

**R2T4 Application in the COD System
Attachment to March 2019 Electronic Announcement**

As part of the Common Origination and Disbursement (COD) System implementation for the 2019–20 Award Year planned for April 5-7, 2019, Federal Student Aid will add a Return of Title IV (R2T4) on the Web application to the [COD Web Site](#).

The table below summarizes the key differences for the R2T4 application in the COD System. We provide additional detail about some of these changes in the sections after the table. Information about other system changes included in the April 2019 implementation will be provided in a separate announcement titled “COD System Implementation for 2019–20 Award Year.”

Summary Table

Key R2T4 Differences	R2T4 on the Web	R2T4 on COD Web Site
System Access	<i>FAA Access to CPS Online</i>	COD Web Site; users must have access to the COD Web Site
Award Year Availability	<p>Not Applicable</p> <p>Note: If a school needs to perform a calculation for an award year prior to 2017–18, it can use <i>FAA Access to CPS Online</i> until R2T4 is fully decommissioned (this date has not yet been determined).</p> <p>PDF versions of the R2T4 worksheets will continue to be posted to the Information for Financial Aid Professionals (IFAP) website.</p>	<p>School Calendar Profiles, Institutional Charges Profiles and R2T4 calculations will be created by users for a specific award year. Users will be able to copy similar profiles from one award year to the next.</p> <p>The R2T4 module in the COD System will be used for the 2017–18 Award Year and forward.</p>
Override Functionality	Not Applicable	<p>When appropriate, schools will have the ability to override the number of days in the numerator or denominator of calculations generated by the R2T4 module.</p> <p>This functionality will enable schools to perform R2T4 calculations in unusual situations (such as unexpected closures related to natural disasters) where the system is unable to generate the correct number of days based on the established academic calendar and the student’s withdrawal date.</p>

Key R2T4 Differences	R2T4 on the Web	R2T4 on COD Web Site
Reports	6 reports	1 report (combining all elements of the previous 6 reports); more details about the report are provided in the section below the table.
Prior Records	Available in <i>FAA Access to CPS Online</i> until R2T4 is fully decommissioned. If schools need any of the records in the current application, they will need to export/print/download them before decommissioning (this date has not yet been determined).	Only records created in the COD Web Site will be stored. Records created in <i>FAA Access to CPS Online</i> will not be moved to the COD Web Site.
Demo Site/Training	Demo Site available on <i>FAA Access to CPS Online</i>	R2T4 Training available on COD Web Site; calculations performed in the training section will not be saved or stored on the COD System.

Additional Information about COD System Access

On the COD Web Site, the R2T4 application will be found under Tools tab on the left-hand navigation menu. Users will be able to create School Calendar Profiles, Institutional Charges Profiles, perform R2T4 calculations, determine Post-Withdrawal disbursement amounts and run a summary R2T4 report. Users will also have access to a training section of the R2T4 application.

Current COD System users will be automatically granted R2T4 access. R2T4 users who do not already have COD System access must gain access to the COD System. For more information about user access, refer to a [February 28, 2019 Electronic Announcement \(R2T4 Transition #2\)](#).

Additional Information about the R2T4 Report

There will be one R2T4 report available to schools. The report will list R2T4 records created within the COD System for the selected award year. Users will be able to further limit the report data by entering the Calendar Period Start Date (which will only include calculations using any School Calendar Profile that has a Period Start Date that falls on or after Calendar Period Start Date).

The report is a web-only report that will be in comma-separated-value (CSV) format; schools will be able to download and export the CSV file, when needed. The file layout for the report is available in the [Volume VI, Section 8 of the COD Technical Reference](#).

Additional Information about the R2T4 Training Section

The training section of R2T4 will allow users to complete all actions available in the R2T4 application in a separate environment. New users can become familiar with the application using fictitious data that will not be saved on the system.

Users will still need to sign in to the COD Web Site to access the training section. Once in the training section, users will see a “R2T4 Training” banner at the top of the each page to easily identify that they are in the training section. Users may create and save Institutional Charge and Calendar profiles within the training tool; however, once a user leaves the training area, any school selections or R2T4 calculations performed will not be saved or stored on the COD System.