

R. Gonzalez Management Inc. (RGM)

Student Financial Aid Services
3560 S. La Cienega Blvd. Suite G
Los Angeles, CA 90016-4400

Phone No. (323) 730-8700
Fax No. (323) 730-8701
Web Page <http://www.rgmsms.com>

RGM Memo

Date October 11, 2013
To School Owners and Financial Aid Personnel
RE Posting confirmation of Entrance Counseling in RGM

We received a recommendation from the Department of Education Program Review Team during their visit last month.

The recommendation is to make the Entrance Counseling part of the requirement prior to generating the first disbursement of Direct Loan funds as it is required in the regulations.

We have asked our programming department to implement this change into the RGM Web System which will be in place starting October 15, 2013.

A new message will appear in the check preview, Transaction 5030, indicating that Entrance Counseling is not posted.

There are two ways to comply with this message:

- 1) Confirmation indicating the Entrance Counseling has been completed via the Web at www.StudentLoans.gov
- 2) Under the Financial Aid Module, in TRX 5007, you can post form 080050 DL SUB-UNSUB ENTRANCE COUNSELING or form 080089 DL SUB-UNSUB GRAD PLS ENTRANCE COUNSELING indicating that the student has completed the entrance counseling. You need to make a copy and place it in the student file.

Please alert your staff of this additional requirement in the check preview.

Thank You,

Rafael