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### Incomplete Submission Letter

**>> PROPRIETARY SCHOOL**

▪ OPEID:10000010    ▪ ACN:01-2002-31195    ▪ FYE Date:10/31/2002

UNITED STATES DEPARTMENT OF EDUCATION  
 Federal Student Aid - Schools Channel  
 Case Management and Oversight  
 Data Management and Analysis  
 eZ-Audit

[Printer-Friendly Version](#)

MM/DD/YYYY (Current Date)  
 OPE ID: XXXXXXXX

Mr. John Doe  
 President  
 Institution Name  
 Institution Address 1  
 Institution Address 2  
 City, State, ZIP

Dear Mr. Doe:

President  
 Institution Name  
 Institution Address 1  
 Institution Address 2  
 City, State, ZIP

Dear Mr. Doe:

We have received your financial statements and compliance audit (audit) submission for the fiscal year ended MM/DD/YYYY (School FYE). We have determined that your submission is incomplete for the following reason(s):

**Financial Statement**

- The Financial Statement Independent Auditors Report is missing.
- The Financial Statements Report on Compliance and Internal Controls is not dated.

Date should be added on the Financial Statements Report on Page 7.

**Compliance Audit**

- The Schedule of Findings and Questioned Costs is missing.
- The Corrective Action Plan PDF is not viewable.
- The following field(s) do not agree with your PDF. Page Name - XXXXXX, YYYYYY; Page Name - XXXXXX

Pages 2-3 of the Corrective Action plan PDF display an error message.

Please make the necessary revisions to your financial statements and/or compliance audit submission and resubmit within 15 days via eZ-Audit at [www.ezaudit.ed.gov](http://www.ezaudit.ed.gov). If you have any questions, please contact the eZ-Audit Help Desk at 877-263-0780.

The Institution should note that until an acceptable submission is received it is not in compliance with Section 668.23 of the Student Assistance General Provision regulations. Failure to comply with Section 668.23 could result in penalties noted in Subpart G - Fine, Limitation, Suspension and Termination Proceedings of the regulations. Your immediate attention to this matter is greatly appreciated.

Thank you for your cooperation.

Sincerely,

Ti Baker  
 eZ-Audit Team  
 Data Management and Analysis/CMO

By selecting the accept button, the incomplete submission letter will be posted and the school will be notified once both portions of the submission are reviewed.