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OSFA-STATE: #25-26:01

MEMORANDUM

TO: Financial Aid Directors at Florida Postsecondary Institutions Participating in State Scholarship and Grant Programs

FROM: Shawn Haskin
Director, State Scholarship and Grant Programs

DATE: July 10, 2025

SUBJECT: 2024-25 Loan Volume Reporting Requirement: Technical Guidance for Reporting

The 2025 General Appropriations Act proviso language requires each institution that received state funds in Fiscal Year 2024-25 for student scholarships or grants administered by the Office of Student Financial Assistance (OSFA) to report the total federal loan amounts disbursed and the total number of students who received federal loans. Institutions must report this information to the Florida Department of Education (department) by **December 1, 2025**, in the format specified by the department. The department is required to report this information to the Florida Legislature.

An institution's need to report is based on whether state scholarship or grant funds were disbursed during the 2024-25 academic year. To report federal loan data, go to the OSFA State Scholarship and Grant Programs website available at <https://www.FloridaStudentFinancialAidsg.org>. Once logged in, select **Postsecondary Institutions**, and then **Federal Loan Disbursement Report** within the **Other Reports** section.

To assist you in meeting this legislative reporting requirement, we will continue to utilize the online reporting process with detailed loan type reporting as follows:

1. **What was the total federal loan amount disbursed (net) to all students for each of the loan types below?**
 - Enter the total net disbursed amount (gross less cancellations and refunds) for each specified loan type: Direct Subsidized and Direct Unsubsidized loans, Direct Graduate PLUS, Direct Parent PLUS loans, and TEACH loans.
 - An amount must be entered for all fields. If your disbursed amount is zero, enter "0."

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations

2. What is the total number of students receiving federal loan funds for each of the loan types below?

- Enter the number of students who received net federal loan funds (not including cancelled disbursements, returned funds, etc.) for each specified loan type as listed in Question 1.
- Enter the total (unduplicated) number of students receiving federal loan funds. An unduplicated count is the number of individuals receiving a loan, not the number of loans. A borrower's name can be counted only once each year.
- A number must be entered for all fields. If no students received federal loan funds, enter "0."

Email notifications will be sent to the Financial Aid Director as a reminder to complete this required reporting.

Please review the attachment to this memorandum, which provides instructions for completion of the report. If you have questions, please contact Pedro Hernandez via email at Pedro.Hernandez@fldoe.org, or call 850-245-1821.

SH/ph

Attachment: Instructions for Completing the Federal Loan Disbursement Report

cc: Lou Anne Standley, Assistant Deputy Commissioner
Pedro Hernandez, Director, Outreach Services