



COD Processing Update

September 7, 2012

NEWS/UPDATES

- **End of Federal Fiscal Year 2012 – Impact on Funds Availability (09/07/12)**

Sunday, September 30, 2012 marks the end of the Federal fiscal year for the Department of Education (the Department). Some of the Department's core financial systems, including G5, will be on a modified processing schedule while the Department finalizes its processing and accounting for Fiscal Year 2012. These interruptions will impact how the Common Origination and Disbursement (COD) System will process financial data and when schools can obtain funds for the Federal student aid programs as follows:

- ***Friday, September 28, 2012 through Tuesday, October 2, 2012*** – The COD System will accept Iraq and Afghanistan Service Grant, Federal Pell Grant (Pell Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) records. However, after 9:00 A.M. (ET) on Friday, September 28, 2012, Current Funding Level (CFL) changes (as a result of actual disbursements) and funding will not be processed by G5 until October 2, 2012.
- All actual disbursements with a disbursement date from September 28, 2012 through October 2, 2012 must be received by the COD System ***no later than 9:00 A.M. (ET) on Friday, September 28, 2012***, and subsequently accepted by the COD System, in order to generate the appropriate funding level increase prior to the G5 shutdown. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after October 2, 2012 will be funded after G5 re-opens on October 2, 2012.
- ***9:00 P.M. (ET) on Sunday, September 30, 2012 through 6:00 A.M. (ET) on Tuesday, October 2, 2012*** – The [G5 Web site](#) will not be available. Schools will not be able to draw down Campus-Based, Iraq and Afghanistan Service Grant, Pell Grant, TEACH Grant, or Direct Loan funds during this period. Schools will be able to draw down under their existing authorizations after 6:00 A.M. (ET) on Tuesday, October 2, 2012.

See also a [September 6, 2012 Electronic Announcement](#) on the Information for Financial Aid Professionals (IFAP) Web site.

- **Additional TEACH Grant Closeout Information for 2011-2012 Award Year (09/07/12)**

In a [May 31, 2012 Electronic Announcement](#), Federal Student Aid provided Teacher Education Assistance for College and Higher Education (TEACH) Grant Closeout information for the 2011-2012 Award Year. This announcement provides additional information to supplement the previous guidance. As a reminder, to be considered successfully closed out, a school must--

- Have an Ending Cash Balance of \$0 and Total Net Unbooked Disbursements of \$0, as reflected on its TEACH Grant School Account Statement (SAS) Report

The processing deadline to submit records is ***8:00 P.M. (ET) on Friday, September 28, 2012***. The COD System subsequently must accept all records submitted by the processing deadline in order for them to be included in the school's final TEACH Grant Ending Cash Balance for 2011-2012. Any 2011-2012 Award Year batches or records received after the processing deadline will be rejected and returned to the school.



For detailed information about TEACH Grant Closeout for the 2011-2012 Award Year, refer to [the September 6, 2012 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

• **Iraq and Afghanistan Service Grant and Pell Grant 2011-2012 Award Year Processing Deadline (09/07/12)**

The Federal Pell Grant (Pell Grant) Program regulations at 34 CFR 690.83(a) establish the deadline by which a school must submit student payment data each award year. The data must be submitted to the Department of Education (the Department) by October 1st following the end of the award year in which the Iraq and Afghanistan Service Grant or Pell Grant is made.

As required by regulations, and consistent with the “Notice of Applications, Reports, and Other Records for the 2011-2012 Award Year: Student Assistance General Provisions, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins Loan, Federal Pell Grant, etc.,” the deadline for electronically transmitting Iraq and Afghanistan Service Grant and Pell Grant records for the 2011-2012 Award Year to the Common Origination and Disbursement (COD) System is **Monday, October 1, 2012**. The notice was originally published in the [Federal Register](#) on June 29, 2012.

In an attachment to this announcement titled “Iraq and Afghanistan Service Grant and Pell Grant 2011-2012 Award Year Processing Deadline,” we provide comprehensive information related to the Iraq and Afghanistan Service Grant and Pell Grant 2011-2012 Award Year processing deadline.

Additional information is posted in a [September 6, 2012 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

• **TFA Information – Token Distribution and E-mails for Schools in Group 8 (09/07/12)**

Federal Student Aid is currently completing a phased distribution of tokens and token information to schools. Working with Primary Destination Point Administrators (PDPAs) and Common Origination and Disbursement (COD) Security Administrators, Federal Student Aid is distributing the tokens to one group of schools at a time. Each group is comprised of the schools located in a particular set of states.

For complete information on token distribution for schools in Groups 8, refer to the [September 7, 2012 Electronic Announcement](#) posted on the IFAP Web site.

• **Declination or Return of Federal Pell Grant Funds by a Student (09/05/12)**

On September 4, 2012, the Department of Education posted procedures an institution may use if a student wishes to decline or return previously disbursed Pell Grant funds within the same award year to preserve eligibility for a future enrollment period.

For complete information about the procedures, refer to the September 4, 2012 [Dear Colleague Letter](#) posted on the IFAP Web site.

• **Third and Final Pell Grant Administrative Cost Allowance Payments for 2010-2011 Award Year (08/30/12)**

Federal Student Aid began processing the third and final Pell Grant Administrative Cost Allowance (ACA) payments for the 2010-2011 Award Year on August 27, 2012. Schools will begin to see these payments deposited directly into their bank accounts over the next few weeks.

For complete information about these ACA payments, refer to [the August 29, 2012 Electronic Announcement](#) that is posted on the IFAP Web site.



- **Second Pell Grant Administrative Cost Allowance Payments for 2011-2012 Award Year (08/30/12)**

Federal Student Aid began processing the second Pell Grant Administrative Cost Allowance (ACA) payments for the 2011-2012 Award Year on August 27, 2012. Schools will begin to see these payments deposited directly into their bank accounts over the next few weeks.

For complete information about these ACA payments, refer to [the August 29, 2012 Electronic Announcement](#) that is posted on the IFAP Web site.

- **Missing Unsubstantiated Cash Data on Web Version of School Monitoring Report (08/24/12)**

Federal Student Aid has determined that the Unsubstantiated Cash section on the School Monitoring Report is blank for some schools. This issue is only affecting the Web version of the report found in the COD Reporting Newsbox on the COD Web site. School Monitoring Reports sent to schools via their Student Aid Internet Gateway (SAIG) Mailbox (message class SCHMONOP) reflect the correct Unsubstantiated Cash information.

Federal Student Aid plans to fix this issue on September 21, 2012 and corrected reports will be available via a school's COD Reporting Newsbox by Monday, September 24, 2012. In the interim, schools should refer to the SAIG version of the report for the complete and correct information.

Another resource to monitor unsubstantiated funds is the "Cash > Accepted & Posted Disbursements & Older than 30 Days" field on the COD Web site's School Summary Information screen. This information is available by Program and Award Year and is updated daily.

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

- **Improvements to Financial Awareness Counseling Links on StudentLoans.gov Web site (08/17/12)**

It has come to Federal Student Aid's attention that the order in which Financial Awareness Counseling and Entrance Counseling are presented on the [StudentLoans.gov Web site](#) has caused confusion for some borrowers. These borrowers who must complete Entrance Counseling are completing only the Financial Awareness Counseling, which, as Federal Student Aid has previously communicated, does not meet the regulatory requirements for Entrance Counseling.

In mid September, Federal Student Aid plans to implement changes to remedy the situation. For complete information, refer to the [August 16, 2012 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site.

- **Pell Grant Lifetime Eligibility Used: Importance of Timely Reporting (08/15/12)**

Federal Student Aid has posted an Electronic Announcement that reminds institutions of the importance of timely reporting of Pell Grant disbursements (and adjustments) to mitigate the possibility of Pell Grant overpayments, particularly when students transfer from one institution to another. Timely reporting will allow Federal Student Aid systems to provide other institutions with more timely Pell Grant Lifetime Eligibility Used (LEU) data and prevent the possibility of an overaward.

For complete information, refer to the [August 13, 2012 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site.



• **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

OUTAGE ALERT--Federal Student Aid Web Site and System Outages Scheduled for September 9, 2012 (08/31/12)

On September 9, 2012, Federal Student Aid plans to execute extended system maintenance and operating system upgrades that will impact several Federal Student Aid Web sites and systems. This work is in addition to the regular weekly maintenance that occurs each weekend.

For complete information about the Federal Student Aid Web site and system outages, refer to the [August 30, 2012 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site.

COD Batch Processing Suspension and Web Site Outage Information

Federal Student Aid will suspend COD batch processing from 12:00 A.M. (ET) until 3:00 P.M. (ET) on Sunday, September 9, 2012. Records submitted during this time will be held and processed after 3:00 P.M. (ET) on Sunday, September 9, 2012.

Accordingly, between 12:00 A.M. (ET) and 3:00 P.M. (ET) on Sunday, September 9, 2012—

- Users will not be able to submit or retrieve data via the [COD Web site](#).
- Users will not be able to access the COD Reports area of 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](#).

Federal Student Aid apologizes for the inconvenience these outages may cause and appreciates your patience as it completes these important upgrades.

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 (09/07/12)

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 (09/07/12)

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>
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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.