

COD Processing Update

December 31st, 2015

NEWS/UPDATES

- **COD Holiday Schedule For December 25, 2015 and January 1, 2016 (12/16/15)**

The COD School Relations Center will be closed on Friday, December 25, 2015 to observe the Christmas Day federal holiday, as well as on Friday, January 1, 2016 to observe the New Year's Day federal holiday. The COD System will accept and process data from schools and send back responses/acknowledgements on both Friday, December 25, 2015 and Friday, January 1, 2016, but schools will not be able to receive any federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Monday, December 28, 2015 (for requests received on the 25th) and Monday, January 4, 2016 (for requests received on the 1st).

Further information regarding Christmas Day and New Year's Day processing and customer service hours for COD and other Federal Student Aid/ED call centers is posted in a [December 11, 2015 Electronic Announcement](#) on the IFAP Web site.

- **COD School Testing for the 2016-2017 Award Year (11/23/15)**

The Common Origination and Disbursement (COD) School Relations Center will conduct Common Record Manual Verification and Structured Application Testing for the 2016-2017 Award Year from January 4, 2016 through November 4, 2016. Optional Unstructured Testing will be available April 4, 2016 through December 16, 2016.

All entities that wish to participate in COD School Testing must submit the "COD School Testing 2016-2017 Sign-Up Document" to the COD School Relations Center. Schools, third party servicers, and software vendors can submit the sign-up document beginning Tuesday, December 1, 2015.

Further information regarding COD School Testing for the 2016-2017 Award Year is posted in a [November 19, 2015 Electronic Announcement](#) on the IFAP Web site.

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 (12/31/15)

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.](#)