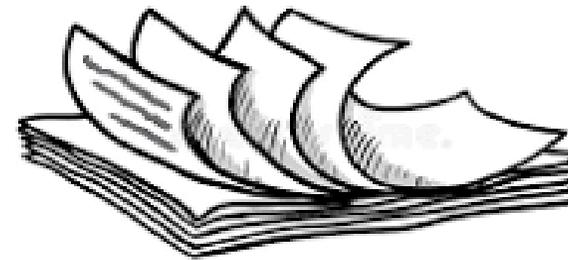


Title IV Recertification – The Electronic Application for Approval to Participate in Federal Student Aid Programs (E-APP)

Emily Jarrell
Director of Financial Aid
RichmondCC



Agenda

- The Program Participation Agreement (PPA)
- Accessing the E-App
- Completing the Recertification Application

Program Participation Agreement (PPA)

- Contract between the institution and Department of Education to participate in the Federal Student Financial Aid Programs.
- PPA good for 6 years. Apply through recertification using the E-APP.
- E-App is used to apply for designation as an eligible institution, initial participation, recertification, reinstatement, or continued approval.
 - Used to report changes including officials, locations, programs
 - Access through FSA Partner Connect
 - fsapartners.ed.gov/home

Application Time Frames & Deadlines

- The Reapplication Date, or E-APP due date, is three months before the PPA expiration date

Example: PPA expires on June 30. School submits application March 31

- If the application is not received at least 90 days before the PPA expires, the PPA will expire on the scheduled expiration date and the FSA program funding will cease. School cannot continue to disburse Title IV funds until notification that the school is eligible again.
- *FSA Handbook Volume 2, Chapter 5: Updating Application Information*

FSA Partner Connect

The screenshot displays the FSA Partner Connect dashboard for a user named EMILY, identified as the Director of Financial Aid at Richmond Community College (ID: 00546400). The dashboard includes a navigation menu with categories like Knowledge Center, Training, Financial Aid Delivery, Title IV Program Eligibility, and Partner Connect Services. A central welcome message provides user details and a 'View School Profile' button. To the right, there are quick links for COD Website, NSLDS, eZ-Audit, SAIG Enrollment, FAA Access, School Code List, and FAFSA Partner Portal. Below this, the 'Origination & Disbursement Notifications' section shows a notification for 'Balance Confirmations Needed for Closed Program or Award Year' for the 2023-2024 award year. The 'Eligibility & Oversight Notifications' section, highlighted by a green oval, contains a notification to 'View your Eligibility Letter/PPA/ECAR' with a link to the 'View your Eligibility Letter/PPA/ECAR' page. At the bottom, there are sections for 'Scheduled System Outages' and 'Important Dates', both indicating no current notifications.

**UNITED STATES DEPARTMENT OF EDUCATION
SCHOOL PARTICIPATION MANAGEMENT DIVISION
ELIGIBILITY AND CERTIFICATION APPROVAL REPORT**

Date Printed: 10/04/2024 PAGE A - 1

Name and Address of Institution: Richmond Community College
1042 West Hamlet Avenue
Hamlet, NC 28345 - 4522
Type of Institution: Public

Department Region: Region IV Action Date: 02/25/2021
School Participation Team: Atlanta Action: Reapprove Elig/Full Cert

OPE ID: 00546400 Federal Pell Grant ID: 005464
TIN: 560818376 Federal Family Education Loan ID: 005464
IPEDS ID: 199449 Federal Direct Student Loan ID:
UEI: KDBAPVVMKQ11 Federal Perkins Loan ID: 003154
Federal School Code: 005464
Federal Work Study ID: 003154
Federal Supplemental Educational Opportunity Grant ID: 003154

Academic Calendar: Semester Hours Eligible: Yes
Educational Program Levels Offered: Initial Approval Date: 06/19/1967
Non-Degree (600-899 hours) Certification Status: Certified
Non-Degree 1 Year (900-1799 hours) Loan Determination:
Associate Degree Program Participation Agreement Effective Date: 05/17/2021
Waiver(s): Program Participation Agreement Expiration Date: 12/31/2025

THE INSTITUTION IS ELIGIBLE TO APPLY FOR PARTICIPATION IN THE FOLLOWING PROGRAMS AUTHORIZED UNDER THE HIGHER EDUCATION ACT OF 1965 AS AMENDED:

Title I: Yes	Title III: Yes	Title V: Yes	Title VII: Yes
Title II: Yes	Title IV: Yes	Title VI: Yes	Title VIII: Yes

FSA Partner Connect – E-APP

The screenshot displays the FSA Partner Connect dashboard for user EMILY. The browser address bar shows the URL fsapartners.ed.gov/dashboard/. The user is identified as EMILY, Director of Financial Aid at Richmond Community College, with 14 years of experience. The dashboard includes a navigation menu with 'TITLE IV PROGRAM ELIGIBILITY' highlighted by a green circle. Below the navigation, there are several notification sections: 'Origination & Disbursement Notifications' with one notification for 'Balance Confirmations Needed for Closed Program or Award Year' for the 2023-2024 Pell Grant; and 'Eligibility & Oversight Notifications' with one notification to 'View your Eligibility Letter/PPA/ECAR'. The dashboard also features sections for 'Scheduled System Outages' and 'Important Dates', both indicating no current issues.

fsapartners.ed.gov/title-iv-program-eligibility/title-iv-participation-application

KNOWLEDGE CENTER TRAINING FINANCIAL AID DELIVERY **TITLE IV PROGRAM ELIGIBILITY** PARTNER CONNECT SERVICES

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.

Pre-Eligibility Application

To participate in federal student financial aid programs (Title IV, HEA) as an eligible institution or as an eligible non-participating institution, institutions must apply and receive approval. Some institutions apply only for designation as an eligible non-participating institution so their students may receive deferments on FSA program loans or be eligible for tax credits or other non-Title IV programs that require institutions to be FSA-eligible.

Before beginning to participate in the FSA programs, a school should familiarize itself with FSA Program requirements, the administrative and other requirements that it will have to fulfill, including tracking student and program eligibility. Some of these requirements require substantial lead-time, so a school should begin planning for implementation as soon as possible. Once it begins participating in the FSA programs, a school must continue to meet certain academic, financial, and administrative standards. The applicable federal regulations are [34 CFR Parts 600 & 668](#).

Institutions are also strongly encouraged to watch the [Training Video: Applying for First-Time Approval to Participate in Title IV FSA Programs](#) and to review the student financial assistance regulations regarding the requirements that must be satisfied before seeking approval to participate in the federal student financial aid programs. To access the FSA training video, you will need an FSA Training Center account (username and password). Please note that your username and password for the FSA Training Center is not associated with your FSAID and password used to access other FSA systems.

The [FSA Handbook Glossary](#) is another helpful resource and defines terms and abbreviations that are related to the Title IV programs.

Click "Get Started" if you are an institution applying to participate in the FSA programs for the first time, an institution seeking to be reinstated, and/or an institution requesting designation as an eligible non-participating institution.

[Get Started](#)

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](#)

Resources

[ez-Audit](#)
Submit Financial Statements and Compliance Audits

[Foreign Gift and Contract Disclosures](#)
Report Foreign Gifts and Contracts



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

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.
- Structure Change and/or Change in Ownership**
Structure Change and/or Change in Ownership is a request to participate in the federal student financial aid programs following a change in ownership, structure, or acquisition of a location, programs, and/or platform.
- Merging of OPEIDs with the same Ownership**
Merging of OPEIDs with the same Ownership is a request to combine institutions/locations with the same ownership into one OPEID. If you are requesting to merge OPEIDs that do not share your ownership, the merging institution must first submit an application to report the Structure Change and/or Change in Ownership before you request to merge the institutions.
- Designation as Eligible Nonparticipating Institution**
Designation as Eligible Nonparticipating Institution is a request to be designated as an eligible institution so students may receive deferments on FSA program loans or be eligible for tax credits or other non-Title IV programs that require institutions to be FSA-eligible.
- Update/Report Information**
Update/Report Information is a request to update/report required information on the institution's eligibility application. Select all purposes that you wish to update/report information. If the purpose for your application is not one of those described, select other purpose. Please provide your other purpose.

[Save Draft](#)

[Next](#)

KNOWLEDGE CENTER

[Knowledge Center Home](#)
[FSA Handbook](#)

FINANCIAL AID DELIVERY

[Application & Verification](#)
[Catalog/Awards & Packaging](#)

TITLE IV PROGRAM ELIGIBILITY

[Title IV Participation Application](#)
[Third-Party Services](#)

STUDENT PARENT BORROWER ACCOUNTS

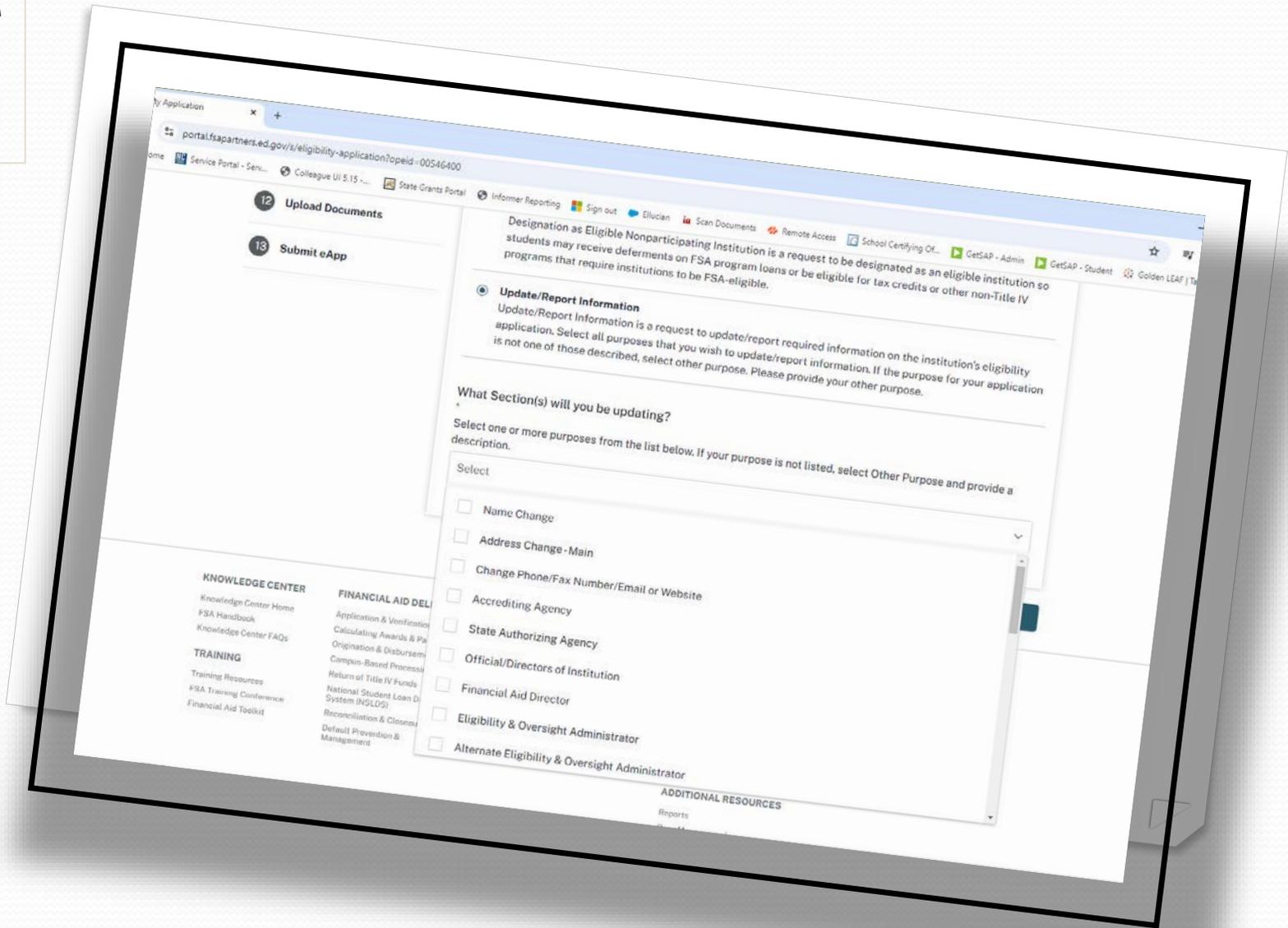
[Account Search](#)

MORE INFO

[About This Site](#)
[Data Center](#)

Update/Report Information

- Name Change
- Address change
- Phone/Email/Website
- Accrediting Agency
- State Authorizing Agency
- Officials of Institution, FA Director, etc.
- Board of Directors
- Third Party Servicer
- Additional Location
- Degree, Nondegree, Vocational Program
- Add/Drop Title IV Program
- Other



Section A. General Questions

- Institution Name
- OPEID, Partner Connect ID
- Employer ID Number/Taxpayer ID Number
- 12-digit Alpha-Numeric Unique Entity Identifier
- URL for your college website
- Most recent award year and current award year

Section B. Accreditation and State Agency

3. Are you an institution that is authorized by name to offer educational programs beyond secondary education by the Federal Government: or, as defined in 25 U.S.C. 1801(a)(2), by an Indian tribe? YES **NO**

- 50% of schools are incorrectly answering this question on Recertification
- 2 cases where you select YES – Military academy or a school authorized by Native American tribe.



Uploading Documents

The screenshot shows a web browser window with the URL `portal.fsapartners.ed.gov/s/eligibility-application?opeid=00546400`. The page is titled "Eligibility Application" and features a sidebar with a navigation menu. The menu items are: General Information (checked), Accreditation & State Authorization (3), Owners, Officials & Administrators (checked), Locations & Educational Programs (checked), Additional Factors & Details (checked), Third-Party Servicer (checked), Ability to Benefit (8), Administrative Capability (9), Title IV Programs (checked), Additional Contacts & Information (checked), and Upload Documents (12).

The main content area is titled "Section B: Accreditation & State Authorization". It contains the following text:

You must upload the documents listed below to successfully submit your application or provide an explanation for why the document is missing. To provide an explanation click the "+ new" button and select the Document Type you cannot provide, then indicate you cannot provide the document and use the description text box to explain why.

Once the document is uploaded, the document will display in the table below. Please contact Federal Student Aid if you have any issues uploading documents.

Select + Add New to add a new document, Download Icon to download a document, and Delete Icon to delete a document.

+ Add New

Document Type	Description	File Name	Upload Date	Uploaded By	File Size	File Type	Download	Delete
No Files Added								

At the bottom of the page, there are three buttons: "Previous", "Save Draft", and "Next".

Uploading Documents

Documentation Upload

Select the Document Type you are uploading from the dropdown and then select the Upload Files button. If the document you need to upload is not listed, select the "other" option for the applicable section. If this document is available on your website, you may also provide the URL for this document. Please indicate if the document contains PII or Proprietary Information.

* Document Type
--None--

Complete this field.

Select Document
 Or drop files

Document Weblink

Description *

Maximum 255 characters

Contains Personally Identifiable Information (PII)

Contains Proprietary Information

Document not available for upload

Documentation Upload

Select the Document Type you are uploading from the dropdown and then select the Upload Files button. If the document you need to upload is not listed, select the "other" option for the applicable section. If this document is available on your website, you may also provide the URL for this document. Please indicate if the document contains PII or Proprietary Information.

* Document Type
--None--

- Ability to Benefit - Other Document
- Accreditation - Approval of Address Change
- Accreditation - Approval of New Educational Programs
- Accreditation - Approval of New Location
- Accreditation - Approval of Redesignation
- Accreditation Approval of Written Contract or Agreement to P...
- Accreditation - Approval to Merge DPEs with Same Owners...
- Accreditation Letter - Notice of Comprehensive Transition and...
- Accreditation - Notice of Noncompliance
- Accreditation - Other

Document not available for upload

Uploading Documents

The screenshot shows a web browser window with the URL `portal.fsapartners.ed.gov/s/eligibility-application?opeid=00546400`. The page is titled "Eligibility Application" and displays a progress bar on the left with steps: General Information, Accreditation & State Authorization (current), Owners, Officials & Administrators, Locations & Educational Programs, Additional Factors & Details, Third-Party Servicer, Ability to Benefit, Administrative Capability, Title IV Programs, and Additional Contacts & Details.

Section B. Accreditation & State Authorization

Identify your accrediting agencies. Provide the following information for each agency that has the authority to accredit your institution's programs.

Select + **Add New** to add a new Accrediting Agency. To edit information about an Accrediting Agency select the  Edit Icon.

[+ Add New](#)

Accrediting Agency Name	Primary Accreditor	Institutional or Programmatic	Year Last Accredited	Number of Years	End Date
SACSCC - South...	Yes	INS -Institio...	2024	10	

[Previous](#) [Save Draft](#) [Next](#)

Very high pollen Today

Section C – Structure, Ownership & Control – Institutional Structure

The screenshot shows a web browser window with the URL `portal.fsapartners.ed.gov/s/eligibility-application?opeid=00546400`. The page title is "Eligibility Application". On the left, a navigation menu lists several sections, with "Owners, Officials & Administrators" selected and expanded to show "Structure, Ownership, & Control". The main content area is titled "Section C: Structure, Ownership, and Control - Institutional Structure". It contains a question: "1. Since you were last certified to participate in Federal Student Financial Aid Programs has your institution changed, or is your institution expecting to change (Pre-Acquisition), its structure or ownership in a manner that resulted, or will result, in a change in ownership with a change of control?". Below the question is a text box with the instruction "Please refer to the Guide to Structure Change and Change in Ownership - What You Need to Know before answering this question." and two radio button options: "Yes" and "No". A dropdown menu shows "1-Public" as the current Title IV Participation Designation status. Below that is a checkbox for "2. Check here if you are requesting to change your Title IV Participation Designation status..-optional". At the bottom of the form are buttons for "Previous", "Save Draft", and "Next".

Eligibility Application

- Reason for Submitting
- General Information
- Accreditation & State Authorization
- 4 Owners, Officials & Administrators**
 - Structure, Ownership, & Control**
 - Officials of the Institution
 - Eligibility & Oversight Administrator
- Locations & Educational Programs
- Additional Factors & Details
- Third-Party Servicer
- 8 Ability to Benefit

Section C: Structure, Ownership, and Control - Institutional Structure

1. Since you were last certified to participate in Federal Student Financial Aid Programs has your institution changed, or is your institution expecting to change (Pre-Acquisition), its structure or ownership in a manner that resulted, or will result, in a change in ownership with a change of control?

Please refer to the Guide to Structure Change and Change in Ownership - What You Need to Know before answering this question. *

Yes

No

Your current Title IV Participation Designation status is displayed. *

1-Public

2. Check here if you are requesting to change your Title IV Participation Designation status..-optional

[Previous](#) [Save Draft](#) [Next](#)

Section D – Officials of the Institution

- Chief Executive Officer
- President/Chancellor
- Chief Financial Officer
- Financial Aid Director
- Chief Information Officer
- Chief Operating Officer

Eligibility Application

Section D. Officials of the Institution

1. Provide information below about each official at your institution. You must identify individuals in the following roles: Chief Executive Officer; President/Chancellor; Chief Financial Officer; Financial Aid Director; Chief Information Officer; and Chief Operating Officer.

Select "Add New" to add a new official at your institution. To edit information about an official select the pencil icon.

Role	Name	Job Title	Role Effective Date	Role End Date
Chief Information Officer	Lee NMN Montrose	Chief Information Officer	2/20/2024	
Financial Aid Director	Mrs Emily MNM Jarrell	Director of Financial Aid	8/11/2021	
Chief Financial Officer	Mr Bruce MNM Barbee	Vice President for Administrative Services	5/19/2010	
Chief Executive Officer	Mr Bruce MNM Barbee	Vice President for Administrative Services	5/19/2010	
Chief Operating Officer	Mr Bruce MNM Barbee	Vice President for Administrative Services	5/19/2010	
President/Chancellor	Dr William NMN McInnis	President	3/19/2010	

Previous Save Draft Next

*Asks for business and home address, business and personal email, business and personal phone

Section D – Officials of the Institution

Home | FSA Partner Connect - x Eligibility Application x +

portal.fsapartners.ed.gov/eligibility-application?opeid=00546400

NASFA Lang Home Service Portal - Ser... Colleague UI 5.15 ... State Grants Portal Informer Reporting Sign out Ellucan Scan Documents Remote Access School Certifying Of... GetSAP - Adm... GetSAP - Student Golden LEAF | Tab... FAFSA Download ... Dashboard - Wave... Colleague UI 5.18 ... Signal Vine Login Colleague UI 5.18 ...

Section D. Officials of the Institution - Add New Official

1. Select the role(s) that this individual performs at your institution *

Select

Check here if this is the same person as your: Chief Executive Officer, President/Chancellor, Chief Financial Officer, Financial Aid Director, Chief Information Officer, Chief Operating Officer -optional

Date Information

Role Effective Date *

MM/DD/YYYY

Personal Information

Prefix -optional

Select

First Name *

Enter Name

Middle Name *

Enter Name

Last Name *

Enter Name

Suffix -optional

Enter Name

Job Title *

Enter Job Title

Address Information

Country *

United States

2 General Information

3 Accreditation & State Authorization

4 Owners, Officials & Administrators

Structure, Ownership, & Control

Officials of the Institution

Eligibility & Oversight Administrator

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

Do not submit a name prior to them starting. Report new officials no later than 10 days after they start.

Section D – Officials of the Institution

Ending an Official

Eligibility Application

- 1 Reason for Submitting
- 2 General Information
- 3 Accreditation & State Authorization
- 4 **Owners, Officials & Administrators**
 - Structure, Ownership, & Control
 - Officials of the Institution
 - Eligibility & Oversight Administrator
- 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

Section D. Officials of the Institution

1. Provide information below about each official at your institution. You must identify individuals in the following roles: Chief Executive Officer; President/Chancellor; Chief Financial Officer; Financial Aid Director; Chief Information Officer; and Chief Operating Officer.

Select "Add New" to add a new official at your institution. To edit information about an official select the pencil icon.

[+ Add New](#)

Role	Name	Job Title	Role Effective Date	Role End Date
Chief Information Officer	Lee NMN Montrose	Chief Information Officer	2/20/2024	
Financial Aid Director	Mrs Emily NMN Jarrell	Director of Financial Aid	8/11/2021	
Chief Financial Officer	Mr Brent NMN Barbee	Vice President for Administrative Services	5/19/2010	
Chief Executive Officer	Mr Brent NMN Barbee	Vice President for Administrative Services	5/19/2010	
Chief Operating Officer	Mr Brent NMN Barbee	Vice President for Administrative Services	5/19/2010	
President/Chancellor	Dr William NMN McInnis	President	3/19/2010	

[Previous](#) [Save Draft](#) [Next](#)

KNOWLEDGE CENTER | FINANCIAL AID DELIVERY | TITLE IV PROGRAM ELIGIBILITY | STUDENT, PARENT, BORROWER ACCOUNTS | MORE INFO

Section D – Officials of the Institution

The screenshot shows a Microsoft Word document titled "Document2 - Word" with a ribbon set to "Picture Format". The main content area displays a form titled "Section D. Officials of the Institution - Edit Official".

Form Structure:

- Reason for Submitting** (1)
- General Information** (2)
- Accreditation & State Authorization** (3)
- Owners, Officials & Administrators** (4)
 - Structure, Ownership, & Control (checked)
 - Officials of the Institution (selected)
 - Eligibility & Oversight Administrator (unchecked)
- Locations & Educational Programs** (5)
- Additional Factors & Details** (6)
- Third-Party Servicer** (7)
- Ability to Benefit** (8)
- Administrative Capability** (9)
- Title IV Programs** (10)
- Additional Contacts & Information** (11)
- Upload Documents** (12)
- Submit eApp** (13)

Section D. Officials of the Institution - Edit Official

1. Select the role(s) that this individual performs at your institution *

Chief Information Officer

Check here if this is the same person as your: Chief Executive Officer, President/Chancellor, Chief Financial Officer, Financial Aid Director, Chief Information Officer, Chief Operating Officer -optional

Date Information

Role Effective Date * 2/20/2024

Role End Date -optional MM/DD/YYYY

Personal Information

Prefix -optional Select

First Name * Lee

Middle Name * NMN

Last Name * Montrose

Suffix -optional Enter Name

Job Title *

Page 1 of 1 0 words Text Predictions: On Accessibility: Investigate Display Settings Focus 160%

Section D – Officials of the Institution

- 2b. Has this Board member ever had any ownership of another institution that is now participating in or has ever participated in federal student financial aid programs?
 - Yes – Provide information for each institution.
- 2c. Has this Board member ever had any ownership of a Third-Party Servicer?
 - Yes – Provide information for each Third-Party Servicer that is or was owned.
- 2d. Has this Board member ever held a position or ever served as a board member at another institution?
 - Yes – Provide information for each position held or board served on.



Section E & F



- E – Eligibility & Oversight Administrator (responsible for account access and can edit access of others for E-APP)
 - Alternate Administrator (check box if same person as CFO, CIO, COO, etc.)
 - Can add more than one
- F – Locations
 - Main and additional locations
 - Report any location that offers 50% or more of an educational program



Section F - Locations

The screenshot shows a web browser window with the URL `portal.fsapartners.ed.gov/s/eligibility-application?opeid=00546400`. The page title is "Section F. Locations - Additional Locations".

Section F. Locations - Additional Locations

You must provide information for any additional location (other than your main location) at which you offer or will offer 50% or more of an educational program. If you offer a Prison Education Program, you must report the correctional facility as an additional location even if a student receives instruction primarily through distance education or correspondence at that location. (See 34 C.F.R. 600.2 Additional Location (2) and 600.21(a)(14))

Select + Add New to add a new location. To edit information about a previously reported location select the Edit icon.

OPEID	Location Name	UEI	Prison/Jail	End Date
> 00546406	Richmond Community College - F. Diane Honeycutt Center		No	
> 00546408	Richmond Community College - Kenneth and Claudia Robinette Building		No	

Buttons: Previous, Save Draft, Next

Left sidebar menu items:

- General Information
- Accreditation & State Authorization
- Owners, Officials & Administrators
- 5 Locations & Educational Programs
 - Locations
 - Educational Programs
- Additional Factors & Details
- Third-Party Servicer
- 8 Ability to Benefit
- 9 Administrative Capability
- Title IV Programs

Section G – Educational Programs

Eligibility Application Richmond Community College9272024.pdf

25 / 64 | 100%

Section G: Educational Programs

1. Check each box below that describes the educational program(s) you provide as of the date you submit this application, or that you will provide during the current award year. Provide information only on the program(s) that you wish to be eligible for federal student financial aid. (You may check more than one box.)

- 1a. Associate Degree Programs
- 1b. Bachelor's Degree Programs
- 1c. Master's Degree Programs
- 1d. Doctoral Degree Programs
- 1e. Professional Degree Programs
- 1f. Graduate or Professional Non-Degree Programs
- 1g. Graduate Admission Programs
- 1h. Two-Year Transfer Programs
- 1i. Undergraduate Non-Degree Programs
- 1j. Undergraduate Non-Degree Programs (Requires enrolling students to have an Associate's degree or higher)
- 1k. Undergraduate Non-Degree (Short-Term) Programs
- 1l. Postbaccalaureate Teacher Certification Programs
- 1m. Comprehensive Transition and Postsecondary Programs

Check each program you provide or will provide during the current award year and wish to be eligible for federal student financial aid.

Section G – Educational Programs

- If you are an institution of higher education you must provide details for:
 - All new educational programs if you are currently provisionally certified
 - All of your non-degree programs (except two-year transfer programs)
 - Your comprehensive transition and postsecondary program
 - The first direct assessment program you offer at each credential level
- If you are provisionally certified and seeking approval for any new educational program(s), or if you are seeking approval for a comprehensive transition and postsecondary program or a first direct assessment program at a credential level or a short-term program, you must wait for approval of the program before disbursing funds to students enrolled in the program.

Section G – Educational Programs

Fully certified Private Nonprofit or Public Institution	Provisionally Certified Private Nonprofit or Public Institution	Proprietary Institution
New non-degree programs*	New non-degree programs* New degree programs	All new degree and non-degree programs
Prison Education Programs	Prison Education Programs	
First Direct Assessment program at each credential level	First Direct Assessment program at each credential level	
Comprehensive Transition and Postsecondary programs (CPT)	CPT programs	

*Do not report two-year transfer programs

Section G – Educational Programs

- Name of Program
- CIP Code
- SOC Code – Standard Occupational Classification code (comes from the Bureau of Labor Statistics). Must enter 1 but up to 10 codes.
- Date First Provided
- End Date
- Number of Weeks
- Type of Credit hours
- Clock Hours of Instruction
- Number of Credit Hours
- Delivery method of program

Section G – Educational Programs

- Is each course within the program acceptable for full credit toward your associate or higher degree?
- Is this a Prison Education Program?
- Do you have a written agreement or contract with an ineligible institution of higher education or entity to provide any portion of this program?
 - Yes – additional information required



Sections H and J



- H – Additional Factors & Details
 - Additional Yes/No questions regarding programs
 - Offered in whole or in part by distance education?
 - Offered in whole or in part by correspondence?
 - More than 50% of regular students Ability-To-Benefit students?
 - More than 25% of regular students incarcerated?
- J – Third Party Servicer
 - Report anyone with whom you contract to perform any aspect of the institution's responsibilities under Title IV, HEA programs. Search feature

Section J – Third Party Servicer

The screenshot shows a web browser window with the URL `portal.fsapartners.ed.gov/s/eligibility-application?opeid=00546400`. The page header includes navigation links for NASFAA.org Home, Service Portal, Colleague UI, State Grants Portal, Informer Reporting, Sign out, Ellucian, Scan Documents, Remote Access, School Certifying Of..., and GetSAP - Admin. Below the header is a navigation menu with categories: KNOWLEDGE CENTER, TRAINING, FINANCIAL AID DELIVERY, TITLE IV PROGRAM ELIGIBILITY, and PARTNER CONNECT SERVICES.

The main content area displays information for Richmond Community College, including OPEID: 00546400, City, State: Hamlet, NC, and Application Purpose: CIO. A "View Draft E-App" button is visible.

Eligibility Application

- Reason for Submitting
- General Information
- Accreditation & State Authorization
- Owners, Officials & Administrators
- Locations & Educational Programs
- Additional Factors & Details
- 7 Third-Party Servicer**

Section J. Third-Party Servicer

Provide information for all Third-Party Servicer with whom you contract to perform any aspect of the institution's responsibilities under the Title IV, HEA programs. Do not report independent auditors or ATB providers in this section. Contact Federal Student Aid if you have any questions related to reporting Third-Party Servicers.

Select + Add New to add a new Third-Party Servicer. To edit information about a Third-Party Servicer select the Edit Icon.

+ Add New

Third-Party Servicer Name	Main Service(s) Provided	Specific Service(s) Provided	Effective Date	End Date
Other		08 -Other -	12/18/2009	

Section J – Third Party Servicer

The screenshot shows a web browser window with the URL `portal.fsapartners.ed.gov/s/eligibility-application?opeid=00546400`. The page title is "Eligibility Application". The browser's taskbar shows various applications like NASFAA.org Home, Service Portal, Colleague UI, State Grants Portal, Informer Reporting, Sign out, Ellucian, Scan Documents, Remote Access, School Certifying Of..., and GetSAP - Admin.

The main content area is titled "Section J. Add New Third-Party Servicer". It includes a sidebar with a list of sections, each with a green checkmark icon, indicating completion status:

- General Information
- Accreditation & State Authorization
- Owners, Officials & Administrators
- Locations & Educational Programs
- Additional Factors & Details
- 7 Third-Party Servicer** (highlighted with a blue circle)
- 8 Ability to Benefit
- 9 Administrative Capability
- Title IV Programs
- Additional Contacts & Information

The main content area contains the following text and form fields:

Section J. Add New Third-Party Servicer

Before completing this section, make sure to contact your Third-Party Servicer first to verify the following information:

- Third-Party Servicer's Legal name
- Third-Party Servicer's Address
- Contact Information of the CEO/COO/President
- Contracted Services

1. To search for your Third-Party Servicer, enter your servicer's name in the box below. If your Third-Party Servicer is not found, provide your servicer's name and contact information.

Search

Third-Party Servicer Legal Name or Company's Legal Name *

Third-Party Servicer Name D/B/A -optional

TPS ID *

Partner Connect ID *

Section M – Title IV Programs

The screenshot shows a web browser window displaying the Federal Student Aid Eligibility Application for Richmond Community College. The page is titled "Eligibility Application" and is part of the "Title IV Program Eligibility" section. The user is logged in as "EMILY | School User | RICHMOND COMMUNITY COLLEGE".

Richmond Community College
OPEID: 00546400 City, State: Hamlet, NC [View Draft E-App](#)

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

Section M. Title IV Programs - Financial Aid Program Participation

1. Indicate all of the federal student financial aid programs in which you are seeking approval to participate.*

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant (FSEOG) Program
- Teacher Education Assistance for College and Higher Education (TEACH) Grant Program
- Federal Work Study (FWS) Program
- William D. Ford Federal Direct Loans Program (Direct Loans Program)
 - Federal Direct Loan Program (Subsidized and Unsubsidized)
 - Federal Direct PLUS Loan Program

[Previous](#) [Save Draft](#) [Next](#)

Sections K and L

K – Ability to Benefit

Ability to Benefit Test - Yes/No

AB test

Name of Test Administrator and Effective Date

L – Administrative Capability

Checks and Balances for administering federal student financial aid. All Yes/No

No – must explain why

Sections N, O, & P

- N – Additional Contacts
 - Would you like FSA to contact someone not at the institution about this application?
 - Example: Consultant, Third Party Servicer
- O – Additional Information
 - Additional explanations for unusual circumstances or any additional information not previously added.
- P – Upload Documents
 - Example: SAP policy, Letter of Accreditation, Letter of State License

Section Q – Authorized Signature Authority

The screenshot shows a web browser window with the URL `portal.fsapartners.ed.gov/eligibility-application?paid=00546400`. The page title is "Eligibility Application". On the left, a navigation menu lists 13 steps: 1. Reason for Submitting, 2. General Information, 3. Accreditation & State Authorization, 4. Owners, Officials & Administrators (checked), 5. Locations & Educational Programs (checked), 6. Additional Factors & Details (checked), 7. Third-Party Servicer (checked), 8. Ability to Benefit (checked), 9. Administrative Capability, 10. Title IV Programs (checked), 11. Additional Contacts & Information (checked), 12. Upload Documents (checked), and 13. Submit eApp.

The main content area is titled "Section Q. Authorized Signature Authority". It contains the following fields and options:

- Who is your authorized signature authority?**
 - Text: "Your authorized signature authority is the person that has the power and authority to act on behalf of the institution with connection to all legal and other matters of the institution."
 - Checkbox: Check here if this is the same person as your: Chief Executive Officer, President/Chancellor, Chief Operating Officer -optional
 - Text: "Select Position *"
 - Dropdown menu: "President/Chancellor - Dr William NMN McInnis"
 - Checkbox: Check here if this person is an owner of the institution -optional
- Personal Information**
 - Text: "Provide full legal name"
 - Text: "Prefix -optional": "Dr"
 - Text: "First Name *": "William"
 - Text: "Middle Name *": "NMN"
 - Text: "Last Name *": "McInnis"
 - Text: "Suffix -optional": "Enter Name"
 - Text: "Job Title *": "President"
- Address Information**
 - Text: "Country *": "United States"

Section Q – Authorized Signature Authority

Eligibility Application

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

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.

Previous Save Draft **Submit for Signature**

Authorized signature authority receives email from FSA Partner Connect

KNOWLEDGE CENTER
Knowledge Center Home
FSA Handbook
Knowledge Center FAQs

FINANCIAL AID DELIVERY
Application & Verification
Calculating Awards & Packaging
Origination & Disbursement
Campus-Based Processing
Return of Title IV Funds
National Student Loan Data System (NSLDS)
Reconciliation & Closeout
Default Prevention & Resolution

TITLE IV PROGRAM ELIGIBILITY
Title IV Participant Application
Third-Party Services
Guaranty Agency Program Review
Audit Submissions
iCDR Appeals
Cybersecurity
School Closure

STUDENT PARENT BORROWER ACCOUNTS
Account Search
Date Range Search
Record ID Search

PARTNER PROFILES
School Search
School Third-Party Servicer Search

MORE INFO
About This Site
Data Center
Help Center
Feedback Center
Important Dates
Helpful Links

Resources

- [Title IV Recertification for Domestic Institutions Webinar July 25, 2024](#)
- [FSA Partner Connect](#)
- [E-App and Third-Party Servicer Inquiry Form Updates](#)
- [Electronic Announcement \(GENERAL-23-120\) FSA Partner Connect-E-App and TPS Functionality Implemented; Reminders and Initial Next Steps for Users](#)
- [School Participation Division](#)





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