



**United States Department of Education**

Office of the Secretary

FOIA Service Center

June 10, 2024

Margaret Moran  
Student Defense  
1701 Rhode Island Ave. NW  
Washington, DC 20036

RE: FOIA Request No. 24-00733-F

Dear Margaret Moran:

This letter is a final response to your request for information pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, dated December 28, 2023, and received in the U.S. Department of Education's (Department) FOIA Service Center on December 29, 2023. You requested the following:

“ Student Defense hereby requests that ED produce a log, consisting of every letter of credit held by the Department as of November 30, 2023, that has been posted by, or on behalf of, any institution participating in one or more Title IV, HEA programs, including the following information:

- OPEID
- Institution Name
- State
- Institution Type
- Institution Fiscal Year End Date
- LOC Request Date
- Reason LOC Requested
- LOC Received Date
- LOC Amount
- LOC Percent Requested
- Notes”

Your request was forwarded to Federal Student Aid. The Department has identified a spreadsheet that is being released in full.

The pages are available for download via the Public Access Link (PAL). You can access your PAL account, or register for a PAL account, at this link:

<https://foiexpress.pal.ed.gov/app/PalLogin.aspx>

Fees

There are no fees associated with processing this request. Therefore, any fee waiver request submitted for this FOIA request is not applicable.

#### Additional Assistance

You have the right to seek assistance and/or dispute resolution services from the Department's FOIA Public Liaison or the Office of Government Information Services (OGIS). The FOIA Public Liaison is responsible, among other duties, for assisting in the resolution of FOIA disputes. OGIS, which is outside the Department, offers ombuds services, including dispute resolution, to assist FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Please note, OGIS's assistance does not replace the administrative appeal process described below. You may contact the FOIA Public Liaison or OGIS at:

FOIA Public Liaison  
Office of the Secretary  
U.S. Department of Education  
400 Maryland Ave., SW, LBJ 7W104  
Washington, DC 20202-4500  
Email: [robert.wehausen@ed.gov](mailto:robert.wehausen@ed.gov)  
Phone: 202-205-0733  
Fax: 202-401-0920

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road, OGIS  
College Park, MD 20740-6001  
Email: [OGIS@nara.gov](mailto:OGIS@nara.gov)  
Phone: 202-741-5770 or 1-877-684-6448

You have the right to appeal this decision, as well as decisions in any previous interim releases, with the Department by submitting an appeal to the address below, no later than 90 calendar days from the date of this letter. Using the FOIA Public Liaison or OGIS services described above does not affect your right or the deadline to file an appeal. Your appeal must be in writing and must include a detailed statement of all legal and factual bases for the appeal. It should be accompanied by this letter, a copy of your initial letter of request, and any documentation that supports the argument you wish the Department to consider in making an administrative determination on your appeal. You may submit your appeal by:

Mail: Appeals Office  
Office of the Secretary  
U.S. Department of Education  
400 Maryland Avenue, SW, LBJ 7W104  
Washington, DC 20202-4536

Online Form: [www.ed.gov/policy/gen/leg/foia/foia-appeal-form.pdf](http://www.ed.gov/policy/gen/leg/foia/foia-appeal-form.pdf)

Email: [EDFOIAppeals@ed.gov](mailto:EDFOIAppeals@ed.gov)

Fax: 202-401-0920

Sincerely,

*Sandra Lewandowski*  
Government Information Specialist  
Office of the Secretary