



# COD Processing Update

October 3, 2014

NEWS/UPDATES

- **Impact on COD Processing October 4-5, 2014 (10/1/14)**

Federal Student Aid is planning several system maintenance activities on October 4-5, 2014. 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 8:00 P.M. (ET) on Saturday, October 4, 2014 until 12:30 P.M. (ET) on Sunday, October 5, 2014—

- 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 any actions or view loan correspondence via the StudentLoans.gov Web site.
- An individual will not be able to complete any actions 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 Grant Web site, contact the COD School Relations Center. If you have any questions about the SAIG, contact the CPS/SAIG Technical Support and the TFA Support Center at 800/330-5947 or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

- **REMINDER - Direct Loan Origination Fees Increased October 1, 2014 (10/3/14)**

As a reminder, the origination fees for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans (for both parent and graduate student borrowers) increased as of October 1, 2014 (see [Dear Colleague Letter \(DCL\) GEN-14-10](#)). Schools should review their records to ensure the correct origination fee is being used. In a [May 9, 2014 Electronic Announcement](#), Federal Student Aid provided some operational updates and information about COD System readiness for processing Direct Loans with the new origination fees.

**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@ed.gov](mailto:CODSupport@ed.gov).



- **Availability of Report Readers for Pell Grant Reconciliation File, Pell Grant Year to Date (YTD) File, and School Account Statement (SAS) Disbursement Detail on Demand File (9/10/14)**

As a reminder, Federal Student Aid has posted three report readers for the following reports:

- Pell Grant Reconciliation File
- Pell Grant YTD File
- SAS Disbursement Detail on Demand File

The readers provide a simplified way of importing the report files into an Excel spreadsheet for school reconciliation purposes. To use the readers, a school must receive the **fixed-length format** of the reports.

The readers, along with instructions on how to use them, are posted on the [Common Origination and Disbursement \(COD\) Web site](#) and can be accessed by clicking on the “COD Resources” link located on the gray bar at the bottom of the home page.

The table below will assist schools in finding the correct reader for the appropriate award year(s).

File Name on COD Resources page	Report and Award Year(s)
PELL Recon Reader 2008-2009 AY – 2013-2014 AY.xlsm	Pell Grant Reconciliation File, 2013-2014 and prior
PELL Recon Reader 2014-2015 AY.xlsm	Pell Grant Reconciliation File, 2014-2015
PELL YTD Reader 2008-2009 AY – 2013-2014 AY.xlsm	Pell Grant YTD File, 2013-2014 and prior
PELL YTD Reader 2014-2015 AY.xlsm	Pell Grant YTD File, 2014-2015
SAS Disb On Demand Reader v1.1.xlsm	SAS Disbursement Detail on Demand, all award years
<b>Note:</b> While there are multiple Pell Grant report readers covering different award years, there is only one instruction file posted for the report reader type.	

If you have questions about the readers or need additional assistance with using them, contact the COD School Relations Center.

- **COD System Warning Edit 211 (5/20/14)**

Since the April 2014 COD System implementation, many schools may have received COD Warning Edit 211 (Failure of Full Schema Enforcement). As a reminder, this warning edit is intended to help schools and software providers identify and fix invalid XML, but still allow the data to be processed by the COD System. Eventually, Federal Student Aid will reject batches sent with invalid XML and the data will not be processed by the COD System.

Since the cause of invalid XML can vary widely, Federal Student Aid cannot provide specific XML error(s) in the response when returning Warning Edit 211. However, some examples of common errors are:

- Submitting tags out of order



- Submitting a string longer than the posted maximum length value specified by the COD XML Schema
- Submitting an integer or decimal outside of the posted value range specified by the COD XML Schema
- Neglecting to submit a required tag within a complex element (for example, <City> in the <PermanentAddress> block)
- Submitting tag names that do not match the COD XML Schema (tag names are case-sensitive)

In addition, Federal Student Aid has posted guidance about using an XML validator tool to help schools identify XML errors. This guidance is posted on the IFAP Web site in a document titled “COD XML Schema Validation Instructions.”

When using an XML validator tool, schools should keep a few things in mind:

- Use of an XML validator tool is optional and a school will need to find the right XML validator tool based on its individual circumstances. Some schools may need to work directly with their technical staff or software provider to select an XML validator tool.
- In some cases, a school can download an XML validator tool to a computer. In other cases, a school can upload files to a Web-based XML validator tool. If a school opts to use a Web-based XML validator tool and it has to upload files to run the validation, for security purposes, the school should use test data for the file upload.
- Federal Student Aid has validated the published COD XML Schema with some of the independent XML validator tools available, including XMLSpy, [www.xmlvalidation.com](http://www.xmlvalidation.com), and XML Notepad 2007.

Finally, schools using a software vendor should consult with that vendor for additional assistance. In many cases, a school may need to ensure it is using the latest version of the chosen product. Additional information about the COD XML Schema can be found on the IFAP Web site at <https://ifap.ed.gov/ifap/codXMLSchema.jsp>. For additional questions about COD System processing or the COD XML Schema, contact the COD School Relations Center.



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## CURRENT ISSUES

### DIRECT LOANS

There are no Direct Loan-related issues at this time.

### GRANTS

There are no Grant-related issues at this time.

### **Keep School Contact Information Current in the COD System (10/3/14)**

We remind schools and third party servicers that contact information in the COD System must be kept current. Contact information is extremely important for us to be able to reach the right people at the school, particularly about program-specific issues. The e-mail addresses for the President, Financial Aid Administrator, Pell Grant Financial Aid Officer, and Direct Loan Financial Aid Officer are used to deliver time-sensitive materials and critical COD processing information to the school.

Having current contact information for the Pell Grant Financial Aid Officer and Direct Loan Financial Aid Officer is most critical for a school that is an additional location to a main campus. The information allows us to contact those officers directly at the additional location rather than needing to contact the main campus.

For more information on updating School Contact Information, please refer to [the December 20, 2012 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site.](#)