Enrollment Reporting

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2026 FASFAA CONFERENCE

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DISCUSSION TOPICS

- Enrollment Reporting
- What is it?
- Why does it matter?
- Whose responsibility is it?
- How can teams work together?

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What is Enrollment Reporting?

Definition from the NSLDS Enrollment Reporting Guide

Enrollment reporting is the mandatory process where educational institutions submit student enrollment status (e.g., full-time, withdrawn, graduated) and academic program data (e.g., CIP code, credential level, published program length, program begin date) to the National Student Loan Data System (NSLDS), lenders, and servicers.

- Enrollment Reporting is required for all schools participating in Title IV aid.
- Accurate and timely Enrollment Reporting to NSLDS is essential to the Department of Education's successful delivery of Title IV aid.

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Why does Enrollment Reporting Matter?

It ensures accuracy in student loan deferments, grace periods, and repayment schedules, and complies with federal Title IV aid regulations.

Furthermore:

- Errors can lead to audit findings and incorrect Gainful Employment/ Financial Value Transparency data
- Students incorrectly going into repayment or remaining in deferment, which leads to reputational risk;
- It impacts compliance and federal and state regulations;
- It influences strategic decision-making and forecasting.

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Whose responsibility is it?

Title IV Compliance is an *institutional* responsibility.

Compliance often takes a back seat to enrollment — until the cost of getting it wrong catches up.

The consequences aren't minor – audit criticisms jeopardize funding, damage your reputation and trigger lasting oversight.

Non-compliance results in audit findings and increased scrutiny of your institution and administrative capability.

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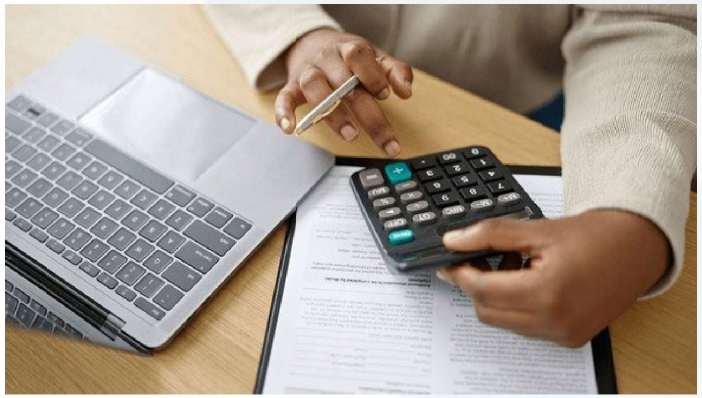
Enrollment Reporting Remains a Top 10 Audit Finding

One of the Top Program Review Findings:

- Student status – Inaccurate/ untimely reporting (Enrollment Reporting)



One of the Top Audit Findings:

- Student Status – Inaccurate/ untimely reporting (Enrollment Reporting)
- Repeat Finding/ Failure to Take Corrective Action

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Enrollment Reporting (Student Status) – Common Errors

Common causes for this finding:

- Inaccurate reporting of enrollment status and effective dates;
- Failure to report the last date of attendance & changes in student enrollment status;
- Inaccurate reporting of program-level data;
- Untimely reporting of specific student information;
- Untimely submission of NSLDS roster file.

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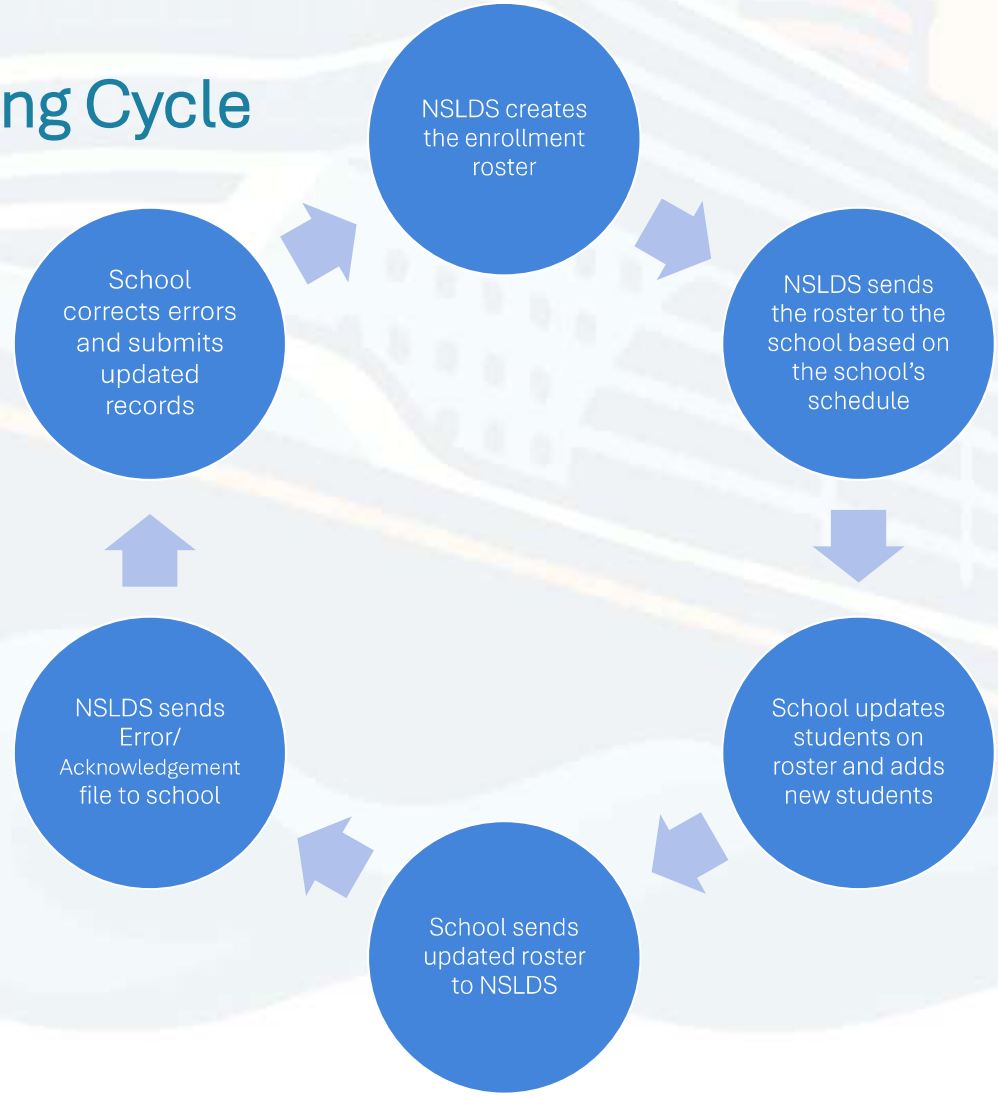
Enrollment Reporting Cycle



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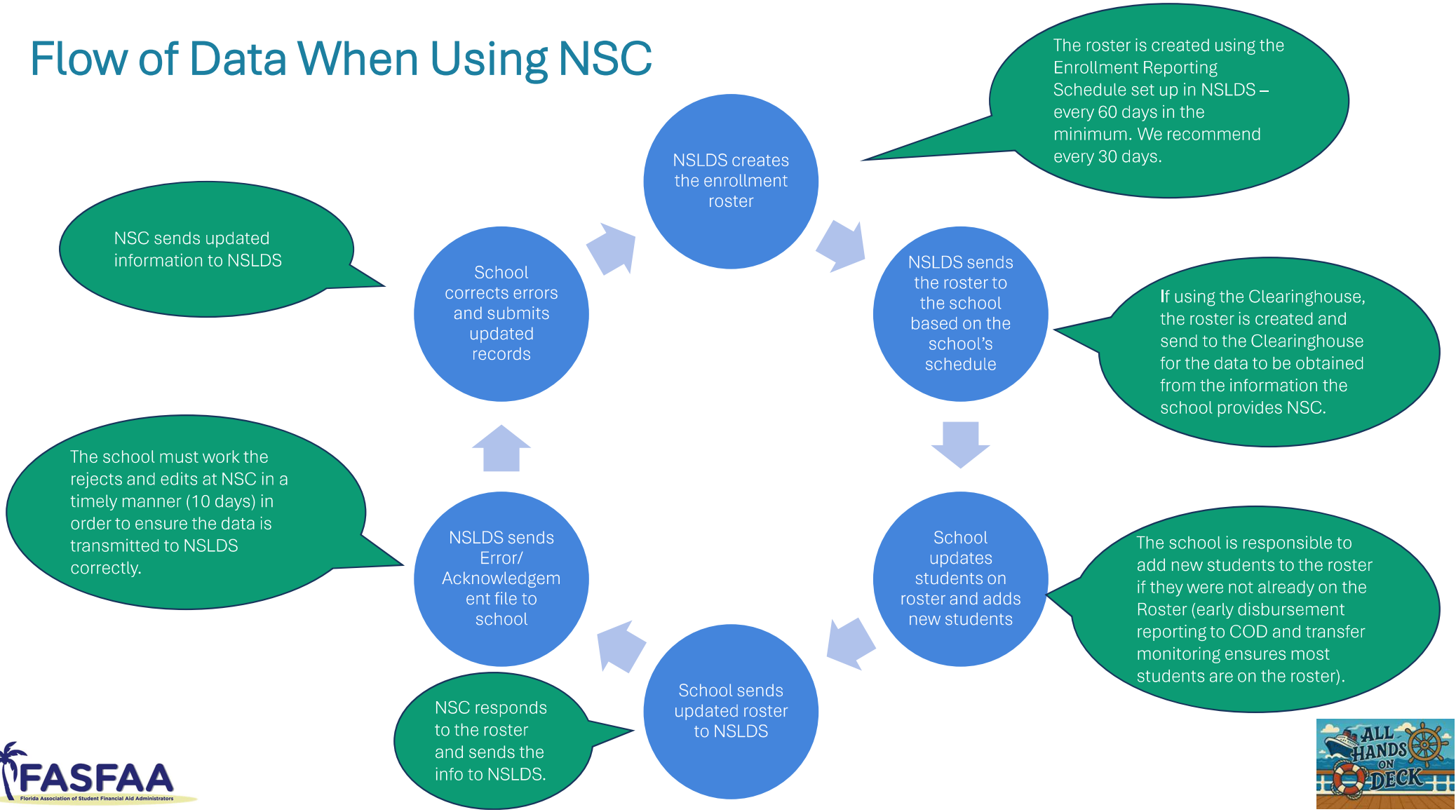
Flow of Data When Using NSC



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ACTION ITEMS

Registrar’s Office and Financial Aid Should Work Together

Both Financial Aid and the Registrars office can play a role to prevent future audit findings and give students the best opportunity to ensure they receive the full 6-month grace period.

ACTION ITEMS – Registrar's Office

It is important for the Registrar and/ or their designee to have access to Enrollment Reporting on NSLDS to check the status of submissions and audit various students for accuracy.

- Establish an electronic enrollment reporting schedule;
  - A good practice is to submit every 30 days.
- Implement a process to track and monitor enrollment status changes;
- Train responsible staff on the reporting requirements and procedures;
  - The person responsible must understand *the consequences to students* if reported incorrectly.
  - FSA Training site at https://fsatraining.ed.gov/ has an Enrollment Reporting module under School Reporting Requirements
  - For Clearinghouse users, NSC has the Clearinghouse Academy
- Use the NSLDS Enrollment Reporting Guide.
- Create or strengthen institutional policies and procedures.
  - Document what needs to be done and the responsible area.
  - Do not forget to have a procedure to ensure withdrawals, unofficial withdrawals, and graduates are reported accurately.

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ACTION ITEMS – If an institution uses the NSC

Additional Recommendations if using the National Student Clearinghouse (NSC) for Enrollment Reporting:

- Work edits/ errors identified by NSC as quickly as possible (within 10 days);
  - Remember that the data in your system will **overwrite** in the next submission, so ensure your system records are accurate before the next file is sent.
- Sample a group of students and view the enrollment information in the National Student Loan Data System (NSLDS) to ensure it matches the information in your system and the information sent to NSC.

The institution is responsible for making sure the information in *NSLDS* is accurate. Correct data in the NSC alone is not sufficient.

ACTION ITEMS – Financial Aid Office

Originate loans as early as possible;

- Loan origination will add students to the institutional roster early.

Institutions are responsible for adding students to the Roster who received Title IV aid at their school or another school. To facilitate this, the financial aid office should:

- Add all aid recipients to transfer monitoring for each period of enrollment (not just mid-year transfer students).
  - A student on the transfer monitoring file will automatically be added to the Roster.

Provide the Registrar access to NSLDS and collaborate with the Registrar's office to review file statistics and spot check student populations

- Periodically pull a list of R2T4's and check to see if their enrollment was updated correctly

ACTION ITEMS – Enrollment Reporting

Ensure students receive their full 6-month grace period

- Ensure Enrollment Reporting is done timely and accurately.
- The purpose of enrollment reporting is to accurately report the enrollment status of the student to the National Student Loan Data System (NSLDS).
  - Once the student is reported as less than ½ time, their repayment clock begins effective the date they were no longer enrolled ½ time.
  - Timely and accurate reporting ensures the student receives the full 6 month of grace and has time to plan/ prepare for repayment. Therefore, it's important to have timely withdrawal processes that will capture the student going below ½ time and report it to the Clearinghouse within 30 days.

**Student Status - Inaccurate/Late Reporting has been in the top 10 audit findings for both school audits and program reviews for years. And for the last two reported years, it was #1.*

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QUESTIONS?

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THANK YOU!

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