

MEMORANDUM OF UNDERSTANDING

FOR THE VSAC STUDENT FINANCIAL ASSISTANCE PROGRAMS

The Vermont Student Assistance Corporation (VSAC) is a public, nonprofit corporation established by the Vermont General Assembly as an instrumentality of the State of Vermont. VSAC operates a variety of financial and informational programs to assist students in pursuing their postsecondary educational aspirations and goals. These programs and related services include grant, scholarship, loan, outreach and research programs and services, as authorized in Title 16, Chapter 87 of the Vermont Statutes Annotated.

In implementing the objectives and requirements of these programs, VSAC collects electronically and through other means nonpublic personal information, including Social Security Numbers

RESPONSIBILITIES OF INSTITUTION AND COVERED PERSONS

1. All applicant and student NPI, including applicant or student family member NPI, which is exchanged between Institution and VSAC, shall not be disclosed or made available to any unauthorized person or agency, for any purpose whatsoever. Throughout the life of this Agreement, the Institution shall take all information technology and systems security precautions and safeguards as may be necessary to assure the integrity, safety and confidentiality of the NPI. The Institution shall limit access to NPI only to Covered Persons

VERMONT STUDENT ASSISTANCE
CORPORATION, Winooski, Vermont

Authorized Person

(Date)

myVSAC School Administrator

An institution signs a Memorandum of Understanding Agreement with VSAC and designates an individual as the School Administrator. VSAC will then issue the School Administrator a **myVSAC** User Name and temporary password via email.

The School Administrator is responsible for:

- Authorizing access to the School Account Access system to the institution's employees, agents and subcontractors who require school access to perform their official financial aid-related duties;
- Determining the appropriate level of system access for authorized users;
- Ensuring proper usage of the **myVSAC** user names and passwords;
- Modifying user access based on changes in employment or job responsibilities;
- Answering questions from the institution's **myVSAC** users about the use of the institution's information and technology systems and VSAC's Privacy Policy as described in the Memorandum of Understanding agreement.

Please complete the information below for the individual who will be your institution's myVSAC

Exhibit A

