



COD Processing Update

May 18, 2012

NEWS/UPDATES

• **Interest Rebate Percentage Report for Schools Posted on COD Web Site (05/14/12)**

On May 12, 2012, Federal Student Aid began producing an Interest Rebate Percentage Report to identify Direct PLUS Loan awards that have an award amount greater than \$0.00 and an **incorrect** interest rebate percentage based on the earliest disbursement date. The report lists Direct PLUS Loan awards with—

- An earliest disbursement date before July 1, 2012, and an interest rebate percentage of 0.0%
- An earliest disbursement date on or after July 1, 2012 and an interest rebate percentage of 1.5%

Schools can use the report to identify the Direct PLUS Loan awards that must be corrected.

The first Interest Rebate Percentage Report was generated on May 12, 2012 and will continue to be generated weekly on Saturdays from May 19, 2012 through November 3, 2012. **Note:** The report will be discontinued in November because the COD System will be modified in October 2012 to systematically return a reject edit for Direct PLUS Loan awards with an incorrect interest rebate percentage. The report will have minimal data elements, but will include student SSN, award ID, award year, award amount, earliest disbursement date, and interest rebate percent.

The Web-only report is in comma-delimited (CSV) format and available in a school's Direct Loan Reporting Newsbox on the COD Web site. It will not be sent to a school's SAIG mailbox. Using the CSV file, a school can import the data into a spreadsheet or other software tool to sort the data in whatever manner is most useful to the school.

If you have additional questions about the report, contact the COD School Relations Center.

• **Reminder - Retrieving the Pell Grant LEU Report Through the School's Reporting Newsbox on the COD Web site (05/11/12)**

As explained in a [March 2, 2012 Electronic Announcement](#), the Federal Pell Grant (Pell Grant) Lifetime Eligibility Used (LEU) report is a Web-only report that is available in a school's Reporting Newsbox on the Common Origination and Disbursement (COD) Web site.

For complete information on how to retrieve your school's Pell Grant LEU report, refer to [the May 10, 2012 Electronic Announcement](#) posted on the IFAP Web site.

CURRENT ISSUES

DIRECT LOANS

Record Length and Position Issue in the Direct Loan MPN Due to Expire Report (04/26/12)

In early April, Federal Student Aid identified an issue with the character limit for the Last Name field in the monthly Fixed-Length format of the Direct Loan MPNs

Due to Expire Report (MPNEXPOP). The character limit for the data field is 16, and a last name longer than 16 characters should be truncated once the limit is reached. The truncation is not occurring as it should for last names longer than 16 characters. Instead, the additional characters are being allowed and then impacting the accuracy of the remaining data field positions in the record.



Federal Student Aid plans to implement a fix for this issue in July 2012. A school that encounters the issue may workaround it by removing the additional characters in the Last Name field and re-importing the file into its system. The school may also opt to receive the report in the Comma-Delimited or Pipe-Delimited format as opposed to the Fixed-Length format.

Federal Student Aid apologizes for the inconvenience this issue may cause schools. If you have any questions, contact the COD School Relations Center.

GRANTS

There are no Grant specific issues to report at this time.

REMINDERS

Impact on COD Processing May 19-20, 2012 (05/18/12)

Federal Student Aid plans to execute extended Web site maintenance and operating system upgrades to several Federal Student Aid Web sites from 3:00 A.M. until 11:00 A.M. (ET) on May 20, 2012, in addition to our routine maintenance that occurs each weekend. These activities will result in outages of certain COD System functionality for a period of time.

An explanation of how these activities will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.

Extended COD System Maintenance

From 12:00 A.M. (ET) until 10:45 P.M. (ET) on Saturday, May 19, 2012—

- An individual will not be able to complete online Direct Loan Entrance Counseling, complete a new Master Promissory Note (MPN) electronically, complete a Direct PLUS Loan Request electronically, endorse a Direct PLUS Loan electronically or view loan correspondence via the [StudentLoans.gov 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.

From 1:30 A.M. (ET) until 2:00 P.M. (ET) on Sunday, May 20, 2012—

- Users will not be able to submit or retrieve data via the [COD Web site](#).
- An individual will not be able to complete online Direct Loan Entrance Counseling, complete a new Master Promissory Note (MPN) electronically, complete a Direct PLUS Loan Request electronically, endorse a Direct PLUS Loan electronically or view loan correspondence via the [StudentLoans.gov Web site](#).
- An individual will not be able to complete TEACH Grant Initial and Subsequent Counseling, complete a new TEACH Grant Agreement to Serve (ATS), or retrieve an existing ATS 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.

Contact Information

Federal Student Aid appreciates your patience and understanding as it completes this important activity. If you have any questions about the COD System or the StudentLoans.gov Web site, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at CPSSAIG@ed.gov.



IMPORTANT REMINDER: SAIG Upgrade – All EDconnect and TDClient Users Must Upgrade to EDconnect 8.1 or TDClient 3.2 by May 27, 2012 (05/10/12)

As explained to the community over the last several months in multiple communications, Federal Student Aid is in the process of implementing an upgrade to all components of the Student Aid Internet Gateway (SAIG). New versions of TDClient and EDconnect were posted to the [Federal Student Aid Download \(FSAdownload\) Web site](#) in early March 2012.

All schools that use TDClient or EDconnect to connect to the SAIG are required to download and begin using the upgraded software product (TDClient 3.2 or EDconnect 8.1) by **May 27, 2012**. After this date, users will no longer be able to connect to their SAIG Mailbox(es) using the previous versions of the software.

For complete information about the SAIG system enhancements and related requirements that were included in the March 2012 release, refer to the [February 23, 2012 Electronic Announcement](#).

If you have questions about this information, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or by e-mail at CPSSAIG@ed.gov.

Memorial Day Federal Holiday (05/18/12)

Monday, May 28, 2012 is the Memorial Day Federal holiday.

- The COD School Relations Center will be closed.
- The COD System will accept and process data from schools and send back responses/acknowledgements, 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, May 29, 2012.

Complete information regarding processing and customer service hours for COD and other Federal Student Aid/Department of Education call centers on the holiday is posted in a [May 17, 2012 Electronic](#)

[Announcement](#) on the Information for Financial Aid Professionals (IFAP) Web site.

COD Computer-Based Training (05/18/12)

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 (05/18/12)

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.

- 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. Territories	Excluded Tags for Domestic Address, including U.S. Territories	Included Tags for Foreign Addresses
3.0c or 3.0d	<AddressLine> <City> <StateProvinceCode> <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”.

A complete list of State Codes (including U.S. Territories), Jurisdictions, and Country Codes are provided in Volume VI, Section 4 of the [2010-2011 COD Technical Reference](#). If you have questions about this information, contact the COD School Relations Center.