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Aid Overpayment

7.1 INTRODUCTION

Welcome to Aid Overpayment, one of the functions within NSLDS.

How Does the NSLDS Aid Overpayment Function Benefit Schools?

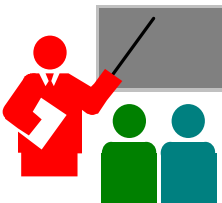
The Aid Overpayment function allows you to update NSLDS when a student receives an overpayment on a Federal Pell Grant, FSEOG or a Federal Perkins Loan.

By notifying NSLDS that the student received an overpayment, you are also notifying the entire aid community since the overpayment will appear on a SAR/ISIR and all Financial Aid Transcripts (FATs) requested through NSLDS. The student will thus be denied further Title IV assistance unless repayment has been made or satisfactory arrangements have been made. The outcome will be improvement of the administration of all aid programs. The Aid Overpayment function will also assist schools in their collections efforts.

If the student has repaid the funds owed to your institution or made satisfactory arrangements to repay your institution, you can use this option to clear the overpayment. NSLDS will reflect the fact that the student no longer owes an overpayment and has regained eligibility for Title IV assistance.

The Aid Overpayment function will allow you to indicate that you have referred a student's overpayment to ED. The referral must be done according to federal regulations.

7.1.1 Conceptual Overview



This function is directly connected to two other key NSLDS functions: screening of SARs/ISIRs and the FAT function, both of which rely on overpayment data for accurate and timely processing. Conversely, it is important to note that when repayments are made, it is your obligation to indicate the new status for that student so that he/she is not unfairly penalized.

**7.1.2
Purpose****Purpose**

This function provides information on the existence of overpayment and repayment status on a selected student.

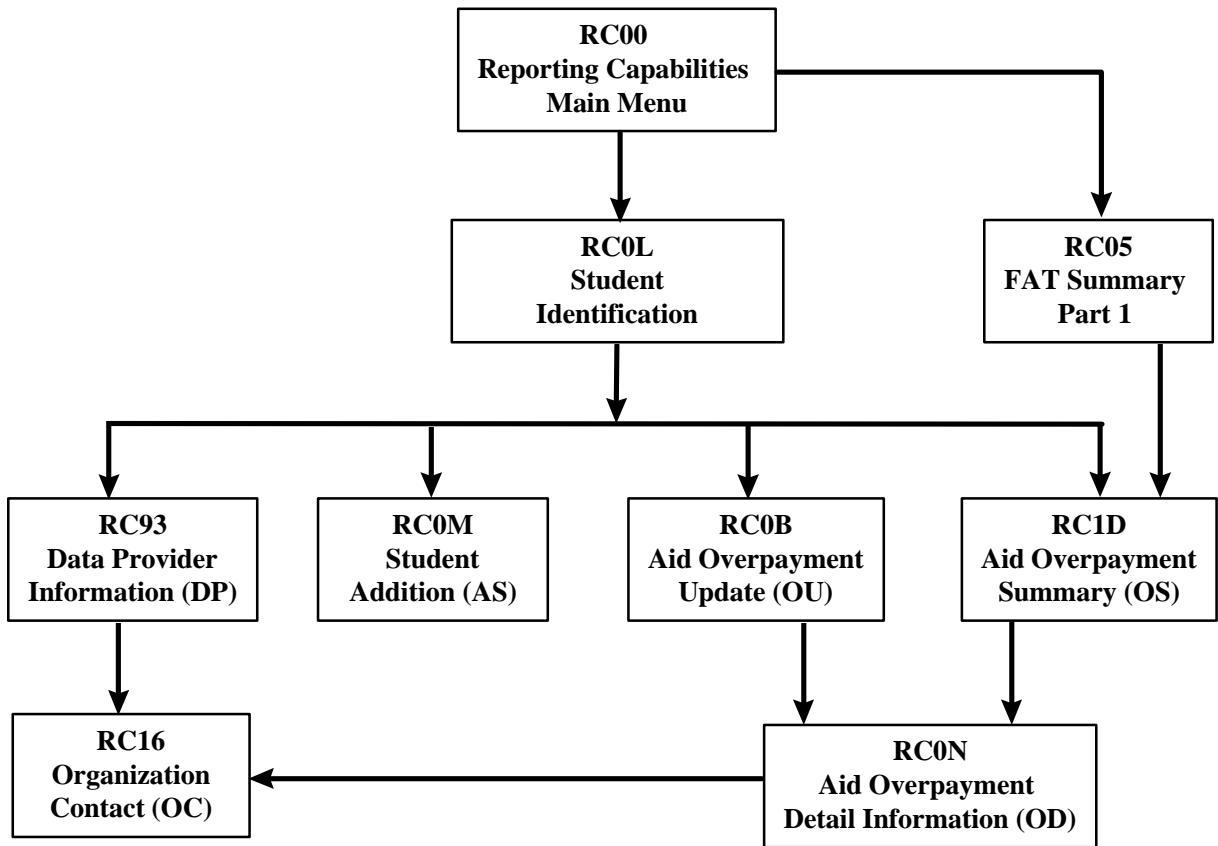
The Aid Overpayment function allows schools with knowledge of overpayment and repayment information to notify NSLDS. Aid Overpayment allows you to:

- Select the desired student,
- Add a student to NSLDS,
- Report a new overpayment,
- Clear an existing overpayment.

**7.1.3
Process Chart and
Description**

The chart below illustrates the screens that compose the Aid Overpayment online function and their relationships. If there is a conflict, you should contact the data provider listed to resolve the conflict.

Aid Overpayment Process Chart



NSL-0931

7.1.3
Process Chart and
Description
 (continued)



Note:

The screens have Action Codes that allow you to reach your desired destination and update actions. The Aid Overpayment action codes are:

- DP = Data Provider Info
- AS = Add Student
- OU = Overpayment Update
- AO = Add Student Overpayment
- UO = Update Overpayment
- IO = In/active Overpayment
- OD = Overpayment Detail
- OC = Organization Contact
- OS = Overpayment Summary

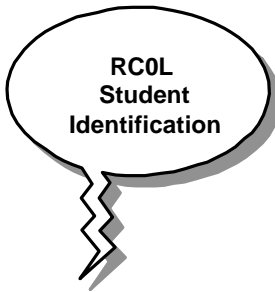
The following table is intended for reference. Throughout the chapter, screens are identified by screen numbers, titles, and action codes. These are the action codes associated with the action bar on each screen.

NSLDS Aid Overpayment Screen Identification		
Screen #	Screen Title	Related Action Codes
RC0L	Student Identification (highest level screen)	DP*, AS, OU, OS*
RC0M	Student Addition (AS)	AO
RC0B	Aid Overpayment Update (OU)	OD, UO, IO
RC1D	Aid Overpayment Summary (OS)	OD
RC93	Current Data Provider Information (DP)	OC
RC0N	Aid Overpayment Detail Information (OD)	OC
RC16	Organization Contact Information	

* If you do not have Aid Overpayment update capability, DP and OS will be the only Action Codes available.

**7.2
OVERPAYMENTS
SCREENS**

This section contains the detailed instructions to access all portions of the Aid Overpayment function.

7.2.1**Student Identification (RC0L)**

This is the highest level screen for the Aid Overpayment function. The Action Codes on this screen vary based on your access authority. If you enter through the “*Reporting Capabilities Main Menu*” (RC00) and you have Aid Overpayment update capability Action Codes DP for Data Provider Information, AS for Student Addition and OU for Aid Overpayment Update will be available. Otherwise, only Action Codes DP for Data Provider Information and OS for Overpayment Summary will display.

What Does the Student Identification Screen Do?

This is the first screen in the Aid Overpayment function. It determines if the overpayment you are entering or accessing for inquiry belongs to a student already in NSLDS, or if you need to add the student before entering his/her overpayment information.

You will enter the student identifiers: SSN, First Name, and Date of Birth. If the student exists in NSLDS, the screen will populate with the student’s name listed under Name History, along with all other names that the student has used while receiving Title IV aid.

If the SSN you entered matches an SSN in NSLDS, but the other two identifiers (Name and Date of Birth) do not match, a message will display, informing you that there is no match.

Enter DP in the Action Code field and press enter to review the student’s data provider information. The Data Provider screen will list the names and addresses of institutions that previously submitted data. If you enter SSN only, the name history is displayed and you can use the Data Provider screen to

**7.2.1
Student Identification**
(continued)

determine if there is a conflict with the First Name and Date of Birth that you have for the student. If there is a conflict, you need to contact the data provider listed to resolve the conflict.

If the search for the desired student yields no data, then it is possible that NSLDS has no record of the identifiers that you entered. A message will be displayed: "Student not found. Use action code AS to add student." if you have update capability. If you do not have update capability, the message "Student not found" will be displayed.

When the student is not in NSLDS, you must add him/her to NSLDS. You will do this by selecting AS for Student Addition in the Action Code field. You must have Aid Overpayment update capability to accomplish this task.

To get to the "*Student Identification*" screen you will view the following two screens.

SS04 Main Menu

```
SS04
-----
                NSLDS                      09-19-1997
                NSLDS Main Menu           10:18:20


Input the number of your choice and press ENTER.

      2  1. System Support Main Menu
         2. Reporting Capabilities Main Menu
         3. Exit NSLDS and LOGOFF
```

and...

RC00 Reporting Capabilities Main Menu

RC00	
NSLDS	
Reporting Capabilities Main Menu	09-19-1997 10:20:21
Input the number of your choice and press ENTER.	
7	1. Aggregate Inquiry Main Menu 2. Default Rate Main Menu 3. Report Selection Menu 4. Borrower Tracking Security 5. Financial Aid Transcript Summary 6. Student Status Confirmation Menu 7. Aid Overpayment 8. Organization Contact
F3=EXIT	

<p>...To Student Identification (RC0L)</p>		
STEP #	ACTION	RESULT
1	<p>From “NSLDS Main Menu” (SS04),</p> <p>Type 2 for “Reporting Capabilities Main Menu”.</p> <p>Press ENTER.</p>	<p>The following screen will display: “Reporting Capabilities Main Menu” (RC00).</p>
2	<p>From the “Reporting Capabilities Main Menu” (RC00),</p> <p>Type 7 for “Aid Overpayment”.</p> <p>Press ENTER.</p>	<p>The following screen will display: “Student Identification” (RC0L).</p> <p>< This is the highest level screen for “Aid Overpayment.” It will be unpopulated - not filled in yet.></p>
3	<p>From RC0L,</p> <p>Type in the needed fields:</p> <ul style="list-style-type: none"> • <SSN> • <First name> • <DOB> <p>Press ENTER.</p>	<p>If there is a match, the following screen will re-display - populated with data: “Student Identification” (RC0L).</p> <p>The cursor will automatically advance to the Action Code field.</p> <p>If there is no match, the following message will display: “Student not found. Use action code ‘AS’ to add student.”</p> <p>If you do not have update capability and there is no match, the following message will display: “Student not found”.</p>

RCOL Student Identification

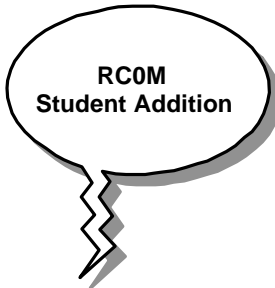
(a) For users with update authority

RCOL __ Data Provider Info(DP) Add Student(AS) Overpayment Update(OU)					
NSLDS					09-26-1997
Student Identification					07:46:26
SSN 008562803	First Name ..	JEFFREY_____	DOB ..	07-07-1959 (MM-DD-CCYY)	
NAME HISTORY					
First	M	Last	DOB	State	MORE:
JEFFREY		DOWLING	07-07-1959		Current SSN 008562803
PRIVACY ACT OF 1974 (AS AMENDED)					
F3=EXIT F7=BACKWARD F8=FORWARD					

(b) For users without update authority

RCOL __ Data Provider Info(DP) Overpayment Summary (OS)					
NSLDS					09-26-1997
Student Identification					07:46:26
SSN 008562803	First Name ..	JEFFREY_____	DOB ..	07-07-1959 (MM-DD-CCYY)	
NAME HISTORY					
First	M	Last	DOB	State	MORE:
JEFFREY		DOWLING	07-07-1979		Current SSN 008562803
PRIVACY ACT OF 1974 (AS AMENDED)					
F3=EXIT F7=BACKWARD F8=FORWARD					

7.2.2


Student Addition (AS)**What Does the Student Addition Screen Do?**

This screen will collect the information for a new student record in NSLDS if one does not exist.

When you reach RC0M, the three identifiers you previously entered from RC0L will be displayed. To add a new student, you will enter the Last Name and Middle Initial of the student. (Use Middle Initial only if available) You must also enter the Date of Birth if you did not do so on the Student Identification (RC0L) screen. Enter the Action Code AO for Add Student Overpayment and press Enter.



Remember, that unless a valid overpayment is entered for the new student, the system will not create the student record. The student record is only created with the creation of an overpayment on the “*Aid Overpayment Update*” screen (RC0B). Using the Action Code UO for Update Overpayment will create the student record.

...To Student Addition (RC0M)		
STEP #	ACTION	RESULT
1	<p>From “<i>Student Identification</i>” (RC0L),</p> <p>Type AS for Add Student.</p> <p>Press ENTER.</p>	<p>The following screen will display: “<i>Student Addition</i>” (RC0M).</p>
2	<p>From RC0M,</p> <p>Type in mandatory data for the new student:</p> <ul style="list-style-type: none"> • <Last name> <p><Use NLN if student does not have a last name.></p> <p><Use middle initial if available></p> <p><Enter Date of Birth if you did not do so on the Student Identification screen (RC0L).></p> <p>Type AO for Add Student Overpayment in the Action Code field.</p> <p>Press ENTER</p>	<p>The following screen will display: “<i>Aid Overpayment Update</i>” (RC0B).</p>



RCOM Student Addition

```
RCOM  __  Add Student Overpayment (AO)
-----
                                NSLDS                09-26-1997
                                Student Addition      07:47:16

Social Security Number. . . . . 222337836
Last Name . . . . . FRANKLIN
First Name . . . . . DAWN
Middle Initial. . . . . L
Date of Birth . . . . . 08-16-1971 (MM-DD-CCYY)

                                PRIVACY ACT OF 1974 (AS AMENDED)

F3=EXIT
```

7.2.3

Aid Overpayment Update (OU)**What Does the Aid Overpayment Update Screen Do?**

The “*Aid Overpayment Update*” (RC0B) screen provides direct data entry of overpayment and/or repayment information for a specified student.

If you do not have update capability, the screen title will be “*Aid Overpayment Summary*” (RC1D) and the only Action Code available would be OD for Overpayment Detail.

To enter an overpayment, you will enter the disbursement date, the code for the type of overpayment, and the overpayment indicator. The overpayment codes available are displayed on the screen. School/branch code and source fields are populated by the system.



When you are finished, remember to update the changes made by using the Action Code UO for Update Overpayment.

In the case of repayment of the amount owed, type S for Select next to desired choice. Then type an R for Repaid in the “Overpayment Indicator” field over the existing Y. You must also enter the “Date Repaid” and update this change using the UO Action Code.

In the case where satisfactory arrangements have been made to repay the overpayment you will type S for Select next to desired choice. Then use the type S in the “Overpayment Indicator” field for Satisfactory Arrangement Made over the existing Y. Update this change using the UO Action Code.

To indicate that you have referred a student’s overpayment to ED you will select the record. Then in the “Source” field type TRF for Transfer to/from ED. Update this change using the UO Action Code. You will be able to update this record until it is officially accepted by the Department of Education. Remember you must refer the overpayment to the Department of Education using the prescribed regulatory procedures. Entering the

referral into the Aid Overpayment function does not refer the overpayment to the Department of Education. It is simply an indicator that you have sent the proper paperwork to ED. Once ED has accepted the referral, ED will update the "Source" to EDR and you will no longer be able to update the record.


To inactivate an overpayment entered in error use the In/Activate Overpayment Function. This will flag the record inactive and it will not be reported as an overpayment. Do not use this function to indicate that the student repaid an overpayment or that you have referred the student's overpayment to ED. You should type R in the "Overpayment Indicator" field for Repaid or type TRF in the "Source" field to Transfer to ED.


To make a record inactive type S for select next to desired choice and type in IO for In/activate Overpayment in the action field. Then press enter. You will be asked to confirm your action. The record will then be flagged as inactive.


To activate an overpayment that is currently inactive, type S for select next to the record that you desire to activate. Type IO for In/activate Overpayment in the Action Code field. Press Enter. The record will then be active again and updating will be permitted.




Note: To update or add overpayment information you must enter the Aid Overpayment Function from the "NSLDS Main Menu" (SS04). If you enter from "Financial Aid Transcript Summary Part 1" (RC05) or if you do not have update capability the screen will be titled "Aid Overpayment Summary" (RC1D) and the only Action Code available will be OD for Overpayment Detail.

Aid Overpayment Update (RC0B)		
STEP #	ACTION	RESULT
1	<p>From “<i>Student Identification</i>” (RC0L),</p> <p>Type OU for Overpayment Update in the Action Code field.</p> <p>Press ENTER.</p>	<p>The following screen will display: “<i>Aid Overpayment Update</i>” (RC0B).</p>
2	<p>To enter an overpayment, from RC0B,</p> <p>Tab to the first blank line.</p> <p>Type S for select.</p> <p>Type in the following data:</p> <ul style="list-style-type: none"> • <Disbursement date> • <Code for type of overpayment> • “Y” for the Overpayment Indicator field <p>Type UO for Update Overpayment in the Action Code field.</p> <p>Press ENTER.</p>	<p>The following screen will re-display with the new data in the fields: “<i>Aid Overpayment Update</i>” (RC0B).</p>

Aid Overpayment Update (RC0B)		
STEP #	ACTION	RESULT
3	<p>To indicate that a student has repaid an overpayment, from RC0B,</p> <p>Type S for Select next to the desired choice.</p> <p>Type R for Repaid in the Overpayment Indicator field.</p> <p>Type <date repaid> in the Date Repaid field.</p> <p>Type UO for Update Overpayment in the Action Code field.</p> <p>Press ENTER.</p>	<p>The following screen will re-display with the new data in the fields: “<i>Aid Overpayment Update</i>” (RC0B).</p>

Aid Overpayment Update (RC0B)		
STEP #	ACTION	RESULT
4	<p>To indicate that satisfactory arrangements have been made from RC0B,</p> <p>Type S for Select next to the desired choice.</p> <p>Type S for satisfactory arrangements made in the Overpayment Indicator field.</p> <p>Type UO for Update Overpayment in the Action Code field.</p> <p>Press ENTER.</p>	<p>The following screen will re-display with the new data in the fields: “<i>Aid Overpayment Update</i>” (RC0B).</p>
5	<p>To indicate a student’s overpayment has been referred to ED from RC0B,</p> <p>Type S for Select next to desired choice.</p> <p>Type TRF for transfer to ED in Source field.</p> <p>Type UO for Update Overpayment in action code field.</p> <p>Press ENTER.</p>	<p>The following screen will re-display with the new data in the fields: “<i>Aid Overpayment Update</i>” (RC0B).</p>

Aid Overpayment Update (RC0B)		
STEP #	ACTION	RESULT
6	<p>To Inactivate an overpayment from RC0B,</p> <p>Type S for Select next to desired choice.</p> <p>Type IO for In/activate Overpayment in the action code field.</p> <p>Press ENTER.</p>	<p>The following screen will re-display with the new data in the fields: "Aid Overpayment Update" (RC0B).</p>
7	<p>To activate an overpayment that is currently inactive from RC0B,</p> <p>Type S for Select next to desired choice.</p> <p>Type IO for In/activate Overpayment in the action code field.</p> <p>Press ENTER.</p>	<p>The following screen will re-display with the new data in the fields: "Aid Overpayment Update" (RC0B).</p>

RC0B Aid Overpayment Update

(a) For user with update authority

RC0B ___ Overpymt Detail(OD) Update Overpymt (UO) In/activate Overpymt (IO)										
NSLDS										09-27-1997
Aid Overpayment Update										07:49:16
School Code: 00100700		School Name: CENTRAL ALABAMA COMMUNITY COLL								
SSN: 008562803		Name: JEFFREY			DOWLING			DOB: 07-07-1979		
MORE: +										
Sel	Disbursement Date	Type	Ovrpmt	Date Repaid	School/Br	Source	Reg	Inact		
	(MM - DD - CCYY)		Inchr	(MM - DD - CCYY)	Code		Code	Flg		
-	05 - 07 - 1995	PK	Y	00 - 00 - 0000	00100700	SCH	---	---		
-	04 - 04 - 1994	PE	Y	00 - 00 - 0000	00122600	SCH	---	---		
-	01 - 01 - 1996	SE	Y	00 - 00 - 0000	00122600	SCH	---	---		
-	06 - 06 - 1996	SE	R	07 - 07 - 1996	00122600	SCH	---	---		
-	03 - 12 - 1978	PK	R	05 - 05 - 1979	00217500	EDR	05	---		
-	02 - 02 - 1995	PK	R	04 - 04 - 1959	00217500	TRF	---	---		
Valid Types are: Pell (PE), FSEOG (SE), Perkins (PK)										
Valid Overpayment Indicators are: Overpayment (Y), Repaid (R),										
Satisfactory arrangement made (S)										
Valid Sources are: School (SCH), Transfer to/from ED (TRF), ED DCS (EDR)										
PRIVACY ACT OF 1974(AS AMENDED)										
F3=EXIT F7=BACKWARD F8=FORWARD										

RC1D Aid Overpayment Summary

(b) For user without update authority

RC1D ___ Overpayment Detail(OD)										
NSLDS										09-27-1997
Aid Overpayment Summary										07:49:16
School Code: 00100700		School Name: CENTRAL ALABAMA COMMUNITY COLL								
SSN: 008562803		Name: JEFFREY			DOWLING			DOB: 07-07-1979		
MORE: +										
Sel	Disbursement Date	Type	Ovrpmt	Date Repaid	School/Br	Source	Reg	Inact		
	(MM - DD - CCYY)		Inchr	(MM - DD - CCYY)	Code		Code	Flg		
-	05 - 07 - 1995	PK	Y	00 - 00 - 0000	00100700	SCH	---	---		
-	04 - 04 - 1994	PE	Y	00 - 00 - 0000	00122600	SCH	---	---		
-	01 - 01 - 1996	SE	Y	00 - 00 - 0000	00122600	SCH	---	---		
-	06 - 06 - 1996	SE	R	07 - 07 - 1996	00122600	SCH	---	---		
-	03 - 12 - 1978	PK	R	05 - 05 - 1979	00217500	EDR	05	---		
-	02 - 02 - 1995	PK	R	04 - 04 - 1959	00217500	TRF	---	---		
Valid Types are: Pell (PE), FSEOG (SE), Perkins (PK)										
Valid Overpayment Indicators are: Overpayment (Y), Repaid (R),										
Satisfactory arrangement made (S)										
Valid Sources are: School (SCH), Transfer to/from ED (TRF), ED DCS (EDR)										
PRIVACY ACT OF 1974(AS AMENDED)										
F3=EXIT F7=BACKWARD F8=FORWARD										

7.2.4

Aid Overpayment Detail Information (OD)**What Does the Aid Overpayment Detail Information Do?**

The “*Aid Overpayment Detail Information*” (RC0N) screen displays all overpayment information, creates date and updates date for the overpayment record selected. RC0N also displays the originating school information for the overpayment record selected. It displays the school and branch code, school name and address.

To view the organization contact information type OC in the Action Code Field and press Enter. The “*Organization Contact Information*” (RC16) screen will be displayed. The Organization Contact Information screen will display with contact information such as name, function and telephone number for the organization that is responsible for the overpayment record.

For more information see Chapter 8: Organization Contact Information.

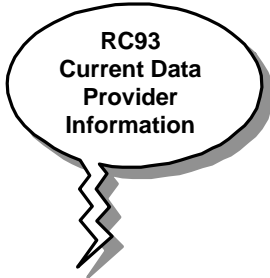
...To Aid Overpayment Detail Information (RC0N)		RESULT
STEP #	ACTION	RESULT
1	<p>From a populated “<i>Aid Overpayment Update</i>” screen (RC0B) or “<i>Aid Overpayment Summary</i>” (RC1D),</p> <p>Type S for Select next to the record of your choice.</p> <p>Type OD for Overpayment Detail Information in the Action Code field.</p> <p>Press ENTER.</p>	<p>The following screen will display populated with data: “<i>Aid Overpayment Detail Information</i>” (RC0N).</p>
2	<p>To obtain Organization Contact information</p> <p>From “<i>Aid Overpayment Detail Information</i>” (RC0N)</p> <p>Type OC for Organization Contact in the Action Code field.</p> <p>Press ENTER.</p>	<p>The following screen will display: “<i>Organization Contact Information</i>” (RC16).</p>



RC0N Aid Overpayment Detail Information screen

RC0N	__ Organization Contact (OC)
NSLDS 09-27-1997	
Aid Overpayment Detail Information 07:52:19	
School Code: 00100700	School Name: CENTRAL ALABAMA COMMUNITY COLL
SSN: 008562803 Name: JEFFREY	DOWLING DOB: 07-07-1959
Disbursement Date....: 05-07-1995	Inactive Flag: (Y=Inactive/Blank=Active)
Overpayment Type....: PK	Create Date..: 06-30-1996
Overpayment Indicator: Y	Update Date :
Date Repaid.....:	
Source.....: SCH	
ED Region.....:	
Originating School Information	
School/Branch Code: 00100700	
Name.....: CENTRAL ALABAMA COMMUNITY COLLEGE	
Street Address....: 908 CHEROKEE ROAD, P.O. BOX 699	
City.....: ALEXANDER CITY State: AL Zip Code: 35010	
PRIVACY ACT OF 1974 (AS AMENDED)	
F3=EXIT	

7.2.5


Current Data Provider Information (DP)**What Does the Current Data Provider Information Screen Do?**

The “*Current Data Provider Information*” (RC93) screen displays data providers that submitted data on the student. It displays the Guaranty Agency, Federal Direct Loan Servicer or school name and address. Guaranty Agency and Federal Direct School Loan servicer information is displayed first, followed by school information.

This screen is useful in resolving identifier conflicts. If you determine that you have conflicting information, such as Date of Birth or First Name for the same SSN, please contact the agency to resolve the conflict.

To determine who to contact to resolve conflicting information select the school or agency responsible for the information. Type OC in the Action Code field and press Enter to display the “*Organization Contact Information*” (RC16) screen. This screen will list the organization’s contact information such as name, function and telephone number.

For more information see Chapter 8: Organization Contact Information.

...To Current Data Provider Information (RC93)		
STEP #	ACTION	RESULT
1	<p>From a populated “<i>Student Identification</i>” (RC0L),</p> <p>Type DP for Current Data Provider Information in the Action Code field.</p> <p>Press ENTER.</p>	<p>The following screen will display: “<i>Current Data Provider Information</i>” (RC93).</p>
2	<p>To obtain Organization Contact information</p> <p>From “<i>Current Data Provider Information</i>”(RC93)</p> <p>Type S for Select next to the desired choice.</p> <p>Type OC for Organization Contact in the Action Code field.</p> <p>Press ENTER.</p>	<p>The following screen will display : “<i>Organization Contact Information</i>” (RC16).</p>



RC93 Current Data Provider Information

RC93	— Organization Contact(OC)	
	NSLDS	09-24-1997
	Current Data Provider Information	09:45:35
Student/Borrower Name:	JEFFREY DOWLING	SSN: 008562803
		MORE:
School/Branch Code.:	00345900	Name: BLACK HILLS STATE UNIVERSITY
Street Address.....:	1200 UNIVERSITY, BOX 9509	
City.....:	SPEARFISH	State: SD Zip Code: 57783
	Name:	
Street Address.....:		State: Zip Code:
City.....:		
	Name:	
Street Address.....:		State: Zip Code:
City.....:		
PRIVACY ACT OF 1974 (AS AMENDED)		
F3=EXIT F7=BACKWARD F8=FORWARD F12=RETURN		



The End of Chapter 7

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