



COD Processing Update

January 4, 2013

NEWS/UPDATES

- **SAIG Mailbox Functions Unavailable January 12-13, 2013 (1/3/13)**

From 12:00 A.M. (ET) on Saturday, January 12, 2013 until 11:59 P.M. (ET) on Sunday, January 13, 2013, the SAIG mailbox functions will be unavailable in order to implement system updates. During this time, users will receive an error message informing them that the SAIG is unavailable.

We appreciate your patience and understanding as we complete the required activity during the upcoming period. For more information on this outage, please refer to the [January 3, 2013 Electronic Announcement](#) on the Information for Financial Aid Professionals (IFAP) Web site.

- **Availability of Pay As You Earn Repayment Plan and Electronic IBR/Pay As You Earn/ICR Repayment Plan Request (12/21/12)**

Federal Student Aid is pleased to announce the availability of the Pay As You Earn Repayment Plan for eligible Direct Loan Program borrowers. Members of Federal Student Aid's federal loan servicer team are ready to work with Direct Loan borrowers who wish to apply for the Pay As You Earn Repayment Plan. In addition, to assist borrowers in applying for the Pay As You Earn Repayment Plan, as well as the two other "income-driven" repayment plans—the Income-Based Repayment (IBR) Plan and the Income-Contingent Repayment (ICR) Plan, Federal Student Aid has implemented an Electronic IBR/Pay As You Earn/ICR Repayment Plan Request on the StudentLoans.gov Web site. The Electronic IBR/Pay As You Earn/ICR Request has replaced the Electronic IBR Application that Federal Student Aid implemented in September 2012.

For a high-level summary of the new electronic request and its associated process, refer to the Electronic Announcement posted at <http://ifap.ed.gov/eannouncements/122112LSIPayAsYouEarnPlanIBRnICR.html>.

CURRENT ISSUES

DIRECT LOANS

There are no Direct Loan-related issues at this time.

GRANTS

There are no Grant-related issues at this time.

REMINDERS

Keep School Contact Information Current in the COD System (12/20/12)

We remind schools and third party servicers that contact information in the COD System must be kept current. Contact information is extremely important for us to be able to reach the right people at the school, particularly about program-specific issues. The e-mail addresses for the President, Financial Aid Administrator, Pell Grant Financial Aid Officer, and Direct Loan Financial Aid Officer are used to deliver time-sensitive



materials and critical COD processing information to the school.

Having current contact information for the Pell Grant Financial Aid Officer and Direct Loan Financial Aid Officer is most critical for a school that is an additional location to a main campus. The information allows us to contact those officers directly at the additional location rather than needing to contact the main campus.

For more information on updating School Contact Information, please refer to [the December 20, 2012 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site.](#)

COD Computer-Based Training (1/4/13)

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT).

The COD CBT consists of component simulations and CBTs. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the “Tools for Schools” section on the home page, click on [COD Computer-Based Training](#).

Sending Addresses for U.S. Territories and Foreign Countries on the Common Record or the COD Web site (1/4/13)

When submitting student or borrower addresses or address changes to the Common Origination and Disbursement (COD) System, it is important that the correct tags are used, particularly when the student or borrower address is located in a U.S. Territory or Foreign Country. If these addresses are not submitted correctly, important correspondence from the COD System and the federal loan servicers is delayed or not received.

Contact Information: If you have questions, contact the COD School Relations Center at 800/474-7268 for Grants or 800/848-0978 for Direct Loans. You may also e-mail CODSupport@acs-inc.com.

- When a student or borrower address is located in a U.S. Territory it is considered a domestic address. Do not submit a Country Code.
- When a student or borrower address is located in a Foreign Country, it is treated as a foreign address.

See below for the correct procedures for submitting U.S. Territories and Foreign Country addresses via the Common Record batch submission or COD Web site.

Submitting Addresses for U.S. Territories and Foreign Countries via the Common Record

When creating or updating a person record via the Common Record batch submission, a school should send the address block with the following tags:

Schema Version	Included Tags for Domestic Address, including U.S. Territory	Excluded Tags for Domestic Address, including U.S. Territories	Included Tags for Foreign Addresses
3.0c or 3.0d	<AddressLine> <City> <StateProvince Code> <PostalCode>	<StateProvince> <CountryCode>	<AddressLine> <City> <StateProvince> (Optional) <PostalCode> > (Optional) <CountryCode>

Submitting Addresses for U.S. Territories and Foreign Countries via the COD Web Site

When creating or updating a person record on the COD Web site, a school should select the U.S. Territory from the dropdown box in the State/Province field. A school should select the Country field as “Blank”.



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*This edition will remain on the [COD Web site](#) until a new edition is posted.
We will notify schools via a COD Web Message when a new edition has been posted*

A complete list of State Codes (including U.S. Territories), Jurisdictions, and Country Codes are provided in Volume VI, Section 4 of the [2012-2013 COD Technical Reference](#). If you have questions about this information, contact the COD School Relations Center.