September 10, 2010

**This edition of the COD Processing Update will remain on the COD Web site until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted. **

Direct Loan Program

COD News

Preliminary Information about COD System Implementation for 2011-2012 Award Year (09/08/10)
Early each year, Federal Student Aid implemented Common Origination and Disbursement (COD) System functionality that supports processing for the upcoming award year. Our planning for the 2011-2012 Award Year is underway and the implementation schedule will differ from previous years.

To assist the financial aid community in its planning for the 2011-2012 Award Year, this announcement provides the following important information about our implementation plans:

- High-Level Schedule and Summary of Changes
- Technical Information and Document Availability
- Contact Information

When appropriate, Federal Student Aid will communicate further details about the 2011-2012 Award Year system implementations, as well as all necessary operational implementation guidance, through Electronic Announcements on the Information for Financial Aid Professionals (IFAP) Web site.

For complete information, refer to the September 7, 2010 Electronic Announcement that is posted on the IFAP Web site.

SAIG Mailbox Archive and Restore Functions Unavailable September 10-13, 2010 (09/03/10)
From 5:00 P.M. (ET) on Friday, September 10, 2010 until 7:00 A.M. (ET) on Monday, September 13, 2010, the archiving process for SAIG mailbox files will not occur. In addition, authorized users will be unable to use the restore functions of their SAIG mailbox.

All other SAIG mailbox functions will remain available.

We appreciate your patience and understanding as we complete the required activity during the upcoming period. This information is also available in an Electronic Announcement posted on the IFAP Web site.

End of Federal Fiscal Year 2010 (09/03/10)
Thursday, September 30, 2010 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 2010. 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:

- *Monday, September 27, 2010 through Monday, October 4, 2010 –* The COD System will accept Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART 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 P.M. (ET) on Monday, September 27, 2010, CFL changes (as a result of actual disbursements) and funding will not be processed by G5 until October 4, 2010.

  All actual disbursements with a disbursement date from September 28, 2010 through October 4, 2010 must be received by the COD System *no later than 9:00 P.M. (ET) on Monday, September 27, 2010,* and subsequently accepted by the COD System, in order for them to be included in the funds available for drawdown prior to the shutdown. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after October 4, 2010 will be funded after G5 re-opens on October 4, 2010.

  Note: In other Electronic Announcements posted on September 2, 2010, we provide comprehensive information related to activities and deadlines that coincide with the end of the Federal fiscal year. These announcements are about and the deadline for 2009-2010 ACG, National SMART Grant, and Pell Grant awards and the 2009-2010 TEACH Grant Closeout deadline. Schools should also refer to these announcements to ensure that 1) all necessary reports are obtained and 2) all applicable 2009-2010 origination, disbursement, and change records are submitted and accepted prior to the outages.

- *11:59 P.M. (ET) on Thursday, September 30, 2010 through 6:00 A.M. (ET) on Monday, October 4, 2010 –* The G5 Web site will not be available. Schools will not be able to draw down Campus-Based, ACG, National SMART 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 Monday, October 4, 2010.

This same information is posted in a September 2, 2010 Electronic Announcement on the Information for Financial Aid Professionals (IFAP) Web site. The Department appreciates your patience and understanding as it completes the required activities during the upcoming period. All financial processing is expected to be caught up by Monday, October 4, 2010.

Duplicate Student Borrower Report (09/01/10)
Each month, the COD System sends a Duplicate Student Borrower Report to schools. This report lists student borrowers for which the COD System has accepted multiple Direct Subsidized Loan and/or Direct Unsubsidized Loan records with overlapping academic years. A

school can use the report to help identify subsequent award or disbursement records that may reject because the borrower exceeds the annual loan limits.

The Duplicate Student Borrower Report can be viewed from the school's COD Reporting Newsbox on the COD Web site. It is also sent via the school's Student Aid Internet Gateway (SAIG) mailbox.

Important Tips When Using the Duplicate Student Borrower Report

1. Currently the Duplicate Student Borrower Report includes data for the current academic year as well as several prior years. This can result in a lengthy report for some schools; however, a school can disregard the information for the older years and focus on the current academic year, as needed. Federal Student Aid is looking at options to change the report and limit the prior year data that is reflected on it.

2. A school may make the best use of this report by viewing it in a comma-delimited format which can be imported into spreadsheet software and sorted. The report is available to all schools in comma-delimited (CSV) format through the school's COD Reporting Newsbox on the COD Web site. If desired, authorized users can also change a school's SAIG report option format via the COD Web site's School Report Selection page. Before changing the format of a report, be sure to consult with your school's system staff or software vendor to be sure that the new format is compatible with the school's system or software.

3. If receiving a report format that can be imported and then sorted, it is recommended to sort the report so that the most recent academic year information appears at the top of the report. This sorting process allows a school to see the awards a borrower has received at another school that might be overlapping with the awards the borrower has received at your school. This can assist you in best preventing over award situations for your students.

Note: This report *does not* relieve the school of its responsibility to monitor all loan activity (including FFEL) for a borrower through the Financial Aid Transcript and NSLDS processes.

Peak Processing Reminders (08/13/10)
As our annual peak processing period begins, Federal Student Aid asks for your assistance in managing our call volumes by waiting at least 24 hours after sending a batch to the COD System before contacting the COD School Relations Center to report a missing acknowledgement/response. If you do not receive the acknowledgement/response within 24 hours, contact the COD School Relations Center to research the situation and ensure that the acknowledgement/response is sent to your school's SAIG mailbox.

Additionally, Federal Student Aid would like to remind schools the Applicant Services Department (800/557-7394) is available to assist your Direct PLUS Loan borrowers and endorsers in a variety of ways. These include:

- Providing information about credit status and denied credit decision appeals

- Providing information about obligations/responsibilities to endorsers of Direct PLUS Loans

The COD School Relations Center is currently experiencing unusually high call volume on the Applicant Services Department's telephone lines. Often the questions are requests for loan or disbursement status information and/or requests to change the student's address. Only the school can address actual loan or disbursement status questions and the school should initiate any permanent address changes on the COD System.

Federal Student Aid encourages schools to advise only its Direct PLUS Loan borrowers, endorsers, or borrowers experiencing issues completing actions on the StudentLoans.gov Web site to contact the Applicant Services Department at 800/557-7394 for assistance. Loan or disbursement status and other general questions from borrowers are best handled by the school.

Thank you for your patience and understanding during this period.

Master Promissory Note, Entrance Counseling, and PLUS Search Issues [(4/22/10) Updated 7/30/10]
Federal Student Aid had identified several issues when schools searched for Direct Loan Master Promissory Notes (MPNs), Direct Loan Entrance Counseling results, or Direct PLUS Loan Requests via the COD Web site. On July 25, 2010 and July 27, 2010, Federal Student Aid implemented system updates to resolve most of these search issues.

Issue 1: MPN Search by SSN-The search results do not return all MPNs associated with the student.

The search results should include any MPNs from any school associated with a student. Federal Student Aid has determined that in some cases, a search by student SSN is not pulling all MPNs associated with that student. For example, the search results will not always include a Direct PLUS Loan MPN associated with that student. In other cases, no search results are returned at all, even if an MPN is on file.

RESOLVED-Issue 2: MPN Search by Date Range-The search results of more than 100 records do not display correctly and school cannot move to "Page 2" of the results.

The search results should now correctly display results of more than 100 records and a school can move to subsequent pages.

RESOLVED-Issue 3: Direct Loan Entrance Counseling date range search is unavailable.

The date range search functionality for Direct Loan Entrance Counseling is now available. In order to return the best results when performing a date range search, the maximum search period is 7 days.

RESOLVED-Issue 4: Direct PLUS Loan Request (PLUS Acknowledgement) date range search is unavailable.

The date range search functionality for Direct PLUS Loan Requests is now available. In order to return the best results when performing a date range search, the maximum search period is 7 days.

RESOLVED-Issue 5: Person Search by SSN-No search results returned, but batch search by SSN does return results

The search results should now return information related to the person (student/borrower).

Federal Student Aid is continuing its work to resolve the remaining search issue as soon as possible and will provide updates as more information becomes available. These updates will be posted in the COD Processing Update.

While most search functionality is restored, as an alternative, schools can continue to use the Batch Search page to locate the desired information. When using this workaround, a school should perform a general date range search (up to 60 days) for ALL batches. After the results are displayed, the school can filter the results for the specific batch type: "EC" for Entrance Counseling batches, "PN" for MPN batches, and "SP" for PLUS Request Acknowledgement batches.

Federal Student Aid apologizes for any inconvenience these issues cause schools and appreciates your patience. If you have questions, contact the COD School Relations Center.

Reminder of Origination Fee Reduction for Direct Subsidized Loans and Direct Unsubsidized Loans (05/14/10)
As explained in a February 4, 2010 Electronic Announcement posted on the Information for Financial Aid Professionals (IFAP) Web site, the origination fee for Direct Subsidized Loans and Direct Unsubsidized Loans was reduced for 2010-2011. This announcement provides operational guidance for schools and third party software providers on implementing these latest reductions in the origination fee.

Last year, many Direct Subsidized Loan and Direct Unsubsidized Loan awards rejected because the correct origination fee was not included with the award and/or was not used to calculate the award and its disbursements. For this reason, we want to remind schools of the previously provided guidance that is critical to successfully implementing the origination fee reduction for Direct Subsidized Loan and Direct Unsubsidized Loan awards.

Schools should refer to the February 4, 2010 Electronic Announcement for complete information about the origination fee reduction.

If your school needs assistance with COD System processing, including making changes to origination fees, contact the COD School Relations Center.

Weekly Reminders

COD Computer-Based Training (09/10/10)

NEW!

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT). The COD CBT includes enhancements that have been made to the COD System, the COD Web site, and associated Web sites and software products through June 27, 2009.

The COD CBT consists of component simulations and CBTs. Each COD CBT component is explained below. 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.

Note: With the implementation of the StudentLoans.gov Web site at the end of March 2010, the three electronic Master Promissory Note (MPN) simulations no longer reflected the process for electronically completing Direct Loan MPNs and have been removed. We will post updated electronic MPN simulations when we next update the full version of the COD CBT.

The components of the COD CBT are as follows:

COD System Simulations – The COD System Simulations offer lessons that explain the COD Web site screens and functionality available to a school administrator. There are 14 lessons with text to guide a user through each area of the COD Web site. By entering fictitious data, the user can explore basic navigation and functions of the COD Web site and practice locating and creating information in a safe environment that includes tips for assistance.

Direct Loan Reports CBT – The Direct Loan Reports CBT includes several sections that explain the COD reports a school can use to assist with the administration of and reconciliation process for William D. Ford Federal Direct Loan (Direct Loan) awards.

Grant Reports CBTs – The Grant Reports CBTs are four separate lessons that explain the COD reports a school can use to assist with the administration of and reconciliation process for Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Teacher Education Assistance for College and Higher Education (TEACH) Grant awards.

Direct Loan (DL) Tools Simulation – The DL Tools Simulation demonstrates how to use the DL Tools software to assist with the reconciliation process for Direct Loan awards. Although the simulation can be used both by schools that use the EDExpress for Windows software and schools that do not use this software, the simulation is especially useful for schools that do not use the EDExpress software on a regular basis but are interested in a Direct Loan reconciliation resource.

TEACH Grant Web Site Simulation – The TEACH Grant Web site Simulation guides the user through the TEACH Grant Web site and includes a step-by-step walk through of the process for

completing TEACH Grant counseling and completing a TEACH Grant Agreement to Serve (ATS).

If you have questions or comments about the COD CBT, contact the COD School Relations Center. If you e-mail your question or comment to CODSupport@acs-inc.com, please include "COD CBT Question/Comment" in the subject line.

Grant Programs
ACG, National SMART Grant, Pell Grant, and TEACH Grant

COD News

NEW!

Second 2009-2010 National SMART Grant Deobligation Due to No Corresponding Pell Grant Warning Message (09/10/10)
On September 9, 2010, Federal Student Aid began processing a message to schools that have reported 2009-2010 National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) actual disbursements for a student who does not have a 2009-2010 Federal Pell Grant (Pell Grant) actual disbursement recorded in the COD System. The message is a warning that these disbursements will be considered overawards and reduced to a zero dollar amount ($0.00), even if the disbursements were previously accepted in the COD System. The reduction of the affected disbursements is scheduled to occur on September 16, 2010.

Federal Student Aid sent the September 9, 2010 warning message to schools' Student Aid Internet Gateway (SAIG) mailboxes in the message class SGTX10OP. Additionally, Federal Student Aid sent a file of student records reported to the COD System that do not have a corresponding 2009-2010 Pell Grant actual disbursement in the Reconciliation Report message class SGRC10OP. Schools that receive the warning message should review the accompanying Reconciliation Report and, if applicable, report 2009-2010 Pell Grant disbursements for affected students before September 16, 2010.

Note Regarding Exception Process for No Corresponding 2009-2010 Pell Grant Due to R2T4 Calculation:

Some of the student records included in the Reconciliation Report may be for students who do not have a corresponding Pell Grant for the 2009-2010 Award Year due to the documented full repayment of the Pell Grant as a result of a Return of Title IV Funds (R2T4) calculation. A school can inform Federal Student Aid of the student records to which this exception applies by calling the COD School Relations Center by 8:00 P.M. (ET) on September 14, 2010. A customer service representative will collect the following information from the school via the phone:

- School's Name
- School's Pell ID and G5 Award Number
- Student's First and Last Names
- Student's Social Security Number (SSN)
- Student's Grade Level
- National SMART Grant Award ID
- National SMART Grant Award Amount
- National SMART Grant Award Year-to-Date Disbursement Amount

Upon notification that an R2T4 exception applies, Federal Student Aid will exclude the applicable student records from the reduction scheduled for September 16, 2010.

If you have questions about the warning message or need to report an R2T4 exception (by 8:00 P.M. (ET) on September 14, 2010 as explained above) contact the COD School Relations Center.

TEACH Grant Web Site Outage Planned For September 11-12, 2010 (09/08/10)
Due to system maintenance, the TEACH Grant Web site will be unavailable from 6:00 P.M. on Saturday, September 11, 2010 until 7:00 A.M. (ET) on Sunday, September 12, 2010.

An individual starting the process by 5:00 P.M. (ET) on Saturday, September 11, 2010 will be able to complete his or her TEACH Grant Initial and Subsequent Counseling or Agreement to Serve (ATS) before the Web site becomes unavailable. An individual attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the TEACH Grant Initial and Subsequent Counseling session, complete a new ATS, or retrieve an existing ATS.

We apologize for any inconvenience this outage may cause and appreciate your understanding and patience while we complete this important activity.

Preliminary Information about COD System Implementation for 2011-2012 Award Year (09/08/10)
Early each year, Federal Student Aid implemented Common Origination and Disbursement (COD) System functionality that supports processing for the upcoming award year. Our planning for the 2011-2012 Award Year is underway and the implementation schedule will differ from previous years.

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All other SAIG mailbox functions will remain available.

We appreciate your patience and understanding as we complete the required activity during the upcoming period. This information is also available in an Electronic Announcement posted on the IFAP Web site.

End of Federal Fiscal Year 2010 (09/03/10)
Thursday, September 30, 2010 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 2010. 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:

- *Monday, September 27, 2010 through Monday, October 4, 2010 –* The COD System will accept Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART 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 P.M. (ET) on Monday, September 27, 2010, CFL changes (as a result of actual disbursements) and funding will not be processed by G5 until October 4, 2010.

  All actual disbursements with a disbursement date from September 28, 2010 through October 4, 2010 must be received by the COD System *no later than 9:00 P.M. (ET) on Monday, September 27, 2010,* and subsequently accepted by the COD System, in order for them to be included in the funds available for drawdown prior to the shutdown. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after October 4, 2010 will be funded after G5 re-opens on October 4, 2010.

  Note: In other Electronic Announcements posted on September 2, 2010, we provide comprehensive information related to activities and deadlines that coincide with the end of the Federal fiscal year. These announcements are about and the deadline for 2009-2010 ACG, National SMART Grant, and Pell Grant awards and the 2009-2010 TEACH Grant Closeout deadline. Schools should also refer to these announcements to ensure that 1) all necessary reports are obtained and 2) all applicable 2009-2010 origination, disbursement, and change records are submitted and accepted prior to the outages.

- *11:59 P.M. (ET) on Thursday, September 30, 2010 through 6:00 A.M. (ET) on Monday, October 4, 2010 –* The G5 Web site will not be available. Schools will not be able to draw down Campus-Based, ACG, National SMART 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 Monday, October 4, 2010.

This same information is posted in a September 2, 2010 Electronic Announcement on the Information for Financial Aid Professionals (IFAP) Web site. The Department appreciates your patience and understanding as it completes the required activities during the upcoming period. All financial processing is expected to be caught up by Monday, October 4, 2010.

Additional TEACH Grant Closeout Information for the 2009-2010 Award Year (09/03/10)
In a June 4, 2010 Electronic Announcement, Federal Student Aid provided Teacher Education Assistance for College and Higher Education (TEACH) Grant Closeout information for the 2009-2010 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 Thursday, September 30, 2010.* 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 2009-2010. Any 2009-2010 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 2009-2009 Award Year, refer to the September 2, 2010 Electronic Announcement posted on the Information for Financial Aid Professionals (IFAP) Web site

ACG, National SMART Grant, and Pell Grant 2009-2010 Award Year Processing Deadline (09/03/10)
The Academic Competitiveness Grant (ACG) Program and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Program regulations at 34 CFR 691.83(a) and 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 September 30th following the end of the award year in which the ACG, National SMART Grant, or Pell Grant is made.
As required by regulations, and consistent with the "Notice of 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," the deadline for electronically transmitting ACG, National SMART Grant, and Pell Grant records for the 2009-2010 Award Year to the Common Origination and Disbursement (COD) System is *Thursday, September 30, 2010*. The notice was originally published in the Federal Register on May 26, 2010 and subsequently corrected on June 8, 2010. The correction notice is posted on the Information for Financial Aid Professionals (IFAP) Web site.

In an attachment to this announcement titled "ACG, National SMART Grant, and Pell Grant 2009-2010 Award Year Processing Deadline," Federal Student Aid provides comprehensive information related to the ACG, National SMART Grant, and Pell Grant 2009-2010 Award Year processing deadline.

Additional information is posted in a September 2, 2010 Electronic Announcement on the Information for Financial Aid Professionals (IFAP) Web site.

2009-2010 2nd ACG Deobligation Due To No Corresponding Pell Grant (09/02/10)
On September 1, 2010, Federal Student Aid deobligated 2009-2010 Award Year Academic Competitiveness Grant (ACG) disbursements for students who did not have a 2009-2010 Federal Pell Grant (Pell Grant) actual disbursement recorded in the COD System. As noted in the warning message that Federal Student Aid sent to affected schools on August 25, 2010, these ACG disbursements were considered overawards and reduced to a zero dollar amount ($0.00), even though the disbursements were previously accepted in the COD System. This deobligation affected ACG disbursements at approximately 249 schools.

A school affected by the deobligation will receive or see the following information:

- Receive an AGTX file (AGTX10OP message class) in the school's Student Aid Internet Gateway (SAIG) mailbox indicating the number of students and total amount of the decrease

- Receive a system-generated negative disbursement file (CRND10OP message class/ND document type) in the school's SAIG mailbox

- Receive a new Electronic Statement of Account (AGAS10OP message class) in the school's SAIG mailbox that reflects the decrease, unless there are other offsetting increase adjustments

- See a change in the school's Current Funding Level (CFL) that reflects the reduced disbursements

Notes:

- If all of the ACG recipients at a school had a corresponding 2009-2010 Pell Grant actual disbursement on September 1, 2010, the school was not affected by the September 1st deobligation process.

- Some ACG recipients do not have a corresponding 2009-2010 Pell Grant actual disbursement due to the documented full repayment of the Pell Grant as a result of a Return of Title IV Funds (R2T4) calculation. If a school informed the COD School Relations Center of the student records to which this exception applies, these student records were excluded from the September 1st deobligation process.

If you have any questions about the 2009-2010 ACG deobligation of disbursements due to no corresponding 2009-2010 Pell Grant actual disbursement, contact the COD School Relations Center.

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If you have questions or comments about the COD CBT, contact the COD School Relations Center. If you e-mail your question or comment to CODSupport@acs-inc.com, please include "COD CBT Question/Comment" in the subject line.