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## Glossary of Terms

### ***Ability to Benefit***

Please see entry for Student Eligibility Code.

### ***Academic Year***

A period that begins on the first day of classes and ends on the last day of classes or examinations and that is a minimum of 26-30 weeks (except as provided in 34 CFR 668.3) of instructional time during which, for an undergraduate educational program, a full-time student is expected to complete at least:

- Twenty-four semester or trimester hours or 36 quarter hours in an educational program whose length is measured in credit hours; or
- Nine hundred clock hours in an educational program whose length is measured in clock hours.

See 34 CFR 668.2 for additional information. Academic years may be scheduled or borrower based. The annual loan limits for a Direct Loan apply to an academic year.

### ***Academic Year Length***

This is the length of the student's academic year calculated using the academic year begin and end date as reported by the school on the common record. It does not exclude breaks.

### ***Account***

When a record is submitted to COD, the data is organized by student and/or borrower on the COD database. This data is organized into logical groupings called Accounts.

### ***Actual Disbursement Record***

A disbursement record submitted to the COD System in order to request or substantiate funding with a disbursement release indicator equal to 'True'. Actual Disbursement Records post to a student/borrower's award (loan or grant). They either release funds available to a school via draw down or they substantiate cash already made available to the school.

### ***Actual Non Credential Teacher Certification***

#### ***Subsidized Usage Period***

The period of time used by the student related to the reported loan. This is returned only when the special program is reported as a non credential teacher certification program and the reported loan has at least one actual disbursement.

### ***Actual Subsidized Usage Period***

The period of subsidized aid covered by this award if it has at least one actual disbursement.

### ***Additional Eligibility Indicator (AEI)***

For the 2017-2018 Award Year and forward, a student may be eligible to receive up to 1.5 times the Scheduled Federal Pell Grant (SFPG) for Pell Grant, or Sequester-Limited Scheduled Award for Iraq and Afghanistan Service Grant, according to the amendments to Section 401(b)(8) of the Higher Education of Act. The Additional Eligibility Indicator (AEI) indicates whether a student is eligible for additional Pell Grant or Iraq and Afghanistan Service Grant.

### ***Administrative Cost Allowance (ACA)***

The Department of Education reimburses institutions participating in the Federal Pell Grant Program \$5 for unduplicated recipients at the school who receive a Pell Grant. This is money paid to schools to offset some of the cost of delivering financial aid to students. This amount is based on the number of Pell recipients reported by the school, including students who withdrew from the school or were transferred, even if all Federal Pell Grant funds were recovered.

### ***Administrative Relief Request***

See Extended Processing.

### ***Aging of Drawdown***

The process of tracking the time elapsed from the date funds were drawn down to the date a school fully substantiates the drawdown by submitting actual disbursement records.

### ***Agreement to Serve (ATS)***

The TEACH Grant Agreement to Serve (ATS) is a legal document in which the recipient promises to teach in a high-need field at a low-income school for four years within an eight year period. The ATS explains that if the teaching service is not completed, the TEACH Grant becomes a Direct Unsubsidized Loan and the recipient promises to repay the loan(s) and any accrued interest and fees to the U.S. Department of Education. A new TEACH ATS must be completed each award year.

### ***Anticipated Disbursement Record***

Disbursement information submitted on either an Edit Only record or an Origination Record that is not intended to request or substantiate funding. An anticipated disbursement does not post to a student/borrower's award (loan or grant). Users submit anticipated disbursement information on the Common Record with a Disbursement Release Indicator omitted or set to False.

## ***Anticipated Non Credential Teacher Certification Subsidized Usage Period***

The period of time used by the student related to the reported loan. This is reported only when the special program is reported as a non credential teacher certification program and the reported loan has only anticipated disbursements.

## ***Anticipated Subsidized Usage Period***

The period of time used by the student related to the reported loan. This is returned only when the reported loan has only anticipated disbursements.

## ***ATS ID***

The unique identifier printed on the ATS. It is made up of a student's SSN, 'C' – for TEACH, the last two digits of the award year, the first six digits of a school's OPEID, and a three-digit sequence number.

Example: 123456789C09012345001

## ***Attended School***

The school or campus where the student attends class for which Federal Financial Aid funds are being used.

## ***Available Balance***

Funds available to draw down.

NOTE: Amounts actually drawn down should meet immediate need as defined by regulatory requirements.

## ***Award***

An Award refers to the amount of money a student and/or borrower is eligible to receive for a period of time. Awards are designated by program (e.g., Direct Loan or Pell Grant), by institution, and by award year.

## ***Award Year***

For Pell Grant Iraq and Afghanistan Service Grants, the twelve-month period beginning on July 1st and ending June 30th of the following year. This also applies to what has previously been called the Direct Loan Program Year, which is the period of time (approximately 2 1/2 years in length) in which schools could potentially process a Direct Loan for a particular Award Year

## ***Batch***

A group of records submitted together. Batches can consist of one or more records. Users can submit data for students in a file called a batch. The batch contains a network header record, the Common Record with one or more students / awards / disbursements and the network trailer record. Periodic sweeps of a school's SAIG mailbox are performed to pick up these batches and send them to the COD System for processing.

### ***Booked Loan/TEACH GRANT***

A loan becomes booked when COD has a loan origination record, an MPN was received and has linked to the loan, and an accepted actual disbursement record has been accepted. At this point loan information can be forwarded to the Servicer and loan servicing processes initiated. A TEACH Grant becomes booked when COD has accepted the TEACH Grant origination record, an ATS was received and has linked to the grant, and an accepted actual disbursement record has been accepted.

### ***Calculated Published Program Length Years***

The calculated published program year length in academic years. When the published program length is submitted as weeks or months, the COD system converts the length to academic years.

### ***Call for Cash***

Action taken by FSA to request a return of cash received by a school. If funds are not returned by the specified date, the balance will be referred to the Department's Deb Management Group.

### ***Campus-Based Programs***

The term applied to three federal Title IV student aid programs administered on campus by eligible institutions of postsecondary education:

- Federal Perkins Loan Program
- Federal Work-Study (FWS) Program
- Federal Supplemental Educational Opportunity Grant (FSEOG) Program

### ***Cash at School***

Cash that a school has received, either through self-initiated drawdown or pushed to the school's bank account, minus returned cash.

### ***Central Processing System (CPS)***

This is the Department of Education system that processes information from the Free Application for Federal Student Aid (FAFSA<sup>®</sup>), calculates the Expected Family Contribution (EFC) for each applicant, prints the Student Aid Report (SAR), and transmits Institutional Student Information Record (ISIR) data electronically. Data from the CPS system is used by the COD System to verify eligible students.

### ***Common Origination and Disbursement (COD) Process***

The COD Process is a common process integrated with a system designed to support origination, disbursement, and reporting of the Pell Grant, TEACH Grant and Direct Loan programs.



## Common Origination and Disbursement (COD) System

The COD System is a technical solution designed to accommodate the COD Process for the Pell Grant, TEACH Grant and Direct Loan programs.

## Common Record

The Common Record is a data transport mechanism exchanged by trading partners participating in Federal Student Aid. The Common Record is a document formatted in Extensible Markup Language (XML).

## Common School Identifier (CSID)

See Routing Identifier.

## Complex Element

An XML Element that contains other elements. It may also contain text, but it isn't required. Elements contain other elements in order to provide for logical groupings of data. For example, an applicant's name information can be represented by the following XML:

```
<Name>
  <FirstName>Heidi</FirstName>
  <LastName>Smith</LastName>
</Name>
```

Through the nesting of first name and last name information in the Name complex element, the information is logically grouped and the meaning of the group is clear. Complex elements can contain other complex elements. So, many levels of nesting and organization are possible.

## Consolidation Loan

A loan that combines multiple federal student loans into a single loan with one monthly payment.

## Correction Edit Codes

Applies to users in the Pell Grant program only. For schools that have selected to have their Pell Grant data corrected rather than rejected, the COD system automatically corrects the data and sends a response to the school that submitted the record indicating that a correction took place, the element corrected, the original value, and the corrected value. Edits that can be corrected, rather than rejected, are indicated with a C/R in the *Volume II, Section 4 - Edits codes in the 2012-2013 COD Technical Reference*.

## Cost of Attendance (COA)

Tuition and fees, room and board expenses while attending school, allowances for books and supplies, transportation, loan fees (if applicable) dependent child care costs, costs related to a disability, study-abroad costs, and other miscellaneous expenses, as outlined in Section 472 of the Higher Education Act.

## CPS Transaction Number

A transaction number from an eligible ISIR used to calculate the award.

### ***Credit Check***

An examination of someone's credit history (record of paying debt). A credit check is required before a parent or graduate/professional student may borrow a Direct PLUS Loan. Credit checks are initiated through one of three ways: 1) A loan origination record is received from a school; 2) A PLUS applicant completes a Direct PLUS Loan Request through StudentLoans.gov; 3) A school requests a credit check via the COD Web site.

Credit checks expire 180 days from the date initiated.

However, once a Direct PLUS Loan award has an accepted credit decision, an accepted endorser, or an approved appeal due to extenuating circumstances associated with it, any new credit decision will have no impact on that loan. Generally, borrowers who obtain an accepted endorser or receive approval of an appeal due to extenuating circumstances must also complete PLUS Counseling before the school may disburse the loan.

### ***Current Funding Level (CFL)***

The amount of funds that have been made available year to date. This is not necessarily the same as available balance.

### ***Current Social Security Number***

This is the Social Security Number (SSN) that is in the Current Social Security Number field on the greatest CPS Transaction Number used to establish an award for this student on the COD System. Current SSN is a component of the student identifier in the COD System.

### ***Direct Loan Program***

A Federal program where the government provides four types of education loans available to students and parents:

- Federal Direct Subsidized Loan (for students)
- Federal Direct Unsubsidized Loan (for students)
- Federal Direct PLUS Loan (for parents and graduate and professional students)
- Federal Direct Consolidation Loan (for students and parents)

These loans, which are referred to collectively as Direct Loans, are made by the U.S. Department of Education.

### ***Direct Subsidized Loan***

A federal student loan made through the William D. Ford Federal Direct Loan Program for which a borrower is not responsible for paying the interest while in an in-school, grace, or deferment period in most cases.

If the borrower receives his/her first federal student loan after June 30, 2013, the borrower may not receive Direct Subsidized Loans for more

than 150% of the published length of the program in which the borrower is enrolled. This is called the "maximum eligibility period."

In addition, if the borrower continues to be enrolled in any undergraduate program after receiving Direct Subsidized Loans for his/her maximum eligibility period, the borrower becomes responsible for paying (with certain exceptions) the interest that accrues on the borrower's Direct Subsidized Loans during all periods. This is called hitting the subsidized usage limit.

### ***Direct Unsubsidized Loan***

An unsubsidized loan made through the William D. Ford Federal Direct Loan Program for which the borrower is responsible for paying interest during all periods. Interest is charged from the date of disbursement.

### ***Disbursement***

Title IV program funds are disbursed when a school credits a student's account with funds or pays a student or parent directly with either:

- Title IV funds received from ED
- Institution funds used before receiving Title IV program funds.

### ***Disbursement Release Indicator***

The Disbursement Release Indicator is a tag on the Common Record that designates a record as an Actual Disbursement Record. When set to true, it signals the COD System to post the amount of disbursement to an award (loan/grant).

### ***Document***

In the context of XML, a document is a message or data transmission and is a combination of markup and content. Markup is a type of language contained within start and end tags. Content is the data that falls between the tags. A Common Record message or transmission is considered to be an XML document. A Common Record document can be thought of as a batch.

### ***Drawdown***

A drawdown occurs when a school or Payment Analyst, on behalf of a school, initiates a request for money through G5, and the funds are transmitted from the US Treasury to the school's bank account.

### ***Edit/Comment Codes***

These are a series of numeric codes that explain processing results, including data corrections, duplicates, and record rejects, for specific processed records for all award years.

### ***Edit Only Record***

In the COD Process, a record sent with anticipated disbursement information for editing purposes only. Edit Only Records may originate an award, but are not intended to request or report funds. Schools using

the Common Record submit a record with the Disbursement Release Indicator set to False.

### ***Element***

XML documents consist of elements that are preceded and terminated with tags. An example of an element is <LastName>Smith</LastName>, where LastName is an element.

### ***Eligible Applicant***

An eligible applicant is a student who has submitted a Free Application for Federal Student Aid (FAFSA<sup>®</sup>) and meets the eligibility requirements for Title IV financial aid. The student must be currently enrolled or be a prospective student at a postsecondary school which is eligible to participate in Federal Student Financial Aid programs.

### ***Eligible Program***

An educational program that meets regulatory requirements for participating in Title IV programs.

### ***Eligibility Used***

The Eligibility Used percentage is calculated by summing all of the accepted actual disbursement records for this student at the attended institution for a specific award year and dividing that amount by the Scheduled Federal Pell Grant Award at the attended institution. This applies to both the Federal Pell Grant and Iraq and Afghanistan Service Grants.

### ***Endorser***

The endorser is someone who agrees to repay a Direct PLUS Loan if the borrower does not. A Direct PLUS Loan borrower with an adverse credit history may still receive a Direct PLUS Loan if he/she obtains an endorser who does not have an adverse credit history. If the borrower is a parent, the student cannot be the endorser.

### ***Endorser Addendum***

The Endorser Addendum to the Direct PLUS Loan Master Promissory Note (Endorser Addendum) is a legal document in which an endorser promises to repay a Direct PLUS Loan and any accrued interest and fees to the U.S. Department of Education if the borrower does not. An Endorser Addendum must be completed for each loan.

### ***Enrollment Date***

The first date that the student was enrolled in an eligible program for the designated award year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2018-2019 funds, report the actual start date of the student's classes for that payment period.

### ***Enrollment School Code***

The 8 digit OPEID for the physical location where the student is attending class.

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## **Enrollment Status**

The status of a student's enrollment during the payment period of the disbursement.

## **Expected Family Contribution (EFC)**

The figure that indicates how much of family's financial resources should be available to help pay a student's postsecondary education expenses. This figure, which is determined according to a statutorily defined method known as the federal Need Analysis Methodology, is used for all students in determining eligibility for Title IV student financial aid. Rejected CPS transactions appear on COD and can only be used to award unsubsidized loans. No EFC is calculated for rejected CPS transactions, however, on COD the EFC for rejected transactions will display as all nines. Rejected CPS transactions will only be reflected on COD for 2009-2010 and forward.

## **Extended Processing**

The Direct Loan Program provides award relief during extenuating circumstances. An institution may request extended processing if it is unable to meet the processing deadline (also known as Closeout Deadline). The Department of Education grants extended processing due to either an event, such as a natural disaster, or a processing error. The Federal Pell Grant Program provides grant relief during extenuating circumstances. An institution may request administrative relief when it is unable to meet the September 30th deadline for submitting records, due to either an event, such as a natural disaster, or a processing error.

## **Federal Pell Grant Payment Schedule**

The Schedule of Federal Pell Grant Awards. The Schedule is based on the EFC, the enrollment status, and the school COA. The schedule is usually posted in January on the IFAP Web site for the upcoming award year.

## **Federal Pell Grant Program**

A type of federal financial aid awarded to eligible, qualified applicants. A Federal Pell Grant, unlike a loan, does not need to be repaid. Generally, Pell Grants are awarded only to undergraduate students that have not earned a bachelor's or professional degree.

## **Federal Supplemental Educational Opportunity Grant (FSEOG)**

A campus-based aid program that provides grant assistance to students with financial need who are in undergraduate programs and have not earned a bachelor's degree or first professional degree. Priority in awarding FSEOG funds is given to students who have exceptional financial need and are Federal Pell Grant recipients.

## **Financial Aid Management System (FMS)**

FMS works with G5 to communicate financial information and to pay out disbursements to schools.

### ***FISAP***

Fiscal Operations Report and Application to Participate in Campus-Based Programs. A report showing how a school spent allocated funds during the prior award year and an application to participate in the upcoming award year that must be submitted annually by schools that participate in any of the Campus-Based Programs.

### ***Free Application for Federal Student Aid (FAFSA®)***

This is the application that must be filed by an applicant to apply for any student financial aid distributed by the federal government.

Please visit <https://fafsa.ed.gov> for more information.

### ***Freeze Cash***

Action FSA takes to eliminate a school's ability to draw additional funds.

### ***FSA***

The Office of Federal Student Aid within the U.S. Department of Education.

### ***Full Response***

A Common Record response document that contains all of the original tags and data sent by the school and the processing results, edit codes, and rejected data elements.

### ***G5***

G5 is the system used by the U.S. Department of Education's Office of the Chief Financial Officer to process school-specific obligations and to make payments (drawdowns) against those obligations. G5 communicates with the COD system through FMS. G5 is part of EDCAPS and interfaces directly with U.S. Treasury's Federal Reserve System.

### ***Information for Financial Aid Professionals (IFAP)***

A Federal Student Aid (FSA) online database/library that provides financial aid administrators (FAAs) access to current and archived FSA information/materials (e.g., technical publications, reference manuals, regulatory and policy guidance, and Dear Colleague Letters) pertaining to the administration of FSA programs. Also provides automatic updates electronically to FAAs who subscribe to this service. Located at: <http://www.ifap.ed.gov>. A user ID and password are required to enroll for electronic updates.

### ***Institutional Student Information Record (ISIR)***

This is the electronic version of the Student Aid Report (SAR) that indicates eligibility for the Federal Pell Grant Program. The ISIR contains the family's financial and other information reported on the Free Application for Federal Student Aid (FAFSA®), as well as key processing results and National Student Loan Data System (NSLDS) Financial Aid History information. It is transmitted electronically to postsecondary schools and state educational agencies.

### ***Iraq Afghanistan Service Grant Indicator (IAS Grant)***

Iraq and Afghanistan Service Grant Indicator was added to the Pell create award screen for Award Years 2010-2011 and forward. This indicator allows Pell ineligible students, identified by the Department of Defense as a dependent of a parent or guardian who died as a result of service in Iraq or Afghanistan, to be awarded Iraq and Afghanistan Service Grant funds.

### ***Lifetime Eligibility Used (LEU)***

The sum of all Eligibility Used (EU) percentages for either a Pell or Iraq and Afghanistan Service Grant recipient over their lifetime. If the student has received both Pell and Iraq and Afghanistan Service Grant they will have separate LEUs for each program.

### ***Loan Period Length***

This is the length of the period of time covered by aid, calculated using the Financial Award Begin and End dates.

### ***Master Promissory Note (MPN)***

The Master Promissory Note (MPN) is a legal document in which the borrower promises to repay the loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of the loan(s). Multiple Direct Loans can be borrowed using a single MPN for up to 10 years. There are two types of MPNs:

- Direct Subsidized/Unsubsidized Loan MPN
- Direct PLUS Loan MPN

### ***Maximum Subsidized Eligibility Period***

This is the maximum period of subsidized Direct Loans that a student is eligible to receive for the academic program. It is equal to 150% of the calculated published program length in years.

### ***MPN Acknowledgement***

Term used for the COD response, which is sent to schools upon receipt of an MPN once edits have been performed and the linking attempted by COD.

### ***MPN ID***

The unique identifier printed on the MPN. It is made up of a student's SSN, 'M' – for subsidized or unsubsidized, 'N' – for Parent PLUS and Grad PLUS, the last two digits of the award year, a school's Direct Loan code, and a three-digit sequence number.

Example: 123456789M18G12345001

### ***Multiple Reporting Record (MRR)***

For the Pell Grant or Iraq and Afghanistan Service Grant programs, the Multiple Reporting Record (MRR) identifies originations and/or disbursements being reported by more than one institution for the same



student. The multiple reporting records are designed to provide institutions with information to identify and resolve potential overaward payments and concurrent enrollments before they occur. Institutions may request records identifying the institutions which have originated or disbursed for specific recipients, specific institutions, or for all students originated at their school. This request can be done electronically through the COD web site or by phone to COD School Relations Center (1-800-474-7268).

### ***Multi-Year (MY) Feature***

A feature of the Master Promissory Note, which allows multiple Direct Loans for the same student/borrower to link to the same MPN. Beginning in 2003-2004 award year, all domestic Direct Loan schools are eligible to use the Multi-Year Feature of the MPN. Once an MPN has been accepted and remains open, schools that use this feature do not have to obtain a new promissory note each academic year. The MPN may be valid for up to 10 years.

### ***National Student Loan Data System (NSLDS)***

As a Title IV automated system, the National Student Loan Data System, or NSLDS, is a national database of information about loans and other financial aid awarded to students under Title IV of the Higher Education Act of 1965. This system prescreens applications for Title IV aid, supports program administrative research functions, and improves Title IV aid delivery through automation and standardization.

### ***School Processing Option***

Parameter or criterion used to process information by the COD System. Schools have the ability to set some processing options by accessing the COD web site (<https://cod.ed.gov>) or contacting the COD School Relations Center and requesting that an option be updated by FSA.

### ***Direct PLUS Loans***

Loans for parents of dependent undergraduate students and for graduate/professional students. Direct PLUS Loans help pay for educational expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods.

### ***Payment Analyst***

Formerly referred to as Reimbursement Analyst. An FSA employee who ensures that schools have accurately determined FSA eligibility of and payment to each student, with sufficient funds in the school's G5 account, and submits documentation to that effect.

### ***Payment to Servicer Amount***

Amount of payment sent to the Servicer by the borrower within 120 days of the disbursement date. COD receives this information from the Direct Loan Servicing System and generates a Payment to Servicer Response/Acknowledgement to the school.



## **Perkins**

The Federal Perkins Loan Program provides low-interest loans to help needy students finance the costs of postsecondary education.

Note: Federal Perkins Loans are not currently processed in the COD System.

## **PLUS Credit Counseling**

Required counseling for Direct PLUS Loan borrowers who obtain an approved endorser or an approved appeal based on documentation of extenuating circumstances. Borrowers must complete this counseling before schools can disburse funds. Counseling must be completed on <https://studentloans.gov>.

## **Post 9/11 Deceased Veteran Dependent**

A student who is a dependent of an armed forces member who died as a result of performing military service in Iraq or Afghanistan after September 11, 2001. If the student is Pell-eligible, then the maximum Pell award is calculated as if they have a zero Expected Family Contribution (EFC). If the student is not Pell-eligible then they may be eligible for the Iraq & Afghanistan Service Grant.

## **Post Secondary Education Participants System (PEPS)**

PEPS is the U.S. Department of Education system that provides the COD system with school eligibility information.

## **Pell Overaward Process (POP)**

Federal Pell Grant recipients are allowed to receive a maximum of one full Scheduled Pell Grant during an award year. An Iraq and Afghanistan Service Grant recipient is limited to one Sequester-Limited Scheduled Award. The COD System is programmed to calculate the percentage of Scheduled Pell Grant or Sequester-Limited Scheduled Award used (based on Section 690.65 of the regulations) each time a school reports a disbursement to the student. Any amount exceeding 100 percent of the maximum grant represents an overaward situation. The COD System allows a potential overaward situation to exist for 30 days and sends a warning to all schools involved before reducing all of the students Pell Grant or Iraq and Afghanistan Service Grant disbursements for that award year to zero. If the Additional Eligibility Indicator (AEI) is set to "true" the maximum amount will be evaluated at 150 percent instead of the standard 100 percent.

## **Program CIP Code**

The Classification of Instructional Programs published on the <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

## **Program Credential Level**

The credential level related to the program in which the student is enrolled. The valid values for Program Credential Level are:

- 01: Undergraduate certificate or diploma program
- 02: Associate's degree
- 03: Bachelor's degree
- 04: Post Baccalaureate certificate
- 05: Master's degree
- 06: Doctoral degree
- 07: First Professional degree
- 08: Graduate/Professional certificate
- 99: Non-credential programs (preparatory coursework/teacher certification)

### ***Published Program Length Months***

The academic program's published program length in months. COD will convert published program length months to calculated published program length years.

### ***Published Program Length Weeks***

The academic program's published program length in weeks. COD will convert published program length weeks to calculated published program length years.

### ***Published Program Length Years***

The academic program's published program length in academic years.

### ***Program-Related Data Reporting***

The COD system will collect program-related data as required. For each program type, relevant fields will be added to, or shifted in placement on, the schema to facilitate the eligibility determination process. A program is identified by a combination of the institution's six-digit Office of Postsecondary Education ID (OPEID) number, the program's six-digit CIP code as assigned by the institution or determined by the Secretary, and the program's credential level and length.

### ***Reject Edit Codes***

The system does not continue processing the record and sends a response/acknowledgement to the school indicating the reject reason and the relevant data element.

### ***Release Record***

In the COD Process, a record that changes an Edit Only or anticipated disbursement to an Actual Disbursement Record. Schools using the Common Record submit a new record with the Disbursement Release Indicator set to True.

### ***Remaining Actual Non Credential Teacher Certification Subsidized Eligibility Period***

The remaining period of time in which the student may receive a Direct Subsidized Loan while enrolled in a non credential teacher certification program. This is returned when the special program reported is non

credential teacher certification and there is at least one actual disbursement for the reported loan.

### ***Remaining Actual Subsidized Eligibility Period***

The remaining period of time in which the student may receive a Direct Subsidized Loan. This is the difference between the Maximum Eligibility Period and the sum of the Subsidized Usage Periods on all loans the borrower has received. This is returned when there is a least one actual disbursement for the reported loan.

### ***Remaining Anticipated Non Credential Teacher Certification Subsidized Eligibility Period***

The remaining period of time in which the student may receive a Direct Subsidized Loan while enrolled in a non credential teacher certification program. This is returned when special program reported is non credential teacher certification and the reported loan has only anticipated disbursements.

### ***Remaining Anticipated Subsidized Eligibility Period***

The remaining period of time in which the student may receive a Direct Subsidized Loan. This is returned when the reported loan has only anticipated disbursements.

### ***Reporting School***

The school that sends and receives data for the campuses or students it serves. The Reporting School must be a school and cannot be a Third-Party Servicer.

### ***Response***

The Common Record document sent back to the school after processing of an incoming Common Record document is complete. This Common Record contains processing results and edit codes and may be either a Full or Standard Response. The COD System also sends system generated responses to schools for use in updating school databases, such as the completion of a Master Promissory Note.

### ***Routing Identifier***

An identifier established by the U.S. Department of Education in Award Year 2002-2003 as an identifier assigned to schools and Third Party Servicers that is common across the Pell Grant and Direct Loan programs. It is a randomly generated eight-digit number that replaces the Pell Institution Number and Direct Loan (E/G) School code for the reporting of Pell Grant and Direct Loan data. It was previously referred to as the Common School Identifier (CSID).

### ***School Closeout***

The process of identifying and submitting any outstanding records for an award year and returning any funding for which there are no records to substantiate its use.

### **Sequester-Limited Scheduled Award**

Beginning in June 2018, the COD system will use sequestration logic in the calculation of the maximum Iraq and Afghanistan Service Grant (IASG) with sequestration limitations. These sequester-required reductions are applied to the maximum Scheduled Federal Pell Grant (Scheduled Award) amount associated to an Iraq and Afghanistan Service Grant in a specified award year less the applicable Iraq and Afghanistan Service Grant sequestration reduced amount during Common Record Batch Processing. Also see *Federal Pell Grant Payment Schedule*.

### **Sequestration**

Due to the Budget Control Act of 2011, all Iraq and Afghanistan Service Grants, and TEACH Grants are subject to sequester-required reductions. COD system uses sequestration logic in the calculation of the maximum Iraq and Afghanistan Service Grants. See *Sequester-Limited Scheduled Award* for more.

### **Simple Element**

An XML Element that does not contain any other elements. A Simple Element contains only text. An example of a Simple Element is:

```
<LastName>Smith</LastName>
```

### **Single Year (SY) Feature**

A feature of the Master Promissory Note which allows multiple Direct Loans for the same student/borrower with the same academic year from the same school to link to the same MPN. The Single Year Feature applies to schools that choose not to use the Multi-Year Feature. Schools that choose to use this feature must obtain a new promissory note for each academic year.

### **Special Programs**

Special Program Codes include:

- ‘A’ - Selective Admission Associated Program
- ‘B’ – Bachelor’s Degree Completion Program
- ‘N’ – Not Applicable
- ‘P’ – Preparatory Coursework Graduate Professional Program
- ‘T’ – Non-Credential Teacher Certification
- ‘U’ – Preparatory Coursework Undergraduate

If the aid is not for a special program, this field will either be blank or display ‘Not Applicable’.

### **Standard Response**

A Common Record response document that contains only the processing results, edit codes, and rejected data elements.

### ***Student Aid Internet Gateway (SAIG)***

The SAIG is the internet-based mailbox system used to transmit data between the schools and the U.S. Department of Education systems. Schools must enroll in SAIG before they can begin transmitting records to COD.

### ***Student Aid Report (SAR)***

After the student's FAFSA® is processed by the Central Processing System, the processor produces a Student Aid Report (SAR) that is sent to the student. The SAR reports the information from the student's application and, if there are no questions or problems with the application, the Expected Family Contribution (EFC), the number used in determining the eligibility for federal student aid, and the student's financial aid history.

### ***Student Eligibility Code***

Student Eligibility Code (formerly Ability to Benefit) records which criteria the student met to be eligible for Title IV aid at the institution. A full list of valid Student Eligibility Codes can be found in the Implementation Guide of the Technical Reference.

### ***Subsidized Usage Limit Applies (SULA)***

This flag indicates whether a borrower has been identified as a first time borrower for purposes of the Direct Subsidized Loan time limitation. The purpose of this program is to fulfill the 150% Direct Subsidized Loan Limit provision of the Moving Ahead for Progress in the 21st Century Act (MAP-21) (Public Law 112-141) legislation enacted on July 6, 2012.

### ***Substantiate***

The act of accounting for funds already drawn. In the COD Process, institutions can substantiate funds by sending in an Actual Disbursement Record.

### ***Sum Actual Non Credential Teacher Certification***

#### ***Subsidized Usage Period***

The sum of all actual subsidized usage periods for non credential teacher certification programs.

#### ***Sum Actual Subsidized Usage Period***

The sum of all actual subsidized usage periods for the student, excluding non credential teacher certification program usage.

### ***Sum Anticipated Non Credential Teacher Certification***

#### ***Subsidized Usage Period***

The sum of all actual non credential teacher certification program subsidized usage periods for the student, plus the anticipated non credential teacher certification subsidized usage period for the reported loan. This is returned only when all disbursements for the reported loan are anticipated.

### ***Sum Anticipated Subsidized Usage Period***

The sum of all actual subsidized usage periods for the student plus the anticipated subsidized usage period for the reported loan. This is returned only when all disbursements for the reported loan are anticipated.

### ***Subsidized Usage Period (SUP)***

Subsidized Usage Period is the period of time that a subsidized loan is intended to cover as a portion of the borrower's academic year length.

### ***Tag***

A tag is an element name that is used inside brackets to denote the beginning and end of content. For example,

`<LastName>Jones</LastName>` uses the tag of `LastName`.

### ***Teacher Education Assistance for College and Higher Education (TEACH) Grant***

As a result of the College Cost Reduction and Access Act (CCRAA) of 2007, the Teacher Education Assistance for College and Higher Education (TEACH) Grant program has been offered beginning with the 2008-2009 Award Year. The TEACH program provides funds to students who, in return, agree to teach four years within the first eight years of their graduation. Students must complete an Agreement To Serve (ATS), after which they may qualify for up to \$4,000 in a single award. Failure to meet the terms of the Agreement To Serve may result in forfeiture of the grant, which becomes an Unsubsidized Direct Loan that the student must repay.

### ***Third-Party Servicer***

An individual or a State, or a private, profit or non-profit organization that enters into contract with an eligible institution (school) to administer, through either manual or automated processing, any aspect of the institution's (school's) participation in any Title IV, HEA program.

### ***Title IV Student Financial Aid***

Federal financial aid programs for students attending postsecondary educational schools, authorized under Title IV of the Higher Education Act of 1965, as amended. The programs are administered by the U.S. Department of Education. Title IV programs consist of:

- Federal Consolidation Loans
- Federal Direct Student Loans
- Federal Family Education Loan (FFEL) Programs
- Federal Pell Grants
- Federal Perkins Loans
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work Study (FWS)

- Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR-UP)
- Iraq and Afghanistan Service Grants (IASG)
- Leveraging Educational Assistance Programs (LEAP)
- Robert C. Byrd Honors Scholarships
- Teacher Education Assistance for College and Higher Education (TEACH) Grants

### ***Total Eligibility Used***

The sum of all Eligibility Used percentages for the Award Year. This applies to both the Federal Pell and Iraq and Afghanistan Service Grants.

### ***Trading Partner***

Two parties that exchange electronic data. Trading partners include: COD and schools; FFEL partners and schools; state grant agencies and schools; and alternative loan partners and schools.

### ***Unbooked Loan/TEACH Grant***

A loan/TEACH Grant which does not have an accepted actual disbursement and/or is not linked to an accepted Direct Loan Promissory Note or TEACH Grant Agreement To Serve.

### ***Unsubstantiated Cash***

Calculated as net cash at school (i.e. net excess cash returns) received for the award year, not including cash at schools for the last 30 days minus total accepted disbursements (booked disbursements for DL) for an award year.

### ***Warning Edit Codes***

The record is processed, but a warning is sent to the school to alert them to a possible regulatory violation. The response/acknowledgement sent includes a code indicating a warning, the warning type, and the relevant data element.

### ***Weeks Programs Academic Year***

This is the total number of weeks of instruction in the program's academic year. This field must be greater than or equal to 26. This field is required if Published Program Length is submitted in weeks or months, or if Special Programs is submitted as 'P' – Preparatory Coursework Graduate Professional Program. See Volume 1, Section 3 for more information.

### ***XML***

Extensible Markup Language.

## ***XML Schema***

XML Schema specifies the rules surrounding the structure of an XML document. It defines the elements present in the document and the order in which they appear, as well as any attributes that may be associated with an element.