

FSA Integration Program
United States Department of Education
Federal Student Aid



R 2.0 New Institution

Task Order #116

Version 1.0

3/1/2004

Revision History

Date	Version	Description	Author
3/1/2003	1.0	New Institution design based on requirements added to eZ-Audit release 2.0	Kevin Rowland

AS-IS INSTITUTION PROCESS 1

 INSTITUTION SUBMISSION 1

 A-133 SUBMISSION 1

 PROPRIETARY SUBMISSION 1

TO-BE INSTITUTION PROCESS 2

 INSTITUTION SUBMISSION 2

 A-133 SUBMISSION 2

 PROPRIETARY SUBMISSION 2

As-Is Institution Process

Institution Submission

- When an institution registers with eZ-Audit, they receive a user ID number and the ability to log into the system.
- Once in the system, the institution is asked to submit a “Change in the fiscal year end (FYE)” so that eZ-Audit may use this information to determine when a school owes an annual submission.
- With the FYE information, the system will allow the institution the ability to create an annual submission once the FYE date has been reached or passed.

A-133 Submission

- The first annual submission for Non-profit and Public institutions will contain both Financial Statement and Compliance Audit information and will be due 9 months after the first FYE has been reached since the institution has been able to log into the eZ-Audit system.

Proprietary Submission

- The first annual submission for Proprietary institutions will contain both Financial Statement and Compliance Audit information and will be due 6 months after the first FYE has been reached since the institution has been able to log into the eZ-Audit system.

To-Be Institution Process

The system will require a “Public Participation Agreement (PPA) Execution Date” from PEPS.

Institution Submission

- After a school has obtained a PPA approval and has submitted a New Institution Submission (formerly known as Initial Application Submission), the eZ-Audit system will have two dates for that school, the FYE and the PPA.
- Once the New Institution Submission is resolved, the system will use the FYE and PPA dates to determine the information that will be required of the institution for their first Annual Submission.
- Schools existing in system for less than **(one or six, pending decision)** months between PPA approval and FYE will be required to submit only a Financial Statement with their Annual Submission.
- In this case, for the Second Annual Submission, the school will be required to supply 12 months of information pertaining to Financial Statements and 12 to 18 months of Compliance Audit information. Though the system will not require it, the institution will be responsible for submitting Compliance Audit information that dates back to the PPA date.
- Schools existing in system for more than **(one or six, pending decision)** months between PPA approval and FYE will be required to submit a Financial Statement and a Compliance Audit with their Annual Submission.

A-133 Submission

- Non-profit and Public schools will continue to owe their first Annual Submission 9 months past of the FYE.

Proprietary Submission

- Proprietary institutions will continue to owe their first Annual Submission 6 months past of the FYE.