

Accounting Document – Prior Year Monetary Recovery (AD-PYMR)

Institution: Manhattanville College

City, State: Purchase, NY

PRCN: 130227537

TIN: 131740469

DUNS: 075433086

Reviewer: Marie Bangura

Region: NY/Boston

Date: <Date FPRD issued>

Section A: Use if no adjustments are being made in COD

Programs	Type	Amount	Funding Code	Object Class
Federal Pell Grant (Closed AY)	Principal		3220RNOYR	69017
	Interest		1435RNOYR	64020
ACG	Principal		3220RNOYR	69017
	Interest		1435RNOYR	64020
National SMART	Principal		3220RNOYR	69017
	Interest		1435RNOYR	64020
FSEOG (No FISAP Corrections)	Principal		3220RNOYR	69017
	Interest		1435RNOYR	64020
FWS (No FISAP Corrections)	Principal		3220RNOYR	69017
	Interest		1435RNOYR	64020
Direct Loan and Direct Loan EAL	Principal		4253XNOYR	53020 or 53010
	Interest		4253XNOYR	53040
FFEL and FFEL EAL	Interest/ SA/EAL	\$1486	4251XNOYR	53020
Federal Perkins	Principal		2915RNOYR	53054

Section B: Use if the Institution is instructed to make adjustments in COD

Add rows if necessary	Program / Award Year	Type	Amount	Funding Code	Object Class	G5 Program Award # *
Pell, ACG, SMART, TEACH	Program / Award Year	Principal		3875FNOYR	69020	
		Imputed Interest		1435RNOYR	64020	
Direct Loan (do not use for estimated loss)	Award Year	Principal		3875FNOYR	69020	
		Imputed Interest		4253XNOYR	53040	

Comments:

* G5 Award # (P063P104306, first 5 digits = program, next 2 digits = award year, next 4 digits = code unique to school). Note: It is important that the year in the G5 award number correspond to the award year for which any adjustments are being made, or for which the balance has been incurred (in the case of an unsubstantiated cash or negative cash balance). If the reviewer is unsure after looking in G5, contact Susan Lewey for Pell or DL, or Tremia Haythe for FWS or FSEOG.

Example of G5 award numbers for a single school for the 2009-2010 award year, Pell vs. DL:

Pell is designated by "P063P" and DL is designated by "P268K"

P063P091445 (Pell 2009-2010 award - Pell uses the final two digits of the leading award year in the award number)

P268K101445 (Direct Loan 2009-2010 award - DL uses the final two digits of the trailing award year in the award number)

Example of G5 award number for FWS and FSEOG

FWS is designated by "P033A" and FSEOG is designated by "P007A"

P033A092121 (FWS 2009-2010 award - FWS uses the final two digits of the leading award year in the award number)

P007A092121 (FSEOG 2009-2010 award - FSEOG uses the final two digits of the leading award year in the award number)

See FPRD Distribution Form for distribution information for this form and related program review documents.

SEC 21 202

Mr. Jon C. Strauss
Manhattanville College
2900 Purchase Street
Purchase, NY 10577

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
7006 2760 0002 1694 0550

RE: Final Program Review Determination
OPE ID: 00276000
PRCN: 201130227537

Dear Mr. Jon C. Strauss:

The U.S. Department of Education's (Department's) School Participation Division – NY/Boston issued a program review report on June 13, 2012 covering Manhattanville College's (Manhattanville) administration of programs authorized by Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs), for the 2008-2009 and 2009-2010 award years. Manhattanville's final response was received on August 13, 2012. A copy of the program review report (and related attachments) and Manhattanville's response are attached. Any supporting documentation submitted with the response is being retained by the Department and is available for inspection by Manhattanville upon request. Additionally, this Final Program Review Determination (FPRD), related attachments, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after this FPRD is issued.

Purpose:

Final determinations have been made concerning all of the outstanding findings of the program review report. The purpose of this letter is to: (1) identify liabilities resulting from the findings of this program review report, (2) provide instructions for payment of liabilities to the Department and (3) notify the institution of its right to appeal.

The total liabilities due from the institution from this program review are \$1,485.80.

This final program review determination contains detailed information about the liability determination for all findings.

Protection of Personally Identifiable Information (PII):

PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth). The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. To protect PII, the findings in the attached report do not contain any student PII. Instead, each finding references students only by a student number created by Federal Student Aid. The student numbers were assigned in Appendix A, Student Sample.

Appeal Procedures:

This constitutes the Department's FPRD with respect to the liabilities identified from the June 13, 2012 program review report. If Manhattanville wishes to appeal to the Secretary for a review of monetary liabilities established by the FPRD, the institution must file a written request for an administrative hearing. The Department must receive the request no later than 45 days from the date Manhattanville receives this FPRD. An original and four copies of the information Manhattanville submits must be attached to the request. The request for an appeal must be sent to:

Ms. Mary E. Gust, Director
Administrative Actions and Appeals Service Group
U.S. Department of Education
Federal Student Aid/PC/SESG
830 First Street, NE - UCP3, Room 84F2
Washington, DC 20002-8019

Manhattanville's appeal request must:

- (1) indicate the findings, issues and facts being disputed;
- (2) state the institution's position, together with pertinent facts and reasons supporting its position;
- (3) include all documentation it believes the Department should consider in support of the appeal. Any documents relative to the appeal that include PII data must be redacted except the student's name and last four digits of his / her social security number (please see the attached document, "Protection of Personally Identifiable Information," for instructions on how to mail "hard copy" records containing PII); and
- (4) include a copy of the FPRD. The program review control number (PRCN) must also accompany the request for review.

If the appeal request is complete and timely, the Department will schedule an administrative hearing in accordance with § 487(b)(2) of the HEA, 20 U.S.C. § 1094(b)(2). The procedures

Manhattanville College
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followed with respect to Manhattanville's appeal will be those provided in 34 C.F.R. Part 668, Subpart H. **Interest on the appealed liabilities shall continue to accrue at the applicable value of funds rate, as established by the United States Department of Treasury, or if the liabilities are for refunds, at the interest rate set forth in the loan promissory note(s).**

Record Retention:

Program records relating to the period covered by the program review must be retained until the later of: resolution of the loans, claims or expenditures questioned in the program review; or the end of the retention period otherwise applicable to the record under 34 C.F.R. §§ 668.24(e)(1), (e)(2), and (e)(3).

The Department expresses its appreciation for the courtesy and cooperation extended during the review. If the institution has any questions regarding this letter, please contact Marie Bangura at (202) 377-3072. Questions relating to any appeal of the FPRD should be directed to the address noted in the Appeal Procedures section of this letter.

Sincerely,

(b)(6)

/ Betty Coughlin
Director

Enclosure:

Protection of Personally Identifiable Information

cc: Robert Gilmore, Financial Aid Administrator
Eric Paulson, Assistant Vice President of Finance
Carole W. Yates, New York State Education Office
Dr. Sean A. Kitrick, Middle States Commission on Higher Education

Prepared for
Manhattanville College

OPE ID 00276000
PRCN 201130227537

Prepared by:
U.S. Department of Education
Federal Student Aid
School Participation Division - NY/Boston

Final Program Review Determination

DEC 21 2012

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A. Institutional Information

Manhattanville College
2900 Purchase Street
Purchase, NY 10577-2132

Type: Private, Nonprofit

Highest Level of Offering: Master's Degree or Doctor's Degree

Accrediting Agency: Middle States Commission on Higher Education

Current Student Enrollment: 4,279 (2009-2010)

% of Students Receiving Title IV: 63.5% (2009-2010)

Title IV Participation National Student Loan Data System (NSLDS)

	2009-2010
Federal Pell Grant (Pell)	\$ 1,975,846
Federal Supplemental Educational Opportunity Grant Program (FSEOG)	\$ 297,333
Federal Family Education Loan Program (FFEL)	\$ 17,745,627
Federal Work-Study Program (FWS)	\$ 465,977
Federal Perkins Loan Program (Perkins)	\$ 436,300
Federal Direct Student Loan Program (FDL)	\$ 239,551

Default Rate FFEL/DL:	2009	3.7%
	2008	3.8 %
	2007	2.7 %

Default Rate Perkins:	2010	17.5%
	2009	17.5 %
	2008	10.8 %

B. Scope of Review

The U.S. Department of Education (the Department) conducted a program review at Manhattanville College (Manhattanville) from May 23, 2011 to May 27, 2011. The review was conducted by Marie Bangura and Debra Knight-Brown.

The focus of the review was to determine Manhattanville's compliance with the statutes and federal regulations as they pertain to the institution's administration of Title IV programs. The review consisted of, but was not limited to, an examination of Manhattanville's policies and procedures regarding institutional and student eligibility, individual student financial aid and academic files, attendance records, student account ledgers, and fiscal records.

A sample of 30 files was identified for review from the 2008-2009 and 2009-2010 award years. The files were selected randomly from a statistical sample of the total population receiving Title IV, HEA program funds for each award year. In addition, 30 files were selected to test your administration of student credit balances. Appendix A lists the names and partial social security numbers of the students whose files were examined during the program review.

Disclaimer:

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning Manhattanville's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve Manhattanville of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

C. Findings and Final Determinations

Resolved Findings

Findings 1, 3, and 4

Manhattanville has taken the corrective actions necessary to resolve findings 1, 3 and 4 of the program review report. Therefore, these findings may be considered closed.

Appendix B outlines the school's responses to these findings. Findings requiring further action by Manhattanville are discussed below.

Findings with Final Determinations

The program review report finding requiring further action is summarized below. At the conclusion of this finding is a summary of Manhattanville's response to the finding, and the Department's final determination for that finding. A copy of the program review report issued on June 13, 2012 is attached as Appendix C.

Note: Any additional costs to the Department, including interest, special allowances, cost of funds, unearned administrative cost allowance, etc., are not included in individual findings, but instead are included in the summary of liabilities table in Section D of the report.

Finding 2: Overaward

Citation Summary: An institution may not certify a Stafford Loan, or a combination of loans, for a loan amount that exceeds the student's estimated cost of attendance for the period of enrollment less the student's financial assistance for that period.

34 C.F.R. § 682.603(e)(2)

Noncompliance Summary: The reviewers found an overaward where Student #4 received a FFEL Subsidized loan in excess of her financial need. Student #4 was awarded \$8,500.00 in FFEL Subsidized and \$6,500.00 in FFEL Unsubsidized Loans.

For the award year 2008/2009, the Cost of Attendance (COA) was \$21,530.00. The student's Expected Family Contribution (EFC) was \$20,015.00. Her total financial need was \$1,515.00.

$$\begin{aligned} \text{COA-EFC} &= \text{Student's Need} \\ \$21,530 - \$20,015 &= \$1,515 \end{aligned}$$

Required Action Summary: *Manhattanville was to contact the lender and convert the ineligible subsidized portion of the overaward into an unsubsidized loan. If the lender could make the adjustments, then Manhattanville had to provide documentation confirming the adjustments made to the student's account. If the lender could not convert the overaward amount into an unsubsidized loan, Manhattanville had to confirm the amount of the overaward.*

MC's Response: In Manhattanville's response to this finding, the College concurred that Student #4 received aid exceeding her need. Manhattanville provided a letter addressed to the School Services Division of the U.S. Department of Education stating that an overaward had occurred for the loan period of 01/20/2009-05/08/2009 and the FFEL Subsidized and Unsubsidized loans needed to be adjusted accordingly. In addition to the School Services documentation, Manhattanville provided our office with the National Student Loan Data System (NSLDS) forms that outlined the changes made to Student #4's loan disbursements and loan history. Due to the student's most recent loan consolidation, the U.S. Department of Education notified Student #4 of the recent changes made to her loan history.

Final Determination: Manhattanville concurred with our finding and sent the loan adjustments to the School Services Division of the U.S. Department of Education on August 16, 2012. Adjustments made on August 16, 2012 were:

The original award:
Subsidized: \$8,500.00
Unsubsidized: \$6,500.00

The revised award:
Subsidized: \$1,515.00
Unsubsidized: \$13,485.00

The FFEL Subsidized loan original certified amount (\$8,500.00) minus the revised award amount (\$1,515.00) totals \$6,985.00. We have assessed an interest liability on this overaward in the amount of \$1,485.80.

The liabilities are detailed later in the Cost of Funds calculation worksheets. Appendix E details the liabilities due per student including any interest due.

Manhattanville must notify Student #4, in writing, regarding loan adjustments made on her behalf. This notification must include the adjustment amounts and the date of the adjustments.

D. Summary of Liabilities

The total amount calculated as liabilities from the findings in the program review determination is as follows.

Established Liabilities – Duplicate Liabilities Removed											
Initial Liabilities	Pell (Closed Award Year)	FSEOG	FWS	ACG	SMART	TEACH	DL / FFEL	Perkins	EALF DL	EALF FFEL	
Finding											
Finding 2							\$6985.00				
Finding											
Finding											
Subtotal 1	\$	\$	\$	\$	\$	\$	\$6985.00	\$			
Interest/SA							\$1485.80				
Excess Cash											
ACA											
Subtotal 2	\$	\$	\$	\$	\$	\$	\$1485.80	\$			
TOTAL	\$	\$	\$	\$	\$	\$	\$1485.80	\$			
Payable To:											Totals
Department							\$1485.80				\$1485.80

E. Payment Instructions

Manhattanville owes to the Department \$1,485.80. Payment must be made by forwarding a check made payable to the "U.S. Department of Education" to the following address within 45 days of the date of this letter:

U.S. Department of Education
P.O. Box 979026
St. Louis, MO 63197-9000

Remit checks only. Do not send correspondence to this address. **Payment must be made via check and sent to the above Post Office Box, payment and/or adjustments made via GAPS/G5 will not be accepted as payment of this liability.**

The following identification data must be provided with the payment:

Amount: \$1,485.80
DUNS: 075433086
TIN: 131740469
PRCN: 201130227537

Terms of Payment

As a result of this final determination, the Department has created a receivable for this liability and payment must be received by the Department within **45 days of the date of this letter**. If payment is not received within the 45-day period, interest will accrue in monthly increments from the date of this determination, on the amounts owed to the Department, at the current value of funds rate in effect as established by the Treasury Department, until the date of receipt of the payment. Manhattanville is also responsible for repaying any interest that accrues. If you have any questions regarding interest accruals or payment credits, contact the Department's Accounts Receivable Group at (202) 245-8080 and ask to speak to Manhattanville's account representative.

If full payment cannot be made within 45 days of the date of this letter, contact the Department's Accounts Receivable Group to apply for a payment plan. Interest charges and other conditions apply. Written request may be sent to:

U.S. Department of Education
OCFO Financial Management Operations
Accounts Receivable Group
550 12th Street, S.W., Room 6111
Washington, DC 20202-4461

830 First Street, NE Washington, D.C. 20202-5430
www.FederalStudentAid.ed.gov

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Attn: David Concannon

If within 45 days of the date of this letter, Manhattanville has neither made payment in accordance with these instructions nor entered into an arrangement to repay the liability under terms satisfactory to the Department, the Department intends to collect the amount due and payable by administrative offset against payments due Manhattanville from the Federal Government. **Manhattanville may object to the collection by offset only by challenging the existence or amount of the debt.** To challenge the debt, Manhattanville must **timely appeal** this determination under the procedures described in the "Appeal Procedures" section of the cover letter. The Department will use those procedures to consider any objection to offset. **No separate appeal opportunity will be provided.** If a timely appeal is filed, the Department will defer offset until completion of the appeal, unless the Department determines that offset is necessary as provided at 34 C.F.R. § 30.28. This debt may also be referred to the Department of the Treasury for further action as authorized by the Debt Collection Improvement Act of 1996.

Appendix A: Student Data

	Last Name	First Name	Last Four SS #
(b)(6); (b)(7)(C)			

(b)(6); (b)(7)(C)

Appendix B: Institution's Written Response



MANHATTANVILLE COLLEGE

August 16, 2012

Ms. Marie Bangura
Institutional Review Specialist
United States Department of Education
71C3
830 First Street, NE
Washington, DC 20202

RE: Program Review Report
OPE ID: 00276000
PRCN: 201130227537

Dear Ms. Bangura:

We are in receipt of the Program Review Report dated June 13, 2012 and received on June 18, 2012. Please note that we take this Program Review Report very seriously and have implemented policies and procedures intended to prevent repeat occurrences of the issues highlighted in the report. Our response to the report is as follows.

Finding 1: Student Credit Balances Unpaid or Paid Late

The College has reviewed all student account records for the 2009-10 award year and has determined that all credit balances have been paid to the students as of the date of the Program Review Report. No additional refunds were required to be processed in preparation for this response. The College recognizes that past payments were not made in a timely manner and has instituted additional controls to ensure that this does not occur going forward. At least weekly, a report is generated identifying all credit balances related to Title IV funds. The listing of all credit balances is provided to the Student Accounts office for review and to generate a refund. The accounting office then issues a check with the next weekly check run, or earlier, if necessary. As a result, checks are generated and sent to students within the required two week time frame.

Finding 2: Overaward

Attached to this response please find copies of the communication from Manhattanville to the School Services Department at the Direct Loan Servicing Center at Greenville, TX. The student has consolidated her Stafford Loans as evidenced in the NSLDS record that is also attached.

Finding 3: Selective Service Registration Not Completed

Attached to this response, please find a copy of a communication from the student in question indicating that the student became a permanent resident at the age of 31. Therefore, he was not required to register for Selective Service.

Finding 4: Exit Interview not Documented or Performed

Attached to this response, please find copies of all documentation demonstrating that the College either sent exit counseling documents to students and/or proof that the students in question completed an exit counseling session.

We believe that this response addresses all of the issues raised in the Program Review Report. If you have any questions please contact me at (914) 323-5412 or Erik.Paulson@mville.edu

Sincerely,



Erik Paulson

Assistant Vice President of Finance



MANHATTANVILLE COLLEGE
OFFICE OF FINANCIAL AID

Date: 3/16/2012

- URGENT
- PLEASE RESPOND
- FOR INFORMATION ONLY

To: SCHOOL SERVICES

Fax #: (800) 848-0984

Total # of pages: 2

From: Robert D. Gilmore, Director

Darlens M. Huszar, Associate Director

James Filippelli, Loan Coordinator

Vivian Hahn, Financial Aid Counselor

Catie Lee Trzaskowski, Financial Aid Counselor

Linda Bertuzzi, Office Manager

Madeleyn Marti, Financial Aid Representative

MESSAGE:

"Manhattanville College is committed to equality of educational opportunity, and is an equal opportunity employer. The College does not discriminate against current or prospective students and employees on the basis of race, color, sex, national and ethnic origin, religion, age, disability, or any other legally protected characteristic. This College policy is implemented in educational and admissions policies, scholarship and loan programs, athletic and other school-administered programs, and in employee-related programs."



MANHATTANVILLE COLLEGE
OFFICE OF FINANCIAL AID

School Services
U.S. Department of Education
P.O. Box 5609
Greenville, TX 75403

Dear Sirs,

On June 13th, 2012 the Department of Education directed, as the result of a Program Review, that Manhattanville College correct a packaging error made in the awarding of Stafford Loan funds for:

(b)(6); (b)(7)(C)

Loan period: 1/20/2009 – 5/8/2009

Original Award:

Subsidized Amount:	\$ 8,500.00
Unsubsidized Amount:	\$ 6,500.00

Revised (Correct) Award:

Subsidized Amount:	\$ 1,515.00
Unsubsidized Amount	\$ 13,485.00

Please make the adjustments to the student's loans. Should you have any questions or concerns, do not hesitate to contact me at (914) 323-5350.

Sincerely,

Robert D. Gilmore
Director of Financial Aid
Manhattanville College

Cc: Marie Bangura, Institutional Review Specialist, US Department of Education
Erik Paulson, Asst. Vice President of Finance, Manhattanville College

*** TX REPORT ***

JOB NO. 0179
ST. TIME 08/16 07:53
PGS. 2
SEND DOCUMENT NAME

TX INCOMPLETE -----
TRANSACTION OK 418008480984
ERROR -----



MANHATTANVILLE COLLEGE
OFFICE OF FINANCIAL AID

Date: 8/16/2012

- URGENT
- PLEASE RESPOND
- FOR INFORMATION ONLY

To: SCHOOL SERVICES

Fax #: (800) 848-0984

Total # of pages: 2

From: Robert D. Gilmore, Director

Darlene M. Huszar, Associate Director

James Filippelli, Loan Coordinator

Vivian Hahn, Financial Aid Counselor

Catie Lee Trzaskowski, Financial Aid Counselor

Linda Bertuzzi, Office Manager

Madeleyn Marti, Financial Aid Representative

MESSAGE: _____



National Student Loan Data System (NSLDS)



- Menu
- Aid
- Enroll
- Org
- Report
- Tran



Loan History | Overpayment List | Grants | Delinquent Borrowers | Exit Counseling History | Student Access Interface | Address History | SSN Conflict

SSN: First Name: DOB: (MMDDCCYY)
 FSA ID: ROBERT.GILMORE.FSA logged on as: ROBERT GILMORE from MANHATTANVILLE COLLEGE / TG84211 / SC122UQ

(b)(6); (b)(7)(C)

Close or Equal to Undergrad Sub Limit

Grants

Student is not on your school's Transfer Monitoring List.

Loan History



Aggregate Loan Information

Loan Type	Outstanding Principal Balance	Pending Disbursements	Total
Undergraduate			Award Year: 2007 ⓘ
Subsidized Loans	\$17,822	\$0	\$17,822
Unsubsidized Loans	\$19,064	\$0	\$19,064
Combined Loans	\$36,886	\$0	\$36,886
Consolidation Loans, Unallocated	\$16,439		\$16,439
Graduate			Award Year: 2009 ⓘ
Subsidized Loans	\$8,061	\$0	\$8,061
Unsubsidized Loans	\$7,500	\$0	\$7,500
Combined Loans	\$13,561	\$0	\$13,561
Consolidation Loans, Unallocated	\$8,059		\$8,059
Totals			
Subsidized Loans	\$23,883	\$0	\$23,883
Unsubsidized Loans	\$26,564	\$0	\$26,564
Combined Loans	\$50,447	\$0	\$50,447
Consolidation Loans, Unallocated	\$24,498		\$24,498
Other			
Perkins Loans	N/A		N/A



Master Promissory Notes

MPN Type	Code	PLUS Borrower
Direct Stafford	A	N/A
Direct PLUS	N	N/A



Loan Summary

Sort by: -- Select --

Display Only: -- ALL --

Submit

Currently Sorted by LOAN DATE, No filtering



1 D5 - DIRECT CONSOL UNSUB Status: FB as of 02/21/2012 [Loan Detail](#)

Approved Amt:	\$7,963	Disbursed Amt:	\$7,963	OPB:	\$8,813	Agg. OPB:	\$7,500
Loan Date:	12/01/2009	Sep. Loan Ind:	7	Loan Period:	N/A - N/A		
Last Disb. Date:	12/01/2009	Last Disb. Amt:	\$7,963	Acad. Lv:	N/A		
ED Servicer:	DIRECT LOAN SERVICING CENTER (ACS) - 583						

2 D6 - DIRECT CONSOL SUB Status: FB as of 02/21/2012 [Loan Detail](#)

Approved Amt:	\$17,093	Disbursed Amt:	\$17,046	OPB:	\$17,923	Agg. OPB:	\$17,000
Loan Date:	12/01/2009	Sep. Loan Ind:	8	Loan Period:	N/A - N/A		
Last Disb. Date:	12/01/2009	Last Disb. Amt:	\$17,046	Acad. Lv:	N/A		
ED Servicer:	DIRECT LOAN SERVICING CENTER (ACS) - 583						

3 SU - FFEL STAFFORD UNSUB Status: PN as of 12/07/2009 [Loan Detail](#)
MANHATTANVILLE COLLEGE - 00276000

Guaranteed Amt:	\$8,500	Disbursed Amt:	\$8,500	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	01/09/2009	Sep. Loan Ind:	A	Loan Period:	01/20/2009 - 05/08/2009		
Last Disb. Date:	01/28/2009	Last Disb. Amt:	\$8,500	Acad. Lv:	A		
ED Servicer:	DEPT OF ED/ACS - 577						

4 SF - FFEL STAFFORD SUB Status: PN as of 12/07/2009 [Loan Detail](#)
MANHATTANVILLE COLLEGE - 00276000

Guaranteed Amt:	\$8,500	Disbursed Amt:	\$8,500	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	01/09/2009	Sep. Loan Ind:	A	Loan Period:	01/20/2009 - 05/08/2009		
Last Disb. Date:	01/28/2009	Last Disb. Amt:	\$8,500	Acad. Lv:	A		
ED Servicer:	DEPT OF ED/ACS - 577						

5 SU - FFEL STAFFORD UNSUB Status: CA as of 01/09/2009 [Loan Detail](#)
MANHATTANVILLE COLLEGE - 00276000

Guaranteed Amt:	\$6,000	Disbursed Amt:	\$0	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	12/23/2008	Sep. Loan Ind:	A	Loan Period:	01/20/2009 - 05/08/2009		
Last Disb. Date:	N/A	Last Disb. Amt:	\$0	Acad. Lv:	1		
GA:	NEW YORK STATE HIGHER EDUCATION SERVICES - 736						

Lender: CITIBANK ELT STUDENT LOAN CORP - 828878
6 SF - FFEL STAFFORD SUB Status: **CA** as of 01/09/2009
MANHATTANVILLE COLLEGE - 00276000 Loan Detail

Guaranteed Amt:	\$3,500	Disbursed Amt:	\$0	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	12/23/2008	Sep. Loan Ind:	A	Loan Period:	01/20/2009 - 05/08/2009		
Last Disb. Date:	N/A	Last Disb. Amt:	\$0	Acad. Lv:	1		
GA: NEW YORK STATE HIGHER EDUCATION SERVICES - 736							
Lender: CITIBANK ELT STUDENT LOAN CORP - 828878							

7 SU - FFEL STAFFORD UNSUB Status: **CA** as of 01/07/2009
MANHATTANVILLE COLLEGE - 00276000 Loan Detail

Guaranteed Amt:	\$6,743	Disbursed Amt:	\$0	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	09/23/2008	Sep. Loan Ind:	A	Loan Period:	01/20/2009 - 05/08/2009		
Last Disb. Date:	N/A	Last Disb. Amt:	\$0	Acad. Lv:	A		
GA: NEW YORK STATE HIGHER EDUCATION SERVICES - 736							
Lender: CITIBANK ELT STUDENT LOAN CORP - 828878							

8 SF - FFEL STAFFORD SUB Status: **CA** as of 01/07/2009
MANHATTANVILLE COLLEGE - 00276000 Loan Detail

Guaranteed Amt:	\$758	Disbursed Amt:	\$0	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	09/23/2008	Sep. Loan Ind:	A	Loan Period:	01/20/2009 - 05/08/2009		
Last Disb. Date:	N/A	Last Disb. Amt:	\$0	Acad. Lv:	A		
GA: NEW YORK STATE HIGHER EDUCATION SERVICES - 736							
Lender: CITIBANK ELT STUDENT LOAN CORP - 828878							

9 SU - FFEL STAFFORD UNSUB Status: **PN** as of 12/29/2009
MANHATTANVILLE COLLEGE - 00276000 Loan Detail

Guaranteed Amt:	\$1,000	Disbursed Amt:	\$1,000	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	07/30/2008	Sep. Loan Ind:	A	Loan Period:	02/25/2008 - 05/27/2008		
Last Disb. Date:	08/04/2008	Last Disb. Amt:	\$500	Acad. Lv:	A		
GA: NEW YORK STATE HIGHER EDUCATION SERVICES - 736							
Servicer: THE STUDENT LOAN CORPORATION - 700018							

10 SF - FFEL STAFFORD SUB Status: **PN** as of 12/29/2009
MANHATTANVILLE COLLEGE - 00276000 Loan Detail

Guaranteed Amt:	\$8,500	Disbursed Amt:	\$8,500	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	07/30/2008	Sep. Loan Ind:	A	Loan Period:	02/25/2008 - 05/27/2008		
Last Disb. Date:	08/04/2008	Last Disb. Amt:	\$4,250	Acad. Lv:	A		
GA: NEW YORK STATE HIGHER EDUCATION SERVICES - 736							
Servicer: THE STUDENT LOAN CORPORATION - 700018							

11 D8 - DIRECT CONSOL SUB Status: **FB** as of 02/21/2012
Loan Detail

Approved Amt:	\$22,928	Disbursed Amt:	\$22,889	OPB:	\$25,008	Agg. OPB:	\$6,883
Loan Date:	11/29/2007	Sep. Loan Ind:	Q	Loan Period:	N/A - N/A		
Last Disb. Date:	11/29/2007	Last Disb. Amt:	\$22,889	Acad. Lv:	N/A		
ED Servicer: DIRECT LOAN SERVICING CENTER (ACS) - 583							

12 D5 - DIRECT CONSOL UNSUB Status: **FB** as of 02/21/2012
Loan Detail

Approved Amt:	\$35,050	Disbursed Amt:	\$35,051	OPB:	\$43,199	Agg. OPB:	\$19,084
Loan Date:	11/29/2007	Sep. Loan Ind:	R	Loan Period:	N/A - N/A		
Last Disb. Date:	11/29/2007	Last Disb. Amt:	\$35,051	Acad. Lv:	N/A		
ED Servicer: DIRECT LOAN SERVICING CENTER (ACS) - 583							

13 SF - FFEL STAFFORD SUB Status: PN as of 12/03/2007 Loan Detail
 MANHATTANVILLE COLLEGE - 00276000

Guaranteed Amt:	\$8,500	Disbursed Amt:	\$4,500	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	01/31/2007	Sep. Loan Ind:	A	Loan Period:	08/28/2006 - 05/04/2007		
Last Disb. Date:	02/06/2007	Last Disb. Amt:	\$4,500	Acad. Lv:	A		
GA: NEW YORK STATE HIGHER EDUCATION SERVICES - 736							
Servicer: MISSOURI HIGHER EDUCATION LOAN AUTH - 700173							

14 SU - FFEL STAFFORD UNSUB Status: CA as of 03/09/2007 Loan Detail
 MANHATTANVILLE COLLEGE - 00276000

Guaranteed Amt:	\$480	Disbursed Amt:	\$0	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	01/31/2007	Sep. Loan Ind:	A	Loan Period:	08/28/2006 - 05/04/2007		
Last Disb. Date:	N/A	Last Disb. Amt:	\$0	Acad. Lv:	A		
GA: NEW YORK STATE HIGHER EDUCATION SERVICES - 736							
Servicer: MISSOURI HIGHER EDUCATION LOAN AUTH - 700173							

15 D2 - DIRECT STAFFORD UNSUB Status: PN as of 11/30/2007 Loan Detail
 PACE UNIVERSITY - 00279100

Approved Amt:	\$1,482	Disbursed Amt:	\$1,482	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	09/27/2006	Sep. Loan Ind:	P	Loan Period:	09/06/2006 - 12/20/2006		
Last Disb. Date:	09/27/2006	Last Disb. Amt:	\$1,482	Acad. Lv:	3		
ED Servicer: DIRECT LOAN SERVICING CENTER (ACS) - 583							

16 D1 - DIRECT STAFFORD SUB Status: PN as of 11/30/2007 Loan Detail
 PACE UNIVERSITY - 00279100

Approved Amt:	\$1,316	Disbursed Amt:	\$1,316	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	09/27/2006	Sep. Loan Ind:	O	Loan Period:	09/06/2006 - 12/20/2006		
Last Disb. Date:	09/27/2006	Last Disb. Amt:	\$1,316	Acad. Lv:	3		
ED Servicer: DIRECT LOAN SERVICING CENTER (ACS) - 583							

17 D2 - DIRECT STAFFORD UNSUB Status: CA as of 09/09/2006 Loan Detail
 PACE UNIVERSITY - 00279100

Approved Amt:	\$2,783	Disbursed Amt:	\$0	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	08/27/2006	Sep. Loan Ind:	A	Loan Period:	09/06/2006 - 06/14/2007		
Last Disb. Date:	08/27/2006	Last Disb. Amt:	\$0	Acad. Lv:	3		
ED Servicer: DIRECT LOAN SERVICING CENTER (ACS) - 583							

18 D1 - DIRECT STAFFORD SUB Status: CA as of 09/09/2006 Loan Detail
 PACE UNIVERSITY - 00279100

Approved Amt:	\$2,467	Disbursed Amt:	\$0	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	08/27/2006	Sep. Loan Ind:	A	Loan Period:	09/06/2006 - 06/14/2007		
Last Disb. Date:	08/27/2006	Last Disb. Amt:	\$0	Acad. Lv:	3		
ED Servicer: DIRECT LOAN SERVICING CENTER (ACS) - 583							

19 D2 - DIRECT STAFFORD UNSUB Status: PN as of 11/30/2007 Loan Detail
 PACE UNIVERSITY - 00279100

Approved Amt:	\$3,100	Disbursed Amt:	\$3,100	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	05/30/2006	Sep. Loan Ind:	L	Loan Period:	05/31/2006 - 07/11/2006		
Last Disb. Date:	05/30/2006	Last Disb. Amt:	\$3,100	Acad. Lv:	2		
ED Servicer: DIRECT LOAN SERVICING CENTER (ACS) - 583							

20 D1 - DIRECT STAFFORD SUB Status: PN as of 11/30/2007 Loan Detail
 PACE UNIVERSITY - 00279100

Approved Amt:	\$5,500	Disbursed Amt:	\$5,500	OPB:	\$0	Agg. OPB:	\$0
Loan Date:	02/15/2008	Sep. Loan Ind:	K	Loan Period:	01/23/2008 - 06/15/2008		

Last Disb. Date:	03/20/2006	Last Disb. Amt:	\$2,750	Acad. Lv:	3
ED Servicer:	DIRECT LOAN SERVICING CENTER (ACS) - 583				



Notes:

- ① For the determined award year and academic level displayed, the dependency status is/was Independent.
- ② Amount includes capitalized interest.

PRIVACY ACT OF 1974 (AS AMENDED)

MAY 27 2011

11/19

May 25, 2011

To Robert D. Gilmore
Interim Director of Financial Aid
Manhattanville College
2900 Purchase Street
Purchase, NY 10577

FILE COPY

I entered the US on September 3, 1984 on an H-1 visa. I was granted permanent resident status on 1/15/1992. I have been a Belgian citizen since my birth on (b)(6); (b)(7)(C). I have not registered for Selective Service since I was not aware of a requirement to do so nor was I asked to do so.

(b)(6); (b)(7)(C)

⑤ was 31 years old when granted Permanent Resident alien status.



MANHATTANVILLE COLLEGE
OFFICE OF FINANCIAL AID

- 1st Request
- 2nd Request
- 3rd Request
- 4th Request
- Final Notice

Date 4/12/2011

Name (b)(6); (b)(7)(C)

ID # _____

(b)(6); (b)(7)(C)

Dear _____

Upon Review of your 2009-2010 Financial Aid Folder, we found the following information to be missing:

- Signed copies of student and or spouse _____ Federal Tax Return (1040) and all W-2 forms
- Signed copies of Parent's _____ Federal Tax Return (1040) and all W-2 forms
- Free Application for Federal Student Aid (FAFSA) for the year _____ at www.fafsa.ed.gov
- Master Promissory Note (e-MPN)/Plus Master Promissory Note (e-MPN) at www.studentloans.gov
- Verification worksheet
- Entrance Interview Form/Exit Interview Form at www.studentloans.gov. Please print out confirmation and submit to our office
- Manhattanville Graduate Financial Aid Form/Manhattanville Undergraduate Financial Aid Form
- Graduate Acceptance Letter (To be eligible for Financial Aid and or Student Loans you must be accepted and matriculated in a degree program.)
- Itemization Worksheet Letter (The income reported on your FAFSA seems unusually low. Please complete the enclosed Itemization Worksheet.)
- Supplemental Financial Aid Form
- Your FAFSA was rejected due to missing signatures. Please be sure to sign your Student Aid Report electronically using your PIN #. (You can obtain a PIN # by contacting FAFSA at 800-433-3243 or www.pin.ed.gov.)
- Other

Please return the requested information to the Student Financial Services immediately. If you have any questions or need additional information, please feel free to call our office at (914) 323-1989.



MANHATTANVILLE COLLEGE
OFFICE OF FINANCIAL AID

- 1st Request
- 2nd Request
- 3rd Request
- 4th Request
- Final Notice

Date 12/2/10
 Name _____
 ID# _____

(b)(6); (b)(7)(C)

Dear _____

(b)(6); (b)(7)(C)

Upon Review of your 2010-11 Financial Aid Folder, we found the following information to be missing:

- Signed copies of student and or spouse _____ Federal Tax Return (1040) and all W-2 forms
 - Signed copies of parent's _____ Federal Tax Return (1040) and all W-2 forms
 - Free Application for Federal Student Aid (FAFSA) for the year _____ at (www.fafsa.ed.gov)
 - Master Promissory Note (e-MPN) PLUS Master Promissory Note (e-PMPN) at (www.dlenote.ed.gov)
 - Verification Worksheet
 - Entrance Interview Form (Exit Interview Form at (www.dlisonline.com/borrower/CounselingSession.do))
 - Manhattanville Graduate Financial Aid Form / Manhattanville Undergraduate Financial Aid Form
 - Graduate Acceptance Letter (To be eligible for Financial Aid and or Student Loans you must be accepted and matriculated in a degree program.)
 - Itemization Worksheet (The Income reported on your FAFSA seems unusually low. Please complete the enclosed Itemization Worksheet.)
 - Business Supplement Form
- Your FAFSA was rejected due to missing signatures. Please be sure to sign your Student Aid Report electronically using your PIN#. (You can obtain a PIN # by contacting FAFSA at 800-433-3243 or www.pin.ed.gov.)
- Other _____

~~Please return the requested information to the Financial Aid Office immediately. If you have any questions need additional information, please feel free to call our office at (914) 323-1988.~~

Thank you.



MANHATTANVILLE COLLEGE
OFFICE OF FINANCIAL AID

- 1st Request
- 2nd Request
- 3rd Request
- 4th Request
- Final Notice

Date 3/22/2011

Name (b)(6); (b)(7)(C)

ID # _____

Dear (b)(6); (b)(7)(C)

FILE COPY

Upon Review of your 2009-2010 Financial Aid Folder, we found the following information to be missing:

- Signed copies of student and or spouse _____ Federal Tax Return (1040) and all W-2 forms
- Signed copies of Parent's _____ Federal Tax Return (1040) and all W-2 forms
- Free Application for Federal Student Aid (FAFSA) for the year _____ at (www.fafsa.ed.gov)
- Master Promissory Note (e-MPN)/Plus Master Promissory Note (e-MPN) at www.studentloans.gov
- Verification worksheet
- Entrance Interview Form (Exit Interview Form at www.studentloans.gov). Please print out confirmation and submit to our office
- Manhattanville Graduate Financial Aid Form/Manhattanville Undergraduate Financial Aid Form
- Graduate Acceptance Letter (To be eligible for Financial Aid and or Student Loans you must be accepted and matriculated in a degree program.)
- Itemization Worksheet Letter (The income reported on your FAFSA seems unusually low. Please complete the enclosed Itemization Worksheet.)
- Supplemental Financial Aid Form
- Your FAFSA was rejected due to missing signatures. Please be sure to sign your Student Aid Report electronically using your PIN #. (You can obtain a PIN # by contacting FAFSA at 800-433-3243 or www.pin.ed.gov.)
- Other

Please return the requested information to the Student Financial Services immediately. If you have any questions or need additional information, please feel free to call our office at (914) 323-1989.

James Filippelli

From: oslc@mappingyourfuture.org
Sent: Monday, June 18, 2012 4:29 PM
To: James Filippelli
Subject: Direct Loan Exit Counseling Confirmation Message

Direct Loan Exit Counseling

The following student completed the Direct Loan Exit Counseling session:

(b)(6); (b)(7(C))

Date/Time: 04/29/2010 02:06PM

Confirmation number: 13665570

(b)(6); (b)(7(C))

You can retrieve the confirmation at <http://mappingyourfuture.org/FAP>.

If you're unable to remember your password or your password has expired, go to <http://mappingyourfuture.org/oslc/resetpassword.cfm> to reset it.

The above link is to Mapping Your Future's Financial Aid Office Access Area. You will be required to enter your user name and password.



START HERE
GO FURTHER
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS) for Students

NE
A. 81
TUD
b.

Congratulations!!!

(b)(6); (b)(7)(C)

04/27/2011

You have successfully completed Exit Counseling for your Federal Student Loans.

Exit Counseling was for the following school(s):
MANHATTANVILLE COLLEGE

SOED

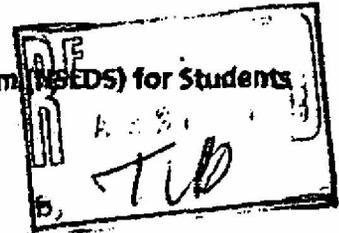
(b)(6); (b)(7)(C)

(b)(6); (b)(7)(C)



START HERE
GO FURTHER
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS) for Students



Congratulations!!!

(b)(6); (b)(7)(C)

04/27/2011

You have successfully completed Exit Counseling for your Federal Student Loans.

Exit Counseling was for the following school(s):
MANHATTANVILLE COLLEGE

SOED

(b)(6); (b)(7)(C)

(b)(6); (b)(7)(C)



MANHATTANVILLE COLLEGE
OFFICE OF FINANCIAL AID

April 22, 2011

(b)(6); (b)(7)(C)

Dear (b)(6);
(b)(7)(C)

Our records indicate that you are no longer attending Manhattanville College on a greater than half-time basis. Please complete EXIT counseling on-line at www.studentloans.gov and forward this information to the Financial Aid Office as soon as possible.

If you have any questions or need any assistance in completing the Exit Interview Form, please feel free to contact our office at (914) 323-1989.

Sincerely,

Financial Aid Staff

FAA

Appendix C: Program Review Report

Manhattanville College
OPE ID 00276000
PRCN 201130227537
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START HERE
GO FURTHER
FEDERAL STUDENT AID

Prepared for

Manhattanville College

OPE ID 00276000
PRCN 201130227537

Prepared by
U.S. Department of Education
Federal Student Aid
School Participation Team – NY/Boston

Program Review Report

June 13, 2012

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A. Institutional Information

Manhattanville College
2900 Purchase Street
Purchase, NY 10577-2132

Type: Private, Nonprofit

Highest Level of Offering: Master's Degree or Doctor's Degree

Accrediting Agency: Middle States Commission on Higher Education

Current Student Enrollment: 4,279 (2009-2010)

% of Students Receiving Title IV: 63.5% (2009-2010)

Title IV Participation National Student Loan Data System (NSLDS)

	2009-2010
Federal Pell Grant (FPELL)	\$ 1,975,846
Federal Supplemental Educational Opportunity Grant Program (FSEOG)	\$ 297,333
Federal Family Education Loan Program (FFEL)	\$ 17,745,627
Federal Work-Study Program (FWS)	\$ 465,977
Federal Perkins Loan Program (FPERK)	\$ 436,300
Federal Direct Student Loan Program (FDIRECT)	\$ 239,551

<i>Default Rate FFEL/DL:</i>	<i>2009</i>	<i>3.7%</i>
	<i>2008</i>	<i>3.8 %</i>
	<i>2007</i>	<i>2.7 %</i>

<i>Default Rate Perkins:</i>	<i>2010</i>	<i>17.5%</i>
	<i>2009</i>	<i>17.5 %</i>
	<i>2008</i>	<i>10.8 %</i>

B. Scope of Review

The U.S. Department of Education (the Department) conducted a program review at Manhattanville College (MC) from May 23, 2011 to May 27, 2011. The review was conducted by Marie Bangura and Debra Knight-Brown.

The focus of the review was to determine MC's compliance with the statutes and federal regulations as they pertain to the institution's administration of Title IV programs. The review consisted of, but was not limited to, an examination of MC's policies and procedures regarding institutional and student eligibility, individual student financial aid and academic files, attendance records, student account ledgers, and fiscal records.

A sample of 30 files was identified for review from the 2008-2009 and 2009-2010 award years. The files were selected randomly from a statistical sample of the total population receiving Title IV, HEA program funds for each award year. In addition, 30 files were selected to test your administration of student credit balances. Appendix A lists the names and partial social security numbers of the students whose files were examined during the program review.

Disclaimer:

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning MC's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve MC of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

This report reflects initial findings. These findings are not final. The Department will issue its final findings in a subsequent Final Program Review Determination letter.

C. Findings

During the review, several areas of noncompliance were noted. Findings of noncompliance are referenced to the applicable statutes and regulations and specify the actions to be taken by MC to bring operations of the financial aid programs into compliance with the statutes and regulations.

Finding 1: Student Credit Balances Unpaid or Paid Late

Citation: Regulations state that whenever an institution disburses Title IV, HEA program funds by crediting a student's account and the total amount of all Title IV, HEA program funds credited exceeds the amount of tuition and fees, room and board, and other authorized charges the institution assessed the student, the institution must pay the resulting credit balance directly to the student or parent as soon as possible, but no later than 14 days after the balance occurred. 34 C.F.R. § 668.164(e)

Noncompliance: The reviewers determined that MC failed to disburse in a timely manner credit balance funds resulting from Title IV funds applied to the student's account. The following chart depicts the extent of this finding.

Student #	TIV Program	Disb Amt	Date of Disb	Date of Credit Balance	Date of Credit Balance Paid
16	FFEL Sub	\$7,456	2/11/2010	2/11/2010	7/2/2010
17	FFEL Sub	\$4,186.25	2/4/2010	2/4/2010	7/2/2010
19	FFEL Sub	\$8,372.50	9/14/2009	9/14/2009	no ledger date
23	FFEL Sub	\$3,205.00	3/3/2008	3/3/2008	5/27/2010
27	FFEL Sub	\$4,186.25	9/14/2009	9/14/2009	no ledger date
27	FFEL Sub	\$4,186.25	2/4/2010	2/4/2010	no ledger date
28	FFEL Sub	\$8,330	9/4/2008	9/4/2008	2/9/2011
29	FFEL Unsub	\$3,447.50	2/4/2010	2/4/2010	7/6/2010

MC's improper retention of a student's credit balance may result in the student being deprived of Title IV assistance needed for living expenses and other indirect educational costs.

Required Action: In response to this finding, MC must review all student account records for the 2009-2010 award year to determine if credit balances remain unpaid and immediately issue credit balances that should have been paid, but were not. A listing of those students and the credit balance amounts paid must be provided with the response to this report. Also, MC must develop procedures that will ensure the prompt delivery of

credit balances to students in the future. Those procedures must be provided with the response to this report.

Further, MC must provide this office with copies of the canceled checks (front and back) for those credit balance payments made to students from the 2009/2010 award year.

In the event that student credit balances cannot be paid to affected students, the institution must return the funds to the appropriate Title IV program account. Instructions for payment will be provided in the Final Program Review Determination Letter (FPRD).

Finding 2: Overaward

Citation: An institution may not certify a Stafford Loan, or a combination of loans, for a loan amount that exceeds the student's estimated cost of attendance for the period of enrollment less the student's financial assistance for that period.

34 C.F.R. § 682.603(e)(2)

Noncompliance: The reviewers found an overaward where the student received a FFEL Subsidized loan in excess of her financial need.

Student #4's 2008/2009 Cost of Attendance (COA) was \$21,530.00. The student's Expected Family Contribution (EFC) was \$20,015.00. Her total financial need was \$1,515.00.

$$\begin{aligned} \text{COA-EFC} &= \text{Student's Need} \\ \$21,530 - \$20,015 &= \$1,515 \end{aligned}$$

Her 2008-2009 Graduate Award Packaging Worksheet reflects the correct award package of:

FFEL Sub \$1,515.00
FFEL Unsub \$13,485.00

According to her Statement of Account Student Receivables, on January 30, 2009, she received a disbursement of FFEL Sub (\$8,500.00) and FFEL Unsub (\$6,500.00). An overaward was created when she was disbursed FFEL Sub loan in the amount of \$8,500.00.

Required Action: MC must contact the lender and convert the ineligible subsidized portion of the overaward into an unsubsidized loan. If the lender can make the adjustments, then MC must provide documentation confirming the adjustments made to the student's account. If the lender cannot convert the overaward amount into an unsubsidized loan, MC must confirm the amount of the overaward for student #4. MC will be liable for all overawards.

Instructions for the repayment of any liabilities will be provided in the FRPD.

Finding 3: Selective Service Registration Not Completed

Citation: To be eligible to receive Title IV, HEA program funds, a male student who is subject to registration with the Selective Service must register with the Selective Service. 34 C.F.R. § 668.37 Noncitizens who first enter the U.S. after the age of 26 are not required to register. Only those immigrant men who enter and live in the U.S. at ages 18–25 are required to be registered. If a male immigrant can show proof that he first entered the U.S. when he was past registration age, he is clearly not required to be registered, and no Status Information Letter is needed. *2009-2010 Federal Student Aid Handbook, Volume 1, Chapter 5*

Noncompliance: MC did not resolve the Comment code (C code) listed on the 2009-2010 award year's Institutional Student Information Record (ISIR) for student #13. The student is a non citizen who may have entered the country after his 26th birthday. The student's file did not contain proof of his Selective Service registration.

C code 030 states the student had not registered with Selective Service. As a result, MC is required to obtain documentation identifying the student's registration status. If the student is not exempt from the requirement to register, the school should ask the student to document the exemption by providing the school with a Status Information Letter from the Selective Service.

Failure to confirm registration with Selective Service prior to disbursing Title IV funds may cause an institution to disburse Title IV funds to ineligible students which may create a financial burden for the Department.

Required Action: MC must resolve the Selective Service comment code information that is reported on the 2009-2010 award year ISIR by providing one of the following: the student's proof that he was exempt from registration requirements, or the student's Selective Service registration. MC must submit the documents to us with its response to this letter.

If MC is unable to provide the documentation, all Title IV aid disbursed will become institutional liabilities. Instructions for the repayment of any liabilities will be provided in the FPRD.

Finding 4: Exit Interview not Documented or Performed

Citation: An institution must ensure that students who have borrowed FFEL or Direct Loans (including Graduate/Professional PLUS loans) receive exit counseling before they cease at least half-time attendance at an institution. Counseling may be provided in person, (individually or in groups) or using audiovisual materials. 34 C.F.R. § 682.604 (g)(1)

Noncompliance: MC did not document exit interviews for students 24, 25, 27 who were dismissed or graduated from their programs.

Required Action: In response to this finding, MC must provide assurance that exit counseling will be conducted for each borrower in accordance with the regulatory requirements. Each borrower's financial aid file must contain adequate documentation to support appropriate counseling was provided. MC must send exit counseling documents to the students referenced in this finding. Proofs that these documents were sent must be maintained as well (i.e. exit counseling document copies and mailing proofs).

MC must institute procedures to ensure all Title IV borrowers receive exit counseling. In addition, a copy of the procedures must be submitted with MC's response to this finding.

E. Appendices

	Last Name	First Name	Last Four SS #
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Manhattanville College

OPE ID 00276000

PRCN 201130227537

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28	(b)(6); (b)(7(C))
29	
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Appendix D: Cost of Funds

