**R. Gonzalez Management, Inc. (RGM)**

Student Financial Aid Services Phone No. (323) 730-8700

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**RGM MEMO**

DATE: September 04, 2018

TO: School Owners and Financial Aid Personnel

RE: 2nd Reminder on Gainful Employment Reminders and System

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Dear School Owners and Financial Aid Personnel,

RGM MEMO SEPTEMBER 4, 2018

We sent out a memo on August 30, 2018, reminding schools of the Gainful Employment Reporting Deadline date of October 1, 2018. The last batch RGM will send is the morning of Friday, September 28th. For the GE data to be valid please make sure that your reminders screen is cleaned up. Below you will see a list of those reminders. Also it is important that you review any information on report [5525] Gainful Employment Reporting under the Financial aid menu, especially your **Institutional Debt**. We have attached the instructions on how to generate the Gainful Employment Report and the form you must submit to us in a timely manner to give us enough time to submit everything by September 28, 2018 and permit cleanup if there are any errors. Please do not send us the authorization last minute because we cannot submit anything after September 28, 2018. Below is the list of schools that have already submitted the form back to us. For the schools that have submitted the form, please make sure you generated the report and looked at the items we mentioned above.

Schools have until **September 15, 2018**, to submit the form back to us.

Schools that have submitted form:

**#36**

**#244**

**#408**

**#457**

**Reminders:**

Refunds Due

Need Verification

Missing Attendance Posting

Enrollment End

Enrollment Reporting Error Responses

Student leaves

**Please note that RGM will only be reporting for the 2017-2018 Award Year. Any revisions to previously reported prior year data must also be submitted by October 1, 2018, but you will do that directly in the NSLDS website.**

If you have not already done so please return the form attached as soon as possible to any of the RGM staff members below:

Mayra Grijalva at [mayra\_grijalva@rgmsms.com](mailto:mayra_grijalva@rgmsms.com)

Johanna Gonzalez at [johanna\_gonzalez@rgmsms.com](mailto:johanna_gonzalez@rgmsms.com)