for Federal Student Aid<sup>SM</sup>, NSLDS<sup>SM</sup>, and National Student Loan Data System<sup>SM</sup>.

## Background and Purpose

In 2004, TG and the U.S. Department of Education led an initiative to create an English-Spanish glossary of standard terms relating to student financial aid for higher education. The intent of the glossary was to provide a consistent and easy-to-use resource to help those involved in creating Spanish-language materials about student financial aid.

TG and the U.S. Department of Education, along with other participating organizations, created a workgroup of education, student financial aid, and Spanish-language professionals who revised and merged pre-existing glossaries into a single reference tool. As a result of this unique collaboration, the first edition of the glossary was released in December 2004 and was made available online in portable document format (PDF) at no cost.

Annual reviews of the terminology have taken place every year since its first release. In 2007, the third edition of the glossary was enhanced with an online searchable database, which allows users to enter an English term and instantly obtain the Spanish translation.

Today, the glossary includes more than 2,000 terms and continues to grow and evolve. Even though the glossary primarily contains terms related to the U.S. Department of Education's student aid programs, the goal has been to include all terms relating to access to higher education. To more accurately reflect the actual aims and contents of the glossary, the title was revised in 2008 to *"English-Spanish Glossary of Student Financial Aid and Postsecondary Education."*

## Translation Process

This glossary uses standard Spanish. Consequently, the workgroup strove to avoid anglicisms and "Spanglish," which might not be meaningful to some native Spanish speakers. During the glossary's development, however, challenges arose due to variation in education terminology used in different Spanish-speaking countries. Whenever feasible, the glossary seeks to accommodate these variations and to specify the region in which a particular term is used.

There are concepts represented in the glossary that are unique to the American higher education and financial aid systems. Therefore, invention and compromise were required at times when translating terms that describe concepts having no precise equivalent in the education and aid systems of Spanish-speaking countries. Due to the variety of audiences and situations to which Spanish-language materials are directed, the glossary offers synonyms from different linguistic registers, or levels of formality. When necessary, the glossary also provides contextual and usage notes. When multiple terms are provided, we trust the end user to use the term that best applies to a specific context and audience. Finally, in order to communicate a concept accurately, it may be necessary at times to include, in parentheses after the Spanish term, the original English term, or a definition in Spanish (for example: *una escuela secundaria* (high school)).

## Common Abbreviations

The most commonly used abbreviations throughout the glossary include the following acronyms:

FAFSA = Free Application for Federal Student Aid

FOTW = *FAFSA on the Web* ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))

SAOTW = *Student Aid on the Web* ([www.studentaid.ed.gov](http://www.studentaid.ed.gov))

## Participating Organizations

Organizations that are involved in student financial aid and in promoting access to higher education to Hispanics throughout the country assist in producing the glossary by providing staff, resources, or promotional support. Currently, these organizations include:

- National Association for College Admission Counseling (NACAC)
- National Association of Student Financial Aid Administrators (NASFAA)
- National College Access Network (NCAN)
- National Council for Community and Education Partnerships (NCCEP)
- National Council of Higher Education Loan Programs (NCHELP)
- Texas Guaranteed Student Loan Corporation (TG)
- U.S. Department of Education (ED)

TG and the U.S. Department of Education continue to seek support from organizations that provide Spanish-language materials about accessing and succeeding in higher education. **For more information about collaborating in our effort, contact Maria Luna-Torres, director of education finance initiatives, at [maria.luna-torres@tgslc.org](mailto:maria.luna-torres@tgslc.org).**

## Review Process

Since its inception in 2004, a workgroup led by TG reviews the glossary every year. The review consists of an examination of every glossary term. However, due to the increasing number of terms in the glossary, the workgroup agreed in 2008 to review only newly added terms.

Members most recently involved in the workgroup include:

<b>Name</b>	<b>Organization</b>	<b>Title</b>
Marianella Garcia	U.S. Department of Education, Federal Student Aid	Writer-Editor
Leslie Acosta-Martin	U.S. Department of Education, Federal Student Aid	Management and Program Analyst
Edward Ohnemus	U.S. Department of Education, Office of Communications and Outreach	Translation Manager and Writer-Editor
Patrick Stejskal	Vangent Inc.	Translator and Technical Writer
Maria Luna-Torres	TG	Director, Education Finance Initiatives
Andres Cordero	TG	Senior Writer/Editor

TG and the U.S. Department of Education welcome to the workgroup any professional with a stake in producing Spanish-language materials about access to higher education. It is highly recommended that those interested in forming part of the workgroup have a good understanding of the Spanish language and culture, and an awareness of regional variations in terminology.

## Collection of new terms

New terms are added to the glossary every year during the review process. Throughout the year, workgroup members collect terms that are directly relevant to higher education and student financial aid (e.g., terms that arise due to legislation related to the federal student aid programs or that appear in publications released by their organizations). Also, glossary users can submit comments or suggestions by mid-spring of every year. TG collects these terms and presents them to the workgroup for review.

## Criteria for word inclusion

At the onset of the review process, TG asks the workgroup members to present their lists of new words collected since the last review. Secondly, TG compiles the lists (which contain both the English term and the Spanish translation), and merges them into a single list for review. Depending on the length of the list, TG conducts a series of conference calls with the workgroup to review the new words. Typically, the review process consists of approximately ten two-hour conference calls.

During the conference calls, members of the workgroup take turns reading the words on the list. Readers pause between words so that others can reflect on the word and raise any concerns or comments about the translation. For the sake of efficiency, members are encouraged to review the terms prior to each conference call.

If views differ on the most appropriate translation of the term, members consult the following resources:

- Dictionaries (e.g., *Diccionario de la Real Academia Española*, *The Oxford Spanish Dictionary*)
- Parallel documents (e.g., existing documents in the target language, university Web sites in Spanish speaking countries)
- Specialized glossaries (e.g., educational and financial glossaries)
- Members of the student financial aid and postsecondary education communities (e.g., financial aid administrators)
- Translators experienced in the financial and education fields

Members take into consideration the subject matter of the term to determine that it meets the minimum criteria for inclusion in the glossary. The subject matter of term should relate to access to higher education. Generic terms that can be found in a standard dictionary should not be included. However, generic terms that vary in meaning depending on regional dialect are considered for inclusion in the glossary (e.g. *high school* translates differently depending on region –*preparatoria vs. escuela secundaria*).

## Promotion of Glossary

TG, the U.S. Department of Education, and its partnering organizations collaborate to promote the use of the glossary. In past years, promotion activities have included the following:

- Issue press release to Spanish and English media outlets (e.g., NASFAA News, Education Finance Council (EFC))
- Create promotional postcards
- Distribute promotional postcards at regional and national conferences
- Embed glossary Web link in participating organizations' Web sites ([www.nchelp.org](http://www.nchelp.org), [www.tgslc.org](http://www.tgslc.org))
- Include articles in newsletters issued by participating organizations