



Private Loan RFI Process

11-05-2024

Each year Curry College issues a Request for Proposals (RFI) for Curry's Resources for Alternative Financing brochure to the overall lending community. Below is the process for issuing the RFI, evaluating responses and producing the financing brochure:

Issuing the RFI

- At the beginning of November send e-mail to VP of Enrollment Management detailing the RFI's timeline. The timeline should include the dates for the following:
 - a. Date of RFI submission
 - b. Date for Associate VP of Financial Aid to submit to VP of Enrollment Management for sign-off
 - c. Deadline date for VP of Enrollment Management to approve RFI
 - d. Date to post to MASFAA listserv
 - e. Deadline date for lender responses
 - f. Date for SFS lender recommendations to Assoc. VP of Financial Aid
 - g. Deadline Date for CFO and President to approve lender selections
 - h. Date to notify lending community of Curry's lender choices
 - i. Date for financing chart to be sent to print
 - j. Date for receipt of Financing Brochure from printer (Note: This date must be at least one week prior to Accepted Student Day (ASD)).
- Once approved by the VP of Enrollment Management, in early December issue Curry's private loan RFI via an e-mail on the MASFAA listserve. The e-mail should include "Curry College Request for Private Loan" and the "Response Sheet." Both documents can be found at G:/SFS/FinAid/RFI/XX Aid Year
- Save all documents submitted to Curry from the lenders RFI submission in G:/SFS/FinAid/RFI/XX RFI/RFI Responses.
- On RFI deadline date begin reviewing RFI submissions for both the Traditional Student financing guide and the CE & Graduate Student lender lists

- Submit lender selection recommendations for all 3 lists (Tradition CE & Grad) to Associate VP of Financial Aid. If recommendations are to remove an existing lender provide information on why this recommendation is being made
- Begin updating a PDF copy of the current academic year Traditional Student brochure. The CE and Grad lists can be produced in early May. **(Note: While you can begin working on this brochure, you can't send it to print until signed off by upper management.)**
- Once senior management has signed off on the lender recommendations and all updates have been made, forward edited brochure to Marketing & Communications (MarComm) for printing along with the Marketing Request form. The Marketing Request Form provides MarComm with information regarding due date, format, number of copies, etc. IA will send several proofs. Once all changes/updates have been made, MarComm will be given final sign off for printing
- Printed brochures must be delivered to SFS at least one week prior to Accepted Student Day (ASD)