

**EExpress 2014-2015, Release 3.0 Procedures
for Loan Period Adjustments to Avoid COD Reject Edit 205
Attachment to August 2014 Electronic Announcement**

The examples below describe various scenarios in which adjusting a loan period will cause a change record to hit COD Reject Edit 205 (Payment Period Start Date is outside the Award Begin and End dates). The steps below each example provide the procedures that EExpress 2014-2015, Release 3.0 users should follow to enter and submit loan period adjustments to the COD System and avoid software data edits. These procedures should be used until the COD System implementation scheduled for spring 2015. At that time, we will modify COD Reject Edit 205 to allow the Payment Period Start Date to be outside the loan period when the disbursement has been reduced to \$0.

Example 1: Student Does Not Return for Spring Term

Note: Example 1 assumes anticipated or actual disbursements.

	Begin/Start Date	End Date
Academic Year	09/01/2014	04/30/2015
Loan Period (Financial Award)	09/01/2014	04/30/2015
Fall Payment Period	09/01/2014	12/15/2014
Spring Payment Period	01/15/2015	04/30/2015
Disbursement 1	09/01/2014	
Disbursement 2	01/15/2015	

Student does not return for the Spring term, or withdraws early in the Spring term and the Return of Title IV (R2T4) calculation results in a return of all Direct Loan funds for the Spring term. As a result, the 2nd disbursement must be reduced to \$0 and the loan period must be adjusted to reflect the Fall term only, i.e., 09/01/2014 – 12/15/2014.

EExpress 2014-2015 Procedures for Direct Loan records with no actual disbursements:

1. Open the student record in EExpress 2014-2015, Release 3.0.
2. Click the **Origination** (Direct Loan) tab and access the loan record you want to modify.
3. Change the **Loan Amount Approved** to the amount of the first anticipated disbursement.
4. Click **Save**. Note that the software will recalculate the anticipated disbursements.
5. Click the **Disburse** (Direct Loan) tab.
6. Change the first anticipated disbursement's **Gross** field value back to the correct amount.

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7. Change the second anticipated disbursement's **Gross** field value to **0**.
8. Change the second anticipated disbursement's **PP Start Date** (Payment Period Start Date) field value to a date entirely within the new Loan Period. In this example, you would enter **12/14/2014**.
9. Click **Save**.
10. Click the **Origination** (Direct Loan) tab and change the **Loan Period** end date value to the new value. In this example, you would enter **12/15/2014**.
11. Click **Save**.
12. Export and transmit the changes to the loan record to the COD System.

EDEExpress 2014-2015 Procedures for Direct Loan records with first actual disbursement:

1. Open the student record in EDEExpress 2014-2015, Release 3.0.
2. Click the **Disburse** (Direct Loan) tab and access the loan record you want to modify.
3. Change the second anticipated disbursement's **Gross** field value to **0**.
4. Change the second anticipated disbursement's **PP Start Date** (Payment Period Start Date) field value to a date entirely within the new Loan Period. In this example, you would enter **12/14/2014**.
5. Click **Save**.
6. Click the **Origination** (Direct Loan) tab and change the **Loan Period** end date value to the new value. In this example, you would enter **12/15/2014**.
7. Change the **Loan Amount Approved** value to be equal to the first actual disbursement.
8. Click **Save**.
9. Export and transmit the changes to the loan record to the COD System.

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Example 2: Student Does Not Enroll Until Spring Term

Note: Example 2 assumes only anticipated disbursements.

	Begin/Start Date	End Date
Academic Year	09/01/2014	04/30/2015
Loan Period (Financial Award)	09/01/2014	04/30/2015
Fall Payment Period	09/01/2014	12/15/2014
Spring Payment Period	01/15/2015	04/30/2015
Disbursement 1	09/01/2014	
Disbursement 2	01/15/2015	

Student does not enroll until the Spring term. As a result, the 1st disbursement must be reduced to \$0 and the loan period must be adjusted to reflect the Spring term only, i.e., 01/15/2015 – 04/30/2015.

EDEExpress 2014-2015 Procedures for Direct Loan records with no actual disbursements:

1. Open the student record in EDEExpress 2014-2015, Release 3.0.
2. Click the **Disburse** (Direct Loan) tab and access the loan record you want to modify.
3. Change the first anticipated disbursement **Date** value to be 10 days before the new loan period start date. In this example, the new first anticipated disbursement date would be **01/05/2015**.
4. Click **Save**.
5. Export and transmit the changes to the loan record to the COD System.
6. Import the COD Common Record Response file you receive from the COD System for the record after it has been processed.
7. Open the updated student record, click the **Origination** (Direct Loan) tab, and access the loan record.
8. Change the **Loan Amount Approved** field value to the amount of the second anticipated disbursement.
9. Click **Save**. Note that the software will recalculate the anticipated disbursements.

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10. Click the Disburse (Direct Loan) tab.
11. Change the first anticipated disbursement's **Gross** field value to **0**.
12. Change the second anticipated disbursement's **Gross** field value back to the correct amount.
13. Change the first anticipated disbursement's **PP Start Date** (Payment Period Start Date) field value to a date equal to or after the new Loan Period start date. In this example, you would enter **01/15/2015**, the spring term loan period start date.
14. Click **Save**.
15. Click the **Origination** (Direct Loan) tab and change the **Loan Period** start date value to the new value. In this example, you would enter **01/15/2015** (the same value you entered in step 13).
16. Click Save.
17. Export and transmit the changes to the loan record to the COD System.

Example 3: Student Does Not Enroll Until Spring Term

Note: Example 3 assumes actual disbursements.

	Begin/Start Date	End Date
Academic Year	09/01/2014	04/30/2015
Loan Period (Financial Award)	09/01/2014	04/30/2015
Fall Payment Period	09/01/2014	12/15/2014
Spring Payment Period	01/15/2015	04/30/2015
Disbursement 1	09/01/2014	
Disbursement 2	01/15/2015	

Student withdraws in the Fall term and the R2T4 calculation results in a return of all Direct Loan funds for the Fall term. In the case where a *previous actual disbursement* has been made, such as Disbursement 1 in this scenario, the award must be reduced to \$0 and a new loan originated for the Spring-only term.

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EDEExpress 2014-2015 Procedures for Direct Loan records with first actual disbursement:

Note: In this scenario, there is no need to change the first actual disbursement date, as the first actual disbursement amount will be adjusted to zero in the following steps.

1. Open the student record in EDEExpress 2014-2015, Release 3.0.
2. Click the **Disburse** (Direct Loan) tab and access the loan record you want to modify.
3. In the Action section, click the down arrow next to the **Disbursement #** field and select **1**.
4. Click the down arrow next to the **Disbursement Type** field and select **A** (Adjustment to Disbursement Amount).
5. Enter **0** in the **Disbursement Amount** field.
6. Click **Add Disbursement**.
7. Click **Save**.
8. Click **Yes** to prompt asking if you want to mark the loan as inactive. This will reduce the **Loan Amount Approved** field value and remaining anticipated disbursement to 0.
9. Click **Save**.
10. Export and transmit the changes to the loan record to the COD System.
11. Submit a new origination record to the COD System for the Spring term.