



# COD Processing Update

June 17, 2011

## NEWS/UPDATES

- **2011-2012 COD Technical Reference June 2011 Update Now Available (06/17/11)**

The [2011-2012 COD Technical Reference June 2011 Update](#) is available on the Information for Financial Aid Professionals (IFAP) Web site. The 2011-2012 COD Technical Reference contains development information for the 2011-2012 Award Year. For a complete list of updates, refer to the "[June 2011 Change Tracking Log](#)." If you have any questions about this material, contact the COD School Relations Center

- **Current Funding Level (CFL) Increase for Direct Loans for 2011-2012 Award Year (06/10/11)**

Federal Student Aid will process a CFL increase for the William D. Ford Federal Direct Loan (Direct Loan) Program for the 2011-2012 Award Year next week. Schools will be able to view and draw down these 2011-2012 Direct Loan funds in G5 starting the week of **June 20, 2011**.

**Note:** Foreign schools and domestic schools under Reimbursement or Heightened Cash Monitoring 2 (HCM2) funding method will not receive an increase to their CFL.

- **Direct Loan Processing Information – Direct Loan Program Funding Overview Electronic Announcement Released (06/10/11)**

An [Electronic Announcement](#) was released to schools from the COD School Relations Center on June 10, 2011 and is posted on the Information for Financial Aid Professionals (IFAP) Web site. This is second in a series of announcements that provides processing information for schools participating in the William D. Ford Federal Direct Loan (Direct Loan) Program.

If you would like to be added to or removed from the Direct Loan Electronic Announcement distribution list, please submit an e-mail to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com) with the subject line of "DL Electronic Announcement Distribution".

- **Notice of deadline dates for receipt of applications, reports, and other records for the 2010-2011 award year (06/10/11)**

Federal Student Aid has posted in the Federal Register deadline dates for the receipt of documents and other information from institutions and applicants for the Federal student aid programs authorized under Title IV of the Higher Education Act of 1965, as amended, for the 2010-2011 award year.

The text of the Federal Register notice is posted on [the Information for Financial Aid Professionals \(IFAP\) Web site](#).

- **Direct Subsidized/Unsubsidized Master Promissory Note (06/09/11)**

The current Direct Subsidized/Unsubsidized Master Promissory Note (MPN) has an Office of Management and Budget (OMB) expiration date of 5/31/2011. Federal Student Aid is currently in the process of clearing the new form, but does not yet have a targeted implementation date. In the meantime, the current MPN form is valid and schools should continue to use it until further notice.

- **Direct PLUS Loan Application and Master Promissory Note (06/09/11)**

The current Direct PLUS Loan Application and MPN has an OMB expiration date of 8/31/2010. Federal Student Aid has received approval from OMB on the revised Direct PLUS Loan MPN and implementation is planned for early July 2011. Additional information about this implementation will be posted in a forthcoming announcement on the IFAP



Web site. In the meantime, the current MPN form (with an expiration date of 8/31/10 and a revision date of 3/2009) is valid and schools should continue to use it until further notice.

## REMINDERS

### CURRENT ISSUES

#### DIRECT LOANS

##### **Subsequent Direct PLUS Loan Request Issue- Some Borrowers Can't Move to Step 2 (05/20/11)**

Federal Student Aid has identified an issue in which some borrowers are not able to complete a Direct PLUS Loan Request via the [StudentLoans.gov Web site](#). After completing the required information for Step 1 of the process and clicking "Continue," the page reloads, but does not advance to Step 2. The borrower receives no error message and is unable to complete the rest of the application.

Currently, this issue impacts a very limited number of borrowers who have Driver's License information that includes special characters accepted and stored on the COD System (the Driver's License information was likely populated when a Master Promissory Note was completed or when a Direct Loan award was submitted) and is then trying to complete a Direct PLUS Loan Request.

Federal Student Aid is working on a fix for this issue and plans to implement it as soon as possible. In the meantime, if a borrower reports this issue, the school should contact the COD School Relations Center for further assistance.

Federal Student Aid regrets any inconvenience to our StudentLoans.gov customers. If you have questions, contact the COD School Relations Center.

#### GRANTS

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

##### **COD Computer-Based Training (06/17/11)**

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](#).

If you have questions or comments about the COD CBT, 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](mailto:CODSupport@acs-inc.com). If you e-mail your question or comment, please include "COD CBT Question/Comment" in the subject line.

##### **Sending Addresses for U.S. Territories and Foreign Countries on the Common Record or the COD Web site (06/17/11)**

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.

**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](mailto:CODSupport@acs-inc.com).