



Texas Higher Education Coordinating Board

STUDENT LOAN SYSTEM ACCESS AGREEMENT

As the Chief Financial Aid Officer at a Certifying Educational Entity, if you or your authorized staff wish to obtain online access to the THECB Student Loan System please review the terms and conditions of this agreement, provide the necessary information and signatures on page 3, and submit this agreement by fax to 512-427-6570 or by mail to THECB – Loan System Access, P.O. Box 12788, Austin, Texas 78711-2788. This form will need to be used for any additions or deletions to your authorized staff listing.

Purpose of the Agreement

This purpose of the Agreement is to provide the terms and conditions upon which a Certifying Educational Entity may access the Texas Higher Education Coordinating Board (THECB) student loan records through an electronic student loan record system made available by THECB.

Agreement

THECB shall provide Certifying Educational Entity access to electronic files created and maintained by THECB for those students of Certifying Educational Entity who have applied for state-funded student loans and/or have received state-funded student loans.

Only the Chief Financial Aid Officer of Certifying Educational Entity and his/her designees shall be permitted access to the electronic student loan record system.

Each person designated by Certifying Educational Entity to access the electronic student loan record system shall execute this agreement. Certifying Educational Entity shall notify THECB immediately if either the Chief Financial Aid Officer or any of his/her designees leaves the position for which the designation was made, to allow THECB to terminate system access by that person. Additionally, Certifying Educational Entity shall notify THECB of any new or substitute designee on a fresh copy of this agreement, signed by the Chief Financial Aid Officer of Certifying Entity, and by the substitute designee. Notice shall be addressed to: THECB Student Loan Program Operations, Access Agreement, P.O. Box 12788, Austin, Texas 78711.

Once the completed Access Agreement is received by THECB, the Chief Financial Aid Officer and his/her designees may each register on THECB's website at www.hhloans.com to request online school access by entering their name exactly as it appears on this form, and completing the requested registration information. THECB will receive notification of this access request and if the properly executed Access Agreement is on file with that individual's name listed as an authorized user, THECB will activate their username and password to provide access as an authorized user. THECB shall require that the passwords be changed on a periodic basis, and Certifying Educational Entity agrees to maintain the security of all passwords. Substitute designees will not be given access to the electronic student loan record system until notice of the designee change has been received by THECB, after which the substitute designee may register to obtain online access.

Certifying Educational Entity shall access the electronic student loan record system only for the following purposes:

- (1) Review of status of pending state-funded student loan applications;



Texas Higher Education Coordinating Board

STUDENT LOAN SYSTEM ACCESS AGREEMENT

- (2) Approval and certification of state-funded student loan applications by Certifying Entity;
- (3) Submission of changes to applications and/or cancellation of applications;
- (4) Verification of student loan record; and
- (5) Compilation of required reports.

Certifying Educational Entity has made every reasonable effort to understand its responsibility under applicable law and shall implement procedures to assure that only those persons authorized under this Agreement have access to the electronic student loan record system. These procedures shall be no less strenuous than Certifying Entity's procedures for the protection of its own student records.

Applicable Law

The Family Educational Rights and Privacy Act (FERPA), codified at 20 U.S.C. § 1232g with its implementing regulations found at 34 CFR Part 99, protects a student's privacy interest in his or her "education records."

FERPA (20 U.S.C. § 1232g (a)(4)) protects a student's privacy interest in his or her education records by generally prohibiting the nonconsensual disclosure of personally identifiable information from those education records. FERPA broadly defines "education records" as those records, files, documents, and other materials which (i) contain information directly related to a student; and (ii) are maintained by an educational agency or Certifying Educational Entity or by a person acting for such agency or Certifying Entity.

FERPA (34 CFR § 99.3) defines "personally identifiable information" as information that includes but is not limited to: the student's name; the name of the student's parent or other family member; the address of the student or the student's family; a personal identifier, such as the student's social security number or student number; a list of personal characteristics that would make the student's identity easily traceable; or other information that would make the student's identity easily traceable.

FERPA (34 C.F.R. 99.31(a)(4)(i)) permits, however, disclosure of personally-identifiable information from an educational record of a student without the student's consent if the disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:

- (A) Determine eligibility for the aid;
- (B) Determine the amount of the aid;
- (C) Determine the conditions for the aid; or
- (D) Enforce the terms and conditions of the aid.



Texas Higher Education Coordinating Board

STUDENT LOAN SYSTEM ACCESS AGREEMENT

Name of Institution _____

FICE Code _____ Date of Request _____

Submitted by the Institution's Chief Financial Aid Officer:

Printed Name _____ Chief Financial Aid Officer's Signature _____

Chief Financial Aid Officer's Title _____ E-mail Address _____

Telephone Number, Ext _____

Authorized Staff Designees of Chief Financial Aid Officer:

1. _____
Printed Name _____ Designee's Signature _____

_____ Title _____ E-mail Address _____

Designee: Add Remove Update

_____ Telephone Number, Ext _____

2. _____
Printed Name _____ Designee's Signature _____

_____ Title _____ E-mail Address _____

Designee: Add Remove Update

_____ Telephone Number, Ext _____

3. _____
Printed Name _____ Designee's Signature _____

_____ Title _____ E-mail Address _____

Designee: Add Remove Update

_____ Telephone Number, Ext _____

4. _____
Printed Name _____ Designee's Signature _____

_____ Title _____ E-mail Address _____

Designee: Add Remove Update

_____ Telephone Number, Ext _____

(Please print additional pages if necessary)