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Chapter 7: Overpayments

**7.1
INTRODUCTION**

Welcome to Overpayments, one of the functions within NSLDS.

How Does the NSLDS Overpayments Function Benefit Schools?

The Overpayments function allows you to update NSLDS when a student receives an overpayment on a Pell, SSIG, or SEOG grant, as well as on 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 requested through NSLDS. The student will thus be denied further Title IV assistance. The outcome will be improvement of the administration of all aid programs.

If the student has repaid the funds owed to your institution, you can also use these screens to clear the overpayment. NSLDS will reflect the fact that the student no longer owes an overpayment, and the reason for ineligibility for Title IV funds will be removed.

**7.1.1
Conceptual Overview**
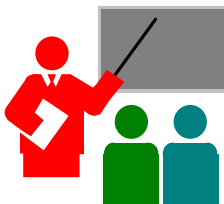
This function is directly connected to two other key NSLDS functions: pre-screening of SAR/ISIRs and the Financial Aid Transcript function, both of which rely on overpayment data for accurate and timely processing. Conversely, it is important to note that when repayments are made, it is your obligation to indicate the new status for that student so that he/she is not unfairly penalized.

Note: For a detailed explanation of logging on and exiting this function, please see Chapter 2: Getting Started.

7.1.2
Purpose

Purpose

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

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

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

7.1.3
Process Chart and
Description

The chart below illustrates the screens that compose the Overpayments online function and their relationship.

OVERPAYMENTS PROCESS CHART
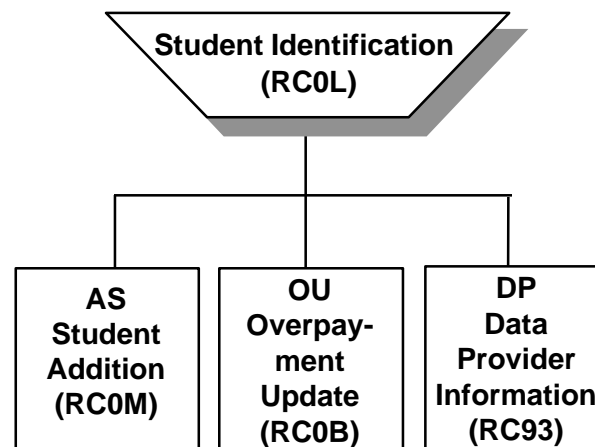
From the highest level screen, you can go directly to three additional screens.

**7.1.3
Process Chart and
Description**
(continued)

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

- AS = Add Student
- OU = Overpayment Update
- DP = Data Provider Info
- U = Update
- D = Delete

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 Overpayments Screen Identification		
Screen #	**Screen Title**	**Related Action Codes**
RC0L	Student Identification (highest level screen)	DP, AS, OU
RC0M	Student Addition (AS)	U
RC0B	Overpayment Update (OU)	U, D
RC93	Current Data Provider Information (DP)	-

**7.2
OVERPAYMENTS
SCREENS**

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

**7.2.1
Student Identification**

RCOL
Student
Identification
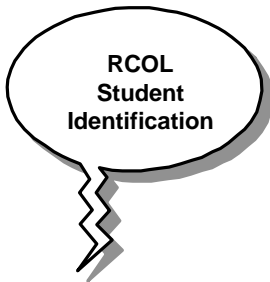
Student Identification (RC0L)

This is the highest level screen for the Overpayments function.

What Does the Student Identification Screen Do?

This is the first screen in the Overpayments function. It determines if the overpayment you are entering 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 has records 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, then the search results will be as follows.

- If either the first name or DOB is different from what you specified, those possible student matches will be displayed.

- You can determine if there is a true SSN conflict by selecting the data provider of the other students listed above. You will enter DP in the Action Code field and place an S for select adjacent to the student's record that you want to review. The Data Provider screen will list the addresses of institutions that previously submitted the conflicting data.

7.2.1
Student Identification
(continued)

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 in database--go to AS."

When the student is not in NSLDS, you must add him/her to NSLDS. You will do this by selecting AS for Add Student in the Action Code field.

To get to the *"Student Identification"* screen you will view the following two screens. Steps or procedures for getting there online are displayed in Chapter 2 of this guide.

```
                                           01-08-1996
                                           13:03:58
                           NSLDS
                       NSLDS Main Menu

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



F3=EXIT
```

and ...

```
                                      01-15-1996
                                      07:22:43
                        NSLDS
              Reporting Capabilities Main Menu

Input the number of your choice and press ENTER.

         7  1. Aggregate Main Menu
            2. Default Rate Main Menu
            3. Report Selection Menu
            4. Borrower Tracking
            5. Financial Aid Transcript
            6. Student Status Confirmation Menu
            7. Overpayments


 F3=EXIT
```

	...To Student Identification (RC0L)	?

STEP #	ACTION	RESULT
1	From "*NSLDS Main Menu*" (SS04), Type **2** for "*Reporting Capabilities Main Menu*" Press **ENTER**	The following screen will display: "*Reporting Capabilities Main Menu*" (RC00).
2	From the "*Reporting Capabilities Main Menu*" (RC00), Type **7** for "*Overpayments*" Press **ENTER**	The following screen will display: "*Student Identification*" (RCOL). < This is the highest level screen for "*Overpayments.*" It will be **unpopulated** - not filled in yet - and the cursor will automatically advance to the SSN field.>
3	From RCOL, Type in the mandatory fields: • <SSN> • <First name> • <DOB> Press **ENTER**	If there is a match, the following screen will re-display - **populated with data**: "*Student Identification*" (RCOL). The cursor will automatically advance to the Action Code field. If there is no match, the following message will display: "Student not in database--go to AS."

RC0L Student Identification

```
RC0L      <<  Data Provider info(DP) Add Student(AS) Overpayment Update(OU)
_____
                           NSLDS                        01-22-1996
                     Student Identification              14:02:50

SSN.. 100000001 First Name.. JOHN _____ DOB.. 01 - 01 - 1970  (MM-DD-YYYY)

                        NAME HISTORY

First Name    M    Last Name                    Current SSN
John          Q    Doe                          100000001
Jon           Q    Doe                          100000001




                   PRIVACY ACT OF 1974(AS AMENDED)

 F3=EXIT  F7=BACKWARD  F8=FORWARD
```

7.2.2
Student Addition

RCOM
Student Addition
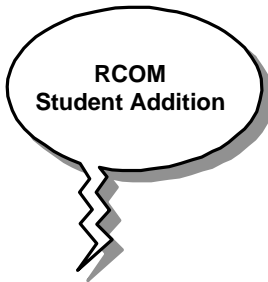
Student Addition (RC0M)

What Does the Student Addition Screen Do?

This screen will create a new student record in NSLDS if one did not previously exist.

When you reach RCOM, the three identifiers you previously entered from RCOL will be displayed. To add a new student, you will first indicate if the SSN is real (an actual SSN) or pseudo (false).

- Placing a "P" in the "SSN" field indicates the SSN is pseudo or false.

- Placing an "R" in the "SSN" field indicates the SSN is real or true.

If this field is not changed, it will automatically default to "R" for Real. You will also enter the last name and middle initial of the student.

Remember that your changes need to be updated by using the Action Code U for Update.

<table>
<tr>
<td colspan="2" style="text-align:center">...To Student Addition
(RC0M)</td>
<td>?</td>
</tr>
<tr>
<td>STEP #</td>
<td>ACTION</td>
<td>RESULT</td>
</tr>
<tr>
<td>1</td>
<td>From "<i>Student Identification</i>" (RCOL),

Type AS for Add Student

Press ENTER</td>
<td>The following screen will display: "<i>Student Addition</i>" (RCOM).</td>
</tr>
<tr>
<td>2</td>
<td>From RCOM,

If the SSN is false

Type P for Pseudo in the SSN Indicator field *

If the SSN is real, the SSN Indicator field will default to R - no action is required *

Type in mandatory data for the new student:
• <Last name>
• <Middle initial>

Type U for Update in the Action Code field

Press ENTER</td>
<td><* If nothing is entered in the SSN Indicator field, it will automatically default to R for Real.>

The following screen will display: "<i>Overpayment Update</i>" (RCOB).</td>
</tr>
</table>

RC0M Student Addition

```
RC0M        << Update(U)
_____
                             NSLDS                    01-06-1996
                         Student Addition              14:02:50


Social Security Number.: 100000002
SSN Indicator............R
Last Name................Doe
First Name ..............John
Middle Initial...........W
Date of Birth............01-01-1970 (MM-DD-YYYY)




                    PRIVACY ACT OF 1974(AS AMENDED)

 F3=EXIT  F7=BACKWARD  F8=FORWARD
```

7.2.3
Overpayment Update

RCOB
Overpayment
Update

<u>**Overpayment Update (RC0B)**</u>

What Does the Overpayment Update Screen Do?

The Overpayment Update screen provides direct data entry of overpayment and/or repayment information for a specified student.

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.

When you are finished, remember to update the changes made by using the Action Code U for Update. If you make an error and have already pressed U, you can re-select the record and change the action code to D for Delete.

In the case of repayment of the amount owed, you will use the "Overpayment Indicator" and type an R for Repaid over the existing Y. You must also complete the "Date Repaid" field and update this change.

Note:
Do not use the Delete function to indicate that the student no longer owes an overpayment. You should always set the "Overpayment Indicator" to R for Repaid.

	...To Overpayment Update (RC0B)	?

| STEP #	ACTION	RESULT
1	From *"Student Identification"* (RCOL), Type **OU** for Overpayment Update in the Action Code field Press **ENTER**	The following screen will display: *"Overpayment Update"* (RCOB).
2	To enter an overpayment, from RCOB, Tab to the first blank line Type in the following data: • <Disbursement date> • <Type Code> for type of overpayment • "**Y**" for the <Overpayment Indicator> field Type **U** for Update in the Action Code field Press **ENTER**	The following screen will re-display with the new data in the fields: *"Overpayment Update"* (RC0B). <If you make an error and have already selected U, you can re-select the record and change the action code to **D** for Delete. Do not forget to update this change.>
3	*(begins on next page)*	

	...To Overpayment Update (RC0B)	**?**

STEP #	ACTION	RESULT
3	To clear an overpayment (also known as entering a repayment), from RCOB,	<* R for Repaid indicates that a repayment has been made.>
	In the <Overpayment Indicator> field	The following screen will re-display with the new data in the fields: *"Overpayment Update"* (RC0B).
	Type **R** for Repaid *	
	In the <Date Repaid> field	
	Type <the date it was repaid>	
	Type **U** for Update in the Action Code field	
	Press **ENTER**	

RC0B Overpayment Update

```
RC0B      <<  Update (U)  Delete (D)
_____
                           NSLDS                      11-06-1995
                      Overpayment Update               14:02:50
School/Branch Code: 001000000   Name.......:School University
SSN..............: 100000001   First Name.:Jon
Last Name........: Doe
                                                    MORE: +
        Disbursement                    Date Repaid
Sel       Date       Type    Overpayment  (Only If Overpayment=R)
        (MM-DD-YYYY)          Indicator    (MM-DD-YYYY)
  _      08-31-1993    PK         R          10-11-1995
  _      01-05-1994    PE         Y          __-__-____




Valid Types are.................:Pell (PE), SEOG (SE), SSIG (SS), Perkins (PK)
Valid Overpayment Indicators are:In Overpayment (Y), Repaid (R)

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 F3=EXIT  F7=BACKWARD  F8=FORWARD
```

**7.2.4
Data Provider**

RC93
Current Data
Provider
Information
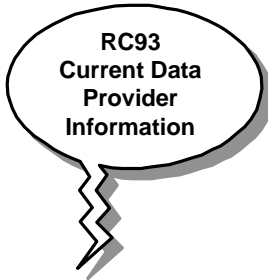
<u>**Current Data Provider (RC93)**</u>

**What Does the Current Data Provider Information Screen
Do?**

The *"Current Data Provider Information"* (RC93) screen
allows you to track the current servicer of a loan. It displays the
current Guaranty Agency/school name and address. Guaranty
Agency information is displayed first, followed by school
information.

If there is a true SSN conflict, the *"Current Data
ProviderInformation"* screen will list the address of the
institution that submitted the conflicting data. 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.

Notes:

School information is listed only if the student has one
or more campus-based loans **from your school**.

If there is no information available, the following
message is displayed on the "*Student Information"*
(RCOL) screen: "*RC8014 E: Student Social Security
Number not found.*"

<table>
<tr><td colspan="3">**...To Current Data Provider Information (RC93)**</td></tr>
</table>

STEP #	ACTION	RESULT
1	From a populated *"Student Identification"* (RC0L), Type **S** for Select next to the name of the desired student Type **DP** for Current Data Provider Information in the Action Code field Press **ENTER**	The following screen will display: *"Current Data Provider Information"* (RC93).

RC93 Current Data Provider Information

```
RC93
_____
                            NSLDS                         10-13-1995
                 Current Data Provider Information         10:12:01

 Student/Borrower Name: CHRISTOPHER  K LEE                SSN: 037000002
                                                             MORE
 GA Code............: 748       Name: TEXAS GUARANTEED STUDENT LOAN CORP.
 Street Address.....: TOWER OF THE HILL, 13809 N. HIGHWAY 189, SUITE 400
 City...............: AUSTIN             State: TX Zip Code: 75012
 Resp Begin Date....: 01-01-1980

                             Name:
 Street Address.....:
 City...............:                       State:    Zip Code:


                             Name:
 Street Address.....:
 City...............:                       State:    Zip Code:

                    PRIVACY ACT OF 1974(AS AMENDED)

  F3=EXIT  F7=BACKWARD  F8=FORWARD  F12=RETURN
```

The End of Chapter 7

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