

**Part 2.1****General Requirements**This section is required:  
**600.20; 600.21**

The following information needs to be addressed:

- Person(s) responsible for submitting a timely and complete Eligibility and Certification Approval Report (ECAR) to the Department.
- Identify where the school keeps a copy of E-App, supporting documentation and date the E-App was submitted.
- Identify where the signed Program Participation Agreement (PPA) is kept.

The Financial Aid Administrator is responsible for submitting a timely and complete ECAR. Copies of the ECAR and all supporting documentation are filed in the office of the Head of the International Students Office, as well as the Program Participation Agreement.

**Part 2.2****Updating Information**This section is required:  
**600.20; 600.21**

The following information needs to be addressed:

- Outline the process for reporting changes on the ECAR, specifically changes outlined in [600.21\(1\)\(1-9\)](#).
- Identify who is responsible for coordinating the response to the Secretary in regard to any reported changes that affect the institution's eligibility, and the effective date of that response.

The Financial Aid Administrator is responsible for reporting changes on the ECAR and coordinating the response to the Secretary in regard to any reported changes that affect the institution's eligibility, and the effective date of that response.

The FAA first checks with key staff on campus to confirm all changes or updates that are needed and prepares for submission the documents affirming each change being requested right after making the electronic application on [www.eligcert.ed.gov](http://www.eligcert.ed.gov). S/he also confirms the availability of the JU Rector to sign the required Signature Page. Then the FAA makes a cover page on institutional letterhead that lists each of the changes or updates that will be submitted and a corresponding list of each required documentation items. S/he submits an e-App no later than 10 days after the change occurs, prints off the resulting filing confirmation page and presents the Signature Page for the JU Rector to sign. Afterward s/he scans a copy of all materials to be submitted and sends all documentation (cover letter and documentation each in own section) to US Department of ED in Washington, D.C.

**Part 2.3****Admissions Policy for Public or Private Nonprofit educational institution, Proprietary institution of higher education, and Postsecondary Vocational Institution**

This section is required:  
600.4(a)(2); 600.5(a)(3);  
600.6(a)(2);  
668.14(b)(22)(ii); 668.16(p)

**Admissions Policy**

**Include a copy of the school's Admissions Policy. The policy must ensure that the school admits as regular students only persons who:**

- Have a high school diploma

*Note: Include procedures to evaluate the validity of a student's high school diploma if the school or the Secretary has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education. If the validity is questioned, include the documents the school considers acceptable to validate whether the student has a high school diploma. Your procedures should indicate that student self-certification is not sufficient documentation and that there is no appeal process if the school is unable to validate high school diploma*

- Have the recognized equivalent of a high school diploma; OR
- Are beyond the age of compulsory attendance in the State in which the institution is physically located.
- Meet requirements to show an ability to benefit.

Include in your policy whether or not you admit students under the Ability to Benefit criteria. If your policy does not admit students under this criteria, include a statement indicating this. If your Policy includes Admittance of Ability to Benefit students, include the information outlined in Section 3.10 of this guide.

**Part 2.4****State Authorization**

This section is required:  
600.2; 600.4(a)(3);  
600.5(a)(4); 600.6(a)(3);  
600.9; 668.43(b)

*It may be helpful to include all State Authorization documentation in this section.*