



COD Processing Update

October 25, 2012

NEWS/UPDATES

- **2011-2012 TEACH Grant School Account Statement for September 2012 Month End (10/23/12)**

During the weekend of October 6, 2012, the final TEACH Grant School Account Statement (SAS) for the 2011-2012 Award Year was generated and sent to schools. However, Federal Student Aid has since determined that some schools did not receive this final SAS file.

To resolve this issue, the TEACH Grant SAS will be generated and sent to impacted schools' Student Aid Internet Gateway (SAIG) mailboxes by Wednesday, October 24, 2012.

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

- **Changes to Printing Options for Paper MPNs Beginning November 10, 2012 (10/23/12)**

Federal Student Aid encourages schools to have their borrowers complete MPNs electronically via the [StudentLoans.gov Web site](#). However, a small number of schools provide borrowers with paper MPNs to sign. A few others choose to have the Common Origination and Disbursement (COD) System print and mail paper MPNs to their borrowers.

In an [October 22, 2012 Electronic Announcement](#), we provide information about the discontinuation of the COD System print option beginning November 10, 2012. For more information, refer to the October 22, 2012 Electronic Announcement.

- **Revised Master Promissory Note for Direct Subsidized and Direct Unsubsidized Loans (10/19/12)**

Federal Student Aid is pleased to announce the availability of a revised Master Promissory Note (MPN) for Federal Direct Stafford/Ford Loans and Federal Direct Unsubsidized Stafford/Ford Loans (Direct Subsidized/Unsubsidized Loan MPN). Detailed implementation guidance for schools that will **print and use paper versions** of the revised Direct Subsidized/Unsubsidized Loan MPN is provided in an [October 19, 2012 Electronic Announcement](#) posted on the IFAP Web site.

- **OUTAGE ALERT—Federal Student Aid Web Site and System Outages Scheduled for October 28, 2012 (10/19/12)**

On October 28, 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 [October 19, 2012 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site.

Web site Outage Information



From 12:00 A.M. until 11:00 A.M. (ET) on Sunday, October 28, 2012—

- 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](#).

Contact Information

Federal Student Aid appreciates your patience and understanding as it completes this important activity. If you have any questions about the StudentLoans.gov Web site or the TEACH Grant Web site, contact the COD School Relations Center.

• 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

GRANTS

DIRECT LOANS

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

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REMINDERS



COD Computer-Based Training (09/28/12)

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 (09/29/12)

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. Territory	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>

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.