



# COD Processing Update

July 27, 2012

## NEWS/UPDATES

- **SAIG UPGRADE – Final Deadline Extension to August 5, 2012 for Required Upgrade to EDconnect 8.1 or TDClient 3.2 (06/22/12)**

In November 2011, Federal Student Aid began to inform the community of our plans to upgrade all components of the Student Aid Internet Gateway (SAIG). In early March 2012, Federal Student Aid posted new versions of EDconnect and TDClient to the [Federal Student Aid Download \(FSAdownload\) Web site](#).

Federal Student Aid has extended the deadline by which the upgrade must be completed one final time. All schools that use EDconnect or any version of the “Client” software to connect to the SAIG and have not yet completed the upgrade are required to download and begin using one of the two upgraded software products – EDconnect 8.1 or TDClient 3.2 – by **August 5, 2012**.

For more information about the final deadline, refer to the Electronic Announcement posted at <http://ifap.ed.gov/eannouncements/062212SAIGUpgradeFinalDeadlineExtension.html>.

- **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.



## CURRENT ISSUES

### DIRECT LOANS

There are no Direct Loan specific issues to report at this time.

### GRANTS

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

### REMINDERS

#### Impact on COD Processing July 29, 2012 (07/26/12)

Federal Student Aid is planning several system maintenance activities on July 29, 2012. In addition, 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. 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 3:00 A.M. (ET) until 11:00 A.M. (ET) on Sunday, July 29, 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, the StudentLoans.gov Web site, or the TEACH O.Grant 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](mailto:CPSSAIG@ed.gov).

#### **2012-2013 COD System Peak Processing Reminders (06/13/12)**

In late June 2012, we will begin another peak processing period for the 2012-2013 Award Year.

In [a June 13, 2012 Electronic Announcement](#) posted on the IFAP Web site, Federal Student Aid provides COD System peak processing reminders to assist schools with planning and processing.

Thank you for your patience and understanding during this peak processing period.

#### **COD Computer-Based Training (07/27/12)**

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 (07/27/12)**

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><br><City><br><StateProvinceCode><br><PostalCode> | <StateProvince><br><CountryCode>                               | <AddressLine><br><City><br><StateProvince><br>(Optional)<br><PostalCode><br>(Optional)<br><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.