



Participation Standards	Office responsible	Office Response	Documentation Location	Date complete
1. Accreditation or pre-accreditation in force?				
2. In compliance with 90/10 rule?				
3. Code of Conduct in place for all consumers?				
4. Preferred Lender Arrangement available to all consumers?				
5. Truth in Lending form available for private education loan applicants?				
6. Admission standards as they relate to admitting regular students?				
7. Re-admitting service members return from more than 30 day of active duty				
8. Does the school enroll incarcerated students as regular students?				
9. Does the school's courses meet definitions for correspondence and distance education courses?				
10. When does your Title IV Program Participation Agreement expire?				
11. Is your school's ECAR (Eligibility and Certification Approval Report) up to date?				
12. Are your school's locations where Title IV is offered listed on your ECAR?				
13. Does your school contract with a third party servicer to provide part of the educational program?				
14. Is your school required to develop and implement an ED approved default management plan?				

15. Does your school have a drug abuse prevention program available?								
16. Does your school comply with applicable civil rights and FERPA statutes and regulations?								
17. Does your school have an established security policy?								
18. Does your school upon written request disclose disciplinary action to the alleged victim?								
19. Does your school make a good faith effort to distribute mail voter registration forms to students?								
20. Confirm that your school's statements about the nature of the educational programs are truthful								
21. Does the school comply with anti-lobbying certifications and disclosure requirements?								
22. Does the school ensure that no commissions, bonuses or other incentive payments occur?								
23. Does the school report gifts received from or contracted entered into with foreign sources?								
24. Does the school have in place a plan to combat unauthorized distribution of copyrighted materials								
Consumer notifications			Office responsible	Office Response		Documentation Location		Date complete
1. Does your school's catalog list all educational programs eligible for Title IV participation?								
2. Confirmed that all undergraduate programs measured in credit hours fit the appropriate eligibility requirements?								
3. Does your school offer flight training programs? If yes, are you compliant with FAA certification?								

4. Does the school observe the one-academic year limit on noncredit or reduced credit remedial coursework?								
5. Does the school ensure students enrolled in distance education or continuing education programs are treated equal to those enrolled in traditional modes of instruction?								
6. Does the academic year begin on the first day of classes and end on the last day of classes or exams?								
7. For undergraduate students, does the school define full time correctly?								
8. For undergraduate programs of less than 600 clock hours and do not require an AA degree or equivalent does the program meet the required qualitative factors?								
9. If gainful employment is a program's stated objective, has school demonstrated a reasonable relationship?								
Administrative Capabilities			Office responsible	Office Response		Documentation Location		Date complete
1. Has the school designated a capable individual to be responsible for administering and coordinating Title IV and all student aid programs?								
2. Is there an adequate number of qualified persons to administer the Title IV program?								
3. Do all school offices communicate all information that affects a student's Title IV eligibility?								
4. Do the school's written procedures and/or information identify various offices responsibilities - including awarding, disbursing and reporting?								
5. Are all Title IV funds used only for the purposes listed in program regulations?								

6. Is there internally an adequate system of checks and balances?								
7. Does the school insure that only individuals with special security classification make changes to the programs that determine student need and awarding?								
8. If the school uses a third-party servicer does the written contract comply with regulatory requirements?								
9. Does the school comply with required electronic processes?								
10. Does the school's hardware and software meet the minimum requirements?								
11. Have you established and do you maintain administrative procedures and records to ensure proper and efficient Title IV fund administration?								
12. Does the school ensure that all offices comply with all rules, regulations, and all special arrangements entered into under the authority of statutes applicable to Title IV of the HEA?								
13. Is there an adequate number of qualified persons deliver services to students and families for financial aid programs?								
14. Does the school ensure no one individual or office has responsibility for both authorizing and disbursing or delivering Title IV funds?								
15. Does the school have at least one employee available on a full time basis with reasonable notice throughout the normal working hours of the school to assist enrolled and prospective students obtain institutional and financial aid information?								

16. Does the school demonstrate a level of competency, integrity and other behavior								
Record Keeping			Office responsible		Office Response		Documentation Location	Date complete
1. Does the school maintain financial and other school all records necessary to determine school eligibility, financial responsibility and administrative capability?								
2. Does the school establish and maintain records documenting the school's academic program eligibility for Title IV?								
3. Are required records readily available for review by ED or other authorized representatives?								
4. Does the school maintain records relating to student eligibility for Title IV in a systemically organized and easily retrievable manner?								
5. Does the school maintain school records regarding each Title IV recipient's admission, enrollment, program and courses, academic progress and refunds due or paid?								
6. Does the school maintain copies of all reports and forms used for Title IV program participation as well as the data to verify the information in the reports and forms?								
7. Does the school maintain documentation supporting completion and graduation rate calculations?								
8. Does the school retain records for at least the length of time required by regulation?								

9. Does the school have an adequate system to identify and resolve information discrepancies received from different sources from Title IV aid recipient applications?								
Fiscal Responsibility			Office responsible		Office Response		Documentation Location	Date complete
1. Are fiscal procedures and records established and in place to ensure proper and efficient Title IV funds administration?								
2. Does the school using acceptable general account principals account for the receipt and expenditures of Title IV funds?								
3. Does the school submit compliance and financial statement audits prepared by independent auditors of each fiscal year's Title IV activities?								
4. When necessary, does the school comply with appeal procedures for audit and/or program review determinations?								
5. Is the school providing the services described in its official publications and statements?								
6. Does the school provide administrative resources necessary to meet regulatory standards for participating in Title IV?								
7. Is the school meetings its financial obligations, including required refunds and payments of liabilities to ED?								
8. Is the school current on any debt payments?								
9. Are the appropriate school officials familiar with the required financial standards for their school type??								

10 If your school is located in a state with a tuition recovery fund - is the fund acceptable to ED and backed by the state for all liabilities?								
Information Sharing			Office responsible		Office Response		Documentation Location	Date complete
1. Does the school have a procedure that in a timely manner it shares information regarding administrative or financial capability with those who need to know?								
2. For purposes of audits, investigations, program reviews or other authorized by law reviews, does the school have procedures to access timely record and personnel?								
3. Does the school provide timely access and personnel necessary for examining and copying necessary records?								
4. Does the school have procedures to promptly respond to information requests from ED regarding Title IV recipients who attends or has attended the school?								
5. Does the school complete and return federal data collection surveys timely?								
6. Does the school have policies and procedures in place for contacting the Office of Inspector General when necessary?								
7. Does the school provide adequate financial aid counseling to eligible students applying for Title IV aid?								
Documents			Office responsible		Office Response		Documentation Location	Date complete
1. Eligibility and Certification Approval Report (ECAR)								

