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Tip^{of} the Week

Involve parents in entrance counseling for any students enrolling midyear. TG can provide a list of items to cover during entrance counseling sessions. Call (800) 338-4752 to find out more.

TG updates

Schools reel in TG scholarships and more at NASFAA

Hundreds of financial aid professionals went fishing at last month's NASFAA conference in Minneapolis — at the TG booth. A virtual fishing game offered visitors the chance to win scholarships and other prizes for their offices.

Adroit anglers included representatives of Manhattan Christian College in Kansas and LeMoyne-Owen College in Tennessee, who won \$1,000 TG scholarships for their offices. Other prize-winners included visitors from Gettysburg College in Pennsylvania and Michigan State University College of Law, who received tackle boxes filled with office supplies from TG.

In addition to fishing (virtually), conference attendees visited with TG team members and learned more about the many choices TG offers to simplify financial aid, including the new TG Awards By Web™, which allows schools to package and present awards online.

After two full days of sessions, more than 200 conference attendees came by to relax and unwind with colleagues at a Tuesday evening reception



At TG's booth, NASFAA attendees played an interactive fishing game.

hosted by TG.

Between the booth, the reception, and several conference sessions involving TG team members and customers, we were pleased to have so many opportunities to meet new friends and renew old friendships during our time in the Land of 10,000 Lakes.

Catch up on what you missed

If you missed the conference this year or didn't get a chance to stop by the TG booth, your school consultant or account representative would be happy to share more about TG with you. Find out how to get in touch on *TG Online* at www.tgslc.org/custfocus/national2.cfm or call (800) 252-9743.

Federal updates

Give yourself an entrance /exit counseling checkup

With the traditional fall semester just a couple of weeks away, schools will be making sure that their first-time Stafford loan borrowers complete entrance counseling. Now is the time to double-check that the entrance and exit counseling you are providing to your students has all of the requisite components. Requirements are listed below.

Entrance counseling

According to federal regulations, entrance counseling must explain to the Stafford loan borrower:

- The use of the Stafford Master Promissory Note (Stafford MPN).
- The seriousness and importance of acquiring loan debt.
- The likely consequences of default.
- The borrower's obligation to repay the loan even if the borrower doesn't complete or doesn't like his or her education.

Entrance counseling must also provide the borrower with sample monthly loan repayment amounts based on either:

- Several levels of student indebtedness.
- The average indebtedness at the school or in the same program of study at the school.

In addition to the required components, a school may choose to include, in its entrance counseling sessions, information on:

- Other types of available financial aid.

- The importance of budgeting and managing living expenses.
- The terms and conditions of the loan.
- The student's rights and responsibilities.
- An overview of repayment, deferment, forbearance, cancellation options and conditions, loan consolidation, and refinancing options.
- The school's policy on the frequency of annual loan limits.
- The school's refund, withdrawal, and satisfactory academic progress (SAP) policies.
- Information on the consequences of borrowing several education loans and of delinquency and default.
- An explanation of loan sales and the servicing of loans.
- The importance of reading and retaining loan records.
- The importance of communication with the lender.

Exit counseling

According to federal regulations, exit counseling must explain the same topics required in entrance counseling, plus the following:

- The availability of various repayment options, including the standard, graduated, income-sensitive, and extended repayment terms, as well as consolidation.
- Debt-management strategies.
- The conditions for the deferment, forbearance, and discharge of a Stafford loan.
- The availability of ED's Student Loan Ombudsman's office.
- The availability of the National Student Loan Data System (NSLDS) for information about a student's federal student aid awards.

In exit counseling, a school must also ensure that the borrower provides the following information, which the school must subsequently provide to the guarantor within 60 days of receipt:

- The borrower's current name, address, Social Security Number, references, and driver's license number (including state of issuance).
- The name and address of the borrower's next of kin.
- The borrower's expected permanent address (if known).
- The name and address of the borrower's expected employer (if known).

More information

The information included in this article on Stafford loan entrance and exit counseling requirements was taken from *Common Manual* subsections 4.9.B and 4.9.C. To access the 2004 *Electronic Common Manual*, go to www.tgslc.org/resources/integrated_online_manual.cfm.

Common Manual

Training brief explains how to draft policy proposals

Want to change the world? You can start small by drafting your own policy proposals for the *Common Manual*. You just might change the world of student loan policy! A new training brief from the *Common Manual* Policy Committee explains how, and provides a Microsoft Word template to get you started.

You can access the template and the training brief, the fourteenth in a series of training resources created by the committee, on *TG Online* at www.tgslc.org/resources/cm_training.cfm.

We hope that you are finding the training briefs useful. If you have any comments or suggestions, please contact Michelle Anderson, senior policy advisor with TG and a member of the *Common Manual* Policy Committee, at michelle.anderson@tgslc.org or (800) 252-9743, ext. 4608.

The current version of the *Electronic Common Manual* is available on *TG Online* at www.tgslc.org/resources/integrated_online_manual.cfm.



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To ask questions about *Shoptalk Online*, please contact Communications at (800) 252-9743, ext. 4732 or communications@tgslc.org.

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