

## 2003–2004 AWARD YEAR DEADLINE DATES—Continued

What does an institution submit?	Where does the institution submit this?	What is the deadline for Submission?
5. The Institutional Application for Approval to Participate in the Federal Student Financial Aid Programs.	An institution which has not already established eligibility must submit an application to Case Management and Oversight through the ED Web site: <a href="http://www.eligcert.ed.gov">http://www.eligcert.ed.gov</a> .	February 13, 2004.
6. The Institutional Application and Agreement for Participation in the Work-Colleges Program for the 2004–2005 award year.	The Institutional Application and Agreement for Participation in the Work-Colleges Program can be found in the "Setup" section of the FISAP via the Internet at: <a href="http://www.cbfsip.sfa.ed.gov">http://www.cbfsip.sfa.ed.gov</a> . The application and agreement must be signed and mailed to: Work-Colleges Program Campus-Based Operations U.S. Dept. of Education, 830 First Street, NE., Suite 061J1, Washington, DC 20202–5453.	March 9, 2004.

**Proof of Delivery of Request and Supporting Documents**

If you submit documents by mail or by a non-U.S. Postal Service courier, we accept as proof one of the following:

- (1) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (2) A legibly dated U.S. Postal Service postmark.
- (3) A legibly dated shipping label, invoice, or receipt from a commercial courier.
- (4) Other proof of mailing or delivery acceptable to the Secretary.

If the request and documents are sent through the U.S. Postal Service, we do not accept either of the following as proof of mailing: (1) A private metered postmark, or (2) a mail receipt that is not dated by the U.S. Postal Service. An institution should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an institution should check with its local post office. All institutions are encouraged to use certified or at least first-class mail.

The Department accepts commercial couriers or hand deliveries between 8 a.m. and 4:30 p.m., Eastern time, Monday through Friday except Federal holidays.

**Sources for Detailed Information on These Requests**

A more detailed discussion of each request for funds or waiver is provided in a specific "Dear Partner" letter, which is posted on the Department's Web page at least 30 days before the established deadline date for the specific request. Information on these items is also found in the Federal Student Aid Handbook.

**Applicable Regulations:** The following regulations apply to these programs:

- (1) Student Assistance General Provisions, 34 CFR part 668.
- (2) General Provisions for the Federal Perkins Loan Program, Federal Work-Study Program, and Federal

Supplemental Educational Opportunity Grant Program, 34 CFR part 673.

(3) Federal Perkins Loan Program, 34 CFR part 674.

(4) Federal Work-Study Program, 34 CFR part 675.

(5) Federal Supplemental Educational Opportunity Grant Program, 34 CFR part 676.

(6) Institutional Eligibility under the Higher Education Act of 1965, as amended, 34 CFR part 600.

(7) New Restrictions on Lobbying, 34 CFR part 82.

(8) Governmentwide Debarment and Suspension (Nonprocurement) and Government wide requirements for Drug-Free Workplace (Grants), 34 CFR part 85.

(9) Drug and Alcohol Abuse Prevention, 34 CFR part 86.

**FOR FURTHER INFORMATION CONTACT:** Mr. Richard Coppage, Director of Campus-Based Operations at (202) 377–3174 or via Internet: [Richard.Coppage@ed.gov](mailto:Richard.Coppage@ed.gov).

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1–800–877–8339.

Individuals with disabilities may obtain this document in an alternative format, (e.g. Braille, large print, audiotape, or computer diskette) on request to the contact person listed under **FOR FURTHER INFORMATION CONTACT**.

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To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1–888–293–6498; or in the Washington, DC area at (202) 512–1530.

**Note:** The official version of this document is the document published in the **Federal**

**Register**. Free Internet access to the official edition of the **Federal Register** and the Code of Federal Regulations is available on GPO Access at: <http://www.access.gpo.gov/nara/index.html>.

**Program Authority:** 20 U.S.C. 1087aa *et seq.*; 42 U.S.C. 2751 *et seq.*; and 20 U.S.C. 1070b *et seq.*

Dated: May 6, 2003.

**Theresa S. Shaw**,  
Chief Operating Officer, Federal Student Aid.  
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**BILLING CODE 4000–01–P**

**DEPARTMENT OF EDUCATION****Regulatory Flexibility Act**

**AGENCY:** Department of Education.

**ACTION:** Notice of procedures and policies.

**SUMMARY:** This notice announces Department of Education procedures and policies to promote compliance with the Regulatory Flexibility Act. This notice is issued in accordance with Executive Order 13272 on "Proper Consideration of Small Entities in Agency Rulemaking." Executive Order 13272 provides that draft rules must be thoroughly reviewed "to assess and take appropriate account of the potential impact on small businesses, small governmental jurisdictions, and small organizations."

**FOR FURTHER INFORMATION CONTACT:** Kenneth C. Depew, Office of the General Counsel, U.S. Department of Education, 400 Maryland Avenue, SW., room 6E227, Washington, DC 20202–2241. Telephone: (202) 401–8300.

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1–800–877–8339.

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