COD Processing Update

January 16, 2015

NEWS/UPDATES

- **COD Holiday Schedule For January 19, 2015 (1/13/15)**

  The COD School Relations Center will be open on Monday, January 19, 2015 to observe the Birthday of Martin Luther King, Jr. federal holiday. The COD System will accept and process data from schools and send back responses/acknowledgements on Monday, January 19, 2015 but schools will not be able to receive any federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, January 20, 2015.

  Further information regarding the Birthday of Martin Luther King, Jr. processing and customer service hours for COD and other Federal Student Aid/ED call centers is posted in a January 7, 2015 Electronic Announcement on the IFAP Web site.

  Note: In addition, other system maintenance activities will occur on Sunday, January 18, 2015 and will result in outages of certain COD System functionality for a period of time. The Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance.

  From 2:00 A.M. until 12:30 P.M. (ET) on Sunday, January 18, 2015—

  - Users will not be able to submit or retrieve data via the COD Web site.
  - Users will not be able to access the COD Reports area of the COD Web site.
  - An individual will not be able to complete any actions or view loan correspondence via the StudentLoans.gov Web site.
  - An individual will not be able to complete any actions via the TEACH Grant Web site.
  - Batches submitted by schools via the SAIG will be held or schools will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

- **Temporary Change to COD Reject Edit 147 – December 2014 - March 2015 (12/23/14)**

  As explained in a November 24, 2014 electronic announcement posted to the Information for Financial Aid Professionals (IFAP) Web site, we implemented changes to the Common Origination and Disbursement (COD) System, including revised functionality for COD Reject Edit 147 (Identifier inconsistency for PLUS Award for Graduate/Professional Student), during the weekend of December 12-14, 2014.

  As explained in the announcement, when submitting changes to identifiers for a graduate/professional student Direct PLUS Loan borrower, a school must submit the change in ***both*** the student block and the

borrower block in the Common Record. If the change tags are not submitted in both blocks, the school will receive COD Reject Edit 147.

As a result of this change, some schools are experiencing unexpected rejected records for their Direct PLUS Loans for graduate/professional students. To lessen the potential impact to schools during the early 2015 peak processing period, beginning December 30, 2014, we will change the COD System to return COD Reject Edit 147 under the previous business rules (those in place prior to the December 12-14 implementation) for a temporary period of time. Accordingly, we will evaluate records for graduate/professional student Direct PLUS Loan borrowers as follows:

- ***From December 30, 2014 until March 27, 2015,*** we will not enforce the COD Reject Edit 147 change. This means that we will not require the identifier change tags in both the student block and the borrower block of the Common Record.
- ***Beginning March 27, 2015,*** we will enforce the COD Reject Edit 147 change. At that time, we will require the identifier change tags in both the student block and the borrower block of the Common Record.

Prior to restarting COD Reject Edit 147 enforcement on March 27, 2015, we will inform the community through an electronic announcement posted to the IFAP Web site. Schools should monitor the IFAP Web site for this guidance.

If you have questions about this change, contact the COD School Relations Center.

- **REMINDER: End of Paper Check Processing for DL Refunds of Cash Beginning January 1, 2015 (11/25/14)**

  As noted in a February 26, 2014 Electronic Announcement, Federal Student Aid is moving away from processing paper checks. Beginning January 1, 2015, we will no longer accept Direct Loan refunds of cash sent manually via paper check. As a result, schools should update their processes to refund cash electronically via the G5 Web site as soon as possible, but no later than December 31, 2014.

  For more details about this change, refer to the Electronic Announcement posted on the IFAP Web site.

- **150% EA #16 – Reminders About COD Reporting and Impacts to 150% Calculations (11/24/14)**

  In a November 21, 2014 Electronic Announcement, Federal Student Aid reminds schools of the importance of accurate and timely reporting of a student's Direct Loan (Direct Subsidized Loan, Direct Unsubsidized Loan, and Direct PLUS Loan) information to the COD System to ensure that the Subsidized Usage Period can be calculated correctly. It is equally important that schools update previously-reported loan information, including closed Direct Loan program years, as needed. Specifically, when a student's situation changes, in addition to changing disbursement dates or reducing amounts, schools ***must*** also change key award information like award amounts, loan period dates, and academic year dates. For complete information, refer to the announcement.

If you have 150%-related questions or questions about determining the correct loan period and academic year dates, submit them to 150Percent-Questions@ed.gov and include the name of your school in the subject line.

If you have questions about how to make changes to award or disbursement information on the COD System, contact the COD School Relations Center.

CURRENT ISSUES

DIRECT LOANS

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

GRANTS

There are no Grant-related issues at this time.

Keep School Contact Information Current in the COD System (1/6/15)

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.