VOLUME VI
APPENDICES

COMMON ORIGINATION AND DISBURSEMENT
2012-2013 TECHNICAL REFERENCE

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Glossary of Terms

Ability to Benefit

The Ability-to-Benefit is required of students seeking federal financial aid without a high school diploma or its recognized equivalent. To this end, these students must demonstrate they possess sufficient "ability to benefit" (ATB) from post-secondary education via their performance by successfully passing an approved test, or have successfully earned 6 credits or the equivalent, or participated in a State process approved by the Secretary or were home schooled.

Academic Competitiveness Grant (ACG) Program

A federal financial aid grant awarded to eligible applicants who are in their first or second year of undergraduate study and have completed an academically rigorous secondary school program of study. An eligible student may receive an Academic Competitiveness Grant (ACG) of $750 for the first academic year of study and $1,300 for the second academic year of study. This program was only available for the 2006-07 through 2010-11 award years. Please see an applicable award year COD Technical Reference for further information on this program.

Academic Year

A period that begins on the first day of classes and ends on the last day of classes or examinations and that is a minimum of 30 weeks (except as provided in 34 CFR 668.3) of instructional time during which, for an undergraduate educational program, a full-time student is expected to complete at least:

- Twenty-four semester or trimester hours or 36 quarter hours in an educational program whose length is measured in credit hours; or
- Nine hundred clock hours in an educational program whose length is measured in clock hours.

See 34 CFR 668.2 for additional information. Academic years may be scheduled or borrower based. The annual loan limits for a Direct Loan apply to an academic year.

Account

When a record is submitted to COD, the data is organized by student and/or borrower on the COD database. This data is organized into logical groupings called Accounts.

Actual Disbursement Record

A disbursement record submitted to the COD System in order to request or substantiate funding. Actual Disbursement Records post to a student/borrower's award (loan or grant). They either release funds available to a school via draw down or they substantiate cash already made available to the school. Users submit actual disbursement records

on the Common Record Layout with a Disbursement Release Indicator = True.

Additional Eligibility Indicator

A student may receive up to two Pell Awards within a single award year for the 2009-10 and 2010-11 award years only. A student is eligible for an additional Pell Award if he meets the criteria for receiving up to double the Scheduled Federal Pell Grant (SFPG) according to the Higher Education Opportunity Act of 2008. The Additional Eligibility Indicator indicates whether a student is eligible for an additional Pell Award.

Administrative Cost Allowance (ACA)

The Department of Education reimburses institutions participating in the Federal Pell Grant Program $5 for unduplicated recipients at the school who receive a Pell Grant. This is money paid to schools to offset some of the cost of delivering financial aid to students. This amount is based on the number of Pell recipients reported by the school, including students who withdrew from the school or were transferred, even if all Federal Pell Grant funds were recovered.

Administrative Relief Request

See Extended Processing Request.

Aging of Drawdown

The process of tracking the time elapsed from the date funds were drawn down to the date a school fully substantiates the drawdown by submitting actual disbursement records.

Agreement to Serve (ATS)

The approved agreement that is used for all TEACH Grants.

Anticipated Disbursement Record

Disbursement information submitted on either an Edit Only record or an Origination Record that is not intended to request or substantiate funding. An anticipated disbursement does not post to a student/borrower's award (loan or grant). Users submit anticipated disbursement information on the Common Record with a Disbursement Release Indicator omitted or set to False.

ATS ID

The unique identifier printed on the ATS. It is made up of a student's SSN, 'C' – for TEACH, the last two digits of the award year, the first six digits of a schools OPEID, and a three-digit sequence number.

Example: 123456789C09012345001

Attended School

The school or campus where the student attends class for which Federal Financial Aid funds are being used.

Available Balance

The difference between an obligation and net drawdowns for Pell Grants. Available balance does not include obligations supported by accepted actual disbursements.

Award

An Award refers to the amount of money a student and/or borrower is eligible to receive for a period of time. Awards are designated by program (e.g., Direct Loan or Pell Grant), by institution, and by award year.

Award Year

For Pell Grant, the twelve-month period beginning on July 1st and ending June 30th of the following year. This also applies to what has previously been called the Direct Loan Program Year, which is the period of time (approximately 2 1/2 years in length) in which schools could potentially process a Direct Loan for a particular Award Year.

Batch

A group of records submitted together. Batches can consist of one or more records. Users can submit data for students in a file called a batch. The batch contains a network header record, the Common Record with one or more students / awards / disbursements and the network trailer record. Periodic sweeps of a school's SAIG mailbox are performed to pick up these batches and send them to the COD System for processing.

Booked Loan/ TEACH GRANT

A loan becomes booked when COD has an accepted loan origination record, an MPN was received and has linked to the loan, and an accepted actual disbursement record has been accepted. At this point loan information can be forwarded to the Servicer and loan servicing processes initiated. A TEACH Grant becomes booked when COD has accepted the TEACH Grant origination record, an ATS was received and has linked to the grant, and an accepted actual disbursement record has been accepted.

Call for Cash

Action taken by FSA to request a return of cash received by a school.

Campus-Based Programs

The term applied to three federal Title IV student aid programs administered on campus by eligible institutions of postsecondary education:

- Federal Perkins Loan Program
- Federal Work-Study (FWS) Program
- Federal Supplemental Educational Opportunity Grant (FSEOG) Program

Cash at School

Cash that a school has received, either through self-initiated drawdown or pushed to the school's bank account, minus returned cash.

Central Processing System (CPS)

This is the Department of Education system that processes information from the Free Application for Federal Student Aid (FAFSA), calculates the Expected Family Contribution (EFC) for each applicant, prints the Student Aid Report (SAR), and transmits Institutional Student Information Record (ISIR) data electronically. Data from the CPS system is used by the COD System to verify eligible students.

Common Origination and Disbursement (COD) Process

The COD Process is a common process integrated with a system designed to support origination, disbursement, and reporting of the Pell Grant. TEACH Grant and Direct Loan programs.

Common Origination and Disbursement (COD) System

The COD System is a technical solution designed to accommodate the COD Process for the Pell Grant, TEACH Grant and Direct Loan programs.

Common Record

The Common Record is a data transport mechanism exchanged by trading partners participating in Federal Student Aid. The Common Record is a document formatted in Extensible Markup Language.

Common School Identifier (CSID)

See Routing Identifier

Complex Element

An XML Element that contains other elements. It may also contain text, but it isn't required. Elements contain other elements in order to provide for logical groupings of data. For example, an applicant's name information can be represented by the following XML:

```
<Name>
   <FirstName>Heidi</FirstName>
   <LastName>Smith</LastName>
</Name>
```

Through the nesting of first name and last name information in the Name complex element, the information is logically grouped and the meaning of the group is clear. Complex elements can contain other complex elements so many levels of nesting and organization are possible.

Consolidation Loan

A loan that combines multiple federal student loans into a single loan with one monthly payment.

Correction Edit Codes

Applies to users in the Pell Grant program only. For schools that have selected to have their Pell Grant data corrected rather than rejected, the COD system automatically corrects the data and sends a response to the school that submitted the record indicating that a correction took place, the element corrected, the original value, and the corrected value. Edits that can be corrected, rather than rejected, are indicated with a C/R in the *Volume II, Section 4 - Edits* codes in the *2012-2013 COD Technical Reference*.

Cost of Attendance (COA)

Tuition and fees, room and board expenses while attending school, allowances for books and supplies, transportation, loan fees (if applicable) dependent child care costs, costs related to a disability, study-abroad costs, and other miscellaneous expenses, as outlined in Section 472 of the Higher Education Act.

CPS Transaction Number

A transaction number from eligible ISIR used to calculate the award.

Credit Check

A review of a borrowers credit history and a credit check are initiated against the borrower for a PLUS or Grad PLUS Loan when the COD system receives a PLUS or Grad PLUS Loan Award. Parents or graduate and professional students may request an abbreviated credit check to verify eligibility. Authorized users initiate an abbreviated credit check via the web. Before a credit check may be initiated on the web, the school must obtain written permission to conduct the credit check by having the applicant sign either a PLUS MPN or a Credit Check Authorization form. A current credit check is one that has been performed within the last 90 days.

Current Funding Level (CFL)

Total amount of cash available for a school to draw down at any point in time, and is a subset of the school ceiling amount (SCA). A school's current funding level may be adjusted based on the amount of substantiated cash. A change in CFL will directly impact the SCA.

Current Social Security Number

This is the Social Security Number (SSN) that is in the Current Social Security Number field on the greatest CPS Transaction Number used to establish an award for this student on the COD System. Current SSN is a component of the student identifier in the COD System.

Direct Loan Program

A Federal program where the government provides five types of education loans available to students, parents:

- Federal Direct Subsidized Loan (for students)
- Federal Direct Unsubsidized Loan (for students)

- Federal Direct PLUS Loan (for parents and graduate and professional students [Grad PLUS])
- Federal Direct Consolidation Loan (for students and parents)

These loans, which are referred to collectively as Direct Loans, are guaranteed by the U.S. Department of Education.

Disbursement

Title IV program funds are disbursed when a school credits a student's account with funds or pays a student or parent directly with either:

- Title IV funds received from ED
- Federal Family Education Loan (FFEL) Program funds received from a lender or,
- Institution funds used before receiving Title IV program funds.

Disbursement Release Indicator

The Disbursement Release Indicator is a tag on the Common Record that designates a record as an Actual Disbursement Record. It signals the COD System to post the amount of disbursement to an award (loan/grant). Formerly referred to as the Payment Trigger Flag.

Document

In the context of XML, a document is a message or data transmission and is a combination of markup and content. Markup is a type of language contained within start and end tags. Content is the data that falls between the tags. A Common Record message or transmission is considered to be an XML document. A Common Record document can be thought of as a batch.

Drawdown

A drawdown occurs when a school or COD, on behalf of a school, initiates a request for money through G5, and the funds are transmitted from the US Treasury to the school's bank account.

Edit/Comment Codes

These are a series of numeric codes that explain processing results, including data corrections, duplicates, and record rejects, for specific processed records for all award years.

Edit Only Record

In the COD Process, a record sent with anticipated disbursement information for editing purposes only. Edit Only Records may originate an award, but are not intended to request or report funds. Schools using the Common Record submit a record with the Disbursement Release Indicator set to False.

Element

XML documents consist of elements that are preceded and terminated with tags. An example of an element is <LastName>Smith</LastName>, where LastName is an element.

Eligible Applicant

An eligible applicant is a student who has submitted a Free Application for Federal Student Aid (FAFSA) and meets the eligibility requirements Title IV financial aid. The student must be currently enrolled or be a prospective student at a postsecondary school which is eligible to participate in Student Financial Aid programs.

Eligible Program

An educational program that meets regulatory requirements for participating in Title IV programs.

Eligibility Used

The Eligibility Used percentage is calculated by summing all of the accepted actual disbursement records for this student at the attended institution and dividing that amount by the Scheduled Federal Pell Grant Award at the attended institution.

Endorser

A person who signs a PLUS loan on behalf of the parent or graduate student because the parent's or graduate student's credit check was declined. The endorser accepts full financial responsibility to pay back the PLUS loan if the parent does not do so.

Enrollment Date

The first date that the student was enrolled in an eligible program for the designated award year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2011-2012 funds, report the actual start date of the student's classes for that payment period.

Enrollment School Code

The 8 digit OPEID for the physical location where the student is attending class.

Enterprise Application Integration Bus (EAI Bus)

This system acts as a bridge between schools, related systems and the COD System. It transmits information from schools' SAIG mailbox to COD and vice versa. Also, referred to as Middleware.

Enterprise Wide

FSA is seeking solutions, which support all of the FSA enterprise, not just a departmental solution.

Expected Family Contribution (EFC)

The figure that indicates how much of family's financial resources should be available to help pay a student's postsecondary education expenses. This figure, which is determined according to a statutorily defined method known as the federal Need Analysis Methodology, is used for all students in determining eligibility for Title IV student financial aid. Rejected CPS transactions appear on COD and can only be used to award unsubsidized loans. No EFC is calculated for rejected CPS transactions, however, on COD the EFC for rejected transactions will display as all nines. Rejected CPS transactions will only be reflected on COD for 2008-2009 and forward.

Extended Processing

The Direct Loan Program provides award relief during extenuating circumstances. An institution may request extended processing if it is unable to meet the processing deadline (also known as Closeout Deadline). The Department of Education grants extended processing due to either an event, such as a natural disaster, or a processing error. The Federal Pell Grant Program provides grant relief during extenuating circumstances. An institution may request administrative relief when it is unable to meet the September 30th deadline for submitting records, due to either an event, such as a natural disaster, or a processing error.

Federal Pell Grant Payment Schedule

The Schedule of Federal Pell Grant Awards. The Schedule is based on the EFC, the enrollment status, and the school COA. The schedule is usually posted in January on the IFAP Web site for the upcoming award year.

Federal Pell Grant Program

A type of federal financial aid awarded to eligible, qualified applicants. A Federal Pell Grant, unlike a loan, does not need to be repaid. Generally, Pell Grants are awarded only to undergraduate students that have not earned a bachelor’s or professional degree.

Federal Supplemental Education Opportunity Grant (FSEOG)

A campus-based aid program that provides grant assistance to students with financial need who are in undergraduate programs and have not earned a bachelor's degree or first professional degree. Priority in awarding FSEOG funds is given to students who have exceptional financial need and are Federal Pell Grant recipients.

Financial Aid Management System (FMS)

This system is the general ledger for FSA. FMS works with G5 to communicate financial information and to pay out disbursements to schools.

FISAP

Fiscal Operations Report and Application to Participate in Campus-Based Programs. A report showing how a school spent allocated funds during the prior award year and an application to participate in the upcoming award year that must be submitted annually by schools that participate in any of the Campus-Based Programs.

Free Application for Federal Student Aid (FAFSA)

This is the application that must be filed by an applicant to apply for any student financial aid distributed by the federal government.

Please visit http://www.fafsa.ed.gov/ for more information.

Freeze Cash

Action FSA takes to eliminate a school's ability to draw additional funds. A Freeze Cash is usually preceded by a Call for Cash.

FSA

The Office of Federal Student Aid within the U.S. Department of Education.

Full Response

A Common Record response document that contains all of the original tags and data sent by the school and the processing results, edit codes, and rejected data elements.

G5

G5 (the system formerly known as GAPS) is the system used by the U.S. Department of Education's Office of Chief Financial Officer to process school-specific obligations and to make payments (drawdowns) against those obligations. G5 communicates with the COD system through FMS. G5 is part of EDCAPS and interfaces directly with U.S. Treasury's Federal Reserve System.

Information for Financial Aid Professionals (IFAP)

This FSA web site (http://www.ifap.ed.gov) provides information to financial aid professionals in the areas of Title IV federal programs, publications, regulations, and correspondence regarding administration of Title IV federal programs. This Web site also maintains Action Letters, Dear Partner Letters, Direct Loan Bulletins, Electronic Announcements (P-Messages), Federal Registers, and FSA Handbooks issued by the US Department of Education.

Institutional Student Information Record (ISIR)

This is the electronic version of the Student Aid Report (SAR) that indicates eligibility for the Federal Pell Grant Program. The ISIR contains the family's financial and other information reported on the Free Application for Federal Student Aid (FAFSA), as well as key processing results and National Student Loan Data System (NSLDS) Financial Aid History information. It is transmitted electronically to postsecondary schools and state educational agencies.

Iraq Afghanistan Service Grant Indicator (IAS Grant)

Iraq and Afghanistan Service Grant Indicator will be added to the Pell create award screen for Award Years 2010-2011 and forward. This indicator will allow Pell ineligible students, identified by the Department of Defense as a dependent of a parent or guardian who died as a result of service in Iraq or Afghanistan, to be awarded Iraq and Afghanistan Service Grant funds.

Lifetime Eligibility Used (LEU)

The sum of all Eligibility Used (EU) percentages for Pell recipients..

Loan Origination Center (LOC)

The Loan Origination Center located in Montgomery, Alabama provides origination servicing to Direct Loans for the 2001-2002 and prior award years. The LOC continues to receive paper MPNs for 2002-2003 and forward.

Master Promissory Note (MPN)

The approved promissory note that is used for all Direct Subsidized and Unsubsidized Loans, Grad PLUS Loans and Parent PLUS Loans.

Middleware

See Enterprise Application Integration Bus

MPN Acknowledgement

Term used for the COD response, which is sent to schools upon receipt of an MPN once edits have been performed and the linking attempted by COD.

MPN ID

The unique identifier printed on the MPN. It is made up of a student's SSN, 'M' – for subsidized or unsubsidized, ‘N’ – for Parent PLUS and Grad PLUS, the last two digits of the award year, a school's Direct Loan code, and a three-digit sequence number.

Example: 123456789M07G12345001

Multiple Reporting Record (MRR)

For the Pell Grant, ACG, and National SMART Grant programs, the Multiple Report Record (MRR) identifies originations and/or disbursements being reported by more than one institution for the same student. The multiple report records are designed to provide institutions with information to identify and resolve potential overaward payments and concurrent enrollments before they occur. Institutions may request records identifying the institutions which have originated or disbursed for specific recipients, specific institutions, or for all students originated at their school. This request can be done electronically through the COD web site or by phone to COD School Relations Center (1-800-474-7268).

Multi-Year (MY) Feature

A feature of the Master Promissory Note, which allows multiple Direct Loans for the same student/borrower to link to the same MPN. Beginning in 2003-2004 award year, all domestic Direct Loan schools are eligible to use the Multi-Year Feature of the MPN. Once an MPN has been accepted and remains open, schools that use this feature do not have to obtain a new promissory note each academic year. The MPN may be valid for up to 10 years.

National Science and Mathematics Access to Retain Talent (SMART) Grant Program

A federal financial aid grant awarded to eligible applicants who are majoring in specific science, math, or foreign language courses of study, and are enrolled in a four-year degree granting institution. This program was only available for the 2006-07 through 2010-11 award years. Please see an applicable award year COD Technical Reference for further information on this program.

National Student Loan Data System (NSLDS)

As a Title IV automated system, the National Student Loan Data System, or NSLDS, is a national database of information about loans and other financial aid awarded to students under Title IV of the Higher Education Act of 1965. This system prescreens applications for Title IV aid, supports program administrative research functions, and improves Title IV aid delivery through automation and standardization.

Option

Parameter or criterion used to process information by the COD System. Schools have the ability to set some processing options by accessing the COD web site (http://www.cod.ed.gov) or contacting the COD School Relations Center and requesting that an option be updated by FSA. See Volume II, Section 1 – Implementation Guide under School Processing Options in the 2012-2013 COD Technical Reference for more information.

PLUS

PLUS loans enable parents to borrow federal funds to pay the education expenses of each child who is a dependent undergraduate student. PLUS loans are part of the Federal Direct Loan program. PLUS loans also allow graduate and professional students to borrow federal funds to pay their educational expenses up to the cost of attendance, minus other aid. Loans made to graduate/professional students are referred to as Grad PLUS loans.

Payment Analyst

Formerly referred to as Reimbursement Analyst. An FSA employee who ensures that schools have accurately determined FSA eligibility of and payment to each student, with sufficient funds in the school's G5 account, and submits documentation to that effect.

Payment to Servicer Amount

Amount of payment sent to the Servicer by the borrower within 120 days of the disbursement date. COD receives this information from the Direct Loan Servicing System and generates a Payment to Servicer Response/Acknowledgement to the school.

Perkins

The Federal Perkins Loan Program provides low-interest loans to help needy students finance the costs of postsecondary education.

Note: Federal Perkins Loans are not currently processed in the COD System.

Post 9/11 Deceased Veteran Dependent

A Pell eligible student who is a dependent of an armed forces member who died as a result of performing military service in Iraq or Afghanistan after September 11, 2001 is eligible for Pell Grants with Zero Expected Family Contribution (EFC) beginning with Award Year 2009-2010 and forward.

Postsecondary Education Participants System (PEPS)

PEPS is the U.S. Department of Education system that provides the COD system with school eligibility information.

Pell Overaward Process (POP)

Federal Pell Grant recipients are allowed to receive a maximum of one full Scheduled Pell Grant during an award year. The COD System is programmed to calculate the percentage of Scheduled Pell Grant used (based on Section 690.65 of the regulations) each time a school reports a disbursement to the student. Any amount exceeding 100 percent of a full Scheduled Pell Grant represents an overaward situation. The COD System allows a potential overaward situation to exist for 30 days and sends a warning to all schools involved before reducing all of the students Pell Grant disbursements for that award year to zero.

Promissory Note

A legally binding contract between a lender and a borrower that contains the terms and conditions of the loan, including how the loan is to be repaid. It becomes legally binding when signed (executed) by the borrower.

Receipt

The COD System returns a receipt for every Common Record document that is received via SAIG and can be read by the COD System. The COD System returns a receipt after it validates the Common Record against the XML Schema, but before actual processing of the Common Record.

Reject Edit Codes

The system does not continue processing the record and sends a response/acknowledgement to the school indicating the reject reason and the relevant data element.

Release Record

In the COD Process, a record that changes an Edit Only or anticipated disbursement to an Actual Disbursement Record. Schools using the Common Record submit a new record with the Disbursement Release Indicator set to True.

Reporting School

The school that sends and receives data for the campuses or students it serves. The Reporting School must be a school and cannot be a 3rd Party Servicer.

Response

The Common Record document sent back to the school after processing of an incoming Common Record document is complete. This Common Record contains processing results and edit codes and may be either a Full or Standard Response.

Routing Identifier

An identifier established by the U.S. Department of Education in Award Year 2002-2003 as an identifier assigned to schools and Third Party Servicers that is common across the Pell Grant and Direct Loan programs. It is a randomly generated eight-digit number that replaces the Pell Institution Number and Direct Loan (E/G) School code for the reporting of Pell Grant and Direct Loan data. It was previously referred to as the Common School Identifier (CSID).

School Closeout

The process of identifying and submitting any outstanding records for an award year and returning any money for which there are no records to substantiate its use.

Simple Element

An XML Element that does not contain any other elements. A Simple Element contains only text. An example of a Simple Element is:

```
<LastName>Smith</LastName>
```

Single Year (SY) Feature

A feature of the Master Promissory Note which allows multiple Direct Loans for the same student/borrower with the same academic year from the same school to link to the same MPN. The Single Year Feature applies to schools that choose not to use the Multi-Year Feature. Schools that choose to use this feature must obtain a new promissory note for each academic year.

Standard Response

A Common Record response document that contains only the processing results, edit codes, and rejected data elements.

Student Aid Internet Gateway (SAIG)

The SAIG (formerly TIVWAN) is the internet-based mailbox system used to transmit data between the schools and the U.S. Department of Education systems. Schools must enroll in SAIG before they can begin transmitting records to COD.

Student Aid Report (SAR)

After the student's FAFSA is processed by the Central Processing System, the processor produces a Student Aid Report (SAR) that is sent to the student. The SAR reports the information from the student's application and, if there are no questions or problems with the application, the Expected Family Contribution (EFC), the number used in determining the eligibility for federal student aid, and the students financial aid history.

Subsidized Direct Loan

A subsidized loan (sub) loan is a Direct Loan given to an undergraduate student that does not begin accruing interest charges until six months after the student has left school. The federal government does not charge interest while the student is in school at least half-time, during the grace period, or during deferments (postponements of repayment).

Substantiate

The act of accounting for funds already drawn. In the COD Process, institutions can substantiate funds by sending in an Actual Disbursement Record.

Tag

A tag is an element name that is used inside brackets to denote the beginning and end of content. For example, `<LastName>Jones</LastName>` uses the tag of `LastName`.

Teacher Education Assistance for College and Higher Education (TEACH) Grant

As a result of the College Cost Reduction and Access Act (CCRAA) of 2007, the Teacher Education Assistance for College and Higher Education (TEACH) Grant program is offered beginning with the 2008-2009 Award Year. The TEACH program provides funds to students who, in return, agree to teach four years within the first eight years of their graduation. Students must complete an Agreement To Serve (ATS), after which they may qualify for up to $4,000 in a single award. Failure to meet the terms of the Agreement To Serve may result in forfeiture of the grant, which becomes an Unsubsidized Direct Loan that the student must repay.

Third-Party Servicer

An individual or a State, or a private, profit or non-profit organization that enters into contract with an eligible institution (school) to administer, through either manual or automated processing, any aspect of the institution's (school's) participation in any Title IV, HEA program.

Title IV Student Financial Aid

Federal financial aid programs for students attending postsecondary educational schools, authorized under Title IV of the Higher Education Act of 1965, as amended. The programs are administered by the U.S. Department of Education. Title IV programs consist of:

- Academic Competitiveness Grant (ACG)
- Federal Consolidation Loans
- Federal Direct Student Loans
- Federal Family Education Loan (FFEL) Program
- Federal Pell Grants
- Federal Perkins Loans
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Gaining Early Awareness and Readiness for Undergraduates Program (GEAR-UP)
- Iraq and Afghanistan Service Grant (IASG)
- Leveraging Educational Assistance Program (LEAP)
- National Science and Mathematics Access to Retain Talents (SMART) Grant
- Robert C. Byrd Honors Scholarships
- Teacher Education Assistance for College and Higher Education (TEACH) Grant

Total Eligibility Used

The sum of all Pell Eligibity Used for the Award Year.

Trading Partner

Two parties that exchange electronic data. Trading partners include: COD and schools; FFEL partners and schools; state grant agencies and schools; and alternative loan partners and schools.

Unbooked Loan/TEACH Grant

A loan/TEACH Grant which does not have an accepted actual disbursement and/or is not linked to an accepted Direct Loan Promissory Note or TEACH Grant Agreement To Serve.

Unsubsidized Direct Loan

An unsubsidized (unsub) loan is a Direct Loan given to a student that will begin accruing interest charges from the disbursement date forward. The federal government charges interest to students on these loans from the date of disbursement. While the student is in school, in the grace period, or in deferment, students are not required to make payments on the loans, but may choose to do so.

VDC

Virtual Data Center

Unsubstantiated Cash

Calculated as net cash at school (i.e. net excess cash returns) received for the award year, not including cash at schools for the last 30 days minus total accepted disbursements (booked disbursements for DL) for award year.

Warning Edit Codes

The record is processed, but a warning is sent to the school to alert them to a possible regulatory violation. The response/acknowledgement sent includes a code indicating a warning, the warning type, and the relevant data element.

XML

Extensible Markup Language.

XML Schema

XML Schema specifies the rules surrounding the structure of an XML document. It defines the elements present in the document and the order in which they appear, as well as any attributes that may be associated with an element.

Funding Methods

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SECTION 2

This section describes the methods for delivering cash to schools, Advance Funded and Heightened Cash Monitoring 1 and 2. Here you will find more information regarding those delivery methods as well as controls and processing options pertinent to funding.

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Current Funding Level (CFL)

The Current Funding Level is one of the mechanisms to assist and ensure schools are reporting disbursement records on a timely basis. The CFL is the total (cumulative award year to date) amount of funding authorization given to a school at any point of time, and is a subset of the school ceiling amount (SCA). The available balance, or the amount the school can draw/receive, is its CFL minus net drawdowns. A separate CFL is maintained for each program by award year. A school's CFL may be adjusted upwards and/or downwards based on reported disbursements and other activity throughout the year.

Business Rules

1. The CFL can be increased by FSA to reflect the needs of a school.
2. The current CFL for a school, each cash transaction, and the amount of that cash transaction that has been substantiated can be viewed on the COD web site.
3. If a school determines that the CFL is not at an appropriate level, the school can contact their customer service representative and request that FSA increase their CFL.
4. When a school's total accepted actual disbursement records exceed net drawdowns, funds are made available for the school to draw through the G5 System.
5. If drawdowns are not substantiated fully within a prescribed period of time, the school's access to cash may be restricted.
6. Schools are contacted by a Customer Service Representative as soon as it appears that the school is having difficulty substantiating drawdowns in a timely manner.
7. If access to cash is to be restricted, schools will receive electronic warning notices and/or letters from Customer Service and/or FSA.
8. The Perkins CFL will not increase based on disbursement activity.

G5 System

The G5 System was formerly known as the Grant Administration and Payment System (GAPS)

Funding Methods

There is one method for delivering cash to schools:

- Advance Funded

Advance Funded

Under the Advance Funded delivery method, schools initiate draw down requests through the G5 System. Schools may only draw down cash up to their available balance. The available balance is the difference between the school's CFL and their net drawdown amount for a given award year and program. The U.S. Treasury transmits funds electronically to a school's bank account.

Funding Controls

Schools' ability to receive cash to fund their Pell Grants, TEACH Grants, and Direct Loans is contingent upon submitting actual disbursement records. The business rules associated with the Advance Funded and the three (3) review statuses (HCM1, HCM2, and Reimbursement are listed below:

Advance Funded

Under Advance Funded, schools can submit actual disbursement records in Advance of, on, or after the disbursement date.

Business Rules

1. Schools can initiate drawdowns through the G5 System up to their amount of available CFL.

2. At the beginning of each award year, a school's initial CFL amount is calculated for Direct Loans on the basis of the school's prior year disbursement history.

3. Advance Funded schools will not receive an initial CFL for the Pell Grant and TEACH Grant Programs prior to having records accepted by COD. The school is given an initial CFL when their first disbursement record is accepted and posted by COD.

4. Each drawdown a school receives must be substantiated with actual disbursements submitted and accepted by the COD System.

    a. For Direct Loans, upon acceptance of an actual disbursement, the COD System calculates whether or not the CFL needs to be increased.

5. Actual disbursement records can be submitted within the following parameters:

    a. For Pell, TEACH Grant, Direct Loan, and Perkins Programs, up to seven (7) calendar days prior to the disbursement date.

6. Actual disbursements are applied to substantiate drawdowns on a first-in/first-out basis.

7. The CFL may change throughout the year as the school transmits actual disbursement information on a "timely basis" and the COD System accepts the disbursements. A school's CFL can be decreased according to the program specific requirements and/or activity.

8. For Direct Loan, all schools are required to have an accepted origination record and accepted MPN before COD will accept actual disbursements.

9. The Direct Perkins Loan Program is Advance Funded only.

Cash Monitoring 1 (HCM1)

A school can be placed on Cash Monitoring 1 (HCM1) review status by FSA. Under the HCM1 review status, schools may draw down cash through the G5 System based on actual disbursements submitted to and accepted by the COD System.

Business Rules

1. For Pell Grant, TEACH Grant, and Direct Perkins Loan, the Cash Monitoring1 (HCM1) funding control uses the Advance Funded delivery method.

    a. Upon acceptance of actual disbursements, schools can initiate drawdowns through the G5 System up to the amount of their available CFL.

    b. For Direct Loan, a school on HCM1 will receive an initial CFL based on their prior year's disbursement history.

2. HCM1 schools will not receive an initial CFL for the Pell Grant and TEACH Grant Programs prior to having records accepted by COD. The school is given a first CFL increase when their first disbursement is accepted and posted by COD.

    a. The school's CFL will equal its net accepted actual disbursements.

3. Actual disbursements can be submitted up to seven (7) calendar days before the disbursement date.

4. Schools placed on HCM1 are required to submit documentation of disbursements as directed by FSA.

Cash Monitoring 2 (HCM2)

A school is placed on Cash Monitoring 2 (HCM2) by FSA. Under the HCM2 funding control, the FSA School Participation Team (SPT) initiates a drawdown through the G5 System on behalf of a school and direct cash payments are deposited in the school's bank account based on actual disbursements submitted to and accepted by the COD System and released by the FSA School Participation Team.

Business Rules

1. For Pell Grant, TEACH Grant, Direct Loan, and Direct Perkins Loan, Cash Monitoring 2 (HCM2) uses the Advance Funding delivery method.

    a. The FSA School Participation Team (SPT) initiates the drawdown through the G5 System upon review of required documentation.

2. Actual disbursements must be submitted on or after the disbursement date.

3. Direct Loan, TEACH Grant and Pell Grant, schools do not receive an initial CFL prior to having records accepted by COD. The school is

given a first CFL increase when their first disbursement record is accepted and posted by COD.

4. Schools placed on HCM2 are required to submit documentation of disbursements as directed by FSA.

Reimbursement

Under the Reimbursement review status, the FSA School Participation Team initiates a drawdown through the G5 System on behalf of a school and direct cash payments are deposited in the school's bank account based on actual disbursements submitted to and accepted by the COD System and released by the FSA School Participation Team.

Business Rules

1. For Pell Grant, Direct Loan, Direct Loan Perkins, and TEACH Grant schools on Reimbursement use the Advance Funded delivery method.

    a. The FSA School Participation Team initiates the drawdown through the G5 System upon review of required documentation.

2. Actual disbursements must be submitted on or after the disbursement date.

3. Pell Grant, Direct Loan, and TEACH Grant schools on a Reimbursement review status do not receive an initial CFL prior to having records accepted by COD. The school is given a first CFL increase when their first disbursement record is accepted and posted by COD.

4. Schools placed on Reimbursement are required to submit documentation of disbursements as directed by FSA.

Funding Methods and Processing Option Relationships

Relationship between Direct Loan Processing Options and Funding Methods

	Receives an Initial CFL > 0 before submission of any actual disbursements	Initiates drawdown through G5	Actual disbursements can be accepted up to 7 days before the disbursement date
Advance Funded	✓	School	✓
Advance Funded with HCM1 Review Status	✓	School	✓
Advance Funded with HCM2 Review Status		SPT	
Advance Funded with Reimbursement Status		SPT	

Relationship between TEACH Grant, Pell Grant, and Direct Perkins Loan Processing Options and Funding Methods

	Receives an Initial CFL > 0 before submission of any actual disbursements School initiates drawdown through G5	Initiates drawdown through G5	Actual disbursements can be accepted up to 7 days before the disbursement date
Advance Funded		School	✓
Advance Funded with HCM1 Review Status		School	✓
Advance Funded with HCM2 Review Status		SPT	
Advance Funded with Reimbursement Review Status		SPT	

State, Jurisdiction and Country Codes

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State/Jurisdiction Codes

Note: Do not submit FC in the State/Province code if your student has a foreign address.

State/Jurisdiction Codes are taken from United States Postal Standard (USPS) Publication 65.

Changes to the State/Jurisdiction Codes

Additions to the State/Jurisdiction Codes

The following state/jurisdiction codes have been added to schema 3.0b:

State/Jurisdiction	Code
Canal Zone	CZ

Removals from the State/Jurisdiction Codes

The following country codes have been removed from the schema and are no longer valid:

State/Jurisdiction	Code
Guam	GM, GUM

The codes GM and GUM will no longer be valid; please use GU as the state/jurisdiction code for Guam.

State/Jurisdiction	Code
Quebec	PQ

The code PQ will no longer be valid; please use QC as the state/jurisdiction code for Quebec.

State/Jurisdiction	Code
Traveling Merchant	XX

The code XX will no longer be valid.

State/Jurisdiction Codes

State/Province or State/Province Code	Code
Alabama	AL
Alaska	AK
Alberta	AB
American Samoa	AS
Arizona	AZ
Arkansas	AR
British Columbia	BC
California	CA
Canal Zone	CZ
Colorado	CO
Connecticut	CT
Delaware	DE
District Of Columbia	DC
Federated States Of Micronesia	FM
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Manitoba	MB
Marshall Islands	MH
Maryland	MD
Massachusetts	MA
Michigan	MI
Military-Americas	AA
Military-Europe	AE
Military-Pacific	AP
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT

State/Province or State/Province Code	Code
Nebraska	NE
Nevada	NV
New Brunswick	NB
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
Newfoundland	NF
Newfoundland And Labrador	NL
North Carolina	NC
North Dakota	ND
Northern Mariana Islands	MP
Northwest Territories	NT
Nova Scotia	NS
Nunavut	NU
Ohio	OH
Oklahoma	OK
Ontario	ON
Oregon	OR
Pennsylvania	PA
Prince Edward Island	PE
Puerto Rico	PR
Quebec	QC
Republic Of Palau	PW
Rhode Island	RI
Saskatchewan	SK
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virgin Islands	VI
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY
Yukon	YT

Country Codes

Country Codes are taken from International Organization for Standards (ISO) 3166.

Changes to the Country Codes

Additions to the Country Codes

The following country codes have been added to schema 3.0b:

Country	Code
Guernsey	GG
Isle Of Man	IM
Jersey	JE
Montenegro	ME
Saint Barthélemy	BL
Saint Martin	MF

Removals from the Country Codes

The following country codes have been removed from the schema and are no longer valid:

Country	Code
	CS

The code element has been deleted from ISO 3166-1 and users should stop using as soon as possible.

Country Codes, Sorted by Country

Country Code	Code
Afghanistan	AF
Åland Islands	AX
Albania	AL
Algeria	DZ
American Samoa	AS
Andorra	AD
Angola	AO
Anguilla	AI
Antarctica	AQ
Antigua and Barbuda	AG
Argentina	AR
Armenia	AM
Aruba	AW
Australia	AU
Austria	AT
Azerbaijan	AZ
Bahamas	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belarus	BY
Belgium	BE
Belize	BZ
Benin	BJ
Bermuda	BM
Bhutan	BT
Bolivia	BO
Bosnia and Herzegovina	BA
Botswana	BW
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
Brunei Darussalam	BN
Bulgaria	BG
Burkina Faso	BF
Burundi	BI
Cambodia	KH
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF
Chad	TD
Chile	CL
China	CN
Christmas Island	CX
Cocos (Keeling) Islands	CC
Colombia	CO
Comoros	KM
Congo	CG

Country Code	Code
Congo, The Democratic Republic of the	CD
Cook Islands	CK
Costa Rica	CR
Côte D'Ivoire	CI
Croatia	HR
Cuba	CU
Cyprus	CY
Czech Republic	CZ
Denmark	DK
Djibouti	DJ
Dominica	DM
Dominican Republic	DO
Ecuador	EC
Egypt	EG
El Salvador	SV
Equatorial Guinea	GQ
Eritrea	ER
Estonia	EE
Ethiopia	ET
Falkland Islands (Malvinas)	FK
Faroe Islands	FO
Fiji	FJ
Finland	FI
France	FR
French Guiana	GF
French Polynesia	PF
French Southern Territories	TF
Gabon	GA
Gambia	GM
Georgia	GE
Germany	DE
Ghana	GH
Gibraltar	GI
Greece	GR
Greenland	GL
Grenada	GD
Guadeloupe	GP
Guam	GU
Guatemala	GT
Guernsey	GG
Guinea	GN
Guinea-Bissau	GW
Guyana	GY
Haiti	HT
Heard Island and Mcdonald Islands	HM
Holy See (Vatican City State)	VA
Honduras	HN
Hong Kong	HK
Hungary	HU
Iceland	IS

Country Code	Code
India	IN
Indonesia	ID
Iran, Islamic Republic of	IR
Iraq	IQ
Ireland	IE
Isle of Man	IM
Israel	IL
Italy	IT
Jamaica	JM
Japan	JP
Jersey	JE
Jordan	JO
Kazakhstan	KZ
Kenya	KE
Kiribati	KI
Korea, Democratic People's Republic of	KP
Korea, Republic of	KR
Kuwait	KW
Kyrgyzstan	KG
Lao People's Democratic Republic	LA
Latvia	LV
Lebanon	LB
Lesotho	LS
Liberia	LR
Libyan Arab Jamahiriya	LY
Liechtenstein	LI
Lithuania	LT
Luxembourg	LU
Macao	MO
Macedonia, The Former Yugoslav Republic of	MK
Madagascar	MG
Malawi	MW
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Marshall Islands	MH
Martinique	MQ
Mauritania	MR
Mauritius	MU
Mayotte	YT
Mexico	MX
Micronesia, Federated States Of	FM
Moldova	MD
Monaco	MC
Mongolia	MN
Montenegro	ME
Montserrat	MS
Morocco	MA
Mozambique	MZ

Country Code	Code
Myanmar	MM
Namibia	NA
Nauru	NR
Nepal	NP
Netherlands	NL
Netherlands Antilles	AN
New Caledonia	NC
New Zealand	NZ
Nicaragua	NI
Niger	NE
Nigeria	NG
Niue	NU
Norfolk Island	NF
Northern Mariana Islands	MP
Norway	NO
Oman	OM
Pakistan	PK
Palau	PW
Palestinian Territory, Occupied	PS
Panama	PA
Papua New Guinea	PG
Paraguay	PY
Peru	PE
Philippines	PH
Pitcairn	PN
Poland	PL
Portugal	PT
Puerto Rico	PR
Qatar	QA
Réunion	RE
Romania	RO
Russian Federation	RU
Rwanda	RW
Saint Barthélemy	BL
Saint Helena	SH
Saint Kitts and Nevis	KN
Saint Lucia	LC
Saint Martin	MF
Saint Pierre and Miquelon	PM
Saint Vincent and the Grenadines	VC
Samoa	WS
San Marino	SM
Sao Tome and Principe	ST
Saudi Arabia	SA
Senegal	SN
Serbia	RS
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Slovakia	SK

Country Code	Code
Slovenia	SI
Solomon Islands	SB
Somalia	SO
South Africa	ZA
South Georgia and the South Sandwich Islands	GS
Spain	ES
Sri Lanka	LK
Sudan	SD
Suriname	SR
Svalbard and Jan Mayen	SJ
Swaziland	SZ
Sweden	SE
Switzerland	CH
Syrian Arab Republic	SY
Taiwan, Province of China	TW
Tajikistan	TJ
Tanzania, United Republic of	TZ
Thailand	TH
Timor-Leste	TL
Togo	TG
Tokelau	TK
Tonga	TO
Trinidad and Tobago	TT
Tunisia	TN

Country Code	Code
Turkey	TR
Turkmenistan	TM
Turks and Caicos Islands	TC
Tuvalu	TV
Uganda	UG
Ukraine	UA
United Arab Emirates	AE
United Kingdom	GB
United States	US
United States Minor Outlying Islands	UM
Uruguay	UY
Uzbekistan	UZ
Vanuatu	VU
Vatican City State	*see HOLY SEE*
Venezuela	VE
Viet Nam	VN
Virgin Islands, British	VG
Virgin Islands, U.S.	VI
Wallis and Futuna	WF
Western Sahara	EH
Yemen	YE
Zambia	ZM
Zimbabwe	ZW

Country Codes, Sorted by Code

Country Code	Code
Andorra	AD
United Arab Emirates	AE
Afghanistan	AF
Antigua and Barbuda	AG
Anguilla	AI
Albania	AL
Armenia	AM
Netherlands Antilles	AN
Angola	AO
Antarctica	AQ
Argentina	AR
American Samoa	AS
Austria	AT
Australia	AU
Aruba	AW
Åland Islands	AX
Azerbaijan	AZ
Bosnia and Herzegovina	BA
Barbados	BB
Bangladesh	BD
Belgium	BE
Burkina Faso	BF
Bulgaria	BG
Bahrain	BH
Burundi	BI
Benin	BJ
Saint Barthélemy	BL
Bermuda	BM
Brunei Darussalam	BN
Bolivia	BO
Brazil	BR
Bahamas	BS
Bhutan	BT
Bouvet Island	BV
Botswana	BW
Belarus	BY
Belize	BZ
Canada	CA
Cocos (Keeling) Islands	CC
Congo, The Democratic Republic of the	CD
Central African Republic	CF
Congo	CG
Switzerland	CH
Côte D'Ivoire	CI
Cook Islands	CK
Chile	CL
Cameroon	CM
China	CN

Country Code	Code
Colombia	CO
Costa Rica	CR
Cuba	CU
Cape Verde	CV
Christmas Island	CX
Cyprus	CY
Czech Republic	CZ
Germany	DE
Djibouti	DJ
Denmark	DK
Dominica	DM
Dominican Republic	DO
Algeria	DZ
Ecuador	EC
Estonia	EE
Egypt	EG
Western Sahara	EH
Eritrea	ER
Spain	ES
Ethiopia	ET
Finland	FI
Fiji	FJ
Falkland Islands (Malvinas)	FK
Micronesia, Federated States of	FM
Faroe Islands	FO
France	FR
Gabon	GA
United Kingdom	GB
Grenada	GD
Georgia	GE
French Guiana	GF
Guernsey	GG
Ghana	GH
Gibraltar	GI
Greenland	GL
Gambia	GM
Guinea	GN
Guadeloupe	GP
Equatorial Guinea	GQ
Greece	GR
South Georgia and the South Sandwich Islands	GS
Guatemala	GT
Guam	GU
Guinea-Bissau	GW
Guyana	GY
Hong Kong	HK
Heard Island and Mcdonald Islands	HM
Honduras	HN

Country Code	Code
Croatia	HR
Haiti	HT
Hungary	HU
Indonesia	ID
Ireland	IE
Israel	IL
Isle of Man	IM
India	IN
British Indian Ocean Territory	IO
Iraq	IQ
Iran, Islamic Republic Of	IR
Iceland	IS
Italy	IT
Jersey	JE
Jamaica	JM
Jordan	JO
Japan	JP
Kenya	KE
Kyrgyzstan	KG
Cambodia	KH
Kiribati	KI
Comoros	KM
Saint Kitts and Nevis	KN
Korea, Democratic People's Republic of	KP
Korea, Republic of	KR
Kuwait	KW
Cayman Islands	KY
Kazakhstan	KZ
Lao People's Democratic Republic	LA
Lebanon	LB
Saint Lucia	LC
Liechtenstein	LI
Sri Lanka	LK
Liberia	LR
Lesotho	LS
Lithuania	LT
Luxembourg	LU
Latvia	LV
Libyan Arab Jamahiriya	LY
Morocco	MA
Monaco	MC
Moldova	MD
Montenegro	ME
Saint Martin	MF
Madagascar	MG
Marshall Islands	MH
Macedonia, The Former Yugoslav Republic of	MK
Mali	ML
Myanmar	MM
Mongolia	MN

Country Code	Code
Macao	MO
Northern Mariana Islands	MP
Martinique	MQ
Mauritania	MR
Montserrat	MS
Malta	MT
Mauritius	MU
Maldives	MV
Malawi	MW
Mexico	MX
Malaysia	MY
Mozambique	MZ
Namibia	NA
New Caledonia	NC
Niger	NE
Norfolk Island	NF
Nigeria	NG
Nicaragua	NI
Netherlands	NL
Norway	NO
Nepal	NP
Nauru	NR
Niue	NU
New Zealand	NZ
Oman	OM
Panama	PA
Peru	PE
French Polynesia	PF
Papua New Guinea	PG
Philippines	PH
Pakistan	PK
Poland	PL
Saint Pierre and Miquelon	PM
Pitcairn	PN
Puerto Rico	PR
Palestinian Territory, Occupied	PS
Portugal	PT
Palau	PW
Paraguay	PY
Qatar	QA
Réunion	RE
Romania	RO
Serbia	RS
Russian Federation	RU
Rwanda	RW
Saudi Arabia	SA
Solomon Islands	SB
Seychelles	SC
Sudan	SD
Sweden	SE

Country Code	Code
Singapore	SG
Saint Helena	SH
Slovenia	SI
Svalbard and Jan Mayen	SJ
Slovakia	SK
Sierra Leone	SL
San Marino	SM
Senegal	SN
Somalia	SO
Suriname	SR
Sao Tome and Principe	ST
El Salvador	SV
Syrian Arab Republic	SY
Swaziland	SZ
Turks and Caicos Islands	TC
Chad	TD
French Southern Territories	TF
Togo	TG
Thailand	TH
Tajikistan	TJ
Tokelau	TK
Timor-Leste	TL
Turkmenistan	TM
Tunisia	TN
Tonga	TO

Country Code	Code
Turkey	TR
Trinidad and Tobago	TT
Tuvalu	TV
Taiwan, Province of China	TW
Tanzania, United Republic of	TZ
Ukraine	UA
Uganda	UG
United States Minor Outlying Islands	UM
United States	US
Uruguay	UY
Uzbekistan	UZ
Holy See (Vatican City State)	VA
Saint Vincent and the Grenadines	VC
Venezuela	VE
Virgin Islands, British	VG
Virgin Islands, U.S.	VI
Viet Nam	VN
Vanuatu	VU
Wallis and Futuna	WF
Samoa	WS
Yemen	YE
Mayotte	YT
South Africa	ZA
Zambia	ZM
Zimbabwe	ZW

System Security

VOLUME VI
SECTION 5

The COD System is a United States Department of Education computer system, which may only be used for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

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Privacy Notice

The COD System is a United States Department of Education computer system, which may only be used for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

Warning

If such monitoring reveals possible evidence of criminal activity, monitored records will be provided to law enforcement officials.

If you use this computer system, you must understand that all activities may be monitored and recorded by automated processes and/or by Government personnel. Anyone using this system expressly consents to such monitoring.

This system contains personal information protected under the provisions of the Privacy Act of 1974, 5 U.S.C. §552a - - as amended. Violations of the provisions of the Act may subject the offender to criminal penalties.

COD Web Site Access

Schools and Third-Party Servicers who wish to receive on-line access to the COD web site must identify personnel to serve as administrators. Administrators will be able to establish additional users within their individual organizations and provide access to the COD web site. The number of administrators is at the discretion of the institution, although it is strongly recommended that the number be limited.

System Administrator Request

In order to establish an administrator account for the COD web site, organizations should submit an administrator request letter printed on university or corporate letterhead to the COD School Relations Center at:

US Department of Education
Attn: COD Web Access
COD School Relations Center
P.O. Box 9003
Niagara Falls, NY 14302

This letter must include the following information:

- Security administrator's First Name
- Security administrator's Last Name
- Keyword – Mother's maiden name (used as an identifier if the user forgets his or her password)
- Work telephone number
- Email address
- OPE ID (For School Requests Only)
- Organization Name (School or Third-Party Servicer)
- Job Title
- Work address
- Work fax number
- Third-Party Vendor Used By School (if any)
- Security administrator's signature
- School approving authority's name, title, and signature (e.g., Financial Aid Director).

Third Party Vendor Information

Third-Party vendor information is requested for information purposes only, and will help COD provide better customer service. This information DOES NOT authorize third-party servicers or vendors to access your school's data.

School Security Administrators are authorized to set up additional users at their school ONLY. School Security Administrators should NOT set up user IDs or passwords for third-party servicers and/or vendors used by their institution. Third-Party Servicers are responsible for requesting their own Security Administrator. Due to relationship data stored within COD, third-party servicer web users will be able to view data for the schools that they have a relationship with.

After the COD Relations Service Center has successfully processed the administrator request, administrators will receive their User ID and password through the email address provided in the response letter. An initial email will contain the assigned User ID for the COD web site, along with instructions for accessing the web site. For security purposes, the password will be delivered in a separate email.

Rules of Behavior

Schools are encouraged, but not required, to establish Rules of Behavior as part of their business processes related to the COD System. The Rules of Behavior developed by the United States Department of Education are available for reference. Please note that these rules have been established for Department of Education employees. Your institution's rules may be different, but should cover all the areas covered in this example.

Introduction

A good security posture supports the business purpose of the organization. Rules of behavior are designed to provide a schema for sustaining the business process, minimizing disruption, maintaining the ability to continue customer support, and supporting a planned and orderly restoration of service in an emergency.

Federal Student Aid (FSA), Common Origination and Disbursement (COD), processes and stores a variety of sensitive data that is provided by students, colleges/universities, financial, and Government institutions. This information requires protection from unauthorized access, disclosure, or modification based on confidentiality, integrity, and availability requirements. The "Rules of Behavior" apply to all employees/users (including corporate, Government, Modernization Partner, and Trading Partner) of the FSA/COD computer system and their host applications.

The rules delineate responsibilities and expectations for all individuals supporting the COD programs. Non-compliance of these rules will be enforced through sanctions commensurate with the level of infraction. Depending on the severity of the violation, sanctions may range from a verbal or written warning, removal of system privileges/access for a specific period of time, reassignment to other duties, or termination. Violation of these rules and responsibilities could potentially result in prosecution under local, State, and/or Federal law.

Physical Security

- Keep all badges, access codes, and keys under personal protection.
- Wear your assigned identification security badge at all times while in the office/building.
- Ensure your visitors have signed the visitor's log/are escorted at all times.
- Never allow any individual who does not have proper identification access to the office space.
- Stop and question any individual who does not have proper identification, and contact Security immediately. Seek the support and cooperation of co-workers as appropriate.

- Maintain control over your corporate/Government provided hardware/software to prevent theft, unauthorized use/disclosure, misuse, denial of service, destruction/alteration of data, and/or violation of Privacy Act restrictions.
- Keep your desk clean to ensure that sensitive and proprietary information does not get hidden in minutia and therefore not properly secured/protected when not in use because it is not visible.

Computer Virus Protection

- Use the approved anti-virus software on your personal computer.
- Avoid booting from the `A:` drive.
- Scan all new diskettes before using or distributing them.
- Write-protect all original vendor-supplied diskettes.
- Back up all data on your workstation and file server regularly.
- Use only authorized and appropriately licensed software.
- Report all incidents of computer viruses to your System Security Officer (SSO) or Manager.
- Do not download, introduce, or use unauthorized software from unknown or unverifiable sources. All users are required to comply with safe computing practices to reduce the risk of damage by any type of computer virus.

Computer System Responsibilities

- Do not make copies of system configuration files (that is, /etc/passwd) for your own use, unauthorized use, or to provide to others for unauthorized use.
- Do not attempt to access any data or programs on the COD system for which you do not have authorization or explicit consent from the owner of the data or program.
- Do not, without specific authorization, read, alter, or delete any other person's computer files or electronic mail (E-mail), even if the operating system of the computer allows you to do so.
- Do not engage in, encourage, or conceal any "hacking" or "cracking," denial of service, unauthorized tampering, or unauthorized attempted use of (or deliberate disruption of) any computer system within the COD program.
- Do not purposely engage in any activity with the intent to:
    - Degrade the performance of the system;
    - Deprive an authorized user access to a resource;
    - Obtain or attempt to obtain extra resources beyond those allocated; or

  - Circumvent security measures in order to gain access to any automated system for which proper authorization has not been granted.

- Do not download, install, or run security programs or utilities that might reveal weaknesses in the security measures or access privileges of any system. Inform the SSO when you find such a weakness.

- No user, software developer, or Web developer should write or put into production any computer code, program, or script that is considered to be a *Trojan Horse* or any *back door* means of accessing the system or applications.

- Any user that is found to introduce *Trojan Horse* type code, program, or script, is subject to prosecution under local, State, and Federal law and is subject to local department/corporate policies that enforce disciplinary action up to and including dismissal. This policy includes the use of `.rhosts` and `.netrc` files in any user's home directory for the purpose of avoiding entering keystrokes to gain access to any system.

- No user of any software application should attempt to circumvent any security measures for that application.

- Users should access only the resources of an application that are necessary to perform their job assignments, even though an application may grant further access privileges.

Trojan Horses

A Trojan horse is an application that attempt to circumvent any security measures

Unofficial use of Government equipment

- Users should be aware that personal use of information resources is not authorized unless sanctioned by management.

- Do not utilize corporate/Government resources for commercial activity or any venture related to personal profit or gain.

- Do not utilize corporate/Government resources for behaviors that are unethical or unacceptable for the work environment.

Remote access

- The project may authorize remote access to COD. It is understood that remote access poses additional security risks, but may become necessary for certain job functions.

- If remote access is allowed, the CIO and the security office will regularly review telecommunications logs and COD phone records, and conduct spot-checks to determine if COD business functions are complying with controls placed on the use of dial-in lines.

- All remote access calls will use appropriate passwords.

- Do not divulge remote access details to anyone. If an employee needs dial-up access, refer him or her to the Technical Architecture team.

Connection to the Internet

- Use of corporate/Government resources to access the Internet must be approved, and the access should be used for authorized business purposes only.
- Use of corporate/Government resources for accessing the Internet for personal gain or profit, even though you may be using your own ISP, and on your lunch hour/break, is unacceptable.
- Use of corporate/Government provided Internet access is subject to monitoring. Accessing web sites that contain material that is deemed by management to be inappropriate for the workplace, including but not limited to obscene, or sexually oriented material, is prohibited. Disciplinary action may be taken.

E-Mail

- Users will take full responsibility for messages that they transmit through corporate/Government computers and networks facilities.
- Laws and policies against fraud, harassment, obscenity, and other objectionable material apply to electronic communications as well as any other media. Corporate, local, state, and federal laws/rules and regulations may also apply.
- All e-mail that is transmitted on corporate/Government servers is subject to monitoring by corporate/Government personnel.

Copyright

- Never install or use any software that has not been specifically licensed or authorized for use.
- Never download software from the Internet to corporate/Government systems (which is strictly prohibited) without prior authorization/approval. Follow defined procedures for downloading software.
- Adhere to all purchased software copyright, duplication requirements, and license agreements that are imposed by the vendor. Violations place the individual, the corporation, and/or the Government at risk.
- Copyright licenses for software used by COD program personnel must be understood and complied with.

User IDs

- Do not share user identification (IDs) or system accounts with any individual.
- When leaving a session unattended for a short period of time, lock the keyboard with a password-protected screen saver.
- Employ the automatic password/screen saver option feature offered by the operating system (in Windows, use **SETTINGS**, **DISPLAY**, **SCREEN SAVER**) and set the time for 15 minutes as a minimum.)

- Logoff when leaving your session unattended for an extended period of time.
- Be aware of logon and logoff times to ensure that someone else is not using your ID.

Passwords

Your password SHOULD...

- Be difficult to guess (Do not use names that are easily identified with you or appear in a dictionary, to include anniversary dates, etc.)
- Be changed frequently (at least every 90 days).
- Contain a minimum of 8 characters in length.
- Contain alphabetic and numeric characters (1 special character, 4/5 alphabet, 3/2 numeric).
- Contain at least three of the four criteria: upper case, lower case, number, or special character.
- Be changed immediately if you suspect it has been compromised.

Your password SHOULD NOT…

- Have the same character/alphanumeric appear more than once.
- Be shared with anyone.
- Be written down, posted on a "yellow stickie" stuck to your monitor or computer, documented on your calendar, stored in your wallet or purse, etc.
- Be stored on a programmable key.

Do Not check the memorize password feature on your system, which would eliminate the necessity to respond to a password prompt with other than pressing the RETURN key.

Users

- Users are personnel authorized and able to access department IT assets. They include operators, administrators, and system/network maintenance personnel.
- All users are expected to understand and comply with this policy document and its requirements.
- Questions about the policy should be directed to the appropriate CSO or the DCIO/IA.

All users will report security problems or incidents to their respective SSOs or other appropriate security official as soon as practical. Violations of security policies may lead to revocation of system access or disciplinary action up to and including termination.

Privacy Act Data Protection

- Privacy Act data must not be transmitted unprotected.
- Privacy Act data includes: SSN, Name, Date of Birth, Mother's Maiden Name, and other information used to identify a specific individual.
- Documents containing privacy act data are to be password protected using that month's password when distributed electronically.
- The password is distributed monthly by the FSA SSO.
- Contact your company's COD System Security Officer if you need to be added to the distribution list for the monthly password.
- Notify your SSO if any violations of this policy occur.

Other Policies and Procedures

The Rules of Behavior are not to be used in place of existing policy, rather they are intended to enhance and further define the specific rules each user must follow while accessing the COD system. The rules are consistent with the policy and procedures described, but not limited to, the following directives:

- Freedom of Information Act.
- Privacy Act.
- Computer Security Act.
- Government Information Security Reform Act (GISRA).
- OMB publications.
- National Institute of Standards and Technology (NIST) publications.
- Network security manuals/procedures.
- System security manuals/procedures.
- Personnel security manuals/procedures.
- Software security manuals/procedures.
- Department of Education publications.

These responsibilities will be reinforced through scheduled security awareness training.

I acknowledge receipt of, understand my responsibilities, and will comply with the "Rules of Behavior" for the COD System. I understand that failure to abide by the above rules and responsibilities may lead to disciplinary action up to and including dismissal. I further understand that violation of these rules and responsibilities may be prosecutable under local, State, and/or Federal law.

Print Name _____

Signature _____

Date _____

XML Examples

VOLUME VI
SECTION 6

The Common Origination and Disbursement Process utilizes one single record across programs for both originations and disbursements. Users utilize a Common Record – one that uses common data elements, definitions, edits, and structure for Grants and Direct Loans. Although the record has the same layout for all programs, not all data elements are required for each transmission. This new record layout relies on a technology called the eXtensible Markup Language, or XML.

This section provides examples of some of the COD Receipt and Response Documents. For additional information regarding business rules, please refer to Volume II, Section 1: Implementation Guide. For additional information regarding XML and the Common Record, please refer to Volume I, Section 3: COD Overview of this technical reference.

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COD Schema 3.0e Common Record

In this section you will find an example of a common record input file containing records two students that collectively have an award of each program type.

Common Record Input Example


```xml
<?xml version="1.0" encoding="UTF-8"?>
<CommonRecord xmlns="http://www.ed.gov/FSA/COD/2011/v3.0e"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ed.gov/FSA/COD/2011/v3.0e CommonRecord3.0e.xsd">
      <TransmissionData>
            <DocumentID>2012-10-27T18:57:09.4510000396</DocumentID>
            <CreatedDateTime>2012-10-27T18:57:09.04</CreatedDateTime>
            <Source>
                  <School>
                        <RoutingID>11111111</RoutingID>
                  </School>
            </Source>
            <Destination>
                  <COD>
                        <RoutingID>00000001</RoutingID>
                  </COD>
            </Destination>
            <Software>
                  <SoftwareProvider>mite</SoftwareProvider>
                  <SoftwareVersion>2.0</SoftwareVersion>
            </Software>
            <FullResponseCode>F</FullResponseCode>
      </TransmissionData>
      <ReportingSchool>
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            <ReportedFinancialSummary>
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                  <FinancialAwardYear>2013</FinancialAwardYear>
                  <TotalCount>2</TotalCount>
                  <TotalReportedAward>2000.00</TotalReportedAward>
                  <TotalReportedDisbursement>2000.00</TotalReportedDisbursement>
            </ReportedFinancialSummary>
            <ReportedFinancialSummary>
                  <FinancialAwardType>DLSubsidized</FinancialAwardType>
                  <FinancialAwardYear>2013</FinancialAwardYear>
                  <TotalCount>1</TotalCount>
                  <TotalReportedAward>2500.00</TotalReportedAward>
                  <TotalReportedDisbursement>2500.00</TotalReportedDisbursement>
            </ReportedFinancialSummary>
            <ReportedFinancialSummary>
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                  <FinancialAwardYear>2013</FinancialAwardYear>
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                  <TotalReportedAward>1750.00</TotalReportedAward>
                  <TotalReportedDisbursement>1750.00</TotalReportedDisbursement>
            </ReportedFinancialSummary>
            <ReportedFinancialSummary>
                  <FinancialAwardType>Pell</FinancialAwardType>
                  <FinancialAwardYear>2013</FinancialAwardYear>
                  <TotalCount>1</TotalCount>
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```
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  <ReportedFinancialSummary>
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        <FinancialAwardYear>2013</FinancialAwardYear>
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  <ReportedFinancialSummary>
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        <Student>
              <Index>
                    <SSN>999999997</SSN>
                    <BirthDate>1967-07-28</BirthDate>
                    <LastName>GUILLOTTE</LastName>
              </Index>
              <Name>
                    <FirstName>LINDSEY</FirstName>
                    <MiddleInitial>D</MiddleInitial>
              </Name>
              <Contacts>
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                          <StateProvinceCode>TX</StateProvinceCode>
                          <PostalCode>53442</PostalCode>
                    </PermanentAddress>
              </Contacts>
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                    <CitizenshipStatusCode>1</CitizenshipStatusCode>
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              <DLLoanInformation AwardKey="1">
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                    <InterestRebatePercent>0</InterestRebatePercent>
                    <PromissoryNotePrintCode>S</PromissoryNotePrintCode>
                    <DisclosureStatementPrintCode>Y</DisclosureStatementPrintCode>
                    <StudentLevelCode>0</StudentLevelCode>
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```
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                    </DLLoanInformation>
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                        <VerificationStatusCode>W</VerificationStatusCode>
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                        <AbilityToBenefitCode>01</AbilityToBenefitCode>

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                                    </Note>
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      </ReportingSchool>
</CommonRecord>
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COD Schema 3.0e Receipts

COD Receipts are generated for every Common Record document received via SAIG by the COD System. The COD Receipt indicates that the Common Record document was received and can be read by the COD System.

Pell, TEACH Grant, Perkins and Direct Loan Receipt

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<?xml version="1.0" encoding="UTF-8"?>
<CommonRecord xmlns="http://www.ed.gov/FSA/COD/2011/v3.0e"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ed.gov/FSA/COD/2011/v3.0e CommonRecord3.0e.xsd">
      <TransmissionData>
            <DocumentID>2012-07-14T14:42:55.9510004433</DocumentID>
            <CreatedDateTime>2013-04-01T14:59:44.86</CreatedDateTime>
            <Source>
                  <COD>
                        <RoutingID>00000001</RoutingID>
                  </COD>
            </Source>
            <Destination>
                  <School>
                        <RoutingID>10004433</RoutingID>
                  </School>
            </Destination>
      </TransmissionData>
      <Receipt>2013-04-01T14:59:44.86</Receipt>
</CommonRecord>
```

COD Schema 3.0e Response Documents

For all Common Records received and processed by the COD System, the COD System returns a Response document indicating the processing results, including any rejected data elements and reason for the rejection.

Pell Grant, TEACH Grant, Perkins and Direct Loan with Warning Edit Response


```xml
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xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ed.gov/FSA/COD/2011/v3.0e CommonRecord3.0e.xsd">
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                        <RoutingID>00000001</RoutingID>
                  </COD>
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                  </School>
            </Destination>
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                  <SoftwareVersion>2.0</SoftwareVersion>
            </Software>
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      </TransmissionData>
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                  <TotalReportedDisbursement>1000.00</TotalReportedDisbursement>
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                  <FinancialAwardYear>2013</FinancialAwardYear>
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                        <Name>
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                              <MiddleInitial>J</MiddleInitial>
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                              <PermanentAddress>
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                                    <City>GLOVERVILLE CDP</City>
                                    <StateProvinceCode>SC</StateProvinceCode>
                                    <PostalCode>19804</PostalCode>
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      <LifetimeEligibilityUsed>1000.00</LifetimeEligibilityUsed>
                              </Response>
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      <ResponseErrorField>DisbursementReleaseIndicator</ResponseErrorField>
                                        </EditProcessResult>
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      <ResponseErrorField>DisbursementReleaseIndicator</ResponseErrorField>
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</CommonRecord>
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Pell Origination and Disbursement Response


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xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ed.gov/FSA/COD/2011/v3.0e CommonRecord3.0e.xsd">
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                              <FirstName>MILISSA</FirstName>
                              <MiddleInitial>J</MiddleInitial>
                        </Name>
                        <Contacts>
                              <PermanentAddress>
                                    <AddressLine>123 Sesame Street</AddressLine>
                                    <City>GLOVERVILLE CDP</City>
                                    <StateProvinceCode>SC</StateProvinceCode>
                                    <PostalCode>19804</PostalCode>
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                              <CitizenshipStatusCode>1</CitizenshipStatusCode>
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                              <CPSTransactionNumber>01</CPSTransactionNumber>
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                              <ScheduledGrant>5350.00</ScheduledGrant>

<LifetimeEligibilityUsed>200.00</LifetimeEligibilityUsed>
                        </Response>
                        <Disbursement Number="1">
                              <DisbursementAmount>5350.00</DisbursementAmount>
                              <DisbursementDate>2013-06-01</DisbursementDate>

<DisbursementReleaseIndicator>true</DisbursementReleaseIndicator>

<DisbursementSequenceNumber>1</DisbursementSequenceNumber>
                              <Response>
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<DisbursementReleaseIndicator>true</DisbursementReleaseIndicator>

<DisbursementSequenceNumber>1</DisbursementSequenceNumber>

<EnrollmentSchoolCode>12345678</EnrollmentSchoolCode>
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                  <ResponseCode>A</ResponseCode>
            </Response>
      </AttendedSchool>
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                  <FinancialAwardYear>2013</FinancialAwardYear>
                  <TotalCount>1</TotalCount>
                  <TotalCountAccepted>1</TotalCountAccepted>
                  <TotalCountRejected>0</TotalCountRejected>
                  <TotalCountCorrected>0</TotalCountCorrected>
                  <TotalCountDuplicate>0</TotalCountDuplicate>

<TotalCountVerificationSelected>1</TotalCountVerificationSelected>
                  <TotalCountSSAdministration>1</TotalCountSSAdministration>
                  <TotalReportedAward>1000.00</TotalReportedAward>
                  <TotalReportedDisbursement>100.00</TotalReportedDisbursement>
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            </Response>
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      <Response>
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</CommonRecord>
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Pell Award Correction Response


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xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ed.gov/FSA/COD/2011/v3.0e CommonRecord3.0e.xsd">
      <TransmissionData>
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            <CreatedDateTime>2013-04-01T15:26:35.62</CreatedDateTime>
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                        <RoutingID>00000001</RoutingID>
                  </COD>
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            <Destination>
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                        <RoutingID>10003125</RoutingID>
                  </School>
            </Destination>
            <Software>
                  <SoftwareProvider>mite</SoftwareProvider>
                  <SoftwareVersion>2.0</SoftwareVersion>
            </Software>
            <FullResponseCode>F</FullResponseCode>
      </TransmissionData>
      <ReportingSchool>
            <RoutingID>10003125</RoutingID>
            <ReportedFinancialSummary>
                  <FinancialAwardType>Pell</FinancialAwardType>
                  <FinancialAwardYear>2013</FinancialAwardYear>
                  <TotalCount>1</TotalCount>
                  <TotalReportedAward>5000.00</TotalReportedAward>
            </ReportedFinancialSummary>
            <AttendedSchool>
                  <RoutingID>10003125</RoutingID>
                  <Student>
                        <Index>
                              <SSN>726938693</SSN>
                              <BirthDate>1968-12-30</BirthDate>
                              <LastName>STRICKER</LastName>
                        </Index>
                        <Name>
                              <FirstName>MILISSA</FirstName>
                              <MiddleInitial>J</MiddleInitial>
                        </Name>
                        <Contacts>
                              <PermanentAddress>
                                    <AddressLine>123 Sesame Street</AddressLine>
                                    <City>GLOVERVILLE CDP</City>
                                    <StateProvinceCode>SC</StateProvinceCode>
                                    <PostalCode>19804</PostalCode>
                              </PermanentAddress>
                        </Contacts>
                        <Citizenship>
                              <CitizenshipStatusCode>1</CitizenshipStatusCode>
                        </Citizenship>
                        <Pell>
                              <FinancialAwardYear>2013</FinancialAwardYear>
                              <CPSTransactionNumber>01</CPSTransactionNumber>
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                              <FinancialAwardAmount>5000.00</FinancialAwardAmount>
                              <AttendanceCost>10000.00</AttendanceCost>
                              <EnrollmentDate>2012-09-15</EnrollmentDate>
                              <Response>
                                    <ResponseCode>C</ResponseCode>
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      <ResponseErrorField>FinancialAwardAmount</ResponseErrorField>

      <ResponseErrorValue>04731.00</ResponseErrorValue>
                                    </EditProcessResult>
                                    <TotalEligibilityUsed>000.000</TotalEligibilityUsed>

      <LifetimeEligibilityUsed>000.00</LifetimeEligibilityUsed>
                              </Response>
                        </Pell>
                        <Response>
                              <ResponseCode>A</ResponseCode>
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                  </Student>
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                  </Response>
            </AttendedSchool>
            <Response>
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                        <FinancialAwardType>Pell</FinancialAwardType>
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                        <TotalCount>1</TotalCount>
                        <TotalCountAccepted>0</TotalCountAccepted>
                        <TotalCountRejected>0</TotalCountRejected>
                        <TotalCountCorrected>1</TotalCountCorrected>
                        <TotalCountDuplicate>0</TotalCountDuplicate>

      <TotalCountVerificationSelected>1</TotalCountVerificationSelected>
                        <TotalCountSSAdministration>1</TotalCountSSAdministration>
                        <TotalReportedAward>5000.00</TotalReportedAward>
                        <TotalReportedDisbursement>0.00</TotalReportedDisbursement>
                  </ResponseFinancialSummary>
                  <ResponseCode>A</ResponseCode>
            </Response>
      </ReportingSchool>
      <Response>
            <DocumentTypeCode>RS</DocumentTypeCode>
            <DocumentStatusCode>A</DocumentStatusCode>
            <ProcessDate>2012-07-14</ProcessDate>
      </Response>
</CommonRecord>
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Pell Award Reject Response


```xml
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<CommonRecord xmlns="http://www.ed.gov/FSA/COD/2011/v3.0e"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ed.gov/FSA/COD/2011/v3.0e CommonRecord3.0e.xsd">
      <TransmissionData>
            <DocumentID>2012-07-14T14:42:55.9910003125</DocumentID>
            <CreatedDateTime>2013-04-01T15:40:20.22</CreatedDateTime>
            <Source>
                  <COD>
                        <RoutingID>00000001</RoutingID>
                  </COD>
            </Source>
            <Destination>
                  <School>
                        <RoutingID>10003125</RoutingID>
                  </School>
            </Destination>
            <Software>
                  <SoftwareProvider>mite</SoftwareProvider>
                  <SoftwareVersion>2.0</SoftwareVersion>
            </Software>
            <FullResponseCode>F</FullResponseCode>
      </TransmissionData>
      <ReportingSchool>
            <RoutingID>10003125</RoutingID>
            <ReportedFinancialSummary>
                  <FinancialAwardType>Pell</FinancialAwardType>
                  <FinancialAwardYear>2013</FinancialAwardYear>
                  <TotalCount>1</TotalCount>
                  <TotalReportedAward>4731.00</TotalReportedAward>
            </ReportedFinancialSummary>
            <AttendedSchool>
                  <RoutingID>10003125</RoutingID>
                  <Student>
                        <Index>
                              <SSN>726938693</SSN>
                              <BirthDate>1968-12-30</BirthDate>
                              <LastName>STRICKER</LastName>
                        </Index>
                        <Name>
                              <FirstName>MILISSA</FirstName>
                              <MiddleInitial>J</MiddleInitial>
                        </Name>
                        <Contacts>
                              <PermanentAddress>
                                    <AddressLine>123 Sesame Street</AddressLine>
                                    <City>GLOVERVILLE CDP</City>
                                    <StateProvinceCode>SC</StateProvinceCode>
                                    <PostalCode>19804</PostalCode>
                              </PermanentAddress>
                        </Contacts>
                        <Citizenship>
                              <CitizenshipStatusCode>1</CitizenshipStatusCode>
                        </Citizenship>
                        <Pell>
                              <FinancialAwardYear>2013</FinancialAwardYear>
                              <CPSTransactionNumber>01</CPSTransactionNumber>
```

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                              <FinancialAwardAmount>4731.00</FinancialAwardAmount>
                              <AttendanceCost>10000.00</AttendanceCost>
                              <VerificationStatusCode>W</VerificationStatusCode>
                              <EnrollmentDate>2012-09-15</EnrollmentDate>
                              <Response>
                                    <ResponseCode>R</ResponseCode>
                                    <EditProcessResult>
                                          <ResponseErrorCode>996</ResponseErrorCode>

      <ResponseErrorField>VerificationStatusCode</ResponseErrorField>
                                    </EditProcessResult>
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                                    <ScheduledGrant>4731.00</ScheduledGrant>

      <LifetimeEligibilityUsed>000.00</LifetimeEligibilityUsed>
                              </Response>
                        </Pell>
                        <Response>
                              <ResponseCode>A</ResponseCode>
                        </Response>
                  </Student>
                  <Response>
                        <ResponseCode>A</ResponseCode>
                  </Response>
            </AttendedSchool>
            <Response>
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                        <FinancialAwardYear>2013</FinancialAwardYear>
                        <TotalCount>1</TotalCount>
                        <TotalCountAccepted>0</TotalCountAccepted>
                        <TotalCountRejected>1</TotalCountRejected>
                        <TotalCountCorrected>0</TotalCountCorrected>
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      <TotalCountVerificationSelected>1</TotalCountVerificationSelected>
                        <TotalCountSSAdministration>1</TotalCountSSAdministration>
                        <TotalReportedAward>4731.00</TotalReportedAward>
                        <TotalReportedDisbursement>0.00</TotalReportedDisbursement>
                  </ResponseFinancialSummary>
                  <ResponseCode>A</ResponseCode>
            </Response>
      </ReportingSchool>
      <Response>
            <DocumentTypeCode>RS</DocumentTypeCode>
            <DocumentStatusCode>A</DocumentStatusCode>
            <ProcessDate>2012-07-14</ProcessDate>
      </Response>
</CommonRecord>
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SSN Date of Birth Reject Response


```xml
<?xml version="1.0" encoding="UTF-8"?>
<CommonRecord xmlns="http://www.ed.gov/FSA/COD/2011/v3.0e"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ed.gov/FSA/COD/2011/v3.0e CommonRecord3.0e.xsd">
      <TransmissionData>
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            <CreatedDateTime>2013-04-02T15:51:13.71</CreatedDateTime>
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                        <RoutingID>00000001</RoutingID>
                  </COD>
            </Source>
            <Destination>
                  <School>
                        <RoutingID>10003125</RoutingID>
                  </School>
            </Destination>
            <Software>
                  <SoftwareProvider>Data Sende</SoftwareProvider>
                  <SoftwareVersion>5.0</SoftwareVersion>
            </Software>
            <FullResponseCode>F</FullResponseCode>
      </TransmissionData>
      <ReportingSchool>
            <RoutingID>10003125</RoutingID>
            <ReportedFinancialSummary>
                  <FinancialAwardType>DLSubsidized</FinancialAwardType>
                  <FinancialAwardYear>2013</FinancialAwardYear>
                  <TotalCount>1</TotalCount>
                  <TotalReportedAward>100.00</TotalReportedAward>
                  <TotalReportedDisbursement>100.00</TotalReportedDisbursement>
            </ReportedFinancialSummary>
            <AttendedSchool>
                  <RoutingID>10003125</RoutingID>
                  <Student>
                        <Index>
                              <SSN>941088908</SSN>
                              <BirthDate>1969-08-31</BirthDate>
                              <LastName>STORCH</LastName>
                        </Index>
                        <Contacts>
                              <PermanentAddress>
                                    <AddressLine>TOWNLINE RD</AddressLine>
                                    <City>Glenvar Heights CDP</City>
                                    <StateProvinceCode>FL</StateProvinceCode>
                                    <PostalCode>19771</PostalCode>
                              </PermanentAddress>
                              <TemporaryAddress>
                                    <AddressLine>789 Main Avenue</AddressLine>
                                    <City>Paris</City>
                                    <StateProvince>PA</StateProvince>
                                    <PostalCode>98765</PostalCode>
                                    <CountryCode>FR</CountryCode>
                              </TemporaryAddress>
                              <Phone>
                                    <PhoneNumber>1310424</PhoneNumber>
                              </Phone>
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                              <Email>
                                    <EmailAddress>r.e.kimble@uofi.edu</EmailAddress>
                              </Email>
                        </Contacts>
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                              <CitizenshipStatusCode>1</CitizenshipStatusCode>
                        </Citizenship>
                        <Note>
                              <SchoolNoteMessage>New Person</SchoolNoteMessage>
                        </Note>
                        <DLLoanInformation AwardKey="1">
                              <OriginationFeePercent>1</OriginationFeePercent>
                              <InterestRebatePercent>0</InterestRebatePercent>
                              <PromissoryNotePrintCode>S</PromissoryNotePrintCode>

      <DisclosureStatementPrintCode>S</DisclosureStatementPrintCode>
                              <StudentLevelCode>3</StudentLevelCode>
                              <FinancialAwardBeginDate>2012-07-
02</FinancialAwardBeginDate>
                              <FinancialAwardEndDate>2013-07-01</FinancialAwardEndDate>
                              <AcademicYearBeginDate>2012-07-02</AcademicYearBeginDate>
                              <AcademicYearEndDate>2013-07-01</AcademicYearEndDate>
                        </DLLoanInformation>
                        <DLSubsidized>
                              <AwardKey>1</AwardKey>
                              <FinancialAwardYear>2013</FinancialAwardYear>
                              <CPSTransactionNumber>01</CPSTransactionNumber>
                              <FinancialAwardAmount>1000.00</FinancialAwardAmount>
                              <DependencyStatusCode>I</DependencyStatusCode>
                              <FinancialAwardNumber>1</FinancialAwardNumber>
                              <FinancialAwardID>941088908S13G03125001</FinancialAwardID>
                              <FinancialAwardCreateDate>2013-03-
03</FinancialAwardCreateDate>
                              <Response>
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                                    <MPNStatusCode>R</MPNStatusCode>
                                    <MPNLinkIndicator>false</MPNLinkIndicator>
                              </Response>
                              <Disbursement Number="1">
                                    <DisbursementAmount>1000.00</DisbursementAmount>
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      <DisbursementReleaseIndicator>true</DisbursementReleaseIndicator>

      <DisbursementSequenceNumber>1</DisbursementSequenceNumber>

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                                    <InterestRebateAmount>5.00</InterestRebateAmount>
                                    <Response>
                                          <ResponseCode>R</ResponseCode>
                                          <EditProcessResult>

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      <ResponseErrorField>DisbursementDate</ResponseErrorField>
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                                    </Response>
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                              </Disbursement>
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                                    <ResponseErrorField>Student
BirthDate</ResponseErrorField>
                              </EditProcessResult>
                        </Response>
                  </Student>
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                        <ResponseCode>A</ResponseCode>
                  </Response>
            </AttendedSchool>
            <Response>
                  <ResponseFinancialSummary>
                        <FinancialAwardType>DLSubsidized</FinancialAwardType>
                        <FinancialAwardYear>2013</FinancialAwardYear>
                        <TotalCount>1</TotalCount>
                        <TotalCountRejected>1</TotalCountRejected>

      <TotalCountVerificationSelected>0</TotalCountVerificationSelected>
                        <TotalCountSSAdministration>0</TotalCountSSAdministration>
                        <TotalReportedAward>1000.00</TotalReportedAward>
                        <TotalReportedDisbursement>1000.00</TotalReportedDisbursement>
                  </ResponseFinancialSummary>
                  <ResponseCode>A</ResponseCode>
            </Response>
      </ReportingSchool>
      <Response>
            <DocumentTypeCode>RS</DocumentTypeCode>
            <DocumentStatusCode>A</DocumentStatusCode>
            <ProcessDate>2012-07-17</ProcessDate>
      </Response>
</CommonRecord>
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Direct Loan with Anticipated Disbursements and Warning Edits Response


```xml
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<CommonRecord xmlns="http://www.ed.gov/FSA/COD/2011/v3.0e"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ed.gov/FSA/COD/2011/v3.0e CommonRecord3.0e.xsd">
      <TransmissionData>
            <DocumentID>2013-05-03T21:25:07.0210003125</DocumentID>
            <CreatedDateTime>2013-04-02T16:52:44.33</CreatedDateTime>
            <Source>
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                        <RoutingID>00000001</RoutingID>
                  </COD>
            </Source>
            <Destination>
                  <School>
                        <RoutingID>10003125</RoutingID>
                  </School>
            </Destination>
            <Software>
                  <SoftwareProvider>Data Sende</SoftwareProvider>
                  <SoftwareVersion>5.0</SoftwareVersion>
            </Software>
            <FullResponseCode>F</FullResponseCode>
      </TransmissionData>
      <ReportingSchool>
            <RoutingID>10003125</RoutingID>
            <ReportedFinancialSummary>
                  <FinancialAwardType>DLSubsidized</FinancialAwardType>
                  <FinancialAwardYear>2013</FinancialAwardYear>
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                  <TotalReportedAward>1000.00</TotalReportedAward>
                  <TotalReportedDisbursement>1000.00</TotalReportedDisbursement>
            </ReportedFinancialSummary>
            <AttendedSchool>
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                              <BirthDate>1969-08-04</BirthDate>
                              <LastName>STOPS</LastName>
                        </Index>
                        <Contacts>
                              <PermanentAddress>
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                                    <City>Glenvar Heights CDP</City>
                                    <StateProvinceCode>FL</StateProvinceCode>
                                    <PostalCode>19771</PostalCode>
                              </PermanentAddress>
                              <TemporaryAddress>
                                    <AddressLine>789 Main Avenue</AddressLine>
                                    <City>Paris</City>
                                    <StateProvince>PA</StateProvince>
                                    <PostalCode>98765</PostalCode>
                                    <CountryCode>FR</CountryCode>
                              </TemporaryAddress>
                              <Phone>
                                    <PhoneNumber>1310424</PhoneNumber>
```

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                              </Phone>
                              <Email>
                                    <EmailAddress>r.e.kimble@uofi.edu</EmailAddress>
                              </Email>
                        </Contacts>
                        <Citizenship>
                              <CitizenshipStatusCode>1</CitizenshipStatusCode>
                        </Citizenship>
                        <Note>
                              <SchoolNoteMessage>New Person</SchoolNoteMessage>
                        </Note>
                        <DLLoanInformation AwardKey="1">
                              <OriginationFeePercent>1.0</OriginationFeePercent>
                              <InterestRebatePercent>0</InterestRebatePercent>
                              <PromissoryNotePrintCode>S</PromissoryNotePrintCode>

      <DisclosureStatementPrintCode>S</DisclosureStatementPrintCode>
                              <StudentLevelCode>3</StudentLevelCode>
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02</FinancialAwardBeginDate>
                              <FinancialAwardEndDate>2013-07-01</FinancialAwardEndDate>
                              <AcademicYearBeginDate>2012-07-02</AcademicYearBeginDate>
                              <AcademicYearEndDate>2013-07-01</AcademicYearEndDate>
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                        <DLSubsidized>
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                              <CPSTransactionNumber>01</CPSTransactionNumber>
                              <FinancialAwardAmount>1000.00</FinancialAwardAmount>
                              <DependencyStatusCode>I</DependencyStatusCode>
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03</FinancialAwardCreateDate>
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                                    <MPNStatusCode>R</MPNStatusCode>
                                    <MPNLinkIndicator>false</MPNLinkIndicator>
                              </Response>
                              <Disbursement Number="1">
                                    <DisbursementAmount>1000.00</DisbursementAmount>
                                    <DisbursementDate>2012-07-11</DisbursementDate>

      <DisbursementReleaseIndicator>false</DisbursementReleaseIndicator>

      <DisbursementSequenceNumber>1</DisbursementSequenceNumber>

      <FirstDisbursementIndicator>true</FirstDisbursementIndicator>

      <DisbursementNetAmount>995.00</DisbursementNetAmount>
                                    <DisbursementFeeAmount>10.00</DisbursementFeeAmount>
                                    <InterestRebateAmount>5.00</InterestRebateAmount>
                                    <Response>
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                                          <EditProcessResult>

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      <ResponseErrorField>DisbursementReleaseIndicator</ResponseErrorField>
                                          </EditProcessResult>
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                                    </Response>
                              </Disbursement>
                        </DLSubsidized>
                        <Response>
                              <ResponseCode>A</ResponseCode>
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                  </Student>
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                        <ResponseCode>A</ResponseCode>
                  </Response>
            </AttendedSchool>
            <Response>
                  <ResponseFinancialSummary>
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                        <FinancialAwardYear>2013</FinancialAwardYear>
                        <TotalCount>1</TotalCount>
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      <TotalCountVerificationSelected>1</TotalCountVerificationSelected>
                        <TotalCountSSAdministration>1</TotalCountSSAdministration>
                        <TotalReportedAward>100.00</TotalReportedAward>
                        <TotalReportedDisbursement>100.00</TotalReportedDisbursement>
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                  <EditProcessResult>
                        <ResponseErrorCode>090</ResponseErrorCode>

      <ResponseErrorField>TotalReportedDisbursement</ResponseErrorField>
                  </EditProcessResult>
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                        <ResponseErrorField>TotalReportedAward</ResponseErrorField>
                  </EditProcessResult>
            </Response>
      </ReportingSchool>
      <Response>
            <DocumentTypeCode>RS</DocumentTypeCode>
            <DocumentStatusCode>A</DocumentStatusCode>
            <ProcessDate>2012-07-17</ProcessDate>
      </Response>
</CommonRecord>
```

Denied Credit Decision Response


```xml
<?xml version="1.0" encoding="UTF-8"?>
<CommonRecord xmlns="http://www.ed.gov/FSA/COD/2011/v3.0e"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ed.gov/FSA/COD/2011/v3.0e CommonRecord3.0e.xsd">
      <TransmissionData>
            <DocumentID>2013-05-03T21:25:16.0210003125</DocumentID>
            <CreatedDateTime>2013-04-02T18:11:45.82</CreatedDateTime>
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                  </COD>
            </Source>
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                        <RoutingID>10003125</RoutingID>
                  </School>
            </Destination>
            <Software>
                  <SoftwareProvider>Data Sende</SoftwareProvider>
                  <SoftwareVersion>5.0</SoftwareVersion>
            </Software>
            <FullResponseCode>F</FullResponseCode>
      </TransmissionData>
      <ReportingSchool>
            <RoutingID>10003125</RoutingID>
            <ReportedFinancialSummary>
                  <FinancialAwardType>DLPLUS</FinancialAwardType>
                  <FinancialAwardYear>2013</FinancialAwardYear>
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                  <TotalReportedAward>1000.00</TotalReportedAward>
                  <TotalReportedDisbursement>1000.00</TotalReportedDisbursement>
            </ReportedFinancialSummary>
            <AttendedSchool>
                  <RoutingID>10003125</RoutingID>
                  <Student>
                        <Index>
                              <SSN>945128912</SSN>
                              <BirthDate>1969-08-06</BirthDate>
                              <LastName>STOPPEL</LastName>
                        </Index>
                        <Contacts>
                              <PermanentAddress>
                                    <AddressLine>TOWNLINE RD</AddressLine>
                                    <City>Glenvar Heights CDP</City>
                                    <StateProvinceCode>FL</StateProvinceCode>
                                    <PostalCode>19771</PostalCode>
                              </PermanentAddress>
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                                    <AddressLine>789 Main Avenue</AddressLine>
                                    <City>Paris</City>
                                    <StateProvince>PA</StateProvince>
                                    <PostalCode>98765</PostalCode>
                                    <CountryCode>FR</CountryCode>
                              </TemporaryAddress>
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                                    <PhoneNumber>1310424</PhoneNumber>
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                              <Email>
                                    <EmailAddress>r.e.kimble@uofi.edu</EmailAddress>
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                        <Note>
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                              <InterestRebatePercent>0</InterestRebatePercent>
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      <DisclosureStatementPrintCode>S</DisclosureStatementPrintCode>
                              <StudentLevelCode>3</StudentLevelCode>
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02</FinancialAwardBeginDate>
                              <FinancialAwardEndDate>2013-07-01</FinancialAwardEndDate>
                              <AcademicYearBeginDate>2012-07-02</AcademicYearBeginDate>
                              <AcademicYearEndDate>2013-07-01</AcademicYearEndDate>
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                        <DLPLUS>
                              <AwardKey>1</AwardKey>
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                              <DependencyStatusCode>D</DependencyStatusCode>
                              <DefaultOverpayCode>N</DefaultOverpayCode>
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                              <FinancialAwardID>945128913P12G03125001</FinancialAwardID>
                              <FinancialAwardCreateDate>2012-07-
16</FinancialAwardCreateDate>
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                                          <SSN>999954321</SSN>
                                          <BirthDate>1969-12-09</BirthDate>
                                          <LastName>WILKES</LastName>
                                    </Index>
                                    <Name>
                                          <FirstName>LYLE</FirstName>
                                    </Name>
                                    <Contacts>
                                          <PermanentAddress>
                                                <AddressLine>1115 PRIMEROSE
DR</AddressLine>
                                                <City>ATLANTA</City>

      <StateProvinceCode>GA</StateProvinceCode>
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<FirstDisbursementIndicator>true</FirstDisbursementIndicator>

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<ResponseErrorField>DisbursementReleaseIndicator</ResponseErrorField>
                                    </EditProcessResult>
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                  </DLPLUS>
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            </Student>
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            </Response>
      </AttendedSchool>
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                  <FinancialAwardYear>2013</FinancialAwardYear>
                  <TotalCount>1</TotalCount>
                  <TotalCountAccepted>1</TotalCountAccepted>

<TotalCountVerificationSelected>0</TotalCountVerificationSelected>
                  <TotalCountSSAdministration>0</TotalCountSSAdministration>
                  <TotalReportedAward>1000.00</TotalReportedAward>
                  <TotalReportedDisbursement>1000.00</TotalReportedDisbursement>
            </ResponseFinancialSummary>
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            <EditProcessResult>
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<ResponseErrorField>TotalReportedDisbursement</ResponseErrorField>
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                  </EditProcessResult>
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                        <ResponseErrorField>TotalReportedAward</ResponseErrorField>
                  </EditProcessResult>
            </Response>
      </ReportingSchool>
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            <DocumentStatusCode>A</DocumentStatusCode>
            <ProcessDate>2012-07-18</ProcessDate>
      </Response>
</CommonRecord>
```

Direct Loan Web Origination and Disbursement Response


```xml
<?xml version="1.0" encoding="UTF-8"?>
<CommonRecord xmlns="http://www.ed.gov/FSA/COD/2011/v3.0e"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ed.gov/FSA/COD/2011/v3.0e CommonRecord3.0e.xsd">
      <TransmissionData>
            <DocumentID>2012-07-17T16:40:48.2610003125</DocumentID>
            <CreatedDateTime>2012-04-02T17:00:55.54</CreatedDateTime>
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                  <COD>
                        <RoutingID>1</RoutingID>
                  </COD>
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            <Destination>
                  <School>
                        <RoutingID>10003125</RoutingID>
                  </School>
            </Destination>
            <Software>
                  <SoftwareProvider>COD</SoftwareProvider>
                  <SoftwareVersion>1.00</SoftwareVersion>
            </Software>
            <FullResponseCode>F</FullResponseCode>
      </TransmissionData>
      <ReportingSchool>
            <RoutingID>10003125</RoutingID>
            <AttendedSchool>
                  <RoutingID>10003125</RoutingID>
                  <Student>
                        <Index>
                              <SSN>944118911</SSN>
                              <BirthDate>1969-08-05</BirthDate>
                              <LastName>STOPPKOTTE</LastName>
                        </Index>
                        <Name>
                              <FirstName>NOMA</FirstName>
                              <MiddleInitial xsi:nil="true" />
                        </Name>
                        <Contacts>
                              <PermanentAddress>
                                    <AddressLine>CALLANDER CRT</AddressLine>
                                    <City>GLENVAR HEIGHTS CDP</City>
                                    <StateProvinceCode>FL</StateProvinceCode>
                                    <PostalCode>19771</PostalCode>
                              </PermanentAddress>
                              <TemporaryAddress>
                                    <AddressLine>113 Rottenburg Way</AddressLine>
                                    <AddressLine>C/0 Front office</AddressLine>
                                    <AddressLine>Apt 1/2B</AddressLine>
                                    <City>Bel Air</City>
                                    <StateProvinceCode>CA</StateProvinceCode>
                                    <PostalCode>19771</PostalCode>
                              </TemporaryAddress>
                              <Email>
                                    <EmailAddress xsi:nil="true" />
                              </Email>
                        </Contacts>
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                        <Citizenship>
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                        </Citizenship>
                        <DLLoanInformation AwardKey="1">
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                              <InterestRebatePercent>0</InterestRebatePercent>
                              <StudentLevelCode>0</StudentLevelCode>
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17</FinancialAwardBeginDate>
                              <FinancialAwardEndDate>2013-07-16</FinancialAwardEndDate>
                              <AcademicYearBeginDate>2012-07-17</AcademicYearBeginDate>
                              <AcademicYearEndDate>2013-07-16</AcademicYearEndDate>
                        </DLLoanInformation>
                        <DLSubsidized>
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                              <FinancialAwardYear>2013</FinancialAwardYear>
                              <CPSTransactionNumber>01</CPSTransactionNumber>
                              <FinancialAwardAmount>1200.00</FinancialAwardAmount>
                              <Note>
                                    <SchoolNoteMessage></SchoolNoteMessage>
                              </Note>
                              <DependencyStatusCode>I</DependencyStatusCode>
                              <FinancialAwardNumber>1</FinancialAwardNumber>
                              <FinancialAwardID>944118913S12G03125001</FinancialAwardID>
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17</FinancialAwardCreateDate>
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                                    <MPNLinkIndicator>false</MPNLinkIndicator>
                              </Response>
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                                    <DisbursementAmount>1200.00</DisbursementAmount>
                                    <DisbursementDate>2012-07-17</DisbursementDate>

      <DisbursementReleaseIndicator>false</DisbursementReleaseIndicator>

      <DisbursementSequenceNumber>1</DisbursementSequenceNumber>
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                                          <SchoolNoteMessage></SchoolNoteMessage>
                                    </Note>

      <FirstDisbursementIndicator>true</FirstDisbursementIndicator>

      <DisbursementNetAmount>1194.00</DisbursementNetAmount>
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                                    <InterestRebateAmount>6.00</InterestRebateAmount>

      <DisbursementConfirmationIndicator>false</DisbursementConfirmationIndicator>
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      <ResponseErrorField>DisbursementReleaseIndicator</ResponseErrorField>
                                          </EditProcessResult>
                                    </Response>
                              </Disbursement>
                        </DLSubsidized>
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                        <Response>
                              <ResponseCode>A</ResponseCode>
                        </Response>
                  </Student>
                  <Response>
                        <ResponseCode>A</ResponseCode>
                  </Response>
            </AttendedSchool>
            <Response>
                  <ResponseCode>A</ResponseCode>
            </Response>
      </ReportingSchool>
      <Response>
            <DocumentTypeCode>WB</DocumentTypeCode>
            <DocumentStatusCode>A</DocumentStatusCode>
            <ProcessDate>2012-07-17</ProcessDate>
      </Response>
</CommonRecord>
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TEACH Grant Web Origination and Disbursement Response


```
<?xml version="1.0" encoding="UTF-8"?>
<CommonRecord xmlns="http://www.ed.gov/FSA/COD/2011/v3.0e"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ed.gov/FSA/COD/2011/v3.0e CommonRecord3.0e.xsd">
      <TransmissionData>
            <DocumentID>2012-07-17T17:03:14.7210003125</DocumentID>
            <CreatedDateTime>2012-04-02T17:05:43.26</CreatedDateTime>
            <Source>
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                        <RoutingID>1</RoutingID>
                  </COD>
            </Source>
            <Destination>
                  <School>
                        <RoutingID>10003125</RoutingID>
                  </School>
            </Destination>
            <Software>
                  <SoftwareProvider>COD</SoftwareProvider>
                  <SoftwareVersion>1.00</SoftwareVersion>
            </Software>
            <FullResponseCode>F</FullResponseCode>
      </TransmissionData>
      <ReportingSchool>
            <RoutingID>10003125</RoutingID>
            <AttendedSchool>
                  <RoutingID>10003125</RoutingID>
                  <Student>
                        <Index>
                              <SSN>944118911</SSN>
                              <BirthDate>1969-08-05</BirthDate>
                              <LastName>STOPPKOTTE</LastName>
                        </Index>
                        <Name>
                              <FirstName>NOMA</FirstName>
                              <MiddleInitial xsi:nil="true" />
                        </Name>
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                              <CitizenshipStatusCode>1</CitizenshipStatusCode>
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                              <FinancialAwardNumber>1</FinancialAwardNumber>
                              <FinancialAwardID>944118911H13000107001</FinancialAwardID>
                              <StudentLevelCode>0</StudentLevelCode>
                              <EnrollmentDate>2012-07-17</EnrollmentDate>
                              <Response>
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      <AgreementToServeStatusCode>R</AgreementToServeStatusCode>

      <AgreementToServeLinkIndicator>false</AgreementToServeLinkIndicator>
                              </Response>
                              <Disbursement Number="1">
                                    <DisbursementAmount>4000.00</DisbursementAmount>
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      <DisbursementSequenceNumber>1</DisbursementSequenceNumber>
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                                    </Note>
                                    <Response>
                                          <ResponseCode>A</ResponseCode>
                                          <EditProcessResult>

      <ResponseErrorCode>054</ResponseErrorCode>
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DisbursementReleaseIndicator </ResponseErrorField>
                                          </EditProcessResult>
                                    </Response>
                              </Disbursement>
                        </TEACH>
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                              </EditProcessResult>
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                              </EditProcessResult>
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          </AttendedSchool>
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    </ReportingSchool>
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</CommonRecord>
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TEACH Grant Counseling Acknowledgement


```
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<CommonRecord xmlns="http://www.ed.gov/FSA/COD/2011/v3.0e"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ed.gov/FSA/COD/2011/v3.0e CommonRecord3.0e.xsd">
      <TransmissionData>
            <DocumentID>2012-07-01T09:31:53.0600000001</DocumentID>
            <CreatedDateTime>2012-07-01T09:34:22.19</CreatedDateTime>
            <Source>
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                        <RoutingID>00000001</RoutingID>
                  </COD>
            </Source>
            <Destination>
                  <School>
                        <RoutingID>10004476</RoutingID>
                  </School>
            </Destination>
            <FullResponseCode>F</FullResponseCode>
      </TransmissionData>
      <ReportingSchool>
            <RoutingID>10004476</RoutingID>
            <AttendedSchool>
                  <RoutingID>10004476</RoutingID>
                  <Student>
                        <Index>
                              <SSN>567340000</SSN>
                              <BirthDate>1968-07-24</BirthDate>
                              <LastName>SMITH</LastName>
                        </Index>
                        <Name>
                              <FirstName>MARYELLEN</FirstName>
                              <MiddleInitial>S</MiddleInitial>
                        </Name>
                        <Counseling>
                              <FinancialAwardYear>2013</FinancialAwardYear>
                              <CounselingType>TEACHCounseling</CounselingType>
                              <CounselingSequenceNumber>1</CounselingSequenceNumber>
                              <CounselingCompleteDate>2012-07-
01</CounselingCompleteDate>
                              <Response>
                                    <ResponseCode>A</ResponseCode>
                              </Response>
                        </Counseling>
                        <Response>
                              <ResponseCode>A</ResponseCode>
                        </Response>
                  </Student>
                  <Response>
                        <ResponseCode>A</ResponseCode>
                  </Response>
            </AttendedSchool>
            <Response>
                  <ResponseCode>A</ResponseCode>
            </Response>
      </ReportingSchool>
      <Response>
            <DocumentTypeCode>AC</DocumentTypeCode>
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            <DocumentStatusCode>A</DocumentStatusCode>
            <ProcessDate>2012-07-01</ProcessDate>
      </Response>
</CommonRecord>
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Entrance Counseling Acknowledgement

```
<?xml version="1.0" encoding="UTF-8"?>
<CommonRecord xmlns="http://www.ed.gov/FSA/COD/2011/v3.0e"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ed.gov/FSA/COD/2011/v3.0e CommonRecord3.0e.xsd">
      <TransmissionData>
            <DocumentID>2013-02-28T16:59:06.0000000001</DocumentID>
            <CreatedDateTime>2013-02-28T17:06:12.95</CreatedDateTime>
            <Source>
                  <COD>
                        <RoutingID>00000001</RoutingID>
                  </COD>
            </Source>
            <Destination>
                  <School>
                        <RoutingID>10000111</RoutingID>
                  </School>
            </Destination>
            <FullResponseCode>F</FullResponseCode>
      </TransmissionData>
      <ReportingSchool>
            <RoutingID>10000111</RoutingID>
            <AttendedSchool>
                  <RoutingID>10000111</RoutingID>
                  <Student>
                        <Index>
                              <SSN>174730173</SSN>
                              <BirthDate>1982-08-29</BirthDate>
                              <LastName>ABOUD</LastName>
                        </Index>
                        <Name>
                              <FirstName>ALETHIA</FirstName>
                              <MiddleInitial>U</MiddleInitial>
                        </Name>
                        <Counseling>
                              <FinancialAwardYear>2013</FinancialAwardYear>
                              <CounselingType>DLSEntranceCounseling</CounselingType>
                              <CounselingSequenceNumber>1</CounselingSequenceNumber>
                              <CounselingCompleteDate>2013-02-
28</CounselingCompleteDate>
                              <Response>
                                    <ResponseCode>A</ResponseCode>
                              </Response>
                        </Counseling>
                        <Response>
                              <ResponseCode>A</ResponseCode>
                        </Response>
                  </Student>
                  <Response>
                        <ResponseCode>A</ResponseCode>
                  </Response>
```

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            </AttendedSchool>
            <Response>
                  <ResponseCode>A</ResponseCode>
            </Response>
      </ReportingSchool>
      <Response>
            <DocumentTypeCode>EC</DocumentTypeCode>
            <DocumentStatusCode>A</DocumentStatusCode>
            <ProcessDate>2013-02-28</ProcessDate>
      </Response>
</CommonRecord>
```


MPN Acknowledgment


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O*N05TG00403       ,CLS=CRPN12OP,XXX,BAT=00000000000000000000002011-04-13T18:57:35.0000000001,
<?xml version="1.0" encoding="UTF-8"?>
<CommonRecord xmlns="http://www.ed.gov/FSA/COD/2011/v3.0e"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ed.gov/FSA/COD/2011/v3.0e CommonRecord3.0e.xsd">
      <TransmissionData>
            <DocumentID>2013-04-13T18:57:35.0000000001</DocumentID>
            <CreatedDateTime>2013-04-13T18:58:49.72</CreatedDateTime>
            <Source>
                  <COD>
                        <RoutingID>00000001</RoutingID>
                  </COD>
            </Source>
            <Destination>
                  <School>
                        <RoutingID>10000403</RoutingID>
                  </School>
            </Destination>
            <FullResponseCode>F</FullResponseCode>
      </TransmissionData>
      <ReportingSchool>
            <RoutingID>10000403</RoutingID>
            <AttendedSchool>
                  <RoutingID>10000403</RoutingID>
                  <Student>
                        <Index>
                              <SSN>999900345</SSN>
                              <BirthDate>1968-06-27</BirthDate>
                              <LastName>DOE</LastName>
                        </Index>
                        <Name>
                              <FirstName>JACKIE</FirstName>
                              <MiddleInitial>M</MiddleInitial>
                        </Name>
                        <DLSubsidized>
                              <AwardKey>1</AwardKey>
                                    <FinancialAwardYear>2013</FinancialAwardYear>
                                    <FinancialAwardNumber>1</FinancialAwardNumber>

      <FinancialAwardID>999900345S13G12105001</FinancialAwardID>
                                    <Response>
                                          <ResponseCode>A</ResponseCode>
                                          <EMPNIndicator>true</EMPNIndicator>
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                                                <MPNStatusCode>A</MPNStatusCode>
                                                <MPNLinkIndicator>true</MPNLinkIndicator>
                                                <MPNExpirationDate>2013-05-
09</MPNExpirationDate>
                                          </Response>
                        </DLSubsidized>
                        <Response>
                              <ResponseCode>A</ResponseCode>
                        </Response>
                  </Student>
                  <Response>
                        <ResponseCode>A</ResponseCode>
                  </Response>
            </AttendedSchool>
            <Response>
                  <ResponseCode>A</ResponseCode>
            </Response>
      </ReportingSchool>
      <Response>
            <DocumentTypeCode>PN</DocumentTypeCode>
            <DocumentStatusCode>A</DocumentStatusCode>
            <ProcessDate>2012-08-23</ProcessDate>
      </Response>
</CommonRecord>O*N95TG00403       ,CLS=CRPN12OP,XXX,BAT=00000000000000000000002013-04-
13T18:57:35.0000000001,
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PLUS Application Acknowledgment


```
O*N05TG00003       ,CLS=CRSP12OP,XXX,BAT=00000000000000000000002012-04-10T14:31:02.0000000001,
<?xml version="1.0" encoding="UTF-8"?>
<CommonRecord xmlns="http://www.ed.gov/FSA/COD/2011/v3.0e"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.ed.gov/FSA/COD/2011/v3.0e CommonRecord3.0e.xsd">
      <TransmissionData>
            <DocumentID>2012-04-10T14:31:02.0000000001</DocumentID>
            <CreatedDateTime>2012-04-10T14:31:20.84</CreatedDateTime>
            <Source>
                  <COD>
                        <RoutingID>00000001</RoutingID>
                  </COD>
            </Source>
            <Destination>
                  <School>
                        <RoutingID>10000221</RoutingID>
                  </School>
            </Destination>
            <FullResponseCode>F</FullResponseCode>
      </TransmissionData>
      <ReportingSchool>
            <RoutingID>10000221</RoutingID>
            <AttendedSchool>
                  <RoutingID>10000221</RoutingID>
                  <Student>
                        <Index>
                              <SSN>999956798</SSN>
                              <BirthDate>1991-01-01</BirthDate>
                              <LastName>SMITH</LastName>
                        </Index>
                        <Name>
                              <FirstName>JOHN</FirstName>
                              <MiddleInitial>I</MiddleInitial>
                        </Name>
                        <Contacts>
                              <PermanentAddress>
                                    <AddressLine>ERINDALE CRES</AddressLine>
                                    <City>HEWLETT HARBOR V</City>
                                    <StateProvinceCode>NY</StateProvinceCode>
                                    <PostalCode>21141</PostalCode>
                              </PermanentAddress>
                              <Phone>
                                    <PhoneNumber>090-0989</PhoneNumber>
                              </Phone>
                              <Email>
                                    <EmailAddress>JOHN.SMITH@AOL.COM</EmailAddress>
                              </Email>
                        </Contacts>
                        <DLPLUS>
                              <FinancialAwardYear>2013</FinancialAwardYear>
                              <ApplicationID>0000000001</ApplicationID>
                              <Borrower>
                                    <Index>
                                          <SSN>999903910</SSN>
                                          <BirthDate>1981-01-01</BirthDate>
                                          <LastName>SMITH</LastName>
                                    </Index>
```

```
                                    <Name>
                                          <FirstName>BRADLEY</FirstName>
                                          <MiddleInitial>P</MiddleInitial>
                                    </Name>
                                    <Contacts>
                                          <PermanentAddress>
                                                <AddressLine>ERINDALE CRES</AddressLine>
                                                <City>HEWLETT HARBOR V</City>

      <StateProvinceCode>NY</StateProvinceCode>
                                                <PostalCode>21141</PostalCode>
                                          </PermanentAddress>
                                          <Phone>
                                                <PhoneNumber>090-0989</PhoneNumber>
                                          </Phone>
                                          <Email>

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Print Specifications and Forms

VOLUME VI
SECTION 7

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Direct Loan Print Specifications

Beginning in July 2006 for the 2005-2006 award year and forward, several Direct Loan documents are new or have been revised as a result of the Higher Education Reconciliation Act (HERA) of 2005. The following new/revised documents incorporate HERA specific changes and information, and must be included with the appropriate MPN correspondence packages:

- Revised Plain Language Disclosure for Direct Loan PLUS
- Revised Plain Language Disclosure for Direct Loan Subsidized/Unsubsidized

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications

Borrower Information

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications				Borrower Information
Label	**Line**	**Col**	**Field**	**Print Instructions**
BORROWER INFORMATION---	1		Section Heading	From left to right, print label "BORROWER INFORMATION" succeeded by dashes across page
1. Name and Address	2	1	Data element label	From left to right in column 1, print data element label, "1. Name and Address"
1. Name and Address	5	1	Student Borrower's Last Name, First Name and Middle Initial	From left to right, print the Student Borrower's Last Name, First Name, and Middle Initial. Print a comma and space following Last Name and a space after the First Name. Left justify within the print field.
1. Name and Address	6	1	Student Borrower's Permanent Address OR Student Borrower's Local Address	From left to right, print the Student Borrower's Street Address. Left justify within the print field.
1. Name and Address	7	1	Student Borrower's Permanent City, State, and Zip Code OR Student Borrower's Local City, State, and Zip Code	From left to right, print the Student Borrower's City, Mailing State, and Zip Code. Separate each field with a space and follow city with a comma. Left justify within the print field.
2. Date of Disclosure Statement	2	2	Data element label	From left to right in column 2, print data element label "2. Date of Disclosure Statement"
2. Date of Disclosure Statement	5	2	Date Disclosure Statement is printed.	Print date in MM/DD/CCYY format.
3. Area Code/Telephone Number	7	2	Data element label	From left to right in column 2, print label "3. Area Code/Telephone Number"
3. Area Code/Telephone Number	8	2	Student Borrower's Permanent Telephone Number	Print the Student Borrower's Permanent Telephone Number in 999-9999 format.

School Information

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications				School Information
Label	**Line**	**Col**	**Field**	**Print Instructions**
SCHOOL INFORMATION---	9		Section Heading	From left to right, print section heading "SCHOOL INFORMATION" succeeded by dashes across the page
4. School Name and Address	10	1	Data element label	From left to right in column 1, print data element label "4. School Name and Address"
4. School Name and Address	11	1	School Name	From left to right, print the School Name associated with the Direct Loan School Code on the Origination. Left justify within the print field
4. School Name and Address	12	1	School Address	From left to right, print the School's Street Address. Left justify within the print field
4. School Name and Address	13	1	School Address	From left to right, print the school's city, state, and zip code associated with the Direct Loan School Code above. Separate each field with a space and follow city with a comma. Left justify within the print field
5. School Code/Branch	10	2	Data element label	From left to right in column 2, print data element label "5. School Code/Branch"
5. School Code/Branch	12	2	Direct Loan School Code	Print the Direct Loan School Code on the origination.

Loan Information

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications				Loan Information
Label	**Line**	**Col**	**Field**	**Print Instructions**
LOAN INFORMATION—	14		Section Heading	From left to right, print section heading "LOAN INFORMATION" succeeded by dashes across the page.
6. Loan Identification Number(s)	15	1	Data element label	From left to right in column 1, print label "6. Loan Identification Number(s)"
6. Loan Identification Number(s)	16	1	Award ID (Loan ID)	Print the Award ID (Loan ID) of Subsidized loan record in XXXXX9999S13X99999999 format. Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X."
6. Loan Identification Number(s)	17	1	Award ID (Loan ID)	Print the Award ID (Loan ID) of Unsubsidized loan record in XXXXX9999U13X99999999 format. Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X."
7. Loan Period(s)	15	2	Data element label	From left to right in column 2, print data element label "7. Loan Period(s)"
7. Loan Period(s)	16	2	Award Start and End Date (Loan Period Start and End Date)	Print Award Start and End Date (Loan Period Start and End Date) of Subsidized loan record in MM/DD/CCYY – MM/DD/CCYY format.
7. Loan Period(s)	17	2	Award Start and End Date (Loan Period Start and End Date)	Print Award Start and End Date (Loan Period Start and End Date)of Unsubsidized loan record in MM/DD/CCYY – MM/DD/CCYY format.
8. Loan Fee %	15	3	Data element label	From left to right in column 3, print label "8. Loan Fee %"
8. Loan Fee %	16	3	Loan Fee Percentage	Print Loan Fee Rate of Subsidized loan record in 9.999 % format.
8. Loan Fee %	17	3	Loan Fee Percentage	Print Loan Fee Rate of Unsubsidized loan record in 9.999 % format.
----------	18		Section separator	From left to right, print dashes across page to form a separator line.
9. Information about the loan(s) that your school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts below. Your school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts.	19, 20, 21, 22		Text Statement	From left to right, print statements "9. Information about the loan(s) that your school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts below. Your school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts."
	23		Blank line	Insert a blank line

Chart of Anticipated Disbursements (Direct Subsidized Loan)

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications Chart of Anticipated Disbursements (Direct Subsidized Loan)				
Label	**Line**	**Col**	**Field**	**Print Instructions**
Direct	24	1	Label	From left to right in column 1, print the label "Direct"
Subsidized	25	1	Label	From left to right in column 1, print the label "Subsidized"
Loan	26	1	Label	From left to right in column 1, print the label "Loan"
Gross Loan Amount	24	2	Column heading	From left to right in column 2, print the label "Gross Loan Amount"
–	24		Minus sign	Print the minus sign "–"
Loan Fee Amount	24	3	Column heading	From left to right in column 3, print the heading "Loan Fee Amount"
+	24		Plus sign	Print the Plus sign "+"
Interest Rebate Amount	24	4	Column heading	From left to right in column 4, print the heading "Interest Rebate Amount"
=	24		Equal sign	Print the equal sign "="
Net Loan Amount	24	5	Column heading	From left to right in column 5, print the heading "Net Loan Amount"
Gross Loan Amount	25	2	Total gross loan amount	Print total anticipated disbursement gross amount of Subsidized loan record in $99999.99 format
–	25		Minus sign	Print the minus sign "–"
Loan Fee Amount	25	3	Total loan fee amount	Print total anticipated disbursement loan fee amount of Subsidized loan record in $99999.99 format
+	25		Plus sign	Print the Plus sign "+"
Interest Rebate Amount	25	4	Total interest rebate amount	Print total anticipated disbursement interest rebate amount of Subsidized loan record in $99999.99 format
=	25		Equal sign	Print the equal sign "="
Net Loan Amount	25	5	Total net loan amount	Print total anticipated disbursement net amount of Subsidized loan record in $99999.99 format
Your school plans to disburse the Net Loan Amount as follows:	27		Text Statement	From left to right starting in column 2, print statement "Your school plans to disburse the Net Loan Amount as follows:"
	28		Blank line	Insert a blank line
Date	29	2	Column Heading	In column 2, print heading "Date"
Net Disbursement Amount	29	3	Column Heading	In column 3, print heading "Net Disbursement Amount"
Date	29	4	Column Heading	In column 4, print heading "Date"
Net Disbursement Amount	29	5	Column Heading	In column 5, print heading "Net Disbursement Amount"
Date	30	2	1st Anticipated Disbursement Date	Print 1st Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications Chart of Anticipated Disbursements (Direct Subsidized Loan)				
Label	**Line**	**Col**	**Field**	**Print Instructions**
Net Disbursement Amount	30	3	1st Anticipated Net Disbursement Amount	Print 1st Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	31	2	2nd Anticipated Disbursement Date	Print 2nd Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	31	3	2nd Anticipated Net Disbursement Amount	Print 2nd Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	32	2	3rd Anticipated Disbursement Date	Print 3rd Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	32	3	3rd Anticipated Net Disbursement Amount	Print 3rd Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	33	2	4th Anticipated Disbursement Date	Print 4th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	33	3	4th Anticipated Net Disbursement Amount	Print 4th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	34	2	5th Anticipated Disbursement Date	Print 5th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	34	3	5th Anticipated Net Disbursement Amount	Print 5th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	35	2	6th Anticipated Disbursement Date	Print 6th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	35	3	6th Anticipated Net Disbursement Amount	Print 6th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	36	2	7th Anticipated Disbursement Date	Print 7th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	36	3	7th Anticipated Net Disbursement Amount	Print 7th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	37	2	8th Anticipated Disbursement Date	Print 8th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	37	3	8th Anticipated Net Disbursement Amount	Print 8th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	38	2	9th Anticipated Disbursement Date	Print 9th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	38	3	9th Anticipated Net Disbursement Amount	Print 9th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	39	2	10th Anticipated Disbursement Date	Print 10th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	39	3	10th Anticipated Net Disbursement Amount	Print 10th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	30	4	11th Anticipated Disbursement Date	Print 11th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	30	5	11th Anticipated Net Disbursement Amount	Print 11th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	31	4	12th Anticipated Disbursement Date	Print 12th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications Chart of Anticipated Disbursements (Direct Subsidized Loan)				
Label	Line	Col	Field	Print Instructions
Net Disbursement Amount	31	5	12th Anticipated Net Disbursement Amount	Print 12th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	32	4	13th Anticipated Disbursement Date	Print 13th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	32	5	13th Anticipated Net Disbursement Amount	Print 13th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	33	4	14th Anticipated Disbursement Date	Print 14th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	33	5	14th Anticipated Net Disbursement Amount	Print 14th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	34	4	15th Anticipated Disbursement Date	Print 15th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	34	5	15th Anticipated Net Disbursement Amount	Print 15th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	35	4	16th Anticipated Disbursement Date	Print 16th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	35	5	16th Anticipated Net Disbursement Amount	Print 16th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	36	4	17th Anticipated Disbursement Date	Print 17th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	36	5	17th Anticipated Net Disbursement Amount	Print 17th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	37	4	18th Anticipated Disbursement Date	Print 18th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	37	5	18th Anticipated Net Disbursement Amount	Print 18th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	38	4	19th Anticipated Disbursement Date	Print 19th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	38	5	19th Anticipated Net Disbursement Amount	Print 19th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
Date	39	4	20th Anticipated Disbursement Date	Print 20th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	39	5	20th Anticipated Net Disbursement Amount	Print 20th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format
	40		Blank line	Insert a blank line

Chart of Anticipated Disbursements (Direct Unsubsidized Loan)

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications Chart of Anticipated Disbursements (Direct Unsubsidized Loan)				
Label	**Line**	**Col**	**Field**	**Print Instructions**
Direct	41	1	Label	From left to right in column 1, print the label "Direct"
Unsubsidized	42	1	Label	Print and left justify the label "Unsubsidized"
Loan	43	1	Label	Print and left justify the label "Loan"
Gross Loan Amount	41	2	Column heading	From left to right in column 2, print the heading "Gross Loan Amount"
–	41		Minus sign	Print the minus sign "–"
Loan Fee Amount	41	3	Column heading	From left to right in column 3, print the heading "Loan Fee Amount"
+	41		Plus sign	Print the Plus sign "+"
Interest Rebate Amount	41	4	Column heading	From left to right in column 4, print the heading "Interest Rebate Amount"
=	41		Equal sign	Print the equal sign "="
Net Disbursement Amount	41	5	Column heading	From left to right in column 5, print the heading "Net Disbursement Amount"
Gross Loan Amount	42	2	Total gross loan amount	Print total anticipated gross loan amount of Unsubsidized loan record in $99999.99 format
–	42		Minus sign	Print the minus sign "–"
Loan Fee Amount	42	3	Total loan fee amount	Print total anticipated loan fee amount of Unsubsidized loan record in $99999.99 format
+	42		Plus sign	Print the Plus sign "+"
Interest Rebate Amount	42	4	Total interest rebate amount	Print total anticipated interest rebate amount of Unsubsidized loan record in $99999.99 format
=	42		Equal sign	Print the equal sign "="
Net Disbursement Amount	42	5	Total net loan amount	Print total anticipated net loan amount of Unsubsidized loan record in $99999.99 format
Your school plans to disburse the Net Loan Amount as follows:	44		Statement	From left to right starting in column 2, print statement "Your school plans to disburse the Net Loan Amount as follows:"
	45		Blank line	Insert a blank line
Date	46	2	Column heading	In column 2, center heading "Date"
Net Disbursement Amount	46	3	Column heading	In column 3, center heading "Net Disbursement Amount"
Date	46	4	Column heading	In column 4, center heading "Date"
Net Disbursement Amount	46	5	Column heading	In column 5, center heading "Net Disbursement Amount"
Date	47	2	1st Anticipated Disbursement Date	Print 1st Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	47	3	1st Anticipated Net Disbursement Amount	Print 1st Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications Chart of Anticipated Disbursements (Direct Unsubsidized Loan)				
Label	**Line**	**Col**	**Field**	**Print Instructions**
Date	48	2	2nd Anticipated Disbursement Date	Print 2nd Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	48	3	2nd Anticipated Net Disbursement Amount	Print 2nd Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	49	2	3rd Anticipated Disbursement Date	Print 3rd Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	49	3	3rd Anticipated Net Disbursement Amount	Print 3rd Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	50	2	4th Anticipated Disbursement Date	Print 4th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	50	3	4th Anticipated Net Disbursement Amount	Print 4th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	51	2	5th Anticipated Disbursement Date	Print 5th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	51	3	5th Anticipated Net Disbursement Amount	Print 5th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	52	2	6th Anticipated Disbursement Date	Print 6th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	52	3	6th Anticipated Net Disbursement Amount	Print 6th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	53	2	7th Anticipated Disbursement Date	Print 7th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	53	3	7th Anticipated Net Disbursement Amount	Print 7th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	54	2	8th Anticipated Disbursement Date	Print 8th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	54	3	8th Anticipated Net Disbursement Amount	Print 8th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	55	2	9th Anticipated Disbursement Date	Print 9th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	55	3	9th Anticipated Net Disbursement Amount	Print 9th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	56	2	10th Anticipated Disbursement Date	Print 10th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	56	3	10th Anticipated Net Disbursement Amount	Print 10th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	47	4	11th Anticipated Disbursement Date	Print 11th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	47	5	11th Anticipated Net Disbursement Amount	Print 11th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	48	4	12th Anticipated Disbursement Date	Print 12th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	48	5	12th Anticipated Net Disbursement Amount	Print 12th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications Chart of Anticipated Disbursements (Direct Unsubsidized Loan)				
Label	**Line**	**Col**	**Field**	**Print Instructions**
Date	49	4	13th Anticipated Disbursement Date	Print 13th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	49	5	13th Anticipated Net Disbursement Amount	Print 13th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	50	4	14th Anticipated Disbursement Date	Print 14th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	50	5	14th Anticipated Net Disbursement Amount	Print 14th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	51	4	15th Anticipated Disbursement Date	Print 15th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	51	5	15th Anticipated Net Disbursement Amount	Print 15th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	52	4	16th Anticipated Disbursement Date	Print 16th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	52	5	16th Anticipated Net Disbursement Amount	Print 16th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	53	4	17th Anticipated Disbursement Date	Print 17th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	53	5	17th Anticipated Net Disbursement Amount	Print 17th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	54	4	18th Anticipated Disbursement Date	Print 18th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	54	5	18th Anticipated Net Disbursement Amount	Print 18th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	55	4	19th Anticipated Disbursement Date	Print 19th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	55	5	19th Anticipated Net Disbursement Amount	Print 19th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format
Date	56	4	20th Anticipated Disbursement Date	Print 20th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	56	5	20th Anticipated Net Disbursement Amount	Print 20th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format

Direct Loan PLUS Disclosure Statement Print Specifications

Borrower Information

Direct Loan PLUS Disclosure Statement Print Specifications				Borrower Information
Label	**Line**	**Col**	**Field**	**Print Instructions**
BORROWER INFORMATION---	1		Section Heading	From left to right, print label "BORROWER INFORMATION" succeeded by dashes across page
1. Name and Address	2	1	Data element label	From left to right in column 1, print data element label, "1. Name and Address"
1. Name and Address	5	1	Parent Borrower's Last Name, First Name and Middle Initial	From left to right, print the Parent Borrower's Last Name, First Name, and Middle Initial. Print a comma and space following Last Name and a space after the First Name. Left justify within the print field.
1. Name and Address	6	1	Parent Borrower's Permanent Address	From left to right, print the Parent Borrower's Street Address. Left justify within the print field.
1. Name and Address	7	1	Parent Borrower's Permanent City, State, and Zip Code	From left to right, print the Parent Borrower's City, Mailing State, and Zip Code. Separate each field with a space and follow city with a comma. Left justify within the print field.
2. Date of Disclosure Statement	2	2	Data element label	From left to right in column 2, print data element label "2. Date of Disclosure Statement"
2. Date of Disclosure Statement	5	2	Date Disclosure Statement is printed	Print date in MM/DD/CCYY format.
3. Area Code/Telephone Number	7	2	Data element label	From left to right in column 2, print label "3. Area Code/Telephone Number"
3. Area Code/Telephone Number	8	2	Parent Borrower's Permanent Telephone Number	Print the Parent Borrower's Permanent Telephone Number in (999) 999-9999 format.

School Information

Direct Loan PLUS Disclosure Statement Print Specifications				School Information
Label	**Line**	**Col**	**Field**	**Print Instructions**
SCHOOL INFORMATION---	11		Section Heading	From left to right, print section heading "SCHOOL INFORMATION" succeeded by dashes across the page
4. School Name and Address	12	1	Data element label	From left to right in column 1, print data element label "4. School Name and Address"
4. School Name and Address	13	1	School Name	From left to right, print the School Name. Left justify within the print field
4. School Name and Address	14	1	School Address	From left to right, print the School's Street Address. Left justify within the print field
4. School Name and Address	15	1	School Address	From left to right, print the school's city, state, and zip code. Separate each field with a space and follow city with a comma. Left justify within the print field
5. School Code/Branch	12	2	Data element label	From left to right in column 2, print data element label "5. School Code/Branch"
5. School Code/Branch	13	2	Direct Loan School Code	Print the Direct Loan School Code associated with the origination record.

Student Information

Direct Loan PLUS Disclosure Statement Print Specifications				Student Information
Label	**Line**	**Col**	**Field**	**Print Instructions**
STUDENT INFORMATION---	16		Section Heading	From left to right, print section heading "STUDENT INFORMATION" succeeded by dashes across the page
6. Student's Name	17	1	Data element label	From left to right in column 1, print data element label "4. Student's Name"
6. Student's Name	18	1	Student's Name	From left to right, print the Student's Last Name, First Name, and Middle Initial. Print a comma and space following Last Name and a space after the First Name. Left justify within the print field.
7. Student's Social Security Number	17	2	Data element label	From left to right in column 2, print data element label "7. Student's Social Security Number"
7. Student's Social Security Number	18	2	Student's Social Security Number	Print Social Security Number in XXX-XX-9999 format Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X."
8. Student's Date of Birth	19	1	Data element label	From left to right in column 1, print data element label "8. Student's Date of Birth"
8. Student's Date of Birth	20	1	Student's Date of Birth	Print date in MM/DD/CCYY format.

Loan Information

Direct Loan PLUS Disclosure Statement Print Specifications				Loan Information
Label	**Line**	**Col**	**Field**	**Print Instructions**
LOAN INFORMATION—	22		Section Heading	From left to right, print section heading "LOAN INFORMATION" succeeded by dashes across the page.
9. Loan Identification Number	23	1	Data element label	From left to right in column 1, print label "9. Loan Identification Number"
9.. Loan Identification Number(s)	24	1	Award ID (Loan ID)	Print the Award ID (Loan ID) of PLUS loan in XXXXX9999P13X99999999 format. Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X."
10. Loan Period	23	2	Data element label	From left to right in column 2, print data element label "10. Loan Period"
10. Loan Period	24	2	Loan Period Start and End Date	Print Loan Award Start and End Date (Loan Period Start and End Date) of PLUS record in MM/DD/CCYY – MM/DD/CCYY format.
11. Loan Fee %	23	3	Data element label	From left to right in column 3, print label "11. Loan Fee %"
11. Loan Fee %	24	3	Loan Fee Percentage	Print Loan Fee Rate of PLUS loan record in 9.999 % format.
----------	26		Section separator	From left to right, print dashes across page to form a separator line.
12. Information about the loan that the school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts shown below. The school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts.	27, 28, 29, 30		Text Statement	From left to right, print statements "12. Information about the loan that the school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts shown below. The school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts."
	31		Blank line	Insert a blank line

Chart of Anticipated Disbursements

Direct Loan PLUS Disclosure Statement Print Specifications				Chart of Anticipated Disbursements
Label	**Line**	**Col**	**Field**	**Print Instructions**
Direct	32	1	Label	From left to right in column 1, print the label "Direct"
PLUS	33	1	Label	From left to right in column 1, print the label "PLUS"
Loan	34	1	Label	From left to right in column 1, print the label "Loan"
Gross Loan Amount	32	2	Column heading	From left to right in column 2, print the label "Gross Loan Amount"
–	32		Minus sign	Print the minus sign "–"
Loan Fee Amount	32	3	Column heading	From left to right in column 3, print the heading "Loan Fee Amount"
+	32		Plus sign	Print the plus sign "+"
Interest Rebate Amount	32	4	Column heading	From left to right in column 4, print the heading "Interest Rebate Amount"
=	32		Equal sign	Print the equal sign "="
Net Loan Amount	32	5	Column heading	From left to right in column 5, print the heading "Net Loan Amount"
Gross Loan Amount	33	2	Total gross loan amount	Print total gross award amount of PLUS loan record in $99999.99 format
–	33		Minus sign	Print the minus sign "–"
Loan Fee Amount	33	3	Total loan fee amount	Print total loan fee amount (total loan fee for all anticipated disbursements) of PLUS loan record in $99999.99 format
+	33		Plus sign	Print the Plus sign "+"
Interest Rebate Amount	33	4	Total interest rebate amount	Print total interest rebate amount (total interest rebate amount for all anticipated disbursements) of PLUS loan record in $99999.99 format
=	33		Equal sign	Print the equal sign "="
Net Loan Amount	33	5	Total net loan amount	Print total net amount (total net amount for all anticipated disbursements) of PLUS loan record in $99999.99 format
	34		Blank line	Insert a blank line
The school plans to disburse the Net Loan Amount as follows:	35		Text Statement	From left to right starting in column 2, print statement "Your school plans to disburse the Net Loan Amount as follows:"
	36		Blank line	Insert a blank line
Date	37	2	Column Heading	In column 2, print heading "Date"
Net Disbursement Amount	37	3	Column Heading	In column 3, print heading "Net Disbursement Amount"
Date	38	2	1st Anticipated Disbursement Date	Print 1st Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount	38	3	1st Anticipated Net Disbursement Amount	Print 1st Anticipated Net Disbursement Amount of PLUS loan record in $99999.99 format

Direct Loan PLUS Disclosure Statement Print Specifications				Chart of Anticipated Disbursements
Label	**Line**	**Col**	**Field**	**Print Instructions**
Date	39	2	2nd Anticipated Disbursement Date	Print 2nd Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount	39	3	2nd Anticipated Net Disbursement Amount	Print 2nd Anticipated Net Disbursement Amount of PLUS loan record in $99999.99 format
Date	40	2	3rd Anticipated Disbursement Date	Print 3rd Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount	40	3	3rd Anticipated Net Disbursement Amount	Print 3rd Anticipated Net Disbursement Amount of PLUS loan record in $99999.99 format
Date	41	2	4th Anticipated Disbursement Date	Print 4th Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount	41	3	4th Anticipated Net Disbursement Amount	Print 4th Anticipated Net Disbursement Amount of PLUS loan record in $99999.99 format

Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN) Print Specifications

The Subsidized/Unsubsidized Master Promissory Note (MPN) has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple subsidized and unsubsidized loans.

The complete MPN, including all sections, must be provided to the borrower.

The following specifications are for printing the data element labels and variable data on the Subsidized/Unsubsidized MPN pre-print form without labels. Line 1 starts 1 7/8th inch from the top of the pre-printed form without labels. The line gauge is 6 lines per inch.

Borrower Information

Direct Subsidized/Unsubsidized Loan MPN Print Specifications			Borrower Information
Label	**Line**	**Field**	**Print Instructions**
SECTION A: BORROWER INFORMATION	1	Label	Print statement "SECTION A: BORROWER INFORMATION" Left Justified, Italicized
READ THE INSTRUCTIONS IN SECTION F BEFORE COMPLETING THIS SECTION	1	Label	Print statement "READ THE INSTRUCTIONS IN SECTION F BEFORE COMPLETING THIS SECTION" Left Justified, Italicized
1. Driver's License State and No.	2	Student Borrower's Driver's License State and Number	From left to right, print Student Borrower's Driver's License State and Number separating them by a dash on **line 3**
2. Social Security No.	2	Student Borrower's SSN	Print the Student Borrower's SSN in 999-99-9999 format on **line 4**
3. E-mail Address (optional)	4	Student Borrower's Current E-mail Address	From left to right, print the Student Borrower's E-mail address on **line 5**
4. Name and Address	6	Student Borrower's Last Name, First Name, Middle Initial	From left to right, print the Student Borrower's Last Name, First Name, and Middle Initial on **line 8** Print a comma and space following the Last Name and a space after the First Name Following the Middle Initial, print the label: <- Last, First, M.I.
4. Name and Address (continued)	6	Student Borrower's Permanent Address OR Student Borrower's Local Address	From left to right, print the Student Borrower's Street Address on **line 9**
4. Name and Address (continued)	6	Student Borrower's Permanent City, State, and Zip Code OR Student Borrower's Local City, State, and Zip Code	From left to right, print the Student Borrower's City, Mailing State, and Zip Code on **line 10** Separate each field with a space and follow city with a comma
5. Date of Birth	7	Student Borrower's Date of Birth	Print in MM/DD/YYYY format on **line 7**
6. Telephone No.	8	Student Borrower's Permanent Telephone Number	Print in 999-9999 format on **line 9**

School Information

Direct Subsidized/Unsubsidized Loan MPN Print Specifications			School Information
Label	**Line**	**Field**	**Print Instructions**
SECTION B: SCHOOL INFORMATION	18	Label	Print statement "SECTION B: SCHOOL INFORMATION" Left Justified, Italicized
8. School Name and Address	19	School Name	From left to right, print the School Name associated with the DL school code on the record on **line 20**
8. School Name and Address (continued)	19	School Address	From left to right, print the School's Street Address associated with the DL school code on **line 21**
8. School Name and Address (continued)	19	School's City, State, and Zip Code	From left to right, print the School's City, State and Zip Code on **line 22** Separate each field with a space and follow city with a comma
9. School Code/Branch	19	Direct Loan School Code	Print the Direct Loan School Code on the Loan Record on **line 20**
10. Identification No.	19	Master Promissory Note ID	Print in 999999999-M-99-99999-9-99 format on **line 20**

Direct Subsidized/Unsubsidized Loan MPN Sample

A sample Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN) may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

Direct Subsidized/Unsubsidized Loan Borrower's Rights and Responsibilities Statement (BRR) Sample

A sample Direct Subsidized/Unsubsidized Loan Borrower's Rights and Responsibilities Statement may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

Direct PLUS Loan Master Promissory Note (MPN) Print Specifications

The PLUS Master Promissory Note (MPN) has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple PLUS loans.

The complete MPN, including all sections, must be provided to the borrower.

The following specifications are for printing the data element labels and variable data on the PLUS MPN pre-printed form without labels. Line 1 starts 1 1/4th inch from the top of the pre-printed form without labels. The line gauge is 6 lines per inch.

Borrower Information

Direct PLUS Loan MPN Print Specifications			Borrower Information
Label	**Line**	**Field**	**Print Instructions**
SECTION A: BORROWER INFORMATION – TO BE COMPLETED BY ALL BORROWERS	1	Label	Print statement "SECTION A: BORROWER INFORMATION – TO BE COMPLETED BY ALL BORROWERS" Left justified, italicize
I am a Parent of a Dependent Undergraduate Student	2	Label	Print statement "I am a Parent of a Dependent Undergraduate Student" Left justified
1. Driver's License State and No.	3	Parent Borrower's Driver's License State and Number	From left to right, print Parent Borrower's Driver's License State and Number separating them by a dash on **line 4**
2. Social Security No.	3	Parent Borrower's SSN	Print the Parent Borrower's SSN in 999-99-9999 format on **line 4**
3. Date of Birth	3	Parent Borrower's Date of Birth	Print in MM/DD/YYYY format on **line 4**
4. E-mail Address (optional)	5	Parent Borrower's Current E-mail Address	From left to right, print the Parent Borrower's E-mail address on **line 5**
5. Name and Permanent Address	6	Parent Borrower's Last Name, First Name, Middle Initial	From left to right, print the Parent Borrower's Last Name, First Name, and Middle Initial on **line 9**
(last, first, middle initial)	7		
(street), (city, state, zip code)	8		From left to right, print the Parent Borrower's Street Address on **line 10** From left to right, print the Parent Borrower's City, Mailing State, and Zip Code on **line 11** Separate each field with a space and follow city with a comma
6. Telephone No.	6	Parent Borrower's Permanent Telephone Number	Print in 999-9999 format on **line 7**
7. Citizenship Status (parent borrowers only)	8	Parent Borrower's Citizenship	
1 [ ] U.S. Citizen or National	9		If 1, print X in the bracketed [ ] box
2 [ ] Permanent Resident/Other Eligible Non-Citizen	10		If 2, print X in the bracketed [ ] box
If (2), Alien Registration No.	11		If 2, print Alien Registration Number field in 999999999 format

School Information

Direct Subsidized/Unsubsidized Loan Print Specifications			School Information
Label	**Line**	**Field**	**Print Instructions**
SECTION B: SCHOOL INFORMATION – TO BE COMPLETED BY THE SCHOOL	20		Print statement "SECTION B: SCHOOL INFORMATION – TO BE COMPLETED BY THE SCHOOL" Left Justify, italicize
11. School Name and Address	21	School Name	From left to right, print the School Name associated with the DL school code on the record on **line 22**

Direct Subsidized/Unsubsidized Loan Print Specifications			School Information
Label	**Line**	**Field**	**Print Instructions**
		School Address, City, State, and Zip Code	From left to right, print the School's Street Address, City, State and Zip Code associated with the DL school code on **line 23** Separate each field with a space and follow city with a comma
12. School Code/Branch	21	Direct Loan School Code	Print the Direct Loan School Code on the Loan Record on **line 22**
13. Identification No.	21	Master Promissory Note ID	Print in 999999999-N-99-99999-9-99 format on **line 22**

Dependent Undergraduate Student Information

Direct Subsidized/Unsubsidized Loan Print Specifications			Dependent Undergraduate Student Information
Label	Line	Field	Print Instructions
SECTION C: DEPENDENT UNDERGRADUATE STUDENT INFORMATION – PARENT BORROWERS ONLY	24		Print statement "SECTION C: DEPENDENT UNDERGRADUATE STUDENT INFORMATION – PARENT BORROWERS ONLY" Left justify, italicize
14. Student's Name (last, first, middle initial)	25	Student Borrower's Last, name, First Name, Middle Initial	From left to right, print the Student's Borrower's Last Name, First Name, and Middle Initial on **line 26** Print a comma and space following the Last Name and a space after the First Name
15. Social Security No.	25	Student Borrower's SSN	Print the Student Borrower's SSN in 999-99-9999 format on **line 26**
16. Date of Birth	25	Student Borrower's Date of Birth	Print in MM/DD/YYYY format on **line 26**

Direct PLUS Loan MPN Sample

A sample Direct PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

Direct PLUS Loan MPN Endorser Addendum Sample

A sample Endorser Addendum for Direct PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

Direct PLUS Loan Borrower's Rights and Responsibilities Statement (BRR) Sample

A sample Direct PLUS Loan Borrower's Rights and Responsibilities Statement may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

Direct PLUS Loan for Graduate Student Borrowers Master Promissory Note (MPN) Print Specifications

The PLUS Master Promissory Note (MPN) for graduate student borrowers has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple Grad PLUS loans.

The same MPN form is used for both parent PLUS and Grad PLUS loans. The complete MPN, including all sections, must be provided to the borrower.

The following specifications are for printing the data element labels and variable data on the Grad PLUS MPN pre-printed form without labels. Line 1 starts 1 1/4th inch from the top of the pre-printed form without labels. The line gauge is 6 lines per inch.

Borrower Information

Direct PLUS Loan for Graduate Student Borrowers MPN Print Specifications			Borrower Information
Label	**Line**	**Field**	**Print Instructions**
SECTION A: BORROWER INFORMATION – TO BE COMPLETED BY ALL BORROWERS	1		Left justify, italicize
I am a Graduate or Professional Student	2		Left justify
1. Driver's License State and No.	3	Borrower's Driver's License State and Number	From left to right, print Borrower's Driver's License State and Number separating them by a dash on **line 4**
2. Social Security No.	3	Borrower's SSN	Print the Borrower's SSN in 999-99-9999 format on **line 4**
3. Date of Birth	3	Borrower's Date of Birth	Print in MM/DD/YYYY format on **line 4**
4. E-mail Address (optional)	5	Borrower's Current E-mail Address	From left to right, print the Borrower's E-mail address on **line 5**
5. Name and Permanent Address	6	Borrower's Last Name, First Name, Middle Initial	From left to right, print the Borrower's Last Name, First Name, and Middle Initial on **line 9**
(last, first, middle initial)	7		
(street), (city, state, zip code)	8		From left to right, print the Borrower's Street Address on **line 10** From left to right, print the Borrower's City, Mailing State, and Zip Code on **line 11** Separate each field with a space and follow city with a comma
6. Area Code/Telephone No.	6	Borrower's Permanent Telephone Number	Print in (999) 999-9999 format on **line 7**
7. Citizenship Status (parent borrowers only)	8		Print label as is.
1 [ ] U.S. Citizen or National	9		Print label as is.
2 [ ] Permanent Resident/Other Eligible Non-Citizen	10		Print label as is.
If (2), Alien Registration No.	11		Print label as is.

School Information

Direct PLUS Loan for Graduate Student Borrowers MPN Print Specifications			School Information
Label	**Line**	**Field**	**Print Instructions**
SECTION B: SCHOOL INFORMATION – TO BE COMPLETED BY THE SCHOOL	20		Left Justify, italicize
11. School Name and Address	21	School Name	From left to right, print the School Name associated with the DL school code on the record on **line 22**
		School Address, City, State, and Zip Code	From left to right, print the School's Street Address, City, State and Zip Code associated with the DL school code on **line 23** Separate each field with a space and follow city with a comma
12. School Code/Branch	21	Direct Loan School Code	Print the Direct Loan School Code on the Loan Record on **line 22**
13. Identification No.	21	Master Promissory Note ID	Print in 999999999-N-99-99999-9-99 format on **line 22**

Dependent Undergraduate Student Information

Direct PLUS Loan for Graduate Student Borrowers MPN Print Specifications			Dependent Undergraduate Student Information
Label	**Line**	**Field**	**Print Instructions**
SECTION C: DEPENDENT UNDERGRADUATE STUDENT INFORMATION – PARENT BORROWERS ONLY	24		Left justify, italicize
14. Student's Name (last, first, middle initial)	25		Print label as is.
15. Social Security No.	25		Print label as is.
16. Date of Birth	25		Print label as is.

Direct Grad PLUS Loan MPN Sample

A sample Direct Grad PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

Direct Grad PLUS Loan MPN Endorser Addendum Sample

A sample Endorser Addendum for Direct Grad PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

Direct Grad PLUS Loan Borrower's Rights and Responsibilities Statement (BRR) Sample

A sample Direct Grad PLUS Loan Borrower's Rights and Responsibilities Statement may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

Pell Grant Print Specifications

ESOA Print Specifications

The Electronic Statement of Account (ESOA) details an institution's spending authorization and amount expended to date.

The ESOA report contains:

- Header - see Sample Output Document for correct header information
- Summary Information – see the following ESOA Print (Summary Information) table
- Detail Information – see the ESOA Detail Information table that follows the ESOA Print (Summary Information) table

Summary Information

This table of print specifications is used in EDExpress Software and is provided as an example:

ESOA Print Specifications		Summary Information
Row	**Field Name in EDExpress**	**Printing Instructions**
1		Print a blank row.
2	Pell School Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
3	Entity ID	Print the value for this field as defined on the Pell ESOA database table for the specified school.
4	School Name	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
5	State	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
6	Grantee Duns Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
7	GAPS Award Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
8		Print a blank row.
9	Transaction Date	Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format.
10		Print a blank row.
11	Previous Pell Grant Obligation	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
12	Current Pell Grant Obligation	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
13	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Obligation Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
14		Print a blank row.

ESOA Print Specifications		Summary Information
Row	**Field Name in EDExpress**	**Printing Instructions**
15	Previous Pell Grant Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
16	Current Pell Grant Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
17	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Payment Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
18		Print a blank row.
19	GAPS Drawdowns/Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
20	Date of Last Activity in GAPS	Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format.
21		Print a blank row.
22	YTD Total Unduplicated Recipients	Print the value for this field as defined on the Pell ESOA database table for the specified school. Insert ','s if number is over 999. If spaces, leave blank.
23	YTD Pell Accepted and Posted Disbursement Amount	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
24	YTD Administrative Cost Allowance	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
25		Print a blank row.
26	As of Document ID/Batch ID	Print the value for this field as defined on the Pell ESOA Summary database table for the specified school. Print format for Document ID is : CCYY-MM-DDTHH:MM:SS:FF99999999 where CCYY-MM-DD = date document created T = constant HH:mm:ss.ff = time document created 99999999 = Entity ID of Reporting School
27		Print a blank row.
28		Print a blank row.
29	Payments apply only to "Obligate/Pay" accounts.	Print Section A Notation as stated below: Section A values apply to "Obligate only" accounts

Detail Information

If the user selects the option to print ESOA detail information, then print page 2 of the ESOA report using the printing specifications detailed below. Information for page 2 should print in descending order of the Document ID.

ESOA Print Specifications			Detail Information
Label	**Line**	**Field**	**Print Instructions**
1	N/A	Blank Line	Print a blank line.
2	N/A	ESOA Detail Document Information	Print the literal section label: 'ESOA DETAIL DOCUMENT INFORMATION'.
3	N/A	Blank Line	Print a blank line.
4-5	1	Transaction Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.
4-5	2	Adjust Amount	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Reformat dollar amount. If the DEBITCREDITFLAG on the ESOA Detail table is "P", print a "+" after the amount; if the flag is "N", print a "-" after the amount.
4-5	3	Adjust Process Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.
5	4, Line 1	Document/Batch #ID	Print the value for this field as defined on the Pell ESOA detail database table for the specified school.

Sample ESOA Output Document

The output document should print in Courier 10. See below for more detail.

Sample ESOA – Summary Information

```
Report Date: MM/DD/CCYY    U.S. Department of Education              PAGE:  1
Report Time:   HH:MM:SS 2012-2013 FEDERAL PELL GRANT PROGRAM
                         ELECTRONIC STATEMENT OF ACCOUNT
*******************************************************************************

PELL SCHOOL NUMBER                                                  001005
COMMON SCHOOL IDENTIFIER                                          12345678
SCHOOL NAME                                       ALABAMA STATE UNIVERSITY
STATE                                                                 AL
GRANTEE DUNS NUMBER                                             040672685
GAPS AWARD NUMBER                                         P063P   20041031

   Transaction Date                                          MM/DD/CCYY

   Previous Pell Grant Obligation                      $999,999,999.99
   Current Pell Grant Obligation                       $999,999,999.99
   Adjustment (Increase + or Decrease -)               $999,999,999.99+

   Previous Pell Grant Payments                        $999,999,999.99
   Current Pell Grant Payments                         $999,999,999.99
   Adjustment (Increase +)                             $999,999,999.99+

   GAPS Drawdowns/Payments                             $999,999,999.99
   Date of Last Activity in GAPS                             MM/DD/CCYY

   YTD Total Unduplicated Recipients                         999,999
   YTD Pell Accepted and Posted Disbursement Amount    $999,999,999.99
   YTD Administrative Cost Allowance                   $999,999,999.99

   As of Document ID/Batch ID           2012-12-31T06:12:34.4599999999


Payments apply only to "Obligate/Pay" accounts.
```

Sample ESOA – Detailed Information

```
Report Date: MM/DD/CCYY    U.S. Department of Education              PAGE:  2
Report Time:   HH:MM:SS 2012-2013 FEDERAL PELL GRANT PROGRAM
                         ELECTRONIC STATEMENT OF ACCOUNT
*******************************************************************************

ESOA DETAIL DOCUMENT INFORMATION

TRANSACTION                          ADJUST
DATE           ADJUST AMOUNT         PROCESS DATE   DOCUMENT/BATCH ID
------------   ----------------      ------------   ------------------------------
MM/DD/CCYY     $999,999,999.99-      MM/DD/CCYY     2012-12-31T06:12:34.4599999999

MM/DD/CCYY     $999,999,999.99+      MM/DD/CCYY     2012-12-31T06:12:34.4699999999

MM/DD/CCYY     $999,999,999.99-      MM/DD/CCYY     2012-12-31T06:12:34.4799999999

MM/DD/CCYY     $999,999,999.99+      MM/DD/CCYY     2012-12-31T06:12:34.4899999999

MM/DD/CCYY     $999,999,999.99-      MM/DD/CCYY     2012-12-31T06:12:34.4999999999

MM/DD/CCYY     $999,999,999.99+      MM/DD/CCYY     2012-12-31T06:12:34.5099999999

MM/DD/CCYY     $999,999,999.99-      MM/DD/CCYY     2012-12-31T06:12:34.5199999999
```

ACG and National SMART Grant Print Specification

Please refer to the COD Technical Reference Implementation Guide for more information regarding the cessation of the ACG & National SMART Grant programs.

Direct Loan Forms

Creating Master Promissory Note Paper Manifests

All promissory notes must be mailed and accepted by COD before the loans are booked. The hard copy promissory notes must be accompanied by a paper manifest that lists the borrower's name and MPN ID for each promissory note in the shipment. Also, the paper manifest provides a certification to be signed by an official at the school. A sample Direct Subsidized/Unsubsidized Loan MPN Paper Manifest, a sample Grad PLUS Loan MPN Paper Manifest, and a sample Direct PLUS Loan MPN Paper Manifest are provided below.

Business Rules

1. Subsidized/Unsubsidized MPNs, Grad PLUS MPNs and PLUS MPNs must be batched separately and a separate paper manifest created for each batch.

2. Additionally, separate batches and manifests must be created for each DL school code.

3. Each batch may contain up to 100 notes.

4. After processing, the manifest is returned to the school address on the promissory note unless the school indicates another address on the manifest.

5. The Report Date (in `MM/DD/YYYY` format) and the Report Time (in `HH:MM:SS` format) indicate when the manifest was produced.

6. A page number starting with 1, incremented by 1 for each subsequent page printed, is included on each page of the manifest.

7. Records are printed in the last name alphabetical order, or numerical borrower ID order. The borrower's name is printed in last name, first name, and middle initial order. The Loan ID associated with borrower's name is printed.

8. The number of notes for shipping indicates the number of promissory notes covered by the paper manifest. It is only printed on the final page of the paper manifest.

9. The certification statement, DL school code, school name, signature block, and Financial Aid Administrator (FAA) name are only printed on the last page.

Sample Subsidized/Unsubsidized MPN Paper Manifest

```
Report Date: MM/DD/YYYY        U.S. DEPARTMENT OF EDUCATION                    PAGE:  1
Report Time:   HH:MM:SS        Federal Direct Loan Program
                                    Sub/Unsub Manifest
                                      (ALL RECORDS)                             Sort: SSN
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************************

PROMISSORY NOTE SHIPPING DOCUMENT ID:  YYYY-MM-DDTHH:MM:SS.FF00100200


BORROWER'S NAME                      MPN ID
STUDENT'S CURRENT SSN
------------------------------       ---------------------

X'XXXXX, XXXXX X.                    999999999M99G99999999
999-99-9999

XXXXXXXXXXXX, XXXXX                  999999999M99G99999999
111-11-1111



NUMBER OF NOTES FOR SHIPPING: _____

I hereby certify that each borrower named on the enclosed notes/disclosures is accepted for
enrollment on at least a half-time basis and is making satisfactory progress in a program
that is eligible for the loan type(s) awarded.  I certify that each student is an eligible
borrower in accordance with the Act.  I further certify that each borrower's eligibility
for a Pell Grant has been determined, that each borrower is not incarcerated, and that each
borrower has been determined eligible for loan(s) in the amount(s) certified.  I further
certify that the disbursement schedules comply with the requirements of the Act and hereby
authorize the Department of Education to adjust disbursement dates if necessary to ensure
compliance with the Act.  I further certify that, based on records available and due
inquiry, each borrower has met the requirements of the Selective Service Act, that each
borrower is not liable for an overpayment of any Federal grant made under the Act, and that
the information provided in the Borrower and the School sections of the promissory
notes/disclosures (including information supplied in electronic format) is true, complete
and accurate to the best of my knowledge and belief.

SCHOOL CODE:  G99999  NAME:   XXXXXXXXXXXXXXXXXXXXXXXXX

SIGNATURE: ____________________________________

FAA NAME:  XXXXXXXXXXXXXXXXXXXXXX
```

Sample PLUS MPN Paper Manifest

```
Report Date: MM/DD/YYYY        U.S. DEPARTMENT OF EDUCATION                    PAGE:  1
Report Time:   HH:MM:SS        Federal Direct Loan Program
                                      PLUS Manifest
                                      (ALL RECORDS)                            Sort: SSN
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************************

PROMISSORY NOTE SHIPPING DOCUMENT ID:  YYYY-MM-DDTHH:MM:SS.FF99999999

BORROWER'S NAME                      MPN ID
STUDENT'S NAME
STUDENT'S CURRENT SSN
------------------------------       ---------------------

XXXXXXXXXXX, XXXX                    999999999N99G99999999
XXXXXXXX, XXXXX X.
999-99-9999

XXXXXXXX, XXXXXX                     999999999N99G99999999
XXXXXXXX, XXXXXXXX
999-99-9998



NUMBER OF NOTES FOR SHIPPING: _____

I hereby certify that each student named on the enclosed applications/promissory notes is
accepted for enrollment on at least a half-time basis and is making satisfactory progress
in a program that is eligible for the loan type certified. I certify that each borrower is
an eligible borrower in accordance with the Act and has been determined eligible for a loan
in the amount certified.  I further certify that the disbursement schedules comply with the
requirements of the Act and hereby authorize the Department of Education to adjust
disbursement dates if necessary to ensure compliance with the Act.  I further certify that,
based on records available and due inquiry, each student has met the requirements of the
Selective Service Act, that each student is not liable for an overpayment of any Federal
grant made under the Act, and that the information provided in the Borrower, Student and
School sections of the applications/promissory notes (including information supplied in
electronic format) is true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE:  G99999  NAME:   EDUCATION ACADEMY

SIGNATURE: ____________________________________

FAA NAME:  AUTHORIZED LOAN OFFICIAL
```

Sample Grad PLUS MPN Paper Manifest

```
Report Date: 04/25/2012        U.S. DEPARTMENT OF EDUCATION                    PAGE:  1
Report Time:   09:30:30   Federal Direct Loan Program - 2012-2013
                            Graduate/Professional PLUS Manifest
                                                                                Sort: SSN
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************************

MPN MANIFEST SHIPPING DOCUMENT ID:  2013-04-25T09:30:30.4220755745

BORROWER'S NAME                      MPN ID
BORROWER'S CURRENT SSN
------------------------------       ---------------------

XXXXXX, XXXXX                        313131313N12G30107001
313-13-1313



NUMBER OF MPNs FOR SHIPPING: _____

I hereby certify that each borrower named on the enclosed MPN/disclosures is accepted for
enrollment on at least a half-time basis and is making satisfactory progress in a program
that is eligible for the loan type awarded.  I certify that each student is an eligible
borrower in accordance with the Act.  I further certify that each borrower's eligibility
for the maximum annual Direct Subsidized and/or Unsubsidized loan amount has been
determined, that each borrower is not incarcerated, and that each borrower has been
determined eligible for loan(s) in the amount(s) certified.  I further certify that the
disbursement schedules comply with the requirements of the Act and hereby authorize the
Department of Education to adjust disbursement dates if necessary to ensure compliance with
the Act.  I further certify that, based on records available and due inquiry, each borrower
has met the requirements of the Selective Service Act, that each borrower is not liable for
an overpayment of any Federal grant made under the Act, and that the information provided
in the Borrower and the School sections of the MPNs/disclosures (including information
supplied in electronic format) is true, complete and accurate to the best of my knowledge
and belief.

DL CODE:  G30107  NAME:   EDUCATION ACADEMY

SIGNATURE: ____________________________________

FAA NAME:  AUTHORIZED LOAN OFFICIAL
```

Revised Direct Subsidized/Unsubsidized Loan Plain Language Disclosure (PLD)

A sample Direct Subsidized/Unsubsidized Loan Plain Language Disclosure revised as a result of the Higher Education Reconciliation Act (HERA) of 2005 is included below:

Plain Language Disclosure for Direct Subsidized Loans and Direct Unsubsidized Loans
William D. Ford Federal Direct Loan Program

1. General information. You are receiving a Direct Subsidized Loan and/or Direct Unsubsidized Loan to help cover the costs of your education. This Plain Language Disclosure (Disclosure) summarizes information about your loan. Please read this Disclosure carefully and keep a copy in a safe place. In this Disclosure, the words "we," "us," and "our" refer to the U.S. Department of Education (the Department). If you have questions about your loan, contact your servicer. Your servicer's telephone number and address are shown on correspondence you will receive related to your loan.

You must repay this loan, even if you are unhappy with your education, do not complete your program of study, or cannot find work in your area of study. Borrow only the amount you can afford to repay, even if you are eligible to borrow more.

By accepting your loan proceeds, you are certifying, under penalty of perjury, that if you have been convicted of, or have pled *nolo contendere* or guilty to, a crime involving fraud in obtaining federal student aid funds under Title IV of the Higher Education Act of 1965, as amended, you have completed the repayment of those funds to the Department, or to the loan holder in the case of a Title IV federal student loan.

Information about your loans will be reported to the National Student Loan Data System (NSLDS). Information in NSLDS is accessible to schools, lenders, and guarantors for specific purposes as authorized by the Department.

2. Master Promissory Note (MPN). You are receiving a loan under an MPN that you signed previously. You may receive additional loans under that MPN for up to 10 years if the school that you attend is authorized to use the multi-year feature of the MPN and chooses to do so. If your school is not authorized to use the multi-year feature of the MPN or chooses not to do so, or if you do not want to receive more than one loan under the same MPN, you must sign a new MPN for each loan. If you do not want to receive more than one loan under the same MPN, you must notify your school or your servicer in writing.

3. Loan terms and conditions. This Disclosure summarizes information about your loan. Please refer to your MPN and the Borrower's Rights and Responsibilities Statement that you received previously for the complete terms and conditions of your loan. If you need another copy of the Borrower's Rights and Responsibilities Statement, contact your servicer. Unless we tell you otherwise in this Disclosure, your MPN and the Borrower's Rights and Responsibilities Statement control the terms and conditions of your loan. Loans made under your MPN are subject to the Higher Education Act of 1965, as amended, and federal regulations (collectively referred to as "the Act"). Any changes to the law or regulations apply to loans in accordance with the effective date of the changes.

4. Use of loan money. You may use your loan money only to pay for educational expenses (for example, tuition, room, board, books) at the school that determined you were eligible to receive the loan. If you accept this loan, your eligibility for other student assistance may be affected.

5. Information you must report. While you are still in school, you must notify your school if you **(i)** change your address or telephone number; **(ii)** change your name (for example, maiden name to married name); **(iii)** do not enroll at least half-time for the loan period certified by the school, or do not enroll at the school that certified your eligibility for the loan; **(iv)** stop attending school or drop below half-time enrollment; or **(v)** graduate or transfer to another school.

You must also notify your servicer of any of the above changes at any time after you receive your loan. In addition, you must notify your servicer if you **(i)** change employers or if your employer's address or phone number changes; or **(ii)** have any other change in status that affects your loan (for example, if you received a deferment but no longer meet the eligibility requirements for that deferment).

6. Amount you may borrow. There are limits on the amount you may borrow each academic year (annual loan limits) and in total (aggregate loan limits), as explained in the Borrower's Rights and Responsibilities Statement. You cannot borrow more than these limits.

Effective for loans first disbursed on or after July 1, 2008, the annual and aggregate loan limits are as follows:

Annual Loan Limits

Dependent Undergraduates (***except*** students whose parents cannot borrow PLUS loans)	
First Year (freshman)	$5,500 (maximum $3,500 subsidized)
Second Year (sophomore)	$6,500 (maximum $4,500 subsidized)
Third Year (junior) and Beyond	$7,500 (maximum $5,500 subsidized)
Independent Undergraduates (and dependent students whose parents cannot borrow PLUS loans)	
First Year (freshman)	$9,500 (maximum $3,500 subsidized)
Second Year (sophomore)	$10,500 (maximum $4,500 subsidized)
Third Year (junior) and Beyond	$12,500 (maximum $5,500 subsidized)
Graduate and Professional Students	
$20,500 (maximum $8,500 subsidized)	

Aggregate Loan Limits

Dependent Undergraduates (***except*** students whose parents cannot borrow PLUS loans)
$31,000 (maximum $23,000 subsidized)
Independent Undergraduates (and dependent students whose parents cannot borrow PLUS loans)
$57,500 (maximum $23,000 subsidized)
Graduate and Professional Students
$138,500 (maximum $65,500 subsidized)

7. Interest. Loans with a first disbursement date on or after July 1, 2006 have a fixed interest rate. However, different fixed interest rates may apply to separate loans made under the MPN depending on whether the loan is subsidized or unsubsidized, when the loan is first disbursed, and whether you are an undergraduate or graduate student. Loans with a first disbursement date prior to July 1, 2006 have a variable rate that is adjusted each year on July 1 but will never be more than 8.25%. Some variable interest rate loans have an interest rate that is lower during in-school, grace, and deferment periods, and higher during repayment and forbearance periods. For loans with a variable interest rate, we will notify you annually of the actual interest rate for each loan that you receive.

If you qualify under the Servicemembers Civil Relief Act, the interest rate on your loans obtained prior to military service may be limited to 6% during your military service. To receive this benefit, you must contact your servicer for information about the documentation you must provide to show that you qualify.

We do not charge interest on Direct Subsidized Loans while you are enrolled in school at least half time, during your grace period, and during deferment periods. Except as provided below for certain military borrowers, we charge interest on Direct Subsidized Loans during all other periods (starting on the day after your grace period ends), including forbearance periods.

Except as provided below for certain military borrowers, we charge interest on Direct Unsubsidized Loans during all periods (starting on the day your loan is paid out). This includes periods while you are enrolled in school, during your grace period, and during deferment and forbearance periods. Therefore, you will pay more interest on Direct Unsubsidized Loans than on Direct Subsidized Loans.

If you do not pay the interest that is charged to you during in-school, grace, deferment, and forbearance periods, we will add it to the unpaid amount of your loan. This is called capitalization. Capitalization increases the unpaid amount of your loan, and we will then charge interest on the increased amount.

Under the no accrual of interest benefit for active duty service members, we do not charge interest on Direct Loan Program loans first disbursed on or after October 1, 2008 during periods of qualifying active duty military service (for up to 60 months). For Direct Consolidation Loans, this benefit applies to the portion of the consolidation loan that repaid loans first disbursed on or after October 1, 2008.

8. Loan fee. We charge a loan fee on your loan that is a percentage of the principal amount of the loan. The percentage is determined by the Act and varies depending on when a loan is first disbursed. The specific loan fee that you are charged will be shown on a disclosure statement that we send to you. This fee will be subtracted proportionately from each disbursement of your loan.

9. Repayment incentive programs. A repayment incentive is a benefit that we offer to encourage you to repay your loan on time. Under a repayment incentive program, the interest rate we charge on your loan may be reduced. Some repayment incentive programs require you to make a certain number of payments on time to keep the reduced interest rate. The following repayment incentive programs may be available to you: *Interest Rate Reduction for Automatic Withdrawal of Payments* and *Up-Front Interest Rebate*. These repayment incentive programs are described in the Borrower's Rights and Responsibilities Statement. Your servicer can provide you with more information on other repayment incentive programs that may be available.

10. Disbursement of loan money. Generally, your school will disburse (pay out) your loan money in more than one installment, usually at the beginning of each academic term (for example, at the beginning of each semester or quarter). If your

school does not use academic terms or does not have academic terms that meet certain requirements, it will generally disburse your loan in at least two installments, one at the beginning of the period of study for which you are receiving the loan and one at the midpoint of that period of study. Your school may disburse your loan money by crediting it to your student account, or may give it to you directly by check or other means. Your servicer will notify you each time your school disburses a portion of your loan.

11. Canceling your loan. Before your loan money is disbursed, you may cancel all or part of your loan at any time by notifying your school. After your loan money is disbursed, there are two ways to cancel all or part of your loan:

- If your school obtains your written confirmation of the types and amounts of Title IV loans that you want to receive for an award year before crediting loan money to your account at the school, you may tell the school that you want to cancel all or part of that loan within 14 days after the date the school notifies you of your right to cancel all or part of the loan, or by the first day of your school's payment period, whichever is later (your school can tell you the first day of the payment period). If the school does not obtain your written confirmation of the types and amounts of loans you want to receive before crediting the loan money to your account, you may cancel all or part of that loan by informing the school within 30 days of the date the school notifies you of your right to cancel all or part of the loan. In either case, your school will return the cancelled loan amount to us. You do not have to pay interest or the loan fee on the part of your loan that you tell your school to cancel within these timeframes. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you tell your school to cancel. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that was cancelled.

  If you ask your school to cancel all or part of your loan outside the timeframes described above, your school may process your cancellation request, but it is not required to do so.
- Within 120 days of the date your school disbursed your loan money (by crediting the loan money to your account at the school, by paying it directly to you, or both), you may return all or part of your loan to us. Contact your servicer for guidance on how and where to return your loan money. You do not have to pay interest or the loan fee on the part of your loan that you return within 120 days of the date that part of your loan is disbursed. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you return. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that you return.

12. Grace period. You will receive a 6-month grace period on repayment that starts the day after you stop attending school or drop below half-time enrollment. You do not have to begin making payments on your loan until after your grace period ends.

13. Repaying your loan. You must repay each loan that you receive according to the repayment schedule provided by your servicer. You must begin repaying your loan after your grace period ends. The amount of time you have to repay your loan (the repayment period) will vary from 10 to 25 years, depending on the repayment plan that you choose and the total amount you have borrowed. For Direct Subsidized Loans and Direct Unsubsidized Loans that enter repayment on or after July 1, 2006, you may choose one of the following repayment plans:

Standard Repayment Plan. Refer to the Borrower's Rights and Responsibilities Statement for the terms and conditions of this plan.

Graduated Repayment Plan. If you choose this plan, your payments will usually be lower at first, and will then increase over time. No single payment will be more than 3 times greater than any other payment. Under this plan, you must repay your loan in full within 10 years (not including periods of deferment and forbearance) from the date the loan entered repayment. If your loan has a variable interest rate, we may need to adjust the number or amount of your payments to reflect changes in the interest rate.

Extended Repayment Plan. You may choose this plan only if (i) you had no outstanding balance on a Direct Loan Program loan as of October 7, 1998 or on the date you obtained a Direct Loan Program loan on or after October 7, 1998, and (ii) you have an outstanding balance on Direct Loan Program loans that exceeds $30,000. If you are eligible for and choose this plan, you will make monthly payments based on fixed annual or graduated repayment amounts and will repay your loan in full over a period not to exceed 25 years (not including periods of deferment and forbearance) from the date your loan entered repayment. Your payments must be at least $50 per month and will be more, if necessary, to repay the loan within the required time period. If your loan has a variable interest rate, we may need to adjust the number or amount of your payments to reflect changes in the interest rate.

Income Contingent Repayment Plan. Refer to the Borrower's Rights and Responsibilities Statement for the terms and conditions of this plan.

Effective July 1, 2009, if you are eligible, you may also choose an **Income-Based Repayment Plan**. Under this plan, your required monthly payment amount will be based on your income during any period when you have a partial financial hardship. The maximum repayment period under this plan may exceed 10 years. If you meet certain requirements over a 25-year period, you may qualify for cancellation of any outstanding balance on your loans.

These plans are designed to give you flexibility in meeting your obligation to repay your loan. You may change repayment plans at any time after you have begun repaying your loan. You may make loan payments before they are due, or pay more than the amount due each month, without penalty. When you have repaid a loan in full, your servicer will send you a notice telling you that you have paid off your loan. You should keep this notice in a safe place.

14. Late charges and collection costs. We may require you to pay a late charge of not more than six cents for each dollar of each late payment if you do not make any part of a payment within 30 days after it is due. We may also require you to pay other charges and fees involved in collecting your loan.

15. Demand for immediate repayment. The entire unpaid amount of your loan becomes due and payable (on your MPN this is called "acceleration") if you **(i)** receive loan money but do not enroll at least half-time at the school that determined you were eligible to receive the loan; **(ii)** use your loan money to pay for anything other than educational expenses at the school that determined you were eligible to receive the loan; **(iii)** make a false statement that causes you to receive a loan that you are not eligible to receive; or **(iv)** default on your loan.

16. Default. You are in default on your loan if you **(i)** do not repay the entire unpaid amount of your loan if we require you to do so; **(ii)** have not made a payment on your loan for at least 270 days; or **(iii)** do not comply with other terms and conditions of your loan, and we conclude that you no longer intend to honor your obligation to repay your loan.

If you default on your loan, we will report your default to national consumer reporting agencies. We may sue you, take all or part of your federal tax refund, and/or garnish your wages so that your employer is required to send us part of your salary to pay off your loan. We will require you to pay reasonable collection fees and costs, plus court costs and attorney fees. You will lose eligibility for other federal student aid and assistance under most federal benefit programs. You will lose eligibility for loan deferments.

17. Consumer reporting agency notification. We will report information about your loan to national consumer reporting agencies. This information will include the disbursement dates, amount, and repayment status of your loan (for example, whether you are current or delinquent in making payments). Your loan will be identified as an education loan.

18. Deferment and forbearance (postponing payments). If you meet certain requirements, you may receive a **deferment** that allows you to temporarily stop making payments on your loan. For example:

You may receive a deferment while you are attending school at least half time or for up to 3 years while you are unemployed.

You may receive a deferment while you are serving on active duty during a war or other military operation or national emergency, or performing qualifying National Guard duty during a war or other military operation or national emergency, and if you are serving on or after October 1, 2007, for an additional 180-day period following the demobilization date for your qualifying service.

If you are a member of the National Guard or other reserve component of the U.S. Armed Forces (current or retired) and you are called or ordered to active duty while enrolled at least half time at an eligible school, or within 6 months after having been enrolled at least half time, you are eligible for a deferment during the 13 months following the conclusion of your active duty service, or until the date you return to enrolled student status on at least a half-time basis, whichever is earlier.

This is not a complete list of available deferments. For a complete list, refer to the Borrower's Rights and Responsibilities Statement that you received previously.

We do not charge interest on Direct Subsidized Loans during deferment periods. However, we do charge interest on Direct Unsubsidized Loans during deferment periods.

If you cannot make your scheduled loan payments but do not qualify for a deferment, we may give you a **forbearance**. A forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. For example, we may give you a forbearance if you are temporarily unable to make scheduled loan payments because of financial hardship or illness. We may also give you a forbearance under other conditions as described in the Borrower's Rights and Responsibilities Statement. We charge interest on both Direct Subsidized Loans and Direct Unsubsidized Loans during forbearance periods.

To request a deferment or forbearance, contact your servicer.

19. Loan discharge. We may discharge (forgive) all or part of your loan if **(i)** you die, and we receive an original or certified copy of your death certificate; **(ii)** you become totally and permanently disabled and meet certain other requirements; **(iii)** your loan is discharged in bankruptcy; **(iv)** you were unable to complete your course of study because your school closed; **(v)** your school falsely certified your eligibility; **(vi)** your school did not pay a refund of your loan money that it was required to pay under federal regulations; or, effective July 1, 2006, **(vii)** a loan in your name was falsely

certified as a result of a crime of identity theft. To request a loan discharge, contact your servicer.

We may forgive a portion of any loans you received under the Direct Loan or Federal Family Education Loan (FFEL) program after October 1, 1998 if you teach full-time for 5 consecutive years in certain low-income elementary and/or secondary schools and meet certain other qualifications, and if you did not owe a Direct Loan or FFEL program loan as of October 1, 1998, or as of the date you obtain a loan after October 1, 1998. Contact your servicer for specific eligibility requirements.

A public service loan forgiveness program is also available. Under this program, the remaining balance due on your eligible Direct Loan Program loans may be cancelled after you have made 120 payments on those loans (after October 1, 2007) under certain repayment plans while you are employed in certain public service jobs.

The Act may provide for certain loan forgiveness or repayment benefits on your loan in addition to the benefits described above. If other forgiveness or repayment options become available, your servicer will provide information about these benefits.

In some cases, you may assert, as a defense against collection of your loan, that your school did something wrong or failed to do something that it should have done. You can make such a defense against repayment only if what your school did or did not do would give rise to a legal cause of action under applicable state law. If you believe that you have a defense against repayment of your loan, contact your servicer.

20. Loan consolidation. You may consolidate (combine) one or more of your eligible federal education loans into one loan. Consolidation allows you to extend the period of time that you have to repay your loans, and to combine several loan debts into a single monthly payment. This may make it easier for you to repay your loans. However, you will pay more interest if you extend your repayment period through consolidation, since you will be making payments for a longer period of time. Contact your servicer for more information about loan consolidation.

Revised Direct PLUS Loan Plain Language Disclosure (PLD)

A sample Direct PLUS Loan Plain Language Disclosure revised as a result of the Higher Education Reconciliation Act (HERA) of 2005 is included below:

Plain Language Disclosure for Federal Direct PLUS Loans
William D. Ford Federal Direct Loan Program

A graduate or professional student or the parent of a dependent undergraduate student may borrow a Federal Direct PLUS Loan (Direct PLUS Loan). In this document, "you" refers to the borrower.

1. General information. You are receiving a Direct PLUS Loan to help pay the costs of your education or your dependent student's education. This Plain Language Disclosure (Disclosure) summarizes important information about your loan. Please read this Disclosure carefully and keep a copy in a safe place. In this Disclosure, the words "we," "us," and "our" refer to the U.S. Department of Education (the Department). The Department may use a servicer to handle billing and other communications related to your loan. If you have questions about your loan, contact your servicer. Your servicer's telephone number and address are shown on correspondence you will receive related to your loan.

You must repay this loan, even if you or your dependent undergraduate student are unhappy with the education provided by the school, do not complete the program of study, or cannot find work in that area of study. Borrow only the amount you can afford to repay, even if you are eligible to borrow more.

By accepting your loan proceeds, you are certifying, under penalty of perjury, that if you or your dependent undergraduate student, as applicable, have been convicted of, or have pled *nolo contendere* or guilty to, a crime involving fraud in obtaining federal student aid funds under Title IV of the Higher Education Act of 1965, as amended (the HEA), you or the student have completed the repayment of those funds to the Department, or to the loan holder in the case of a Title IV federal student loan.

Information about your loans will be submitted to the National Student Loan Data System (NSLDS). Information in NSLDS is accessible to schools, lenders, and guarantors for specific purposes as authorized by the Department.

2. Direct PLUS Loan Application and Master Promissory Note (MPN). You are receiving a loan under an MPN that you signed previously. You may receive additional loans under that MPN for up to 10 years if the school that you or your dependent student attend is authorized to use the multi-year feature of the MPN and chooses to do so. If the school is not authorized to use the multi-year feature of the MPN or chooses not to do so, or if you do not want to receive more than one loan under the same MPN, you must sign a new MPN for each loan. If you do not want to receive more than one loan under the same MPN, you must notify the school or your servicer in writing.

If you are a parent borrowing for more than one dependent undergraduate student, you need a separate MPN for each student. If you are borrowing for yourself as a graduate or professional student and also as a parent for one or more dependent undergraduate students, you need one MPN to borrow for yourself and a separate MPN to borrow for each dependent student.

3. Loan terms and conditions. This Disclosure summarizes information about your loan. Please refer to your MPN and the Borrower's Rights and Responsibilities Statement that you received previously for the complete terms and conditions of your loan. If you need another copy of the Borrower's Rights and Responsibilities Statement, contact your servicer. Unless we tell you otherwise in this Disclosure, your MPN and the Borrower's Rights and Responsibilities Statement control the terms and conditions of your loan. Loans made under your MPN are subject to the HEA and federal regulations, collectively referred to as "the Act." Any changes to the Act apply to loans in accordance with the effective date of the changes.

4. Use of loan money. You may use your loan money only to pay for educational expenses (for example, tuition, room, board, books) for yourself (if you are a graduate or professional student) or for your dependent undergraduate student (if you are a parent borrower) at the school that determined you were eligible to receive the loan. If you accept this loan, eligibility for other student assistance may be affected.

5. Information you must report. While you or your dependent student are still in school, you must notify the school if **(i)** you change your address or telephone number; **(ii)** you change your name (for example, maiden name to married name); **(iii)** you or your dependent student do not enroll at least half-time for the loan period certified by the school, or do not enroll at the school that certified your eligibility for the loan; **(iv)** you or your dependent student stop attending school or drop below half-time enrollment; or **(v)** you or your dependent student graduate or transfer to another school.

You must also notify your servicer of any of the above changes at any time after you receive your loan. In addition, you must notify your servicer if you **(i)** change employers or if your employer's address or phone number changes; or **(ii)** have any other change in status that affects your loan (for example, if you received a deferment but no longer meet the eligibility requirements for that deferment).

6. Amount you may borrow. For each academic year, you may borrow up to – but not more than – the estimated cost of attendance minus the amount of any other financial aid awarded for that academic year. The school determines the cost of attendance using federal guidelines.

7. Interest rate and payment of interest. Loans with a first disbursement on or after July 1, 2006 have a fixed interest rate of 7.9%. Loans with a first disbursement prior to July 1, 2006 have a variable interest rate that is adjusted each year on July 1 but will never be more than 9%. For loans with a variable interest rate, we will notify you annually of the actual interest rate for each loan that you receive.

If you qualify under the Servicemembers Civil Relief Act, the interest rate on your loans obtained prior to military service may be limited to 6% during your military service. To receive this benefit, you must contact your servicer for information about the documentation you must provide to show that you qualify.

Except as provided below for borrowers who serve in the military, interest accrues on your Direct PLUS Loan from the date the loan is first disbursed until it is repaid in full, including during periods of deferment or forbearance. If you do not pay the interest as it accrues during deferment or forbearance (for example, during an in-school deferment), we will add it to the unpaid amount of your loan. This is called capitalization. Capitalization increases the unpaid amount of your loan, and interest will then accrue on the increased amount. We may also capitalize unpaid interest that has accrued since the first disbursement of your loan when you enter repayment for the first time.

Under the no accrual of interest benefit for active duty service members, no interest accrues on Direct Loan Program Loans first disbursed on or after October 1, 2008 during periods of qualifying active duty military service (for up to 60 months). For Direct Consolidation Loans, this benefit applies to the portion of the consolidation loan that repaid loans first disbursed on or after October 1, 2008.

8. Loan fee. We charge a loan fee on your loan of 4% of the principal amount of the loan. This fee will be subtracted proportionately from each disbursement of your loan, and will be shown on a disclosure statement that we send to you.

9. Repayment incentive programs. A repayment incentive is a benefit that we offer to encourage you to repay your loan on time. Under a repayment incentive program, the interest rate we charge on your loan may be reduced. Some repayment incentive programs require you to make a certain number of payments on time to keep the reduced interest rate. The following repayment incentive programs may be available to you: *Interest Rate Reduction for Electronic Debit Account Repayment* and *Up-Front Interest Rebate*. These repayment incentive programs are described in the Borrower's Rights and Responsibilities Statement. Your servicer can provide you with more information on other repayment incentive programs that may be available.

10. Disbursement of loan money. Generally, the school will disburse (pay out) your loan money in more than one installment, usually at the beginning of each academic term (for example, at the beginning of each semester or quarter). If the school does not use academic terms or does not have academic terms that meet certain requirements, it will generally disburse your loan in at least two installments, one at the beginning of the period of study for which you are receiving the loan, and one at the midpoint of that period of study. The school may disburse your loan money by crediting it to your or your dependent student's account at the school, or may give it to you directly by check or other means. Your servicer will notify you each time the school disburses a portion of your loan.

11. Canceling your loan. Before your loan money is disbursed, you may cancel all or part of your loan at any time by notifying the school. After your loan money is disbursed, there are two ways to cancel all or part of your loan:

- If your school obtains your written confirmation of the types and amounts of Title IV loans that you want to receive for an award year before crediting loan money to your or your dependent student's account at the school, you may tell the school that you want to cancel all or part of that loan within 14 days after the date the school notifies you of your right to cancel all or part of the loan, or by the first day of the school's payment period, whichever is later (the school can tell you the first day of the payment period). If the school does not obtain your written confirmation of the types and amounts of loans you want to receive before crediting the loan money to your account, you may cancel all or part of that loan by informing the school within 30 days of the date the school notifies you of your right to cancel all or part of the loan. In either case, the school will return the cancelled loan amount to us.

  If you ask the school to cancel all or part of your loan outside the timeframes described above, the school may process your cancellation request, but it is not required to do so.

- Within 120 days of the date the school disbursed your loan money (by crediting the loan money to your or your dependent student's account at the school, by paying it directly to you, or both), you may return all or part of your loan to us. Contact your servicer for guidance on how and where to return your loan money.

You do not have to pay interest or the loan fee on the part of your loan that is cancelled or returned within the timeframes described above, and if you received an up-front interest rebate, the rebate does not apply. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that is cancelled or returned.

12. Repaying your loan. The repayment period for each Direct PLUS Loan you receive under the MPN begins on the date of the final disbursement of that loan. This means that the repayment period for each loan will begin on a different date. Unless you receive a deferment or forbearance (see Item 18), your first payment on each loan will be due within 60 days of the final disbursement of that loan. The amount of time you have to repay your loan will vary from 10 to 25 years, depending on the repayment plan that you choose and the total amount you have borrowed. The maximum repayment periods shown below do not include periods of deferment or forbearance, except for periods of economic hardship deferment when repaying under the Income-Based Repayment Plan. You may choose one of the following repayment plans:

Standard Repayment Plan. Under this plan, you will make fixed monthly payments and repay your loan in full within 10 years. Your payments must be at least $50 per month ($600 per year) and will be more, if necessary, to repay your loan within the required time period.

Graduated Repayment Plan. Under this plan, your payments will usually be lower at first, and will then increase over time. No single payment will be more than 3 times greater than any other payment. You must repay your loan in full within 10 years.

Extended Repayment Plan. You may choose this plan only if **(i)** you had no outstanding balance on a Direct Loan Program loan as of October 7, 1998 or on the date you obtained a Direct Loan Program loan after October 7, 1998, and **(ii)** you have an outstanding balance on Direct Loan Program loans that exceeds $30,000. Under this plan, you will make monthly payments based on fixed annual or graduated repayment amounts and will repay your loan in full over a period not to exceed 25 years. Your payments must be at least $50 per month ($600 per year) and will be more, if necessary, to repay your loan within the required time period.

The following additional repayment plans are available to graduate and professional student Direct PLUS Loan borrowers (parent Direct PLUS Loan borrowers may not repay their Direct PLUS Loans under these plans):

Income Contingent Repayment (ICR) Plan. Under this plan, your monthly payment amount is based on your annual income (and your spouse's income, if you are married), family size, and total Direct Loan debt. Until we obtain the information needed to calculate your monthly payment amount under this plan, the monthly payment will equal the amount of interest that has accrued on the loan unless you request a forbearance. As your income changes, the monthly payment amount may change. If you do not repay a loan after 25 years under this plan, the unpaid portion will be forgiven. However, you may have to pay income tax on any amount forgiven.

Income-Based Repayment (IBR) Plan. Under this plan, your required monthly payment amount will be based on your income during any period when you have a partial financial hardship. Your monthly payment amount may be adjusted annually. The maximum repayment period under this plan may exceed 10 years. If your loan is not repaid in full after you have made the equivalent of 25 years of qualifying monthly payments and at least 25 years have elapsed, you may qualify for forgiveness of any outstanding balance on your loans. You may have to pay income tax on any amount forgiven. To initially qualify for the IBR Plan and to continue to make income-based payments, you must have a partial financial hardship. A calculator is available at www.direct.ed.gov that evaluates your eligibility for the IBR Plan and estimates your initial IBR Plan payment amount. The calculator is for informational purposes only. Your servicer will make the official determination of your eligibility and payment amount.

Unless otherwise restricted by loan type, you must repay all of your Direct Loans under the same repayment plan. These plans are designed to give you flexibility in meeting your obligation to repay your loan. You may change repayment plans at any time after you have begun repaying your loan. You may make loan payments before they are due, or pay more than the amount due each month, without penalty. When you have fully repaid a loan, your servicer will send you a notice telling you that you have paid off your loan. You should keep this notice in a safe place.

13. Transfer of loan. The Department may transfer one or all of your loans to another servicer without your consent. If the address to which you must send payments or direct communications changes, you will be notified of the new servicer's name, address, and telephone number, the effective date of the transfer, and the date when you must begin sending payments or directing communications to that servicer. Transfer of a loan to a different servicer does not affect your rights and responsibilities under that loan.

14. Late charges and collection costs. We may require you to pay a late charge of not more than six cents for each dollar of each late payment if you do not make any part of a payment within 30 days after it is due. We may also require you to pay other charges and fees involved in collecting your loan.

15. Demand for immediate repayment. The entire unpaid amount of your loan becomes due and payable (on your MPN this is called "acceleration") if you **(i)** receive loan money, but you or your dependent student do not enroll at least half-time at the school that certified your eligibility for the loan; **(ii)** use your loan money to pay for anything other than expenses related to the cost of education at the school that certified your eligibility for the loan; **(iii)** make a false statement that causes you to receive a loan that you are not eligible to receive; or **(iv)** default on your loan.

16. Default. You are in default on your loan if you **(i)** do not repay the entire unpaid amount of your loan if we require you to do so; **(ii)** have not made a payment on your loan for at least 270 days; or **(iii)** do not comply with other terms and conditions of your loan, and we conclude that you no longer intend to honor your obligation to repay your loan.

If you default on your loan, we will report that fact to national consumer reporting agencies. We may sue you, take all or part of your federal tax refund or other federal payments, and/or garnish your wages so that your employer is required to send us part of your salary to pay off your loan. We will require you to pay reasonable collection fees and costs, plus court costs and attorney fees. You will lose eligibility for other federal student aid and assistance under most federal benefit programs. You will lose eligibility for loan deferments.

17. Consumer reporting agency notification. We will report information about your loan to national consumer reporting agencies on a regular basis. This information will include the disbursement dates, amount, and repayment status of your loan (for example, whether you are current or delinquent in making payments). Your loan will be identified as an education loan.

18. Deferment and forbearance (postponing payments). If you meet certain requirements, you may receive a **deferment** that allows you to temporarily stop making payments on your loan. For example, you may receive a deferment:

- While you are enrolled at least half time at an eligible school;
- During the 6-month period after you cease to be enrolled at least half time (only for loans first disbursed on or after July 1, 2008);
- While the student for whom you obtained a loan is enrolled at least half time at an eligible school and for the 6-month period after the student ceases to be enrolled at least half time (only for loans first disbursed on or after July 1, 2008);
- While you are unemployed (for up to 3 years);
- While you are experiencing an economic hardship, including service in the Peace Corps (for up to 3 years);
- While you are serving on active duty during a war or other military operation or national emergency, or performing qualifying National Guard duty during a war or other military operation or national emergency, and if you were serving on or after October 1, 2007, for an additional 180-day period following the demobilization date for your qualifying service; and
- If you are a member of the National Guard or other reserve component of the U.S. Armed Forces (current or retired) and you are called or ordered to active duty while enrolled at least half time at an eligible school, or within 6 months after having been enrolled at least half time, during the 13 months following the conclusion of your active duty service, or until the date you return to enrolled student status on at least a half-time basis, whichever is earlier.

This is not a complete list of available deferments. For a complete list, refer to the Borrower's Rights and Responsibilities Statement that you received previously.

You are responsible for paying the interest on a Direct PLUS Loan during a period of deferment.

If you cannot make your scheduled loan payments but do not qualify for a deferment, we may give you a **forbearance**. A forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. For example, we may give you a forbearance if you are temporarily unable to make scheduled loan payments because of financial hardship or illness. We may also give you a forbearance under other conditions as described in the Borrower's Rights and Responsibilities Statement that you received previously. You are responsible for paying the interest on a Direct PLUS Loan during a period of forbearance.

To request a deferment or forbearance, contact your servicer.

19. Loan discharge. We may discharge (forgive) all or part of your loan if **(i)** you die, or the student for whom you borrowed dies, and we receive acceptable documentation of your or the student's death; **(ii)** you become totally and permanently disabled and meet certain other requirements; **(iii)** your loan is discharged in bankruptcy; **(iv)** you or the student for whom you obtained the loan were unable to complete the program of study because the school closed; **(v)** the school falsely certified your loan eligibility; **(vi)** the school did not pay a refund of your loan money that it was required to pay under federal regulations; or **(vii)** a loan in your name was falsely certified as a result of a crime of identity theft. To request a loan discharge, contact your servicer.

A public service loan forgiveness program is also available. Under this program, the remaining balance due on your eligible Direct Loan Program loans may be cancelled after you have made 120 payments on those loans (after October 1, 2007) under certain repayment plans while you are employed in certain public service jobs.

The Act may provide for certain loan forgiveness or repayment benefits on your loans in addition to the benefits described above. If other forgiveness or repayment options become available, your servicer will provide information about these benefits.

In some cases, you may assert, as a defense against collection of your loan, that the school did something wrong or failed to do something that it should have done. You can make such a defense against repayment only if what the school did or did not do would give rise to a legal cause of action under applicable state law. If you believe that you have a defense against repayment of your loan, contact your servicer.

20. Loan consolidation. You may consolidate one or more of your eligible federal education loans into one loan with a single monthly payment. Consolidation may allow you to extend the period of time that you have to repay your loans. This may make it easier for you to repay your loans. However, you will pay more interest if you extend your repayment period through consolidation, since you will be making payments for a longer period of time. Contact your servicer for more information about loan consolidation.

Revised Direct Grad PLUS Loan Plain Language Disclosure (PLD)

A sample Direct Grad PLUS Loan Plain Language Disclosure revised as a result of the Higher Education Reconciliation Act (HERA) of 2005 is included below:

Direct Loans
William D. Ford Federal Direct Loan Program

William D. Ford Federal Direct Loan Program
Direct PLUS Loan
Plain Language Disclosure

A graduate or professional student or the parent of a dependent undergraduate student may borrow a Federal Direct PLUS Loan (Direct PLUS Loan). In this document, "you" refers to the borrower.

1. General information. You are receiving a Direct PLUS Loan to help pay the costs of your education or your dependent student's education. This Plain Language Disclosure (Disclosure) summarizes important information about your loan. Please read this Disclosure carefully and keep a copy in a safe place. In this Disclosure, the words "we," "us," and "our" refer to the U.S. Department of Education (the Department). The Department may use a servicer to handle billing and other communications related to your loan. If you have questions about your loan, contact your servicer. Your servicer's telephone number and address are shown on correspondence you will receive related to your loan.

You must repay this loan, even if you or your dependent undergraduate student are unhappy with the education provided by the school, do not complete the program of study, or cannot find work in that area of study. Borrow only the amount you can afford to repay, even if you are eligible to borrow more.

By accepting your loan proceeds, you are certifying, under penalty of perjury, that if you or your dependent undergraduate student, as applicable, have been convicted of, or have pled *nolo contendere* or guilty to, a crime involving fraud in obtaining federal student aid funds under Title IV of the Higher Education Act of 1965, as amended (the HEA), you or the student have completed the repayment of those funds to the Department, or to the loan holder in the case of a Title IV federal student loan.

Information about your loans will be submitted to the National Student Loan Data System (NSLDS). Information in NSLDS is accessible to schools, lenders, and guarantors for specific purposes as authorized by the Department.

2. Direct PLUS Loan Application and Master Promissory Note (MPN). You are receiving a loan under an MPN that you signed previously. You may receive additional loans under that MPN for up to 10 years if the school that you or your dependent student attend is authorized to use the multi-year feature of the MPN and chooses to do so. If the school is not authorized to use the multi-year feature of the MPN or chooses not to do so, or if you do not want to receive more than one loan under the same MPN, you must sign a new MPN for each loan. If you do not want to receive more than one loan under the same MPN, you must notify the school or your servicer in writing.

If you are a parent borrowing for more than one dependent undergraduate student, you need a separate MPN for each student. If you are borrowing for yourself as a graduate or professional student and also as a parent for one or more dependent undergraduate students, you need one MPN to borrow for yourself and a separate MPN to borrow for each dependent student.

3. Loan terms and conditions. This Disclosure summarizes information about your loan. Please refer to your MPN and the Borrower's Rights and Responsibilities Statement that you received previously for the complete terms and conditions of your loan. If you need another copy of the Borrower's Rights and Responsibilities Statement, contact your servicer. Unless we tell you otherwise in this Disclosure, your MPN and the Borrower's Rights and Responsibilities Statement control the terms and conditions of your loan. Loans made under your MPN are subject to the HEA and federal regulations, collectively referred to as "the Act." Any changes to the Act apply to loans in accordance with the effective date of the changes.

4. Use of loan money. You may use your loan money only to pay for educational expenses (for example, tuition, room, board, books) for yourself (if you are a graduate or professional student) or for your dependent undergraduate student (if you are a parent borrower) at the school that determined you were eligible to receive the loan. If you accept this loan, eligibility for other student assistance may be affected.

5. Information you must report. While you or your dependent student are still in school, you must notify the school if **(i)** you change your address or telephone number; **(ii)** you change your name (for example, maiden name to married name); **(iii)** you or your dependent student do not enroll at least half-time for the loan period certified by the school, or do not enroll at the school that certified your eligibility for the loan; **(iv)** you or your dependent student stop attending school or drop below half-time enrollment; or **(v)** you or your dependent student graduate or transfer to another school.

You must also notify your servicer of any of the above changes at any time after you receive your loan. In addition, you must notify your servicer if you **(i)** change employers or if your employer's address or phone number changes; or **(ii)** have any other change in status that affects your loan (for example, if you received a deferment but no longer meet the eligibility requirements for that deferment).

6. Amount you may borrow. For each academic year, you may borrow up to – but not more than – the estimated cost of attendance minus the amount of any other financial aid awarded for that academic year. The school determines the cost of attendance using federal guidelines.

7. Interest rate and payment of interest. Loans with a first disbursement on or after July 1, 2006 have a fixed interest rate of 7.9%. Loans with a first disbursement prior to July 1, 2006 have a variable interest rate that is adjusted each year on July 1 but will never be more than 9%. For loans with a variable interest rate, we will notify you annually of the actual interest rate for each loan that you receive.

If you qualify under the Servicemembers Civil Relief Act, the interest rate on your loans obtained prior to military service may be limited to 6% during your military service. To receive this benefit, you must contact your servicer for information about the documentation you must provide to show that you qualify.

Except as provided below for borrowers who serve in the military, interest accrues on your Direct PLUS Loan from the date the loan is first disbursed until it is repaid in full, including during periods of deferment or forbearance. If you do not pay the interest as it accrues during deferment or forbearance (for example, during an in-school deferment), we will add it to the unpaid amount of your loan. This is called capitalization. Capitalization increases the unpaid amount of your loan, and interest will then accrue on the increased amount. We may also capitalize unpaid interest that has accrued since the first disbursement of your loan when you enter repayment for the first time.

Under the no accrual of interest benefit for active duty service members, no interest accrues on Direct Loan Program Loans first disbursed on or after October 1, 2008 during periods of qualifying active duty military service (for up to 60 months). For Direct Consolidation Loans, this benefit applies to the portion of the consolidation loan that repaid loans first disbursed on or after October 1, 2008.

8. Loan fee. We charge a loan fee on your loan of 4% of the principal amount of the loan. This fee will be subtracted proportionately from each disbursement of your loan, and will be shown on a disclosure statement that we send to you.

9. Repayment incentive programs. A repayment incentive is a benefit that we offer to encourage you to repay your loan on time. Under a repayment incentive program, the interest rate we charge on your loan may be reduced. Some repayment incentive programs require you to make a certain number of payments on time to keep the reduced interest rate. The following repayment incentive programs may be available to you: *Interest Rate Reduction for Electronic Debit Account Repayment* and *Up-Front Interest Rebate*. These repayment incentive programs are described in the Borrower's Rights and Responsibilities Statement. Your servicer can provide you with more information on other repayment incentive programs that may be available.

10. Disbursement of loan money. Generally, the school will disburse (pay out) your loan money in more than one installment, usually at the beginning of each academic term (for example, at the beginning of each semester or quarter). If the school does not use academic terms or does not have academic terms that meet certain requirements, it will generally disburse your loan in at least two installments, one at the beginning of the period of study for which you are receiving the loan, and one at the midpoint of that period of study. The school may disburse your loan money by

crediting it to your or your dependent student's account at the school, or may give it to you directly by check or other means. Your servicer will notify you each time the school disburses a portion of your loan.

11. Canceling your loan. Before your loan money is disbursed, you may cancel all or part of your loan at any time by notifying the school. After your loan money is disbursed, there are two ways to cancel all or part of your loan:

- If your school obtains your written confirmation of the types and amounts of Title IV loans that you want to receive for an award year before crediting loan money to your or your dependent student's account at the school, you may tell the school that you want to cancel all or part of that loan within 14 days after the date the school notifies you of your right to cancel all or part of the loan, or by the first day of the school's payment period, whichever is later (the school can tell you the first day of the payment period). If the school does not obtain your written confirmation of the types and amounts of loans you want to receive before crediting the loan money to your account, you may cancel all or part of that loan by informing the school within 30 days of the date the school notifies you of your right to cancel all or part of the loan. In either case, the school will return the cancelled loan amount to us.

  If you ask the school to cancel all or part of your loan outside the timeframes described above, the school may process your cancellation request, but it is not required to do so.
- Within 120 days of the date the school disbursed your loan money (by crediting the loan money to your or your dependent student's account at the school, by paying it directly to you, or both), you may return all or part of your loan to us. Contact your servicer for guidance on how and where to return your loan money.

You do not have to pay interest or the loan fee on the part of your loan that is cancelled or returned within the timeframes described above, and if you received an up-front interest rebate, the rebate does not apply. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that is cancelled or returned.

12. Repaying your loan. The repayment period for each Direct PLUS Loan you receive under the MPN begins on the date of the final disbursement of that loan. This means that the repayment period for each loan will begin on a different date. Unless you receive a deferment or forbearance (see Item 18), your first payment on each loan will be due within 60 days of the final disbursement of that loan. The amount of time you have to repay your loan will vary from 10 to 25 years, depending on the repayment plan that you choose and the total amount you have borrowed. The maximum repayment periods shown below do not include periods of deferment or forbearance, except for periods of economic hardship deferment when repaying under the Income-Based Repayment Plan. You may choose one of the following repayment plans:

Standard Repayment Plan. Under this plan, you will make fixed monthly payments and repay your loan in full within 10 years. Your payments must be at least $50 per month ($600 per year) and will be more, if necessary, to repay your loan within the required time period.

Graduated Repayment Plan. Under this plan, your payments will usually be lower at first, and will then increase over time. No single payment will be more than 3 times greater than any other payment. You must repay your loan in full within 10 years.

Extended Repayment Plan. You may choose this plan only if **(i)** you had no outstanding balance on a Direct Loan Program loan as of October 7, 1998 or on the date you obtained a Direct Loan Program loan after October 7, 1998, and **(ii)** you have an outstanding balance on Direct Loan Program loans that exceeds $30,000. Under this plan, you will make monthly payments based on fixed annual or graduated repayment amounts and will repay your loan in full over a period not to exceed 25 years. Your payments must be at least $50 per month ($600 per year) and will be more, if necessary, to repay your loan within the required time period.

The following additional repayment plans are available to graduate and professional student Direct PLUS Loan borrowers (parent Direct PLUS Loan borrowers may not repay their Direct PLUS Loans under these plans):

Income Contingent Repayment (ICR) Plan. Under this plan, your monthly payment amount is based on your annual income (and your spouse's income, if you are married), family size, and total Direct Loan debt. Until we obtain the information needed to calculate your monthly payment amount under this plan, the monthly payment will equal the amount of interest that has accrued on the loan unless you request a forbearance. As your income changes, the monthly payment amount may change. If you do not repay a loan after 25 years under this plan, the unpaid portion will be forgiven. However, you may have to pay income tax on any amount forgiven.

Income-Based Repayment (IBR) Plan. Under this plan, your required monthly payment amount will be based on your income during any period when you have a partial financial hardship. Your monthly payment amount may be adjusted annually. The maximum repayment period under this plan may exceed 10 years. If your loan is not repaid in full after you have made the equivalent of 25 years of qualifying monthly payments and at least 25 years have elapsed, you may qualify for forgiveness of any outstanding balance on your loans. You may have to pay income tax on any amount forgiven. To initially qualify for the IBR Plan and to continue to make income-based payments, you must have a partial financial hardship. A calculator is available at www.direct.ed.gov that evaluates your eligibility for the IBR Plan and estimates your initial IBR Plan payment amount. The calculator is for informational purposes only. Your servicer will make the official determination of your eligibility and payment amount.

Unless otherwise restricted by loan type, you must repay all of your Direct Loans under the same repayment plan. These plans are designed to give you flexibility in meeting your obligation to repay your loan. You may change repayment plans at any time after you have begun repaying your loan. You may make loan payments before they are due, or pay more than the amount due each month, without penalty. When you have fully repaid a loan, your servicer will send you a notice telling you that you have paid off your loan. You should keep this notice in a safe place.

13. Transfer of loan. The Department may transfer one or all of your loans to another servicer without your consent. If the address to which you must send payments or direct communications changes, you will be notified of the new servicer's name, address, and telephone number, the effective date of the transfer, and the date when you must begin sending payments or directing communications to that servicer. Transfer of a loan to a different servicer does not affect your rights and responsibilities under that loan.

14. Late charges and collection costs. We may require you to pay a late charge of not more than six cents for each dollar of each late payment if you do not make any part of a payment within 30 days after it is due. We may also require you to pay other charges and fees involved in collecting your loan.

15. Demand for immediate repayment. The entire unpaid amount of your loan becomes due and payable (on your MPN this is called "acceleration") if you **(i)** receive loan money, but you or your dependent student do not enroll at least half-time at the school that certified your eligibility for the loan; **(ii)** use your loan money to pay for anything other than expenses related to the cost of education at the school that certified your eligibility for the loan; **(iii)** make a false statement that causes you to receive a loan that you are not eligible to receive; or **(iv)** default on your loan.

16. Default. You are in default on your loan if you **(i)** do not repay the entire unpaid amount of your loan if we require you to do so; **(ii)** have not made a payment on your loan for at least 270 days; or **(iii)** do not comply with other terms and conditions of your loan, and we conclude that you no longer intend to honor your obligation to repay your loan.

If you default on your loan, we will report that fact to national consumer reporting agencies. We may sue you, take all or part of your federal tax refund or other federal payments, and/or garnish your wages so that your employer is required to send us part of your salary to pay off your loan. We will require you to pay reasonable collection fees and costs, plus court costs and attorney fees. You will lose eligibility for other federal student aid and assistance under most federal benefit programs. You will lose eligibility for loan deferments.

17. Consumer reporting agency notification. We will report information about your loan to national consumer reporting agencies on a regular basis. This information will include the disbursement dates, amount, and repayment status of your loan (for example, whether you are current or delinquent in making payments). Your loan will be identified as an education loan.

18. Deferment and forbearance (postponing payments). If you meet certain requirements, you may receive a **deferment** that allows you to temporarily stop making payments on your loan. For example, you may receive a deferment:

- While you are enrolled at least half time at an eligible school;
- During the 6-month period after you cease to be enrolled at least half time (only for loans first disbursed on or after July 1, 2008);
- While the student for whom you obtained a loan is enrolled at least half time at an eligible school and for the 6-month period after the student ceases to be enrolled at least half time (only for loans first disbursed on or after July 1, 2008);
- While you are unemployed (for up to 3 years);
- While you are experiencing an economic hardship, including service in the Peace Corps (for up to 3 years);
- While you are serving on active duty during a war or other military operation or national emergency, or performing qualifying National Guard duty during a war or other military operation or national emergency, and if you were serving on or after October 1, 2007, for an additional 180-day period following the demobilization date for your qualifying service; and
- If you are a member of the National Guard or other reserve component of the U.S. Armed Forces (current or retired) and you are called or ordered to active duty while enrolled at least half time at an eligible school, or within 6 months after having been enrolled at least half time, during the 13 months following the conclusion of your active duty service, or until the date you return to enrolled student status on at least a half-time basis, whichever is earlier.

This is not a complete list of available deferments. For a complete list, refer to the Borrower's Rights and Responsibilities Statement that you received previously.

You are responsible for paying the interest on a Direct PLUS Loan during a period of deferment.

If you cannot make your scheduled loan payments but do not qualify for a deferment, we may give you a **forbearance**. A forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. For example, we may give you a forbearance if you are temporarily unable to make scheduled loan payments because of financial hardship or illness. We may also give you a forbearance under other conditions as described in the Borrower's Rights and Responsibilities Statement that you received previously. You are responsible for paying the interest on a Direct PLUS Loan during a period of forbearance.

To request a deferment or forbearance, contact your servicer.

19. Loan discharge. We may discharge (forgive) all or part of your loan if **(i)** you die, or the student for whom you borrowed dies, and we receive acceptable documentation of your or the student's death; **(ii)** you become totally and permanently disabled and meet certain other requirements; **(iii)** your loan is discharged in bankruptcy; **(iv)** you or the student for whom you obtained the loan were unable to complete the program of study because the school closed; **(v)** the school falsely certified your loan eligibility; **(vi)** the school did not pay a refund of your loan money that it was required to pay under federal regulations; or **(vii)** a loan in your name was falsely certified as a result of a crime of identity theft. To request a loan discharge, contact your servicer.

A public service loan forgiveness program is also available. Under this program, the remaining balance due on your eligible Direct Loan Program loans may be cancelled after you have made 120 payments on those loans (after October 1, 2007) under certain repayment plans while you are employed in certain public service jobs.

The Act may provide for certain loan forgiveness or repayment benefits on your loans in addition to the benefits described above. If other forgiveness or repayment options become available, your servicer will provide information about these benefits.

In some cases, you may assert, as a defense against collection of your loan, that the school did something wrong or failed to do something that it should have done. You can make such a defense against repayment only if what the school did or did not do would give rise to a legal cause of action under applicable state law. If you believe that you have a defense against repayment of your loan, contact your servicer.

20. Loan consolidation. You may consolidate one or more of your eligible federal education loans into one loan with a single monthly payment. Consolidation may allow you to extend the period of time that you have to repay your loans. This may make it easier for you to repay your loans. However, you will pay more interest if you extend your repayment period through consolidation, since you will be making payments for a longer period of time. Contact your servicer for more information about loan consolidation.

COD Reports

VOLUME VI
SECTION 8

This section provides descriptions, business rules, and record layouts for Pell Grant, TEACH Grant, and Direct Loan reports generated by COD and by CSB.

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Grant Reports

Grant Edit Codes

Introduction

This section provides a table to help you interpret the various edit codes that are used and their related comments. The information is grouped according to the following column headings:

- Edit Code – the number that is assigned if the edit condition(s) is met. This column also lists one of the three edit types. They are:
  - W Warning and/or Corrected
  - E Rejected
  - D Duplicate
- Message – the explanation that displays for the prescribed edit condition.
- Condition and Action – a description of the situation that caused the edit and the action taken either to resolve it and/or to notify the school of the potential error.
- What It Means – further explanation of the message in an effort to make the cause of the edit clearer.
- How to Fix It – what the user must do to resolve the mistaken condition.
- COD Web site Edit Code – the edit code that the user will see on the COD Web site; Web site edit codes are translated to the Pell Phase-In edit code on the SAIG Acknowledgment files.

The following comparison operators are used in performing these edits:

Equals	=
Less than	<
Greater than	>
Less than or equal to	<=
Greater than or equal to	>=
Not equal to	<>
A parameter value that can be changed between cycles, this is the data that comes from the ALGORITHM and AWARD YEAR tables and can be made year-specific.	@

Grant Batch Edit/Reject Codes

Grant Batch Edit/Reject Codes					
Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It	COD Web site Edit Codes
201 E	"Missing/ Mismatched Grant Batch Header"	If ANY of the following are true: Grant Batch Header Record is missing Batch Number in Header Record does not match Batch Number in Trailer Literal "GRANT HDR" is misspelled or not in all uppercase letters REJECT BATCH Set edit code 201	Occurs when there is no Grant Batch Header, when the Batch Number in the header and trailer do not match, or when the "GRANT HDR" is misspelled or not in uppercase letters.	Resubmit the batch with a new batch number in the Grant Batch Header and Trailer.	801
202 E	"Missing/ Mismatched Grant Batch Trailer"	If ANY of the following are true: Grant Batch Trailer Record is missing Batch Number in Trailer Record does not match Batch Number in Header Literal "GRANT TLR" is misspelled or not in all uppercase letters REJECT BATCH Set edit code 202	Occurs when there is no Grant Batch Trailer, when the Batch Number in the header and trailer do not match or when the "GRANT TLR" is misspelled or not in uppercase letters.	Resubmit the batch with a new batch number in the Grant Batch Header and Trailer. Verify "TLR" is spelled correctly.	802
203 E	"Duplicate Grant Batch Header"	If the Batch Number already exists on the database REJECT BATCH Set edit code 203	Occurs when the Batch Number has been used before either with the same batch or a different batch.	Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer.	003
206 E	"Data Record Length must be numeric"	If Data Record Length is nonnumeric REJECT BATCH Set edit code 206	Occurs when the record length in the Grant Batch Header and Trailer is missing or has a nonnumeric character.	Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and the correct record length.	803
207 E	"Reported Number of Records must be numeric" NOT IN USE FOR 2005-2006 AND FORWARD.	If reported number of records is nonnumeric REJECT BATCH Set edit code 207	Occurs when the Reported number of records in the Grant Batch Trailer is missing or has a nonnumeric character.	Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and the correct number of records.	804
208 E	"Reported Total of Batch must be numeric"	If Reported Total of Batch in the Trailer record is nonnumeric REJECT BATCH Set edit code 208	Occurs when the dollar Total of the Batch is either missing or has a nonnumeric character.	Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and a new Reported Total of Batch in the Grant Batch Trailer.	805

Grant Batch Edit/Reject Codes					
Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It	COD Web site Edit Codes
209 E	"Invalid/Missing Batch Number" NOT IN USE FOR 2005-2006 AND FORWARD.	If Batch Number does not have a length of 26 REJECT BATCH Set edit code 209	Occurs when the batch number is missing, is not the proper length of 26 characters, or is not properly formatted.	Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer.	806
210 E	"Year must be numeric"	If ANY of the following are true: Positions 3 to 6 of the Batch ID are nonnumeric Positions 3 to 6 of the Batch ID do not equal a valid Award Year @ REJECT BATCH Set edit code 210	Occurs when the year is missing or nonnumeric.	Correct the award year and resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer.	807
211 E	"Pell ID must be numeric" NOT IN USE FOR 2005-2006 AND FORWARD.	If Positions 7 to 12 of the Batch ID are nonnumeric REJECT BATCH Set edit code 211	Occurs when the Pell ID is missing or nonnumeric.	Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and also correct or include the Reporting Campus Pell ID in the Batch Number.	998
212 E	"Pell ID invalid or not found"	If Pell ID is not found in the institution table REJECT BATCH Set edit code 212	If Pell ID is incorrect or missing, the batch cannot be returned to the school.	Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and also correct or include the Reporting Campus Pell ID in the Batch Number.	004
213 E	"Creation date must be numeric"	If ANY of the following are true: Positions 13 – 14 of the Batch ID do not equal 19 or 20(century) Positions 15 – 16 of the Batch ID do not equal 00 to 99 (year) Positions 17 – 18 of the Batch ID do not equal 01 to 12 (month) Positions 19 – 20 of the Batch ID do not equal 01 to 31(day), based on the Month value REJECT BATCH Set edit code 213	Occurs if date is missing or nonnumeric.	Correct the date in the Batch Number and resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer.	808

Grant Batch Edit/Reject Codes					
Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It	COD Web site Edit Codes
214 E	"Creation time invalid"	If ANY of the following are true: Positions 21 – 22 of the Batch ID do not equal 00 to 23 (hours) Positions 23 – 24 of the Batch ID do not equal 00 to 59 (minutes) Positions 25 - 26 of the Batch ID do not equal 00 to 59 (seconds) REJECT BATCH Set edit code 214	Occurs if time is missing or nonnumeric.	Correct the time in the Batch Number and resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer.	809
215 E	"Batch Type Invalid"	If Batch Type is not valid for the award year @ in the Batch ID of the incoming record REJECT BATCH Set edit code 215	Occurs if record type is invalid or missing.	Correct the batch type code and resubmit with a new Batch Number in the Grant Batch Header and Trailer.	810
216 W	"Grantee DUNS does not match the institution's Reporting Pell ID in Batch Number for Award Years prior to 2001-2002" NOT IN USE FOR 2005-2006 AND FORWARD.	If ALL of the following are true: DUNS Number is nonblank DUNS Number is not assigned to that Reporting Campus (position 46-51) Award Year portion of batch number <=2001 Set edit code 216	Occurs if "Grantee DUNS Number Does Not Match" for award years 2000-2001 and prior. It is reserved for future use as of Award Year 2001-2002.	Warning Message – No Correction Necessary.	811
217 E	"Discrepancy between different records with identical batch number"	The Record Length on the header record does not match the Record Length on the trailer record REJECT BATCH Set edit code 217	Occurs when the Grant Batch Header detail information does not match the Grant Batch Trailer detail information for a batch.	Review Grant Batch Header and Trailer and correct any discrepancies.	812
218 E	"Reported Number of Records does not equal count of detail records"	The "Reported Number of Records" in the Trailer does not equal the actual number of detail records in the batch Set edit code 218	Occurs when the reported Number of Records does not match the actual total of records received.	Warning message – no correction necessary.	008
219 W	"Total of Batch does not equal computed total of detail record amounts" NOT IN USE FOR 2005-2006 AND FORWARD.	The "Reported Total of Batch" in the Trailer does not equal the actual total of the batch Set edit code 218	Occurs when the reported Total of Batch does not match the actual total of batch.	Warning message – no correction necessary.	090 102 814

Grant Batch Edit/Reject Codes					
Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It	COD Web site Edit Codes
220 W	"Reported Sign Indicator must be a valid indicator"	If Reported Sign Indicator is not a "P" or "N" Set the Sign Indicator to 'P' Set edit code 220	Occurs when the Positive (P) or Negative (N) indicator is not present.	Warning message, correction applied – no further action necessary.	815
221 E	"Reporting Campus Pell Institution ID is a branch"	The Institution's Campus Type is 3 (School is a Non-funded Branch campus) REJECT BATCH Set edit code 221	Occurs when the Pell ID number in Grant Batch Header is a branch campus.	Change the branch campus Pell ID to the Reporting Campus Pell ID number. If there is no other campus ID number, contact the Federal Pell Grant Hotline.	002 858
222 W	"School is currently ineligible upon receipt of batch at the Pell Processor" NOT IN USE FOR 2005-2006 AND FORWARD.	The Institution's Eligible Flag is < > "Y" Set edit code 222	Occurs when the Pell ID in the Grant Batch Header is ineligible.	Warning message, contact Federal Pell Grant Hotline.	854
224 E	"Invalid Message Class"	If the message class does not exist on the database REJECT BATCH Set edit code 224	Occurs when wrong message class is selected by the user when submitting a batch through SAIG. OR When Non-Express users assign an incorrect message class name to the batch.	Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and send in the correct SAIG message class.	816
225 E	"Data Record Length is not valid for Message Class"	If Data Record Length is not valid for message class REJECT BATCH Set edit code 225	Occurs when wrong message class is selected by the user when submitting a batch through SAIG.	Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and send in the correct SAIG message class.	817
226 E	"Batch type code in Batch Number must equal record type for Message Class"	If Batch type code in Batch Number is not equal to record type for Message Class REJECT BATCH Set edit code 226	Occurs when wrong message class is selected by the user when submitting a batch through SAIG. OR Occurs when a non- Express User assigns the wrong batch type code in the Batch ID.	Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and send in the correct SAIG message class.	818
227 E	"Batch Create Date is greater than current system date"	If the Batch Create Date is greater than current system date REJECT BATCH Set edit code 227	Occurs when a future date is entered in the Batch Number or when the date on the PC where that batch was created has a future date.	Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and a corrected date. Verify the date on your PC is current and correct.	006

Grant Batch Edit/Reject Codes					
Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It	COD Web site Edit Codes
228 E	"Batch Number indicates you have included a batch with data from a different Award Year"	If the Message Class is not valid for the Award Year in the Batch ID of the incoming record REJECT BATCH Set edit code 228	Occurs when the Award Year in the Batch Number is incorrect.	Verify the batch was created with software for the correct award year or if the wrong Award Year was entered in error. Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and a corrected Award Year.	819
229 E		Not in use			N/A
230 E		Not in use			N/A
231 E		Not in use			N/A
232 E	"No detail records in Batch"	No detail records in batch REJECT BATCH Set edit code 232	Occurs if the batch had only a Grant Batch Header and Grant Batch Trailer with no data records.	Resubmit the batch detail records with a new Batch Number in the Grant Batch Header and Trailer and a corrected date.	007
233 E	"Invalid Destination Mailbox ID"	If Destination Mailbox ID does not exist on the database for the Award Year from the Batch ID of the incoming record REJECT BATCH Set edit code 233	Occurs if the TG number is invalid or not assigned to send Pell data from the school. Some schools have multiple TG numbers but only one TG number is assigned to send Pell data. If another number is used in error, the batch will be rejected. Also if the batch is sent from a TG number assigned to an attended campus the batch will be rejected. The batch must be sent from the TG number assigned to the reporting campus.	Verify that the correct TG number was used by contacting SAIG.	005 852 853
234		Not in use			N/A
235 W		Not in use			N/A
236 E	"Trailer Message Class does not match the Header"	If Trailer Message Class does not match the Header Message Class REJECT BATCH Set edit code 236	Occurs when the SAIG Transmission Header message class does not match the SAIG Transmission Trailer message class.	Resubmit the batch with a corrected message class in the SAIG Transmission Header and Trailer and a new Batch Number in the Grant Batch Header and Trailer.	821
238 E	"Trailer Destination Mailbox ID does not match the Header"	If Trailer Destination Mailbox ID does not match the Header Destination Mailbox ID REJECT BATCH Set edit code 238	Occurs when the SAIG Transmission Header Destination Mailbox ID does not match the SAIG Transmission Trailer Destination mailbox ID.	Resubmit the batch with a new Batch Number and same mailbox in the SAIG Transmission Header and Trailer after Disbursement Start-up date.	822
239 W		Not in use			N/A

Grant Batch Edit/Reject Codes					
Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It	COD Web site Edit Codes
240 W	"OPE ID Number does not match the School's Reporting Pell ID in the Batch Number for Award Years after 2000-2001"	If ALL of the following are true: OPE ID Number is nonblank OPE ID Number is not assigned to that Reporting Campus (position 46 – 51) Award Year portion of batch number >= 2002 Set edit code 240	Occurs when the OPE ID is incorrect or does not match the reporting campus ID number.	Correct the OPE ID number or leave blank.	823

Grant Header/Trailer Layout

Grant Batch Header Layout

Grant Batch Header Layout							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	10	10	A	Header Identifier	Identify Header record in file. Left Justified.	This field is required. Constant: 'GRANT HDR '	Missing Batch Header – Reject Batch
11	14	4	N	Data Record Length	Length of data records included in this Batch.	This field is required. Must be numeric: 0001 to 9999	If not equal to length for Message Class, then Reject Batch.

15	40	26	A	Batch ID	Number generated by the institution to uniquely identify a specific batch of records.	This field is required.
						Format = XXCCYY999999CCYYMMDDHHMMSS
						Where:
						XX = batch type code (alpha)
						CCYY = last year in cycle: '2013'
						999999 = Reporting PELL ID
						CCYYMMDD = date batch created
						HHMMSS = time batch created
						
						Valid Batch Type codes:
						#A = Pell Electronic Statement of Account
						#C = Pell Reconciliation
						#I = Pell Institution Data from Web
						#M = Pell Multiple Reporting
						#R = Pell Data Request
						#T = Pell ASCII Text
						#Y = Pell Year-to-Date
						#S = Pell SSN/Name/DOB Change
						#U = Pell Preformatted Pending Disbursement List
						#B = Pell Delimited Pending Disbursement List
						#V= Pell Verification Status Report
						#Z = Pell POP Report
						IA = Iraq and Afghanistant Service Grant Eletronic Statement of Account
							If duplicate Batch ID, then reject Batch. If Batch type does not agree with Message Class type, then reject Batch.
							If Batch Award Year does not agree with Message Class award year, then reject.
							If reporting Pell ID is ineligible, then send warning message.
							If Reporting Pell ID is a branch campus or has Central Funding, then reject Batch.
							If date batch created is > system date, then reject Batch.

41	48	8	A/N	OPE ID	The OPE ID number assigned to the reporting institution.	Valid OPE ID number or blank.	If not blank and not equal to OPE ID associated with Pell ID, then warn the Batch.
49	58	10	A/N	Software Provider	For non-Express software provide an identifier to indicate the software provider and version number if applicable.	This field is required. Software provider defined or blank	No edits will be performed on this field.
59	62	4	A	Unused	Reserved for future expansion.	Constant spaces	
63	63	1	A	ED Use	ED Use Only – do not use	Constant Spaces	Media Type = Y for Year-to-Date
64	68	5	A/N	ED Use	ED Use Only – do not use	Constant spaces	ED Express PC software version number

Grant Batch Header Layout							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
69	76	8	N	Process Date	Date the corresponding Batch was processed.	Format = CCYYMMDD	Completed as a result of processing the Batch.
77	100	24	N	Batch Reject Reasons	List of up to eight 3-digit batch reject reason codes which occurred during initial editing of the Batch. Only reject reason codes hit will display in this field. Otherwise, this space will be zero filled.	Reject Reasons format = 000 to 999 Position 101 to 103 = 1st reject reason code Position 104 to 106 = 2nd reject reason code Position 107 to 109 = 3rd reject reason code Position 110 to 112 = 4th reject reason code Position 113 to 115 = 5th reject reason code Position 116 to 118 = 6th reject reason code Position 119 to 121 = 7th reject reason code Position 122 to 124 = 8th reject reason code	Completed by COD as a result of Batch editing. These are the 200 series of edits that can be found in this section of the Technical Reference.
		XX	A	Unused	Length extended to make the header record the same length as the detail records which follow.	Constant spaces	
		≥100		**Total Record Length**			

Grant Batch Trailer Layout

Grant Batch Trailer Layout							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	10	10	A	Trailer Identifier	Identify Trailer record in file.	This field is required. Constant: 'GRANT TLR '	Missing Batch Trailer – reject batch. No detail records—reject Batch.
11	14	4	N	Data Record Length	Length of data records included in this Batch.	This field is required. Must be numeric: 0001 to 9999	If not equal to Data Record on Header, then reject Batch.
15	40	26	A	Batch ID	Number generated by the institution to uniquely identify a specific batch of records.	This field is required. Format = XXCCYY999999CCYYMMDDHHMMSS Where: XX = batch type code (alpha) CCYY = last year in cycle = '2013' 999999 = Reporting PELL ID CCYYMMDD = date batch created HHMMSS = time batch created	If not equal to Batch ID on Header, then reject Batch.
41	46	6	N	Reported Number of Records	Number of data records included in the Batch.	This field is required. Must be numeric: 000000 to 999999	If not equal to count of detail records in input Batch, then return warning message.
47	57	11	N	Unused	Constant Zeros		
58	58	1	A	Reported Total Sign Indicator	Positive or negative sign for total amount reported.	This field is required. P = Positive N = Negative For ESOA is constant P.	
59	64	6	N	Accepted and Corrected Number of Records	ED USE ONLY - Number of data records accepted and corrected by the Pell Processor.	000000 to 999999	
65	75	11	N	Accepted and Corrected Total of Batch	ED USE ONLY - Total Award or Disbursement amount accepted and corrected on Batch.	Dollars and cents. Use leading zeros, do not include the $ sign or decimal point. 00000000000 to 99999999999	
76	76	1	A	Accepted and Corrected Total Sign Indicator	ED USE ONLY - Positive or negative sign for total amount accepted.	P = Positive N = Negative	
77	82	6	N	Number of Duplicate Records	ED USE ONLY- Number of data records that duplicate a previously accepted Origination or Disbursement record. For all other types of batches this field is all zeroes.	000000 to 999999 or Blank.	
83	100	18	A	Unused	Reserved for future expansion.	Constant spaces	
		XX	A	Unused	Length extended to make the trailer record the same length as the detail records.	Constant spaces	
		≥ 100		**Total Record Length**			

Grant Data Requests

Data Requests are sent by schools to request information files. These files are the Multiple Reporting Record, Electronic Statement of Account, Year-to-Date, Reconciliation File, and Verification Status, Pell POP Report.

Business Rules

1. Grant Data Requests are sent as fixed-length, flat files and not as XML documents.
2. Grant Data Requests are sent to the COD system via SAIG batch with message class `PGRQ13IN` (Pell) via the COD Web site.
3. After the Data Request is received and processed, a Data Request Acknowledgement record is sent back to the institution for each data request received.

Record Layout

Grant Data Request Record Layout Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only)							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	6	6	N	Requesting Attended Campus Pell-ID	Pell-ID campus	This field is required. Valid Pell-ID	If all zeros are entered then a report/file will be generated for the reporting campus contained in the Batch ID, and each attended campus associated with the reporting campus. A separate report/file will be generated for each Pell ID. The all campus request option of all zeros is not applicable for an Electronic Statement of Account (ESOA). All ESOA's are generated for the Reporting Campus Pell ID.
7	7	1	A	Request Type	Code for data request type.	This field is required. M = Multiple Reporting R = Reconciliation S = Electronic Statement of Account Y = Year-to-Date V= Verification Status List P= Pell POP Report	
8	8	1	A	Requested Output Media Type	Code for type of media to use when sending output data.	E = Send output by Electronic File Or Blank	Cannot be blank for requests from the WEB.
9	10	2	A	Program Type	2 characters that denote the program type	Field is required for all requests: PL = Pell	
11	34	24	A	Unused	Reserved for future expansion	Constant spaces	

Grant Data Request Record Layout Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only)							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
35	35	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information.	This field is required for type M requests. O = Send origination information D = Send disbursement information	
36	36	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students.	This field is required for type M requests. A = Send list of other institutions for all students S = Send other institution for students listed in record. I = Send students for institution listed in record	There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution.
37	47	11	A/N	Student ID	The Student SSN and Name code for which a MR is requested. Only required if MR Code 2 equals S.	Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = no last name	Must be non-blank if MRR Code 2 equals S.
48	53	6	N	MR Institution Pell-ID	The institution code for which MR listings are requested. Only required if the MR Code 2 equals I.	Blank or Valid Pell-ID	Must be non-blank if MRR Code 2 equals I.
54	76	23	A	(Unused) Award ID	Reserved for future use.	This field is not being used, but in the future will use this format: Blank or Format = 999999999XX200599999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2013 Valid Attended PELL ID = 999999 Orig Sequence Number = 0	This field is not being used.
77	85	9	N	Student's Current SSN	Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction.	Valid Social Security Number or blank	This field will only be populated for student specific Data Requests.
86	93	8	D	Student's Date of Birth	The date of birth of the student for this transaction.	Format: CCYYMMDD	This field will only be populated for student specific Data Requests.
94	109	16	A/N	Student's Last Name	The last name of the student for this transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	This field will only be populated for student specific Data Requests.

Grant Data Request Record Layout Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only)							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
110	121	12	A/N	Student's First Name	The first name of the student for this transaction.	A – Z, 0 – 9 or blank	This field will only be populated for student specific Data Requests.
122	122	1	A	Student's Middle Initial	The middle initial of the student for this transaction.	A – Z or blank	This field will only be populated for student specific Data Requests.
123	125	3	A/N	Unused	Reserved for future expansion	Constant spaces	
		125		**Total Record Length**			

Grant Data Request Acknowledgement

After a data request is received and processed by COD, a Data Request Acknowledgement is sent back to the school for each data request received.

Business Rules

1. The Data Request Acknowledgement is provided in fixed-length, flat file format.

2. Grant Data Request Acknowledgments are sent from the COD system with message class `PGRA13OP` (Pell).Record Layout

Grant Data Request Acknowledgement Record Layout Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only)							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	6	6	N	Requesting Attended Campus Pell-ID	Pell-ID campus	Valid Pell-ID	If all zeros are entered and the request is a Year-to-Date or Reconciliation request then a YTD or Reconciliation file will be generated for the reporting campus, contained in the Batch ID, and each attended campus associated with the reporting campus. A separate Year-to-Date or Reconciliation file will be generated for each Pell ID. The all campus request option of all zeros is not applicable for a Statement of Account. All Statements of Account are generated for the Reporting Campus Pell ID.
7	7	1	A	Request Type	Code for data request type.	M = Multiple Reporting R = Reconciliation S = Statement of Account Y = Year-to-Date V= Verification Status List P= Pell POP Report	
8	8	1	A	Requested Output Media Type	Code for type of media to use when sending output data.	E = Send output by Electronic file	

Grant Data Request Acknowledgement Record Layout Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only)							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
9	10	2	A	Program Type	2 characters that denote the program type	Field is required for all requests: PL = Pell	
11	34	24	A	Unused	Reserved for Future Expansion	Constant spaces	
35	35	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information.	O = Send Origination information D = Send Disbursement information	
36	36	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students.	A = Send list of other institutions for all students S = Send other institution for students listed in record. I = Send students for institution listed in record	
37	47	11	A	MR Student ID	The Student SSN and Name code for which a MRR is requested. Only required if MRR Code 2 equals S.	Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = no last name	
48	53	6	N	MR Institution Pell-ID	The institution code for which MRR listings are requested. Only required if the MRR Code 2 equals I.	Blank or Valid Pell-ID	There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution.
54	74	21	A	Unused	Unused	Reserve for future use.	This field is currently not being used.
75	76	2	A	Unused	Reserved for future use.	Reserved for future use.	This field is currently not being used.
77	77	1	A	Action Code	Code to indicate action taken	Valid Codes: A: Accepted - all fields accepted C: Corrected - one or more fields corrected (Pell only) E: Rejected - record was rejected	
78	98	21	N	Edit/Comment Codes	List of up to seven 3-digit comment codes which occurred during processing of the data request.	Comment format: 000 – 199 Position 78-80:1st comment code Position 81-83: 2nd comment code Position 96-98: 7th comment code	
99	107	9	N	Student's Current SSN	Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction.	Valid Social Security Number or blank	This field will only be populated for student specific Data Requests.

Grant Data Request Acknowledgement Record Layout Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only)							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
108	115	8	D	Student's Date of Birth	The date of birth of the student for this transaction.	CCYYMMDD or 0	This field will only be populated for student specific Data Requests. **Note**: This field will contain zeros on the Year-To-Date file if the student's date of birth is not returned.
116	131	16	A/N	Student's Last Name	The last name of the student for this transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	This field will only be populated for student specific Data Requests.
132	143	12	A/N	Student's First Name	The first name of the student for this transaction.	A – Z, 0 – 9 or blank	This field will only be populated for student specific Data Requests.
144	144	1	A	Student's Middle Initial	The middle initial of the student for this transaction.	A – Z or blank	This field will only be populated for student specific Data Requests.
145	150	6	A/N	Unused	Reserved for future expansion	Constant spaces	
		150		**Total Record Length**			

Grant Data Request Edit Codes

The following edit codes are returned in positions 78 – 98 on Grant Data Request Acknowledgement

Grant Data Request Edit Codes					
Edit Code and Type	Message	COD Condition and Action	What It Means	How to Fix It	COD Web site Edit Codes
601 E	"Invalid Attended Pell ID"	If ANY of the following are true: The Attended Pell ID is nonnumeric The Attended Pell ID does not exist on the CODdatabase The Attended Pell ID is not a branch of the Reporting or Central Funded ID (only if the attended campus is not also the Reporting Campus) The Award Year <=2001 and Attended Pell ID is all zeros REJECT RECORD Set edit code 601	Occurs if the Attended Pell ID is either missing or invalid.	Resubmit data request with valid Attended Campus Pell ID.	601
602 E	"Invalid Data Request Type or Invalid Program Type"	If ANY of the following are true: The Data Request Code is <> 'M' or 'S' or 'R' or 'Y' for Award Year 2001 – 2002 and beyond The Data Request Code is <> 'M' or 'S' or 'Y' for Award Year 2000 – 2001 and beyond The Data Request Code is <> 'M' or 'S' or 'Y' or 'B' for Award Year 1999 – 2000 NOTE: IF a request is placed for a report for 2006-2007 or prior, and the "Program Type" is blank, it will be processed as a Pell Data Request.	Occurs if invalid or missing data request type: M-Multiple Reporting Record, S-Statement of Account, Y-Year-To-Date, or R - Reconciliation. Also occurs if invalid or blank program type is submitted in the request.	Resubmit data request with valid data request type or valid program type.	602
603 E	"Invalid Requested Output Media Type"	If **ANY** of the following are true: The Media Type is <> 'E' or blank for Award Year 2000 – 2001 and beyond The Media Type is <> 'C', 'R', 'E' or blank for Award Year 1999 – 2000 REJECT RECORD Set edit code 603	Occurs if school's Output Media type is invalid. Must submit BLANK or E.	Resubmit data request with BLANK or E.	603
605 E	"Invalid Multiple Reporting Request Code 1, should be 'O' or 'D'"	If **ALL** of the following are true: The first position of the Data Request Type = 'M' MRR Code 1 <> 'O' or 'D' REJECT RECORD Set edit code 605	Occurs if an invalid MRR code is entered on data request. Must submit O-Origination or D-Disbursement.	Resubmit data request with O or D.	605

Grant Data Request Edit Codes					
Edit Code and Type	Message	COD Condition and Action	What It Means	How to Fix It	COD Web site Edit Codes
606 E	"Invalid Multiple Reporting Request Code 2, should be 'A', 'S' or 'I'"	If **ALL** of the following are true: The first position of the Data Request Type = 'M' MRR Code 2 <> 'A' or 'S' or 'I' REJECT RECORD Set edit code 606	Invalid MRR code entered on data request. Must submit A (All), S (Single), or I (Institution).	Resubmit data request with A, S, or I.	606
607 E	"Invalid MR Student ID"	If **ALL** of the following are true: The MRR Code 2 = 'S' Positions 1 – 9 of the Student ID are nonnumeric REJECT RECORD Set edit code 607	Occurs if an invalid or incomplete Student ID is entered on a Data request for a specific student.	Resubmit data request with corrected Student ID.	607
608 E	"Invalid MR Institution ID"	If **ALL** of the following are true: The MRR Code 2 = 'I' The MR Pell ID is nonnumeric REJECT RECORD Set edit code 608	Occurs if an invalid Institution Pell ID is entered on a Data Request for MRR records.	Resubmit data request with the corrected institution Pell ID.	608
609 E	"Requested/ Matching Data Not Found"	The following scenarios will trigger edit 609: • Edit 609 is triggered for student level YTD request and Reconciliation request on a valid origination ID but the student requested does not belong to the attending school. • Edit 609 is triggered for student level YTD request and Reconcilation request for a valid SSN but student requested does not belong to the attending school.	Occurs if no data is found for request.	Create a different request.	609
610 E	"Number of awards is less than 2 or number of schools disbursed to student is less than 2"	This edit only applies to MRR student request only. If all of the following are true, it will trigger edit 610: • Request type is MRR and • Request is student specific (S) and • SSN is a valid SSN and • If the request is for Origination (O), number of awards is less than 2 or • If the request is for Disbursement (D), number of schools disbursed to student is less than 2. REJECT RECORD Set edit code 610	Occurs if number of awards is less than 2 or number of schools disbursed to student is less than 2 for student level MRR request.	Verify the correct Student ID was entered. If correct, school must submit an additional origination for student prior to requesting student MRR with origination information.	610

Grant Data Request Edit Codes					
Edit Code and Type	Message	COD Condition and Action	What It Means	How to Fix It	COD Web site Edit Codes
611 E	"Invalid Reconciliation Origination ID"	If ALL the following are true: Request type = 'R' and Award ID is populated with legacy Pell ID Format = 999999999XX200599999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2013 Valid Attended PELL ID = 999999 Orig Sequence Number = 00 REJECT RECORD Set edit code 611	Occurs if the Origination ID is a legacy Pell Award ID	Resubmit the Data Request with blank for Pell Reconciliation request.	611
612 E	Invalid reported Current SSN	If ANY of the following are true: The Current SSN does not match the Current SSN on the applicant table for the same transaction number. If the Current SSN does not match the value on the applicant table, then set the incorrect fields to the value currently stored on the applicant table. REJECT RECORD Set edit code 612.	The student specific data request was received with incorrect Current SSN	Verify on the ISIR the correct Current SSN and resubmit the corrected record. If the ISIR is incorrect, a correction to the ISIR should be done.	612

Pell Grant Reports

Grant Reports Options

Grant Reports include information for Pell, and TEACH Grants. Grant Reports are available to schools via the school's SAIG mailbox, via the school's Newsbox on the COD Reporting Web site, or via data requests. Some Pell Grant reports may include a minimal number of Iraq and Afghanistan Service Grant students, even though they are not specifically identified as such.

Business Rules

1. Grant Reports for 2012-2013 are generated as fixed-length or pre-formatted flat files and not as XML documents.
2. Grant Reports for 2012-2013 are viewable on the COD Reporting Web site in the following format:
    a. Comma-Delimited (CSV)
3. Grant Reports are sent to schools SAIG mailbox in the following format options:
    a. Preformatted Text file
        i. Portrait
        ii. Courier 10
        iii. 78 characters per line
        iv. 59 lines per page
    b. Fixed-length file
4. The Grant Reports delivery method and format options vary by report type. These specific options are discussed under the appropriate report section.

Format Options

Format options vary by report. Not all reports are offered in all formats.

Below is a summary of all Pell Grant reports and available formats generated by the COD System.

Format and Delivery Methods			Data Request		SAIG Mailbox				COD Reporting Web Site	
Report Name	Sort	Frequency	Batch	Web	Preformatted Text	Comma-Delimited	Pipe-Delimited	Fixed Length	PDF	Comma-Delimited
Electronic Statement of Account (ESOA)		System Generated[1] or By Request	✓	✓				✓		
Multiple Reporting Record (MRR)	SSN	Daily	✓	✓				✓		
Reconciliation Report	SSN	By Request	✓	✓				✓		
Year-to-Date (YTD) file	SSN	By Request	✓	✓				✓		
SSN/Name/Date of Birth Change Report – Pell, ACG, National SMART Grant	Last Name	Weekly [1]			✓					✓
Pending Disbursement List	Last Name	Weekly			✓					✓
Verification Status Report	Name	Monthly	✓	✓	✓					✓
Pell POP Report	Last Name	Weekly	✓	✓	✓					✓
Pell Lifetime Eligibility Used 2012-2013 Report	SSN	Weekly								✓

1. If triggered by change

Pell Grant Electronic Statement of Account (ESOA)

The Electronic Statement of Account (ESOA) summarizes the status of a school's CFL versus the net drawdown for that award year. In addition, the ESOA provides the YTD Unduplicated Recipient Count, YTD Total Accepted and Posted Disbursements, YTD Total ACA paid to schools and net drawdown payments in G5 for the current processing day only, i.e. the sum of school-initiated drawdowns, direct payments for Obligate/Pay accounts, adjustments (+/-_ less refunds and returns. This report will not include any data regarding Iraq and Afghanistan Service Grant students.

ESOA Printing Specifications
For more information about printing the ESOA, please refer to *Volume VI, Section 7* of this technical reference.

Business Rules

1. An ESOA can be COD system generated or may be requested by the school via batch data request, or COD Web site
   a. The ESOA sent via data request is a retransmission of the most recent ESOA generated by COD.
2. The COD system generates an ESOA each time a school's CFL changes, regardless of funding method.
3. The ESOA is provided in the fixed-length, flat file format.
4. The ESOA is sent from the COD System with message class `PGAS13OP`.

Summary Record Layout

Pell Grant Electronic Statement of Account (ESOA) Record							Summary
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	1	1	A	Record Indicator	Indicates the record is summary or detail.	Constant "S"- Summary level account status	
2	7	6	N	Reporting Campus PELL-ID	PELL-ID of reporting campus	Valid PELL-ID	
8	18	11	A/N	Grantee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution.	Valid DUNS number. Format = 999999999BB Where 999999999 is a unique number and BB are Blanks.	
19	26	8	N	Entity ID	Routing ID randomly assigned to the school by COD.	99999999	
27	29	3	A	Unused	Reserved for FSA use.	Constant Spaces	
30	45	16	A/N	G5 Award Number	Used to uniquely identify school accounts in the ED Office of Chief Financial Officer's G5 System. Comprised of the following fields = Program Office Indicator Catalog of Federal Domestic Assistance (CFDA) Number CFDA Subprogram Id G5 Award year Sequence Number	Valid G5 Award number. Format = P063P CCYYXXXX Where "P" = constant for PO Indicator "063" = constant for Federal Pell Grants "P" = constant " " 3 spaces CCYY = Beginning year of school year pair; '2012' for 2012-2013. XXXX = unique value for each funded institution	
46	50	5	A	Unused	Reserved for FSA use.	Constant zeroes	
51	58	8	D	Effective Date	Effective date for the CFL change	Valid Date in CCYYMMDD format.	
59	69	11	A/N	Previous Obligation	Amount of school's obligation prior to this adjustment.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999	Applies to schools with obligate/pay accounts as well as schools with obligate only accounts.

Pell Grant Electronic Statement of Account (ESOA) Record							Summary
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
70	80	11	N	Obligation Adjustment	Change in the obligation amount for this Accounting cycle.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999	Applies to schools with obligate/pay accounts as well as schools with obligate only accounts.
81	91	11	N	Current Obligation Amount	Amount of school's current obligation balance.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999	Applies to schools with obligate/pay accounts as well as schools with obligate only accounts.
92	102	11	A/N	Previous Pell Grant Payments	Amount of direct payments to school prior to this adjustment.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank (only valid for obligate only accounts)	Applies only to schools where COD initiates a transaction that results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year.
103	113	11	A/N	Payment Adjustment	Change in the direct payments to the schools as a result of this adjustment.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank (only valid for obligate only accounts)	Applies only to schools where COD initiates a transaction that results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year.
114	124	11	A/N	Current Pell Grant Payments	Amount of direct payments pushed to school's bank account by COD processing.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank (only valid for obligate only accounts)	Applies only to schools where COD initiates a transaction that results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year.
125	131	7	N	YTD Total Unduplicated Recipients	Year-to-Date number of unduplicated recipients for institution.	Range = 000000000 to 999999999 or Blank	
132	142	11	N	YTD Accepted & Posted Disbursement Amount	YTD Total of disbursements accepted and posted by COD processing.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank	
143	153	11	A	Unused	Reserved for FSA use.	Constant spaces	
154	164	11	N	YTD Administrative Cost Allowance (ACA)	YTD amount of ACA paid to the institution.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999	
165	177	13	N	G5 Draw-down/Payment	Net drawdown/ payments as posted in G5, i.e., the sum of school-initiated drawdowns, direct payments for Obligate/Pay accounts, adjustments (+/-) less refunds and returns.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. 0000000000000 to 99999999999999 or Blank	
178	185	8	D	Date of Last Activity in G5	The date G5 last posted a transaction for the G5 Award number.	Valid date in CCYYMMDD format or Blank.	
186	200	15	A	Unused	Reserved for future expansion	Constant spaces	

Pell Grant Electronic Statement of Account (ESOA) Record							Summary
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
		200		**Total Record Length**			

Detail Record Layout

Pell Grant Electronic Statement of Account (ESOA) Record							Detail
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	1	1	A	Record Indicator	Indicates the record is summary or detail.	Constant "D" = Detailed institution activity	
2	7	6	N	Reporting Campus Pell-ID	Pell-ID of reporting campus	Valid Pell-ID	
8	18	11	A/N	Grantee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution.	Valid DUNS number. Format = 999999999BB Where 999999999 is a unique number and BB are blanks.	
19	26	8	N	Entity ID	Routing ID randomly assigned to the school by COD.	99999999	
27	29	3	A	Unused	Reserved for FSA use.	Constant Spaces	
30	45	16	A/N	G5 Award Number	Used to uniquely identify school accounts in the ED Office of Chief Financial Officer's G5 System. Comprised of the following fields = Program Office Indicator Catalog of Federal Domestic Assistance (CFDA) Number CFDA Subprogram Id G5 Award year Sequence Number	Valid G5 Award number. Format = P063S CCYYXXXX Where "P" = constant for PO indicator "063" = constant for Federal Pell Grants "S" CFDA subprogram constant followed by 3 spaces: 'P/J/Q/' constant for CFDA Subprogram ID P = Advance funded (Obligate only accounts) Q = ACA (Obligate/Pay) " " = 3 spaces CCYY = Beginning year of school year pair '2012' for 2012-2013. XXXX = unique value for each funded institution	
46	53	8	D	Transaction Date	Effective date of financial transaction created by COD for submission to G5.	Valid Date in CCYYMMDD format.	
54	54	1	A	Sign Indicator	Indicates whether the Adjustment Amount is an increase or a decrease	P = positive (Increase) N = negative (Decrease)	
55	65	11	N	Adjustment Amount	Amount of individual adjustment.	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999	
66	73	8	D	Process Date	The date COD processed the adjustment.	Valid date in CCYYMMDD format.	

Pell Grant Electronic Statement of Account (ESOA) Record							Detail
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
74	103	30	A/N	Adjustment Document/Batch ID	Document/Batch ID generated by COD.	Format of Document ID CCYY-MM-DDTHH:mm:ss.ff99999999 where: CCYY-MM-DD-date document created T=constant HH:mm:ss.ff=time document created 99999999=Entity ID of reporting campus.	
104	200	97	A	Unused	Reserved for future expansion	Constant spaces	
		200		**Total Record Length**			

Pell Grant Multiple Reporting Record (MRR)

The Pell Grant Multiple Reporting Record (MRR) provides information to a school about a student's origination and disbursement status at other schools and the amount of the scheduled Pell Grant award disbursed. The MRR identifies two primary types of multiple reporting conditions: concurrent enrollment and potential overaward situations. This report may include any data regarding Iraq and Afghanistan Service Grant students.

Business Rules

1. An MRR can be COD system generated or may be requested by the school via batch data request, or COD Web site.
2. The MRR is provided in fixed-length, flat file format.
3. The MRR is sent from the COD System using message class `PGMR12OP`.

Record Layout

Pell Grant Multiple Reporting Record							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	2	2	A	Record Type	Code that indicates the reason the institution is receiving the record.	RO = Data request for Origination information. RD = Data request for Disbursement information. RN = No MRR information found CE = The student is concurrently enrolled PB = The student is in a POP situation. The school listed on the MRR was not the first that disbursed funds to the student. PR = The student is in a POP situation. The school listed on the MRR was the first school to disburse funds to the student. PU = The student is no longer in a POP situation. BC = The student is in a POP condition and is concurrently enrolled. The school listed on the MRR was not the first that disbursed funds to the student RC = The student is in a POP condition and is concurrently enrolled. The school listed on the MRR was the first school to disburse funds to the student.	
3	8	6	N	Requesting Institution Pell-ID	Pell-ID of the requesting attended campus of the student. Will be blank for concurrent enrollment and potential over award records.	Must be a valid Pell-ID assigned by the Department of Education. May be BLANK.	
9	9	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information. Will be blank for concurrent enrollment and potential over award records.	O = Send origination information D = Send disbursement information May be BLANK.	

Pell Grant Multiple Reporting Record							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
10	10	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students. Will be blank for concurrent enrollment and potential over award records.	A = Send list of other institutions for all students S = Send list of other institutions for students listed in record. I = Send student for institution listed in record May be blank.	
11	21	11	A	MR Student ID	The Student SSN and Name code for which a MR is requested. Will be blank for concurrent enrollment and potential over award records.	Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z; . (period); ' (apostrophe); - (dash); Blank = no last name	
22	27	6	N	MR Institution Pell-ID	The institution code for which MR are requested. Will be blank for concurrent enrollment and potential over award records.	Valid Pell-ID. May be blank.	
28	36	9	N	Student Original SSN	Student's Original SSN from the origination record.	001010001 to 999999999	
37	38	2	A	Original Name Code	Student's name code from the origination record.	Uppercase A to Z; . (period); ' (apostrophe); - (dash) Blank (no last name).	
39	44	6	N	Institution Pell-ID	Pell-ID of the attended campus of the student. Use the record type to interpret the relationship this institution has to the institution receiving this record.	Must be a valid Pell-ID assigned by the Department of Education.	
45	114	70	A/N	Institution Name	The name of the institution.		
115	149	35	A/N	Institution Street Address - Line 1	The street or post office box address of institution.		
150	184	35	A/N	Institution Street Address - Line 2	The street or post office box address of institution.		
185	209	25	A/N	Institution City	The city in which the institution is located.		
210	211	2	A	Institution State	The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located.		
212	220	9	A/N	Zip Code	The zip code of the institution.		
221	250	30	A/N	Financial Aid Administrator (FAA) Name	The full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE.		
251	260	710	N	FAA Telephone Number	The working phone number for the person indicated as FAA.	Does not include area code, parentheses or dashes.	

Pell Grant Multiple Reporting Record							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
261	270	10	A/N	FAA Fax Number (Optional)	The working fax number used by the person indicated as FAA.	May be BLANK. Otherwise includes area code, but not parentheses or dashes.	
271	320	50	A/N	Internet Address	Internet address of an authorized official.	May be BLANK.	
321	327	7	N	Scheduled Federal Pell Grant	Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year	Range = 0000000 to AWARD AMOUNT MAX	
328	334	7	N	Origination Award Amount	Annual award amount supplied on the origination record.	Range = 0000000 to AWARD AMOUNT MAX The first five positions are the whole dollars and the last two positions are the cents.	
335	336	2	N	Transaction Number	CPS-assigned Transaction number from the eligible SAR used to calculate the award.	Range = 01 to 99	
337	341	5	N	Expected Family Contribution	Amount of the student's Expected Family Contribution (EFC) from the SAR used to calculate the award.	Range = 00000 to EFC MAXIMUM	
342	349	8	D	Enrollment Date	First date the student was enrolled in an eligible program for the award year.	CCYYMMDD Range = 20120101 to 20130630	
350	357	8	D	Origination Create Date	Date the origination was created in COD database.	CCYYMMDD Range = 20120309 to 20180930	
358	364	7	N	Total of Disbursements Accepted	Total amount of all disbursements accepted by the Federal Pell Grant Program for the POP student.	Range = 0000000 to AWARD AMOUNT MAX	
365	372	8	D	Last Activity Date	Date the last payment was received from the institution.	Format = CCYYMMDD	
373	380	8	D	Next Estimated Disbursement Date	Date of the next estimated disbursement date.	Blank or CCYYMMDD Range = 20120112 to 20180930	
381	385	5	A	Unused	Reserved for future expansion	Constant spaces	
386	395	10	N	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format = 0000000000 – 1111111111 Values: 0 – indicates not set 1 – indicates flag is set Where: Each digit signifies a different situation 1st = Shared SAR ID 2nd = Reserved for future use. 3rd = Concurrent Enrollment 4th = POP 5th through 10th = Reserved for future use.	

Pell Grant Multiple Reporting Record							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
396	411	16	A/N	Student's Last Name	The last name of the student for this CPS transaction number.	A to Z, 0 to 9, period, apostrophe, hyphen or blank	
412	423	12	A/N	Student's First Name	The first name of the student for this CPS transaction number.	A to Z, 0 to 9 or blank	
424	424	1	A	Student's Middle Initial	The middle initial of the student for this CPS transaction number.	A to Z or blank	
425	432	8	D	Student's Date of Birth	The date of birth of the student for this CPS transaction number.	Format = CCYYMMDD	
433	441	9	N	Student's Current SSN	Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	Valid Social Security Number or BLANK if not matched	
442	448	7	N	Percent Eligibility Used by Scheduled Award	The percentage of the student's eligibility used	Format = 0000000 The last 4 digits represent less than 1 percent. Field does not include decimal point or %. Field can be populated with zeros.	
449	449	1	A	Additional Eligibility Indicator	Indicates whether or not a student is eligible to receive multiple Pell grants in an Award Year.	Y = Student is eligible N/BLANK = Student is not eligible BLANK for 2008-2009 Award Year and prior **Note:** Referece the Implementation Guide for more information regarding the cessation of Two Pell Grants in an Award Year.	
450	450	1	A	Post 9-11 Deceased Veteran Dependent Indicator	Indicates whether or not a student was the dependent of a soldier who was either killed in Iraq or Afghanistan after 9/11/01, or who died due to injuries sustained in Iraq or Afghanistan after 9/11/01.	Y= Student is the dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. An EFC of zero will be used to calculate the student's SFPG. N/BLANK= Student is not a dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. The EFC sent to COD on the CPS data will be used to calculate the student's SFPG BLANK for 2008-2009 Award Year and prior	
451	457	7	N	Lifetime Eligibility Used	Indicates the sum of all EU for a student identified as a Pell Recipient.	Format = 0000000 The last three digits indicate less than one percent. Field does not include decimal point or %. Field can be populated with zeros..	
458	458	1	A/N	Unused	Reserved for future expansion	Constant spaces	
		458		**Total Record Length**			

Pell Grant Reconciliation Report

The Reconciliation Report is a one-record student summary of processed records and can be helpful to a school as it completes both the year-end and ongoing reconciliation processes. This report can be downloaded, printed, or imported into a spreadsheet for comparison with the school's data. This report provides the total YTD disbursement amount per student with COD. This report will not include any data regarding Iraq and Afghanistan Service Grant students.

Business Rules

1. The Reconciliation Report may be requested by the school via batch data request or COD Web site.
2. The Reconciliation Report is provided in fixed-length, flat file format.
3. The Reconciliation report is sent from the COD System with message class `PGRC13OP`.

Record Layout

Pell Grant Reconciliation Report Record							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	16	16	A/N	Student's Last Name	The last name of the student.	A to Z, 0 to 9, period, apostrophe, hyphen or blank	
17	28	12	A/N	Student's First Name	The first name of the student.	A to Z, 0 to 9 or blank	
29	29	1	A	Student's Middle Initial	The middle initial of the student.	A to Z or blank	
30	52	23	A	Unused	Reserved for future expansion	Constant spaces	
53	61	9	N	Student's Current SSN	Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS	Valid Social Security Number or BLANK if not matched	
62	67	6	N	Reported Campus Pell-ID	Pell-ID of the reporting campus	Valid Pell-ID	
68	69	2	N	Transaction Number	CPS-assigned Transaction number from the eligible SAR used to calculate the award.	Range = 01 to 99	
70	74	5	N	Expected Family Contribution (EFC)	The EFC supplied on the origination record.	Range 00000 to EFC MAX	
75	81	7	N	Origination Award Amount	Annual award amount supplied on the origination record.	Range = 0000000 to AWARD AMOUNT MAX The first five positions are the whole dollars and the last two positions are the cents.	
82	86	5	N	Scheduled Award Amount	Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year	Range = 00000 to AWARD AMOUNT MAX	
87	93	7	N	YTD Disbursement Amount	Total of all the accepted Disbursement amounts for the student.	0000000 to 9999999. The first five positions are the whole dollars and the last two positions are the cents.	If there are no disbursements at the Pell Processor or they have all been rejected then this amount will be 0.

Pell Grant Reconciliation Report Record							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
94	94	1	A	Verification Status	The verification status supplied on the origination record.	V: Verified W: Without Documentation S: Selected, Not Verified Or Blank	Accept 'W' and 'V', and 'S' or else set to blank for 2003 – 2004 and after.
95	95	1	A	POP Flag	Flag set in origination record when a student is in a POP situation.	Y: student currently in POP N: student previously in POP during the award year Blank: student has not been in POP during the award year	
96	96	1	A	Additional Eligibility Indicator	Indicates whether or not a student is eligible to receive multiple Pell grants in an Award Year.	Y = Student is eligible N/BLANK = Student is not eligible BLANK for 2008-2009 Award Year and prior **Note:** Referece the Implementation Guide for more information regarding the cessation of Two Pell Grants in an Award Year.	
97	97	1	A	Post 9-11 Deceased Veteran Dependent Indicator	Indicates whether or not a student was the dependent of a soldier who was either killed in Iraq or Afghanistan after 9/11/01, or who died due to injuries sustained in Iraq or Afghanistan after 9/11/01.	Y= Student is the dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. An EFC of zero will be used to calculate the student's SFPG. N/BLANK= Student is not a dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. The EFC sent to COD on the CPS data will be used to calculate the student's SFPG BLANK for 2008-2009 Award Year and prior	
98	104	7	N	Lifetime Eligibility Used	Indicates the sum of all EU for a student identified as a Pell Recipient.	Format = 0000000 The last three digits indicate less than one percent. Field does not include decimal point or %. Field can be populated with zeros.	
105	120	16	A/N	Unused	Reserved for future expansion	Constant spaces	
		120		**Total Record Length**			

Pell Grant Year-to-Date Record (YTD)

A Year-to-Date (YTD) Record can be requested for one given student or for all Pell Grant recipients at the school and contains detailed award and disbursement data at a transaction level. The YTD Record shows the number of recipients at the school; the number of award and disbursement records that were accepted, corrected, and rejected; and, for certain edit codes, the number of times a school received that specific edit code on a response document. The YTD Record can be used to replace a corrupt database or to reconcile records with accepted data on COD. This report may include data regarding Iraq and Afghanistan Service Grant students.

Business Rules

1. The Year-To-Date Record may be requested by the school via batch data request, or the COD Web site.
2. The Year-To-Date Record is provided in fixed-length, flat file format.
3. The Year-To-Date Record is sent from the COD System with message class `PGYR13OP`.

Origination Record Layout

Pell Grant Year-To-Date (YTD) Record							Origination
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement or Summary data.	Constant: "O"	
2	24	23	A/N	Unused	Reserved for future expansion	Constant spaces	
25	33	9	N	Original SSN	Student's SSN from original FAFSA for this school year	001010001 to 999999999	Identifier
34	35	2	A	Original Name Code	Student's name code from original FAFSA for this school year.	Uppercase A to Z; . (period); ' (apostrophe); - (dash); BLANK: no last name	Identifier
36	41	6	N	Attended Campus Pell-ID	Pell-ID of campus attended.	Valid Pell-ID	Identifier Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary.
42	46	5	A/N	Unused	Reserved for future expansion	Constant spaces	
47	59	13	A/N	Origination Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	This is a School Use only field. No edits are performed in COD. Any data received in this field must be transmitted back to the school.
60	60	1	A	Action Code	Code to indicate action taken	Valid Codes: A = Accepted - all fields accepted C = Corrected - one or more fields corrected	Rejected YTD records shall contain Requested Original SSN, Original Name Code, Attended Campus, and "Action Code". All other fields shall be blank and no other records for the student will be enclosed in batch.
61	61	1	A	Unused	Reserved for future expansion.	Constant spaces	

Pell Grant Year-To-Date (YTD) Record							Origination
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
62	68	7	N	Accepted Award amount for entire school year	Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-MAX AWARD AMOUNT	Cannot exceed Total Payment Ceiling for student – award validation performed.
69	76	8	N	Accepted Estimated Disbursement Date #1	Date 1st disbursement to student is estimated to be made.	Format: CCYYMMDD Range: TBA (Date Pell Payment Schedule published on IFAP) to 20180930	
77	84	8	N	Accepted Estimated Disbursement Date #2	Date 2nd disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
85	92	8	N	Accepted Estimated Disbursement Date #3	Date 3rd disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
93	100	8	N	Accepted Estimated Disbursement Date #4	Date 4th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
101	108	8	N	Accepted Estimated Disbursement Date #5	Date 5th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
109	116	8	N	Accepted Estimated Disbursement Date #6	Date 6th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
117	124	8	N	Accepted Estimated Disbursement Date #7	Date 7th disbursement to student is estimated to be made	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
125	132	8	N	Accepted Estimated Disbursement Date #8	Date 8th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
133	140	8	N	Accepted Estimated Disbursement Date #9	Date 9th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
141	148	8	N	Accepted Estimated Disbursement Date #10	Date 10th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
149	156	8	N	Accepted Estimated Disbursement Date #11	Date 11th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
157	164	8	N	Accepted Estimated Disbursement Date #12	Date 12th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	

Pell Grant Year-To-Date (YTD) Record							Origination
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
165	172	8	N	Accepted Estimated Disbursement Date #13	Date 13th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
173	180	8	N	Accepted Estimated Disbursement Date #14	Date 14th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
181	188	8	N	Accepted Estimated Disbursement Date #15	Date 15th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
189	196	8	D	Accepted Enrollment Date	First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2012-2013 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD = Range = 20120101 to 20130630	
197	197	1	A/N	Accepted Low Tuition and Fees Flag	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	BLANK Low Tuition does not apply	This field will be blank for the 2008-2009 Award Year and forward.
198	198	1	A	Accepted Verification Status Flag	Status of verification of applicant data by the school.	V: Verified W: Without Documentation S: Selected, Not Verified or BLANK	Accept 'W' and 'V' and 'S' or else set to blank for 2003 – 2004 and after.
199	199	1	A	Accepted Incarcerated Federal Pell Recipient Code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but otherwise eligible to receive Federal Pell Grants.	BLANK = Not incarcerated Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible. N = No, if student previously reported as incarcerated, but is not or is no longer incarcerated	
200	201	2	N	Accepted Transaction Number	CPS-assigned Transaction number from eligible SAR used to calculate the student's award	Must be numeric: 01 to 99	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.
202	206	5	N	Accepted Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR	Range = 00000 to EFC MAXIMUM	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.

Pell Grant Year-To-Date (YTD) Record							Origination
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
207	207	1	N	Accepted Secondary Expected Family Contribution Code	Code indicating which EFC value is used to determine award amount	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as calculated by the CPS. OR BLANK if Secondary EFC not used. **For award year 05-06 and forward**: BLANK	
208	208	1	N	Unused	Reserved for future expansion	Constant spaces	
209	209	1	N	Unused	Reserved for future expansion	Constant spaces	
210	216	7	N	Accepted Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 0000000 to 9999999.	
217	217	1	A	Post 9-11 Deceased Veteran Dependent Indicator	Indicates whether or not a student is the dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/2001.	Y= Student is the dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. An EFC of zero will be used to calculate the student's SFPG. N/BLANK= Student is not a dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. The EFC sent to COD on the CPS data will be used to calculate the student's SFPG. BLANK for 2008-2009 Award Year and prior	
218	229	12	A	Unused	Reserved for future expansion	Constant spaces	
230	232	3	A/N	Institution Internal Sequence Number	This is an internal sequence number the institution can define.	Institutional defined	No editing
233	250	18	A	Unused	Reserved for expansion	Constant spaces	
251	251	1	A	Additional Eligibility Indicator	Indicates whether or not a student is eligible to receive multiple Pell grants in an Award Year.	Y = student is eligible N/BLANK = student is not eligible BLANK for 2008-2009 Award Year and prior. **Note:** Referece the Implementation Guide for more information regarding the cessation of Two Pell Grants in an Award Year.	
252	256	5	N	Scheduled Federal Pell Grant	Scheduled amount for a full-time student.	Range = 00000 to Maximum Award Amount	Refer to the Pell Payment Schedule for the maximum Award Amount for the award year.
257	272	16	A	Student's Last Name	The last name of the student for this CPS transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	

Pell Grant Year-To-Date (YTD) Record							Origination
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
273	284	12	A	Student's First Name	The first name of the student for this CPS transaction.	A – Z, 0 – 9 or blank	
285	285	1	A	Student's Middle Initial	The middle initial of the student for this CPS transaction.	A – Z or blank	
286	294	9	N	Student's Current SSN	Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS.	Valid Social Security Number	
295	302	8	D	Student's Date of Birth	Date of birth of the student.	Valid date of birth = CCYYMMDD	
303	303	1	A	CPS Verification Selection Code	Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction number reported.	BLANK = Not selected by CPS for verification * or Y = Selected by CPS for Institution verification of applicant data	
304	310	7	N	YTD Disbursement Amount	The total of disbursements processed by the Pell Processor	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX	
311	312	2	N	Ability to Benefit Code	A two-digit numeric code indicating how the student has achieved the Ability to Benefit from Federal Student Aid.	Valid values may include, but are not limited to: 01=Testing Completed, 02=College Credits, 03=State Process, 04=Home Schooled, 05=Other Can be BLANK.	
313	314	2	N	Ability to Benefit Test Administrator Code	A two-digit numeric code indicating the administrator of Ability to Benefit testing, in the case that the Ability to Benefit Code = 01: Testing Completed.	Valid values may include, but are not limited to: 01=Testing Center 02=Test Administrator Nil=true Can be BLANK.	

Pell Grant Year-To-Date (YTD) Record							Origination
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
315	316	2	N	Ability to Benefit Test Code	A two-digit numeric code indicating which Ability to Benefit test the student took, in the case that the Ability to Benefit Code = 01: Testing Completed.	Valid values may include, but are not limited to: 01 – ASSET Program 02 – Career Program Assessment (CPAT) 03 – Combined English Language Skills Assessment (CELSA) 04 – Compass Subtests (COMPASS) 05 – Computerized Placement Tests (CPTs) 06 – Descriptive Tests of Language Skills (DTLS) 07 – ESL Placement Test (COMPASS/ESL) 08 – Wonderlic Basic Skills Test (WBST) 09 – WorkKeys Program 10 – Test of Adult Basic Education (TABE, Reading Mathematics Computation, Applied Mathematics Language, and Spelling Forms 7 and 8, Level A and 3) 11 – Spanish Assessment of Basic Education (SABE) Can be BLANK.	
317	324	8	D	Ability to Benefit Completion Date	The date that the student completed the Ability to Benefit test or state process, in the case that the Ability to Benefit Code = 01: Testing Completed or 03: State Process.	Format = CCYYMMDD Can be BLANK.	
325	326	2	A	Ability to Benefit State Code	The state in which the student completed a state process to achieve Ability to Benefit, in the case that the Ability to Benefit Code = 03: State Process.	Valid values will include all state codes as defined by FSA. Can be BLANK.	
327	336	10	A	Unused	Reserved for future expansion	Constant spaces	
337	344	8	D	Process Date	Date this record (segment) was processed by the Federal Pell Grant program	Format = CCYYMMDD	
345	350	6	A	Unused	Reserved for future expansion	Constant spaces	
		350		**Total Record Length**			

Disbursement Record Layout

Pell Grant Year-To-Date (YTD) Record							Disbursement
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant: "D"	
2	24	23	A/N	Unused	Reserved for future expansion	Constant spaces	

Pell Grant Year-To-Date (YTD) Record							Disbursement
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
25	37	13	A/N	Disbursement Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	No editing
38	38	1	A	Action Code	Code to indicate action taken	A = Accepted - all fields accepted C = Corrected - one or more fields corrected	
39	40	2	N	Disbursement Number	Number of the disbursement per student for the Award Year	Must be numeric: 1 to 20	
41	47	7	N	Accepted Disbursement Amount	Amount of disbursement for student's payment period. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 00000 to Maximum for Award Year	
48	48	1	A	Accepted Sign Indicator	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.	P = positive N = negative	
49	56	8	D	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD = Range = 20120112 to 20180930	Processing Date must be within N days of disbursement date.
57	57	1	A	Unused	Reserved for future expansion	Constant spaces	
58	65	8	N	Payment Period Start Date	Beginning date of Payment Period	CCYYMMDD = Range = 20120101 to 20130630 or BLANK	Field is required when an institution is ineligible.
66	72	7	N	Percent Eligibility Used by Scheduled Award	The percentage of the student's eligibility used by the scheduled award at an institution.	Format = 0000000 The last 4 digits represent less than 1 percent. Field does not include decimal point or %.	If there is no data for the fields, they will appear as blank.
73	79	7	N	Total Percent Eligibility Used	Total Eligibility Used across ALL Schools.	Format = 0000000 The last 4 digits represent less than 1 percent. Field does not include decimal point or %.	
80	129	50	A/N	Unused	Reserved for future expansion	Constant spaces	
130	137	8	D	Disbursement Process Date	Date disbursement information was processed by the COD System.	CCYYMMDD = Range = TBA (Date Pell Payment Schedule published on IFAP) to 20180930	
138	145	8	N	Routing ID	Unique entity identifier assigned to each record	00000002 – 99999999	The Routing ID (RID) must be for the Attended School.
146	149	4	N	Financial Award Year	The last year in the two-year cycle of the Program's Award Year.	Format: CCYY = last year in cycle = '2013'	
150	155	6	N	Attended Campus Pell-ID	Pell-ID of attended campus. Change creates new Origination/Award record. Institution must change award amounts for student at original attended campus as necessary.	Valid Pell-ID	Identifier Change creates new origination /award record. Institution must change award amounts for student at original attended campus as necessary.

Pell Grant Year-To-Date (YTD) Record							Disbursement
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
156	171	16	A	Student's Last Name	The last name of the student for this CPS transaction.	Valid values: A – Z, 0 – 9, period, apostrophe, hyphen or blank	
172	183	12	A	Student's First Name	The first name of the student for this CPS transaction.	Valid values: A – Z, 0 – 9 or blank	
184	184	1	A	Student's Middle Initial	The middle initial of the student for this CPS transaction.	Valid Values: A – Z or blank	
185	193	9	N	Student's Current SSN	Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS.	Valid social security number	
194	201	8	D	Student's Date of Birth	Student's Date of birth for this CPS transaction.	Valid date of birth: CCYYMMDD	
202	203	2	N	Disbursement Sequence Number	The one or two-digit integer assigned to count the progression of disbursement adjustments for a given Disbursement Number. This numerical string tracks the number of transactions that have been processed for a previously accepted or corrected Disbursement Number.	Valid Values: Must be incrementally sequential within the following group assignment: 1 - 65 School-Assigned 66 - 90 COD-Assigned Or Web-based transactions	If the Disbursement Release Indicator is False, the Disbursement Sequence must be 1. The Sequence Number of any disbursement submitted by a Phase-In School must be 1. All disbursements either submitted by a school or generated by the COD System, must be included in the file. Each Disbursement transaction must be written to the file in the order that it appears in the database. For example: School submits Disb Sequence Numbers 1 and 2 for Disbursement Num 1. COD creates a system-generated Disb Sequence Number 66 and then school submits Disb Sequence Number 3. The transactions should appear in the record in the order: 1, 2, 66, and 3.
204	204	1	A/N	Disbursement Release Indicator	Value that is reported by the Full Participant school to indicate whether the disbursement is anticipated or actual. COD sets the value to true for Disbursements accepted from Phase-In Schools.	T- True (record for payment) F – False (edit only, disbursement is anticipated)	If the Disbursement Sequence Number is equal to or greater than 02, then the Disbursement Release Indicator must always be True.
205	206	2	N	Previous Disbursement Sequence Number	The prior sequence number is given to substantiate the order in which Disbursement records were processed.	Valid Values: Must be incrementally sequential within the following group assignment: 1 - 65 School-Assigned 66 - 90 COD-Assigned Or Web-based transactions BLANK (when disbursement sequence number =1 and no previous disbursement sequence number exists)	Identify the last sequence number that was processed immediately before this disbursement was accepted.

Pell Grant Year-To-Date (YTD) Record							Disbursement
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
207	213	7	N	Lifetime Eligibility Used	Indicates the sum of all EU for a student identified as a Pell Recipient.	Format = 0000000 The last three digits indicate less than one percent. Field does not include decimal point or %. Field can be populated with zeros.	
214	350	137	A/N	Unused	Reserved for future expansion	Constant spaces	
		350		**Total Record Length**			

Summary Record Layout

Pell Grant Year-To-Date (YTD) Record							Disbursement
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant: "S"	
2	8	7	N	Number of Recipients	The number of students with at least one accepted actual disbursement at this attended campus.	Range = 0000000 to 9999999	
9	15	7	N	Total Originations	Provided by the Pell Processor. Year -to-Date number of originations received for the institution.	Range = 0000000 to 9999999	
16	22	7	N	Originations Accepted	Provided by the Pell Processor. Year-to-Date number of originations received and accepted for the institution.	Range = 0000000 to 9999999	
23	29	7	N	Originations Corrected	Provided by the Pell Processor. Year-to-Date number of originations received and corrected for the institution.	Range = 0000000 to 9999999	
30	36	7	N	Originations Rejected	Provided by the Pell Processor. Year-to-Date number of originations received and rejected for the institution.	Range = 0000000 to 9999999	
37	43	7	N	Total Disbursements	Provided by the Pell Processor. Year-to-Date number of Disbursements received for the institution.	Range = 0000000 to 9999999	
44	50	7	N	Disbursements Accepted	Provided by the Pell Processor. Year-to-Date number of Disbursements received and accepted for the institution.	Range = 0000000 to 9999999	
51	57	7	N	Disbursements Corrected	Provided by the Pell Processor. Year-to-Date number of Disbursements received and corrected for the institution.	Range = 0000000 to 9999999	
58	64	7	N	Disbursements Rejected	Provided by the Pell Processor. Year-to-Date number of Disbursements received and rejected for the institution.	Range = 0000000 to 9999999	

Pell Grant Year-To-Date (YTD) Record							Disbursement
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
65	67	3	N	Comment Code XXX	Comment code number.	Range = XXX to 999 or Blank	
68	74	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
75	77	3	N	Comment Code XXX	Comment code number.	Range = 000 to 999 or Blank	
78	84	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
85	87	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
88	94	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
95	97	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
98	104	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
105	107	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
108	114	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
115	117	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
118	124	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
125	127	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
128	134	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
135	137	3	N	Comment Code XXX Count	Comment code number	Range = 000 to 999 or Blank	

Pell Grant Year-To-Date (YTD) Record							Disbursement
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
138	144	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
145	147	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
148	154	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
155	157	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
158	164	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
165	350	186	A	Unused	Reserved for future expansion	Constant spaces	
		350		**Total Record Length**			

SSN/Name/Date of Birth Change Report

The Pell SSN/Name/Date of Birth Change Report lists students who have had identifier changes (including changes to SSN, name, and date of birth) during the reporting period, which is 90 days prior to the report end date. A student with an identifier change will be included on your school's report if that person was associated with your school for any of the 3 most recent award years. The change may have been initiated by: a) your school, b) another school associated with that student. The report detail provides information on the school submitting the change, the field changed, the old value, the new value, and the date the change was accepted, to assist your school with researching any related identifier issues. This report may include data regarding Iraq and Afghanistan Service Grant students.

Business Rules

1. The SSN/Name/Date of Birth Change Report is automatically sent to the school's SAIG mailbox on a weekly basis, when a change is initiated.

2. The SSN/Name/Date of Birth Change Report is available via SAIG in the following format:

    i. Preformatted Text file (message class PGSNPFOP)

3. The SSN/Name/Date of Birth Change Report is available via the COD Web site in the following format:

    a. Comma-Delimited (CSV)

    b. The SSN/Name/Date of Birth Change Report available on the COD Reporting Web site is the report most recently generated by COD.

Format Options

Previous versions of this report will also be available on the COD Reporting Web site.

4. Although the SSN/Name/Date of Birth Change Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

Comma-Delimited (CSV) Detail Record Layout

Pell SSN/Name/DOB Change Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
A	Reporting Period	Date range: Format is CCYY-MM-DD – CCYY-MM-DD
Comma	Delimiter	,
B	School ID	8 digit number. 0–9
Comma	Delimiter	,
C	OPE ID	8 digit number. 0–9
Comma	Delimiter	,
D	School Name	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
E	Address (School Address)	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
F	School City	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
G	School State	Character field: 2 characters Uppercase A–Z
Comma	Delimiter	,
H	School Zip Code	00000-0000 – 99999-9999
Comma	Delimiter	,
I	Person Last Name	Character field: 0-9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)

Pell SSN/Name/DOB Change Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
Comma	Delimiter	,
J	Person First Name	Character field: 0-9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
K	MI	Character field: 1 character Uppercase A–Z
Comma	Delimiter	,
L	Person SSN	Number field: 001010001–999999998
Comma	Delimiter	,
M	User	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
N	Award ID	Character field: 1 character Uppercase A–Z
Comma	Delimiter	,
O	Field Name	Student/Borrower Identifier Changed: NAME, BIRTH DT or SSN
Comma	Delimiter	,
P	Old Value	Initial Student/Borrower Identifier: Character field for NAME: Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash) Date format for BIRTH DT: CCYY-MM-DD Number field for SSN: 001010001–999999998
Comma	Delimiter	,
Q	New Value	Current Student/Borrower Identifier: Character field for NAME: Uppercase A–Z . (Period)

Pell SSN/Name/DOB Change Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
		’ (Apostrophe) - (Dash) Date format for BIRTH DT: CCYY-MM-DD Number field for SSN: 001010001–999999998
Comma	Delimiter	,
R	Date Change Accepted	Date format: CCYY-MM-DD
Comma	Delimiter	,
S	School ID	8 digit number. 0–9
Comma	Delimiter	,
T	School Name	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
U	School City	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
V	School State	Character field: 2 characters Uppercase A–Z
Comma	Delimiter	,
W	School Zip Code	00000-0000 – 99999-9999
Comma	Delimiter	,
X	School Telephone	0000000 –9999999 or blank

Sample SSN/Name/Date of Birth Change Report Mockup for Grants

```
RUN DATE:10/24/2012    U.S. DEPARTMENT OF EDUCATION           Page 1 of 1
                         FEDERAL GRANT PROGRAM            RUN TIME:09:55AM
                     SSN/NAME/DATE OF BIRTH CHANGE REPORT
                   REPORTING PERIOD: 2012-10-01 - 2013-12-31

*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*

SCHOOL ID:  10003456                                     OPE ID:  00003456
SCHOOL NAME:MNO
ADDRESS:    MNO
            Arlington, VA  12345-

PERSON LAST NAME, FIRST NAME, MI   PERSON SSN          FIELD NAME
AWARD ID                           USER                OLD VALUE
SCHOOL ID                          SCHOOL PHONE        NEW VALUE
SCHOOL NAME                        SCHOOL CITY, ST     DATE CHANGE ACCEPTED
                                   SCHOOL ZIP CODE

TONCREY, DELPHIA  U                378901238           NAME
                                   BATCH               DELPHA T TONCREY
10003456                                               DELPHIA U TONCREY
MNO                                Arlington, VA       2012-12-25
                                   12345-

TONDREAU, DELORSE  S               367890129           SSN
                                   BATCH               367-89-0126
10003456                                               367-89-0129
MNO                                Arlington, VA       2012-12-25
                                   12345-

VANVOORHEES, SON  G                533333335           SSN
                                   ABCDEF00            533-33-3334
10003456                                               533-33-3335
ATI Technical Training Center      Arlington, VA       2013-01-02
                                   12345-

VANVOORHEES, SON  G                533333335           SSN
533333334A12003456001              ABCDEF00            533-33-3334
10003456                                               533-33-3335
ATI Technical Training Center      Arlington, VA       2013-01-02
                                   12345-

This report lists SSN/NAME/DOB changes for a student with grants from schools.
This report assists schools in identifying when demographic data changes for a
student.
```

Pell Grant Pending Disbursement List

The Pending Disbursement List report provides a listing of all Pell anticipated disbursements (DRI = false) and actual disbursements (DRI = true) with a disbursement date 8 to 30 days in the future. This report may include data regarding Iraq and Afghanistan Service Grant students.

Business Rules

1. The Pending Disbursement List is automatically sent to the school's SAIG mailbox on a weekly basis in the following formats:

   a. Preformatted Text file (message class `PGPD13OP`)

2. The Pending Disbursement List is available via the COD Web site in the following format:

   a. Comma-Delimited (CSV)

   b. The Pending Disbursement List available on the COD Web site is the report most recently generated by COD.

Format Options
Previous versions of this report will also be available on the COD Reporting Web site.

3. The report will be sent to schools weekly until the last day of December for the specific award year. Example: Award year 2012-2013 ends 9/30/2013; the final date that COD would generate the Pending Disbursement List for 2012-2013 would be 12/31/2013.

4. Although the Pending Disbursement List is a weekly report, the report will not be generated for a given school unless the school has one or more disbursements meeting the following criteria:

   a. Anticipated Pell disbursements (DRI = false) with a disbursement date up to 6 days before the report generation date, or

5. If the weekly report generation criteria are met, a Pending Disbursement List report will be generated containing all Pell anticipated disbursements (DRI = false) for the reported Award Year.

6. An annual Pending Disbursement List report will be sent to schools between July 26 and August 1of each trailing Award Year (e.g. between July 26 and August 1, 2013 for the 2012-2013 Award Year), regardless of whether the weekly report generation criteria are met or not. This report will contain all anticipated Pell disbursements (DRI = false) for that Award Year.

Comma-Delimited (CSV) Detail Record Layout

Pell Pending Disbursement List		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
A	Award Year	YYYY-YYYY (e.g. 2012-2013 for the 2012-2013 Award Year)
Comma	Delimiter	,
B	School Name	0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
C	Routing ID (External School ID.)	8 digit number. 0–9
Comma	Delimiter	,
D	PELL ID (School Pell ID)	Number field
Comma	Delimiter	,
E	Address (School Address)	Character field: 40 characters per line (up to three address lines): 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
F	CityStateZip	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
G	Student First Name	Character field: Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
H	Student Last Name	Character field: Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
I	SSN (Student Social Security Number)	Number field: 001010001–999999998
Comma	Delimiter	,
J	Date of Birth (Student Date of Birth)	Date field:

Pell Pending Disbursement List		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
		Format is CCYY-MM-DD
Comma	Delimiter	,
K	Batch ID/Document ID	Character field: Example: 2012-09-18T20:19:25.4372193049
Comma	Delimiter	,
L	Disb. Release Ind. (Disbursement Release Indicator)	Character field: 'N' for No
Comma	Delimiter	,
M	Disb. Date (Disbursement Date)	Date field: Format is MM-DD-CCYY
Comma	Delimiter	,
N	Disb. No. (Disbursement Number – sequential number which uniquely identifies a disbursement for an award.)	Number field: 1-99
Comma	Delimiter	,
O	Disb. Seq No. (Disbursement Sequence Number – determines the order in which transactions must be processed for a given disbursement number.)	Number field: 1-999
Comma	Delimiter	,
P	Disbursement Amount	Decimal field
Comma	Delimiter	,
Q	Subtotal Disbursement Amount for Student	Decimal field
Comma	Delimiter	,
R	Total Number of Disbursements (the count of all disbursements on the report)	Number field
Comma	Delimiter	,
S	Total Disbursement Amount (the sum of all disbursements on the report)	Decimal field

Sample Pell Grant Pending Disbursement List Mockup

```
Report ID:                 U.S. Department of Education         Page 1 of 1
Run Date:02/26/2013         Federal Pell Grant Program    Run Time: 03:50PM
                            Pending Disbursement List
                            For Award Year: 2012-2013
*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*
***************************************************************************

School Name: NATIONAL EDUCATION CENTER - BRYMAN CAMPUS       Pell ID: 041234
Address: 1234 1st Street                                 Routing ID: 68212345
         PUEBLO,  CO  12345-6789

Student First Name    Disb. Release Ind.                 Disb. No        Disb.
Student Last Name     Disb. Date                         Disb.             Amt
SSN                   Batch ID/Document ID               Seq No.
Date of Birth

JOHN                  Y                                  1         $1,000.00
ADAMS                 2012-09-03                         1
999903129             2012-09-03T07:07:07.0768212406
1985-04-15



ZACHERY               Y                                  1           $850.00
TAYLOR                2011-12-19                         1
999903330             2013-02-16T14:09:08.0849296754
1985-04-15
                      Y                                  2           $350.00
                      2012-12-19                         1
                      2013-02-16T14:09:08.0849296754
SUBTOTAL DISBURSEMENT AMOUNT:                                       $1,200.00

TOTAL NUMBER OF DISBURSEMENTS: 3      TOTAL DISBURSEMENT AMOUNT:   $2,200.00
```

Pell Grant Verification Status Report

The Verification Status Report is designed to assist schools with early intervention for complying with verification requirements. It lists all students selected for verification by CPS with a verification status code of "blank" or "W". This report will not include any data regarding Iraq and Afghanistan Service Grant students.

Business Rules

1. The Verification Status Report is automatically sent to the school's SAIG mailbox on a monthly basis in the following format:

    a. Preformatted Text file (message class `PGVR13OP`)

2. The Verification Status Report is available via the COD Web site in the following format:

    a. Comma-Delimited (CSV)

    b. The Verification Status Report available on the COD Reporting Web site is the report most recently generated by COD.

Format Options

Previous versions of this report will also be available on the COD Reporting Web site.

3. Schools submit a data request for the Verification Status Report either through Batch or the COD Web site.

    a. The Reporting School Entity ID is required on the data request while the Attended School Entity ID is optional.

        i. If no Attended School Entity ID is submitted (zero filled), then the report will consist of the Reporting School and **all** the associated Attended School(s) student records.

        ii. If an Attended School Entity ID is submitted, then the report will list the Reporting School and **only** contain that Attended School student records.

4. The report will be sent to schools monthly until the last day of December for that specific award year. Example: Award year 2012-2013 ends 9/30/2013; the final date that COD would generate the Verification Status Report for 2012-2013 would be 12/31/2013.

5. Although the Verification Status Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

Sample Pell Grant Verification Status Report Mockup, Page 1

```
==============================================================================
                          U.S. Department of Education            Page 1 of 1
Run Date: 11/10/2012       Federal Pell Grant Program        Run Time: 11:27AM
                           Verification Status Report
                            For Award Year: 2012-2013
*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*

Reporting School Name: WACO TECHNICAL INSTITUTE
Reporting School ID: 019993

Prev Attend. Student Name                  CPS Process Dt.   COD Create Dt.
Rpt  School  SSN                           CPS Ver. Status   COD Ver. Status
             Date of Birth                 CPS High Tran.#   COD Tran.#


     019992  HOLT,JEFFERSON D              2012-06-10        2012-09-13
             999969824                     Y
             1985-04-10                    01                01

Y    019992  BAKER,WILLIAM L               2012-06-17        2012-09-13
             999963454                     Y
             1985-05-07                    01                01

Y    019992  LONG,BUCKY L                  2012-07-16        2011-08-23
             999969847                     Y                 W
             1985-06-15                    01                01

Total number of awards newly reported with status of Blank:                  1
Total number of awards newly reported with status of W:                      0
Total number of awards previously reported with status of Blank:             1
Total number of awards previously reported with status of W:                 1

     019993  ARTELT,KELLIE J               2012-07-12        2012-09-13
             999924527                     Y                 W
             1985-12-09                    01                01

     019993  WEBB,ARMAND J                 2012-03-02        2012-09-13
             999928256                     Y
             1985-09-18                    01                01

Y    019993  FORKENBROCK,HEATH J           2012-08-02        2012-08-23
             999948489                     Y                 W
             1985-02-13                    02                02

Y    019993  SECREST,RODNEY E              2012-05-26        2012-09-13
             999961308                     Y
             1985-09-06                    01                01

Y    019993  SMITH,JAMISON L               2012-05-18        2012-09-13
             999986868                     Y
             1985-07-28                    02                02


Total number of awards newly reported with status of Blank:                  1
Total number of awards newly reported with status of W:                      1
Total number of awards previously reported with status of Blank:             2
Total number of awards previously reported with status of W:                 1


Summary
Grand Total number of awards newly reported with status of Blank:            2
Grand Total number of awards newly reported with status of W:                1
Grand Total number of awards previously reported with status of Blank:       3
Grand Total number of awards previously reported with status of W:           2
```

Sample Pell Grant Verification Status Report Mockup, Page 2

```
==============================================================================
                          U.S. Department of Education            Page 1 of 1
Run Date: 11/08/2012       Federal Pell Grant Program        Run Time: 08:54AM
                           Verification Status Report
                           For Award Year: 2012-2013
*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*

Reporting School Name: ATLANTA UNIVERSITY OF COSMETOLOGY
Reporting School ID: 099931
Attended School Name: COLUMBUS COSMETOLOGY ACADEMY

Prev Attend. Student Name                  CPS Process Dt.   COD Create Dt.
Rpt  School  SSN                           CPS Ver. Status   COD Ver. Status
             Date of Birth                 CPS High Tran.#   COD Tran.#

     099932  BRAGG,KELLIE M                2012-10-29        2012-11-08
             999993465                     Y                 W
             1985-09-26                    01                01

Y    099932  ALLEN,NICOLE L                2012-07-30        2012-09-07
             999996592                     Y
             1985-12-08                    01                01

Y    099932  GARFOLI,MEREDITH L            2012-04-23        2012-08-16
             999992710                     Y
             1985-07-23                    01                01

Y    099932  HATCH,KIMBERLY                2012-07-02        2012-09-07
             999999241                     Y
             1985-04-19                    01                01

Total number of awards newly reported with status of Blank:                  0
Total number of awards newly reported with status of W:                      1
Total number of awards previously reported with status of Blank:             3
Total number of awards previously reported with status of W:                 0
```

Comma-Delimited (CSV) Detail Record Layout

Pell Verification Status		Comma-Delimited (CSV) Record
Column	**Field Name and Description**	**Valid Field Content**
A	Award Year	2009-2010 and forward
Comma	Delimiter	,
B	Reporting School Name	0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
C	Reporting School ID	Number field: 6 digit Pell ID NOTE: leading zeroes do not display
Comma	Delimiter	,

Pell Verification Status		Comma-Delimited (CSV) Record
Column	**Field Name and Description**	**Valid Field Content**
D	Attended School Name	0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
E	Prev. Rpt.	Character field: Identifies whether a student was included on a previous generation of the report. Valid values are Y or blank.
Comma	Delimiter	,
F	Attend. School	Number field: 6 digit Pell ID NOTE: Leading zeroes do not display
Comma	Delimiter	,
G	Student Name	Character field: Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
H	SSN	Number field: 001010001–999999998
Comma	Delimiter	,
I	Date of Birth	Date field: Format is MM-DD –CCYY
Comma	Delimiter	,
J	CPS Process Date	Date field: Format is MM-DD-CCYY
Comma	Delimiter	,
K	CPS Ver. Status	Character field
Comma	Delimiter	,
L	CPS High Tran. #	Number field
Comma	Delimiter	,
M	COD Create Date	Date field: Format is MM-DD-CCYY
Comma	Delimiter	,
N	COD Ver. Status	Character field: Valid values are ‘W’ or blank.
Comma	Delimiter	,
O	COD Tran. Number	Number field
Comma	Delimiter	,

Pell Verification Status		Comma-Delimited (CSV) Record
Column	Field Name and Description	Valid Field Content
P	Total Number Awards Newly Reported with Blank Status	Number field
Comma	Delimiter	,
Q	Total Number Awards Newly Reported with W Status	Number field
Comma	Delimiter	,
R	Total Number Awards Previously Reported with Blank Status	Number field
Comma	Delimiter	,
S	Total Number Awards Previously Reported with W Status	Number field

Pell POP Report

The Pell POP Report is sent to all schools that have reported disbursements for students that are in or have been in a POP situation for this award year. The report lists all students currently in POP, all students no longer in POP and all schools involved in the POP situations. This report will not include any data regarding Iraq and Afghanistan Service Grant students.

Business Rules

1. The Pell POP Report is automatically sent to the school's SAIG Mailbox on a weekly basis in the following format:
    a. Preformatted Text file (message class `PGPR13OP`)
2. The Pell POP Report is automatically sent to the school's Newsbox on the COD Web site on a weekly basis in the following format:
    a. Comma-Delimited (CSV)

The Pell POP Report is only sent to a school for that week if it currently has at least one student in POP.

3. Schools can also submit a data request for the Pell POP Report either through Batch or the COD Web site.
    a. Pell POP Reports generated as a result of a data request are sent to the school's SAIG mailbox in Preformatted format (message class `PGPR13OP`).
    b. The Reporting School Entity ID is required on the data request while the Attended School Entity ID is optional.
        i. If no Attended School Entity ID is submitted (zero filled), then the report will consist of the Reporting School and all the associated Attended School(s) student records.
        ii. If an Attended School Entity ID is submitted, then the report will consist of the Reporting School and only that Attended School student records.
    c. The report generated as of result of a data request will contain data as of the previous night's processing.
4. The Pell POP Report is grouped by Attended School ID
    a. Within each Attended School ID group, the Pell POP Report groups students who:
        i. Are currently in a POP situation for this award year
        ii. Have been in a POP situation during this award year, but are no longer in a POP situation. Students no longer in a POP situation include:
            1. Students for whom a school has submitted a negative disbursement to resolve the situation
            2. Students for whom COD has reduced all disbursements to $0 because the POP situation has gone unresolved for more than 30-Days
    b. Within each grouping, students are sorted by Last Name, First Name, Middle Initial, SSN, and DOB.
5. The Pell POP Report will be sent to schools weekly until the last day of December for that specific award year. Example: Award year 2012-2013 ends 9/30/2013; the final date that COD would generate the Pell POP Report for 2012-2013 would be 12/31/2013.
6. Although the Pell POP Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

Pell POP report sent to Reporting school with multiple Attending schools

```
-----------------------------------------------------------------------------
Run Date: 06/12/2012     U.S. Department of Education            Page 1 of 1
Run Time: 18:06:47 ET     Federal Pell Grant Program
                                 Pell POP Report
                            For Award Year: 2012-2013
**THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT**

Rep Schl Pell ID: 000642                                Rep Schl RID: 10000642
Rep Schl Name:    UNIVERSITY OF ALABAMA
-----------------------------------------------------------------------------

Other                  Other    Award
Attended Student       Attended Amount
School   Name         School   Post 9-11   YTD         Scheduled    POP Flag
Pell ID  SSN          Name     Deceased    Disbursed   Federal      Begin
RID      DOB          AEI      Vet Dep Ind Amount      Pell         End Date

-----------------------------------------------------------------------------
Att Schl Pell ID: 000642                                Att Schl RID: 10000642
Att Schl Name:    UNIVERSITY OF ALABAMA
-----------------------------------------------------------------------------
000643   ZIER, ANNABEL J                                            Y
10000640 276-43-0243 DAVIDSON                                       10/02/2012
         03/17/1968           $5350.00    $5350.00    $5350.00
                      N       N

000643   ZIESMER, ANJA E                                            Y
10000643 271-38-0238 GEORGIA SOUTHERN                               09/25/2012
         03/12/1968           $5350.00    $5350.00    $5350.00

000643   ZIETLOW, ANITRA D                                          Y
10000643 270-37-0237 GEORGIA SOUTHERN                               10/04/2012
         03/11/1968           $5350.00    $5350.00    $5350.00
                      N       N

000643   ZIESEMER, ANJANETTE                                        N
10000643 272-39-0239 GEORGIA SOUTHERN                               06/07/2012
         03/13/1968           $5350.00    $0.00       $5350.00     07/08/2012
                      Y       N

Total number of students in a POP situation in this reporting period  3
Total number of students who are no longer in a POP situation         1
-----------------------------------------------------------------------------
Att Schl Pell ID: 000643                                Att Schl RID: 10000643
Att Schl Name:    GEORGIA SOUTHERN
-----------------------------------------------------------------------------
000642   ZIER, ANNABEL J                                            Y
10000642 276-43-0243 UNIVERSITY OF ALABAMA                          10/02/2012
         03/17/1968           $5350.00    $5350.00    $5350.00
                      N       N

000642   ZIESMER, ANJA E                                            Y
10000642 271-38-0238 UNIVERSITY OF ALABAMA                          09/25/2012
         03/12/1968           $5350.00    $5350.00    $5350.00
                      N

000642   ZIETLOW, ANITRA D                                          Y
10000642 270-37-0237 UNIVERSITY OF ALABAMA                          10/04/2012
         03/11/1968           $5350.00    $5350.00    $5350.00
                      N       N

000642   ZIESEMER, ANJANETTE                                        N
10000642 272-39-0239 UNIVERSITY OF ALABAMA                          06/07/2012
         03/13/1968           $5350.00    $0.00       $5350.00     07/08/2012
                      Y       N

Total number of students in a POP situation in this reporting period  3
Total number of students who are no longer in a POP situation         1
```

Pell POP report sent to Attending School

```
-----------------------------------------------------------------------------
Run Date: 04/16/2012     U.S. Department of Education            Page 1 of 1
Run Time: 16:55:01 ET     Federal Pell Grant Program
                                Pell POP Report
                           For Award Year: 2011-2012
**THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT**

Rep Schl Pell ID: 000642                              Rep Schl RID: 10000642
Rep Schl Name:    UNIVERSITY OF ALABAMA
Att Schl Pell ID: 000642                              Att Schl RID: 10000642
Att Schl Name:    UNIVERSITY OF ALABAMA
-----------------------------------------------------------------------------

Other                  Other    Award
Attended               Attended Amount
School   Student Name  School   Post 9-11   YTD       Scheduled    POP Flag
Pell ID  SSN           Name     Deceased    Disbursed Federal      Begin
RID      DOB           AEI      Vet Dep Ind Amount    Pell         End Date

000643   ZIER, ANNABEL J                                           Y
10000643 222-33-4444   GEORGIA SOUTHERN                            08/10/2012
         03/17/1968             $5350.00    $2000.00  $5350.00
                       N        N

000643   ZIESEMER, ANJANETTE F                                     N
10000643 777-88-9999   GEORGIA SOUTHERN                            06/07/2012
         03/13/1968             $5350.00    $0.00     $5350.00    07/08/2012
                                N

000643   ZIETLOW, ANITRA D                                         N
10000643 234-56-7890   GEORGIA SOUTHERN                            06/16/2012
         03/11/1968             $5350.00    $0.00     $5350.00    06/18/2012
                       N        N

Total number of students in a POP situation in this reporting period  1
Total number of students who are no longer in a POP situation         2
```

Comma-Delimited (CSV) Detail Record Layout

Pell POP		Comma-Delimited (CSV) Record
Column	**Field Name and Description**	**Valid Field Content**
A	Award Year	2009-2010 and forward
Comma	Delimiter	,
B	Reporting School Pell ID	Number field: 6 digit number NOTE: leading zeroes do not display
Comma	Delimiter	,
C	Reporting School RID	Number field: 8 digit number NOTE: leading zeroes do not display
Comma	Delimiter	,

Pell POP		Comma-Delimited (CSV) Record
Column	Field Name and Description	Valid Field Content
D	Reporting School Name	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
E	Attending School Pell ID	Number field: 6 digit number NOTE: leading zeroes do not display
Comma	Delimiter	,
F	Attending School RID	Number field: 8 digit number NOTE: leading zeroes do not display
Comma	Delimiter	,
G	Attending School Name	Character field: 0-9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
H	Other Attended School Pell ID	Number field: 6 digit number NOTE: leading zeroes do not display
Comma	Delimiter	,
I	Other Attended School RID	Number field: 8 digit number NOTE: leading zeroes do not display
Comma	Delimiter	,
J	Other Attended School Name	Character field: 0-9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
K	Student First Name	Character field: Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,

Pell POP		Comma-Delimited (CSV) Record
Column	**Field Name and Description**	**Valid Field Content**
L	Student Last Name	Character field: Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
M	Student Middle Initial	Character field: Uppercase A–Z
Comma	Delimiter	,
N	SSN	Number field: 001010001–999999998
Comma	Delimiter	,
O	Date of Birth	Date field: Format is MM-DD-CCYY
Comma	Delimiter	,
P	Award Amount	Number field
Comma	Delimiter	,
Q	YTD Disbursed Amount	Number field
Comma	Delimiter	,
R	Scheduled Federal Pell	Number field
Comma	Delimiter	,
S	POP Flag	Character field:
Comma	Delimiter	,
T	POP Begin Date	Date field: Format is MM-DD-CCYY
Comma	Delimiter	,
U	POP End Date	Date field: Format is MM-DD-CCYY Can be blank
Comma	Delimiter	,
V	AEI	Character field: Y or N Can be blank **Note:** Reference the Implementation Guide for more information regarding the cessation of Two Pell Grants in an Award Year.
Comma	Delimiter	,
W	Post 9-11 Deceased Vet Dep Ind	Character field: Y or N Can be blank

Pell Lifetime Eligibility Used 2012-2013 Report

The 2012-2013 Pell Lifetime Eligibility Report identifies Pell eligible CPS applicants for the 2012-2013 award year that are approaching or have exceeded the 600.000% LEU limit. Records displayed on the "Pell Lifetime Eligibility Used 2012-2013" report will be a snapshot of data on the COD System as of the report run time.

Business Rules

1. The report is limited to 2012-2013 award year Pell eligible CPS applicants with an LEU greater than or equal to 450.000%
2. The report is based on the applicant's eligible highest CPS transaction number.
3. The Pell Lifetime Eligibility Used 2012-2013 report is available via the Pell Grant Reporting Newsbox on the COD Web Site in Comma-Delimited (CSV) format.
4. Data on the report is cumulative and sorted ascending by Social Security Number.
5. The data in the report is compiled based on the Federal School Code the applicant included on his or her 2012-2013 FAFSA.
6. The OPE ID associated with the school's Federal School Code will determine which Pell Grant Reporting Newsbox the report is delivered to on the COD Web Site.
7. The report will be generated for the 2012-2013 award year only until June 30, 2013.

Pell Lifetime Eligibility Used 2012-2013 Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
A	Original SSN	Social Security Number as provided by the applicant on the original (first) application for the school year. 1010001–999999998 Note: The report will not display leading zeros for SSN
Comma	Delimiter	,
B	Original Name Code	First two characters of the applicant's last name on the original (first) application for the school year. Can be blank First character: A-Z Second character: Blank, A–Z,. (period), ' (apostrophe), or - (dash)
Comma	Delimiter	,
C	Transaction Number	01-99
Comma	Delimiter	,
D	CPS Date Processed	MM/DD/CCYY
Comma	Delimiter	,
E	Primary Expected Family Contribution	00000-99999
Comma	Delimiter	,
F	Applicant Last Name	Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A–Z in the first position
Comma	Delimiter	,

Pell Lifetime Eligibility Used 2012-2013 Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
G	Applicant First Name	Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash) Left justified with an A-Z in the first position
Comma	Delimiter	,
H	Applicant Middle Name	Uppercase A–Z Can be BLANK
Comma	Delimiter	,
I	Applicant Date of Birth	MM/DD/CCYY
Comma	Delimiter	,
J	Current Social Security Number	001010001–999999998
Comma	Delimiter	,
K	Lifetime Eligibility Used	Format: 9999.999 (Example: 1200.123 is 1200.123%) Valid Values: Pell: 450 – 9999.999
Comma	Delimiter	,
L	Student’s E-Mail Address	Can be blank
Comma	Delimiter	,
M	Federal School Code	Federal School Code Identified by the Student on their CPS record

Academic Competitiveness Grant (ACG) Reports

Please consult a prior Award Year COD Technical Reference for information regarding ACG Reports for Award Years 2006 – 2007 through 2010 - 2011.

National Science and Mathematics Access to Retain Talent (SMART) Grant Reports

Please consult a prior Award Year COD Technical Reference for information regarding SMART Reports for Award Years 2006 – 2007 through 2010 - 2011.

Teacher Education Assistance for College and Higher Education Grant Reports

TEACH Grant Reports Options

Teacher Education Assistance for College and Higher Education (TEACH) Grant reports are available to schools in a variety of format options. TEACH Grant reports are available via the school's SAIG mailbox or via the school's Newsbox on the COD Web site.

Business Rules

1. TEACH Grant Reports for 2012-2013 are sent to schools as a flat file and not an XML document.
2. TEACH Grant Reports for 2012-2013 are sent to school's SAIG mailbox in the following format options. Not all reports are offered in all formats:
    a. Preformatted Text file
        i. Portrait
        ii. Courier 10
        iii. 78 characters per line
        iv. 59 lines per page
    b. Fixed-length File
3. Many TEACH Grant Reports for 2012-2013 are viewable on the COD Web site in the following format option:
    a. Comma-Delimited (CSV)

4. Some report options are tailored to a specific report. These specific options are discussed under the appropriate report section.

Below is a summary of all TEACH Grant reports and available formats generated by the COD System.

Format and Delivery Methods

Report Name	Report Selection Web Page	Sort	Frequency	SAIG Mailbox					COD Web Site	
				Preformatted Text	Comma-Delimited	Pipe-Delimited	Fixed Length	Do Not Distribute	PDF	Comma-Delimited
Multiple Reporting Record (MRR)	✓	SSN	Daily				✓			
School Account Statement (SAS)	✓*	SSN	Monthly		✓					
Pending Disbursement Listing	✓	Last Name	Weekly	✓						✓
Inactive Grant Report	✓	Award ID	Monthly	✓						✓
SSN/Name/Date of Birth Change Report	✓	SSN	Weekly**	✓						✓
Rebuild File		Award ID	By Request				✓			
ATS Discharge Report	✓	Discharge Date	Weekly				✓			

*Links to separate SAS Options Page

**If triggered by change

TEACH Grant Header/Trailer Layout

TEACH Grant Batch Header Layout

TEACH Grant Batch Header Layout							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	10	10	A	Header Identifier	Identify Header record in file. Left Justified.	This field is required. Constant: 'TEACH HDR '	Missing Batch Header – Reject Batch
11	14	4	N	Data Record Length	Length of data records included in this Batch.	This field is required. Must be numeric: 0001 to 9999	If not equal to length for Message Class, then Reject Batch.
15	40	26	A	Batch ID	Number generated by the institution to uniquely identify a specific batch of records.	This field is required. Format = XXCCYY999999CCYYMMDDHHMMSS Where: XX = batch type code (alpha) CCYY = last year in cycle: '2013' 999999 = First six digits of Attended OPE ID CCYYMMDD = date batch created HHMMSS = time batch created	Valid TEACH Batch Type codes: TS - TEACH SAS (Monthly Data) TW – TEACH SAS (YTD Data) TN - TEACH SSN/Name/DOB Change TM - TEACH MRR TI - TEACH Inactive Grants TU - TEACH PDL TD - ATS Discharge TR - TEACH Rebuild If duplicate Batch ID, then reject Batch. If Batch type does not agree with Message Class type, then reject Batch. If Batch Award Year does not agree with Message Class award year, then reject. If Attended OPE ID is ineligible, then send warning message. If Attended OPE ID is a branch campus or has Central Funding, then reject Batch. If date batch created is > system date, then reject Batch.
41	48	8	A/N	Attended OPE ID	The Attended OPE ID number assigned to institution.	Valid Attended OPE ID number or blank.	If not blank and not equal to Attended OPE ID, then warn the Batch.
49	58	10	A/N	Software Provider	For non-Express software provide an identifier to indicate the software provider and version number if applicable.	This field is required. Software provider defined or blank	No edits will be performed on this field.
59	62	4	A	Unused	Reserved for future expansion.	Constant spaces	
63	63	1	A	ED Use	ED Use Only – do not use	Constant Spaces	Media Type = Y for Year-to-Date
64	68	5	A/N	ED Use	ED Use Only – do not use	Constant spaces	ED Express PC software version number
69	76	8	N	Process Date	Date the corresponding Batch was processed.	Format = CCYYMMDD	Completed as a result of processing the Batch.

TEACH Grant Batch Header Layout							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
77	100	24	N	Batch Reject Reasons	List of up to eight 3-digit batch reject reason codes which occurred during initial editing of the Batch. Only reject reason codes hit will display in this field. Otherwise, this space will be zero filled.	Reject Reasons format = 000 to 999 Position 101 to 103 = 1st reject reason code Position 104 to 106 = 2nd reject reason code Position 107 to 109 = 3rd reject reason code Position 110 to 112 = 4th reject reason code Position 113 to 115 = 5th reject reason code Position 116 to 118 = 6th reject reason code Position 119 to 121 = 7th reject reason code Position 122 to 124 = 8th reject reason code	These are the 200 series of edits that can be found in this section of the Technical Reference.
		XX	A	Unused	Length extended to make the header record the same length as the detail records which follow.	Constant spaces	
		≥ 100		**Total Record Length**			

TEACH Grant Batch Trailer Layout

TEACH Grant Batch Trailer Layout							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	10	10	A	Trailer Identifier	Identify Trailer record in file.	This field is required. Constant: 'TEACH TLR '	Missing Batch Trailer – reject batch. No detail records—reject Batch.
11	14	4	N	Data Record Length	Length of data records included in this Batch.	This field is required. Must be numeric: 0001 to 9999	If not equal to Data Record on Header, then reject Batch.
15	40	26	A	Batch ID	Number generated by the institution to uniquely identify a specific batch of records.	This field is required. Format = XXCCYY999999CCYYMMDDHHMMSS Where: XX = batch type code (alpha) CCYY = last year in cycle = '2012' 999999 = First six digits of Attended OPE ID CCYYMMDD = date batch created HHMMSS = time batch created	If not equal to Batch ID on Header, then reject Batch.
41	46	6	N	Reported Number of Records	Number of data records included in the Batch.	This field is required. Must be numeric: 000000 to 999999	If not equal to count of detail records in input Batch, then return warning message.
47	57	11	N	Unused	Constant Zeros		
58	58	1	A	Reported Total Sign Indicator	Positive or negative sign for total amount reported.	This field is required. P = Positive N = Negative	
59	64	6	N	Accepted and Corrected Number of Records	ED USE ONLY - Number of data records accepted and corrected.	000000 to 999999	
65	75	11	N	Accepted and Corrected Total of Batch	ED USE ONLY - Total Award or Disbursement amount accepted and corrected on Batch.	Dollars and cents. Use leading zeros, do not include the $ sign or decimal point. 00000000000 to 99999999999	
76	76	1	A	Accepted and Corrected Total Sign Indicator	ED USE ONLY - Positive or negative sign for total amount accepted.	P = Positive N = Negative	
77	82	6	N	Number of Duplicate Records	ED USE ONLY- Number of data records that duplicate a previously accepted Origination or Disbursement record. For all other types of batches this field is all zeroes.	000000 to 999999 or Blank.	
83	100	18	A	Unused	Reserved for future expansion.	Constant spaces	
		XX	A	Unused	Length extended to make the trailer record the same length as the detail records.	Constant spaces	
		≥ 100		**Total Record Length**			

TEACH Grant Multiple Reporting Record (MRR)

The Multiple Reporting Record (MRR) provides information to a school about a student's origination and disbursement status at other schools and the amount of TEACH Grant award(s) disbursed. The TEACH Grant MRR only identifies one primary type of multiple reporting conditions: concurrent enrollment.

Business Rules

1. An MRR can be COD system generated or requested via the COD Web site.
2. The MRR is provided in fixed-length, flat file format.
3. The MRR is sent from the COD System using message class `THMR13OP`.

Record Layout

TEACH Grant Multiple Reporting Record							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	2	2	A	Record Type	Code that indicates the reason the institution is receiving the record.	RO = Data request for Origination information. RD = Data request for Disbursement information. RN = No MRR information found CE = The student is concurrently enrolled	
3	8	6	A/N	Requesting Institution OPEID	First six digits of the OPEID of the requesting attended campus of the student. Will be blank for concurrent enrollment records.	Must be a valid first six digits of OPEID assigned by the Department of Education. May be BLANK.	
9	9	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information. Will be blank for concurrent enrollment records.	O = Send origination information D = Send disbursement information May be BLANK.	
10	10	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students. Will be blank for concurrent enrollment records.	A = Send list of other institutions for all students S = Send list of other institutions for students listed in record. I = Send student for institution listed in record May be blank.	
11	21	11	A	MR Student ID	The Student SSN and Name code for which a MRR is requested. Will be blank for concurrent enrollment records.	Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z; . (period); ` (apostrophe); (dash); Blank = no last name	
22	27	6	A/N	MR Institution first six digits of OPEID	The institution code for which MRR are requested. Will be blank for concurrent enrollment records.	Valid first six digits of OPEID. May be blank.	
28	36	9	N	Student Original SSN	Student's Original SSN from the origination record.	001010001 to 999999999	

TEACH Grant Multiple Reporting Record							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
37	38	2	A	Original Name Code	Student's name code from the origination record.	Uppercase A to Z; . (period); ' (apostrophe); 1 (dash) Blank (no last name).	
39	44	6	A/N	First six digits of Institution OPEID	First six digits of OPEID of the attended campus of the student. Use the record type to interpret the relationship this institution has to the institution receiving this record.	Must be a valid first six digits of OPEID assigned by the Department of Education.	
45	114	70	A/N	Institution Name	The name of the institution.		
115	149	35	A/N	Institution Street Address – Line 1	The street or post office box address of institution.		
150	184	35	A/N	Institution Street Address – Line 2	The street or post office box address of institution.		
185	209	25	A/N	Institution City	The city in which the institution is located.		
210	211	2	A	Institution State	The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located.		
212	220	9	A/N	Zip Code	The zip code of the institution.		
221	250	30	A/N	Financial Aid Administrator (FAA) Name	The full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE.		
251	260	10	N	FAA Telephone Number	The working phone number for the person indicated as FAA.	Does not include area code, parentheses or dashes.	
261	270	10	A/N	FAA Fax Number (Optional)	The working fax number used by the person indicated as FAA.	May be BLANK. Otherwise includes area code, but not parentheses or dashes.	
271	320	50	A/N	Internet Address	Internet address of an authorized official.	May be BLANK.	
321	327	7	A/N	Unused	Reserved for future expansion.	Constant spaces	
328	334	7	N	Origination Award Amount	Annual award amount supplied on the origination record.	Range = 0000000 to AWARD AMOUNT MAX The first five positions are the whole dollars and the last two positions are the cents.	
335	336	2	N	Transaction Number	CPS-assigned Transaction number from the eligible SAR used to calculate the award.	Range = 01 to 99	
337	341	5	A/N	Unused	Reserved for future expansion	Constant spaces	
342	349	8	D	Enrollment Date	First date the student was enrolled in an eligible program for the award year.	CCYYMMDD Range = 20120101 to 20130630	

TEACH Grant Multiple Reporting Record							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
350	357	8	D	Origination Create Date	Date the origination was created in COD database.	CCYYMMDD	
358	364	7	N	Total of Disbursements Accepted	Total amount of all disbursements for a specific award accepted by the TEACH Program.	Range = 0000000 to AWARD AMOUNT MAX	
365	372	8	D	Last Activity Date	Date the last payment was received from the institution.	Format = CCYYMMDD	
373	380	8	D	Next Estimated Disbursement Date	Date of the next estimated disbursement date.	Blank or CCYYMMDD	
381	385	5	A/N	Unused	Reserved for future expansion.	Constant spaces	
386	395	10	N	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format = 0000000000 Where: Each digit signifies a different situation 1st = Shared SAR ID 3rd = Concurrent Enrollment 4th through 10th = Reserved for future use.	
396	411	16	A/N	Student's Last Name	The last name of the student for this CPS transaction number.	A to Z, 0 to 9, period, apostrophe, hyphen or blank	
412	423	12	A/N	Student's First Name	The first name of the student for this CPS transaction number.	A to Z, 0 to 9 or blank	
424	424	1	A	Student's Middle Initial	The middle initial of the student for this CPS transaction number.	A to Z or blank	
425	432	8	D	Student's Date of Birth	The date of birth of the student for this CPS transaction number.	Format = CCYYMMDD	
433	441	9	N	Student's Current SSN	Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during ACG Grant processing.	Valid Social Security Number or BLANK if not matched	
442	462	21	A/N	Award ID	Award ID is a unique identifier for TEACH Awards. It is a 21 byte field in the specific order of SSN (9 char.), Award Type (1 char. TEACH Award = H), Award Year (2 char.), first six numbers of OPEID (6 char.), and Award Sequence Number (3 char.).	H = Award Type	
463	469	7	N	Unused	Reserved for future expansion.	Constant spaces	
470	476	7	N	Unused	Reserved for future expansion.	Constant spaces	

TEACH Grant Multiple Reporting Record							
First	Last	Len	Type	Field Name	Description	Valid Values	Processing Notes/Edits
		476		**Total Record Length**			

TEACH Grant School Account Statement (SAS)

The TEACH School Account Statement (SAS) is a monthly statement, similar to a bank statement, which summarizes a school's TEACH processing activity for each month. The TEACH SAS is a school's primary tool used in reconciliation, and should be compared to both financial aid and business office records. This file provides the Department's official ending cash balance as of the end date of the file, based on data submitted by a school. As such, all schools with cash or disbursement activity within the award year will receive the TEACH SAS on a monthly basis.

Note: For details regarding the TEACH School Account Statement (SAS) Disbursement Detail on Demand report which will be available in March 2013, please reference the 2013-2014 COD Technical Reference (Volume VI, Section 8). This report will be available for all active award years.

Sections of the TEACH SAS

- Cash Summary - This section of the TEACH SAS provides the Department's official Ending Cash Balance for a school for the reported period. The Cash Summary contains both a monthly and a year-to-date summary of cash and award data processed at COD for that program year. This section can be compared to summary information on a school's internal systems. The comparison may then identify areas where further research is needed.

- Cash Detail - This section of the TEACH SAS provides detail on cash transactions processed at COD during the reported period. This includes drawdowns, drawdown adjustments, pushed funds, refunds of cash, returns, and/or reversals. If the monthly option is chosen, this section will only include cash transactions processed at COD during that month. If the year-to-date option is chosen, the section will include cash transactions processed at COD from the start of the program year through the end date of the file.

- TEACH Award Detail, Disbursement Activity Level - This section of the TEACH SAS provides transaction-level detail for all disbursement and adjustment transactions processed on COD during the reported period. If the monthly option is chosen, this section will include disbursements booked on COD during the reported month as well as year-to-date unbooked disbursements. If the year-to-date option is chosen, the section will include all disbursements, booked and unbooked, on COD as of the end date of the report. This information can be used to do a transaction-level comparison to the school's internal records, for either that month, or year-to-date. Note that for TEACH, unbooked disbursements are typically future dated disbursements. In most cases, unbooked disbursements appearing on the TEACH SAS are rare.

Business Rules

1. The COD system generates the TEACH SAS and automatically sends it to a school's SAIG mailbox.

2. The TEACH SAS is generated monthly and includes all data through the last day of the previous month.

3. The TEACH SAS displays pennies for all dollar amount fields.

4. Schools have the option to select the TEACH SAS Report Activity Type on the COD Web site.

    a. The choices for the Report Activity Type option are:

        i. Monthly (Default)

        ii. Year-to-Date

        iii. Both Monthly and Year-to-Date

    b. Schools may set or change their Report Activity Type option at any time. Changes will be applied to the next scheduled run of the TEACH SAS file.

    c. Schools new to the TEACH program or schools that have not changed their options on the COD Web site are set to the default values.

d. A school's SAS options for the current award year will be carried over to the next award year with New Award Year Setup. If a school wants different options for different award years, it must update its options separately for each award year. Schools should ensure they are in the correct program year in the TEACH SAS Report Options screen before updating their options.

5. The TEACH SAS file is delivered to a school's SAIG mailbox in Comma-Delimited format using the following message classes:

   a. Monthly file (message class THSM13OP)

   b. Year-to-Date file (message class THSY13OP)

Comma-Delimited (CSV) Record Layouts

Year-To-Date and Monthly Cash Summary Header Information

TEACH Grant School Account Statement (SAS) Comma-Delimited Header Information		Year-To-Date and Monthly Cash Summary (Record Type "T")
Line	**Field Name and Description**	**Valid Field Content**
1	U.S. Department of Education	U.S. Department of Education
2	File Name	TEACH School Account Statement Cash Summary YTD and TEACH School Account Statement Cash Summary Monthly.
3	School Code:	School's 8-digit OPE ID
4	School Name:	School Name

Year-To-Date and Monthly Cash Summary Column Headings

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Column Headings	Year-To-Date and Monthly Cash Summary (Record Type "T")
Column	**Column Heading**
A	Statement Record Type
Comma	,
B	TEACH School Account Statement Batch Identifier
Comma	,
C	School Code
Comma	,
D	Region Code
Comma	,
E	State Code
Comma	,
F	End Date
Comma	,
G	Process Date
Comma	,
H	Cash Summary Type
Comma	,
I	Beginning Cash Balance

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Column Headings	Year-To-Date and Monthly Cash Summary (Record Type "T")
Column	**Column Heading**
Comma	,
J	Cash Receipts
Comma	,
K	Refunds of Cash
Comma	,
L	Net Drawdown/Payments
Comma	,
M	Booked Disbursements
Comma	,
N	Booked Adjustments
Comma	,
O	Total Net Booked Disbursements
Comma	,
P	Ending Cash Balance
Comma	,
Q	Unbooked Disbursements
Comma	,
R	Unbooked Adjustments
Comma	,
S	Total Net Unbooked Disbursements
Comma	,
T	Cash > Accepted and Posted Disbursements
Comma	,
U	Record Count Sequence Number

Year-To-Date and Monthly Cash Summary, Detail Record

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record		Year-To-Date and Monthly Cash Summary (Record Type "T")
Column	**Field Name and Description**	**Valid Field Content**
A	Statement Record Type Code that identifies the type of records in the batch	T = Cash Summary
	Comma	,
B	TEACH School Account Statement Batch Identifier The batch identifier for this file	Batch Type = TS (Monthly) or TW (Year-to-Date) Cycle Indicator = 3 (for 2012–2013) School Code = 000000-999999 (First six characters of school's OPE ID) Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS
	Comma	,

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record		Year-To-Date and Monthly Cash Summary (Record Type "T")
Column	**Field Name and Description**	**Valid Field Content**
C	School Code	00000000–99999999 8-digit OPE ID
	Comma	,
D	Region Code 2-digit region code of the school	01-99
	Comma	,
E	State Code 2-Letter state code of the school	Uppercase A – Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank
	Comma	,
F	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101-20991231
	Comma	,
G	Process Date Date file processed at COD	Format is CCYYMMDD 19000101-20991231
	Comma	,
H	Cash Summary Type	Y1 = Year-To-Date Cash Summary Total T1 = Monthly Cash Summary Total
	Comma	,
I	Beginning Cash Balance This is COD's beginning balance for this file. For Cash Summary Type = "Y1," this field is zero filled For Cash Summary Type = "T1," this field represents last month's ending balance. It is all booked activity up to and through the prior month's end date	-999999999.99 to 0999999999.99 Zeros for Cash Summary Type = Y1
	Comma	,
J	Cash Receipts Total receipts of cash (drawdowns) for the period For Cash Summary Type = "Y1," this is the sum of all cash receipt (drawdowns) transactions for the program Year-To-Date and corrections to drawdowns processed during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) transactions for the current month and corrections to drawdowns processed during current month	-999999999.99 to 0999999999.99 If no activity, zero filled
	Comma	,

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record		Year-To-Date and Monthly Cash Summary (Record Type "T")
Column	Field Name and Description	Valid Field Content
K	Refunds of Cash Total cash refunded for the period For Cash Summary Type = "Y1," this is the sum of all refund of cash transactions received by COD for the program Year-To-Date and corrections to refund of cash processed during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all refund of cash transactions received by COD for the current month and corrections to refund of cash processed during the current month	-999999999.99 to 0999999999.99 If no activity, zero filled
	Comma	,
L	Net Drawdowns/Payments The difference between the total Cash Receipts (drawdowns) and total Refunds of Cash returned For Cash Summary Type = "Y1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the current month	-999999999.99 to 0999999999.99 If no activity, zero filled
	Comma	,
M	Booked Disbursements The total net amount of all actual disbursements booked at COD For Cash Summary Type = "Y1," this is the sum of all actual disbursements that were booked at COD during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all actual disbursements that were booked at COD during the current month	-999999999.99 to 0999999999.99 If no activity, zero filled
	Comma	,
N	Booked Adjustments The total net amount of all disbursement adjustments booked at COD For Cash Summary Type = "Y1," this is the sum of all actual disbursement adjustments that were booked at COD during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all actual disbursement adjustments that were booked at COD during the current month	-999999999.99 to 0999999999.99 If no activity, zero filled (-) indicates a downward adjustment (+) indicates an upward adjustment
	Comma	,
O	Total Net Booked Disbursements The total of Net Booked Disbursements and Net Booked Adjustments For Cash Summary Type = "Y1," this is the sum of all net disbursements and adjustments that were booked at COD during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all net disbursements and adjustments that were booked at COD during the current month	-999999999.99 to 0999999999.99 If no activity, zero filled
	Comma	,

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record		Year-To-Date and Monthly Cash Summary (Record Type "T")
Column	Field Name and Description	Valid Field Content
P	Ending Cash Balance This is COD's ending balance for this file. For Cash Summary Type = "Y1" and "T1," this is the ending cash balance at COD as of the file end date ECB = Beginning Cash Balance + Net Drawdowns/Payments - Total Net Booked Disbursements	-999999999.99 to 0999999999.99
	Comma	,
Q	Unbooked Disbursements The total net amount of all the actual disbursements accepted but not booked at COD For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursements at COD as of the program Year-To-Date	-999999999.99 to 0999999999.99 If no activity, zero filled
	Comma	,
R	Unbooked Adjustments The total net amount of all the actual disbursement adjustments not booked at COD For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursement adjustments at COD as of the program Year-To-Date	-999999999.99 to 0999999999.99 If no activity, zero filled (-) indicates a downward adjustment (+) indicates an upward adjustment
	Comma	,
S	Total Net Unbooked Disbursements The total of Unbooked Disbursements and Unbooked Adjustments For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual disbursement activities at COD as of the program Year-To-Date	-999999999.99 to 0999999999.99 If no activity, zero filled
	Comma	,
T	Cash > Accepted and Posted Disbursements The difference between the Ending Cash Balance and the Total Net Unbooked Disbursements For Cash Summary Type = "Y1" and "T1," this is the total Year-To-Date unbooked amount applied to the ending balance	-999999999.99 to 0999999999.99 If no activity, zero filled
	Comma	,
U	Record Count Sequence Number Record counter for each Record in the SAS file	000001-999999

Cash Detail, Column Headings

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Column Headings		Cash Detail (Record Type "C")
Column	Column Heading	
A	Statement Record Type	
Comma	,	
B	TEACH School Account Statement Batch Identifier	
Comma	,	
C	School Code	

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Column Headings	Cash Detail (Record Type "C")
Column	**Column Heading**
Comma	,
D	Region Code
Comma	,
E	State Code
Comma	,
F	End Date
Comma	,
G	Process Date
Comma	,
H	Transaction Type – Cash
Comma	,
I	Transaction Date
Comma	,
J	Check Number
Comma	,
K	Transaction Amount
Comma	,
L	Payment Control Number
Comma	,
M	Record Count Sequence Number

Cash Detail, Detail Record

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record		Cash Detail (Record Type "C")
Column	**Field Name and Description**	**Valid Field Content**
A	Statement Record Type Code that identifies the type of records in the batch	C = Cash Detail
	Comma	,
B	TEACH School Account Statement Batch Identifier The batch identifier for this file	Batch Type = TS (Monthly) or TW (Year-to-Date) Cycle Indicator = 3 (for 2011–2012) School Code = 000000-999999 (First six characters of school's OPE ID) Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS
	Comma	,
C	School Code	00000000–99999999 8-digit OPE ID
	Comma	,

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record		Cash Detail (Record Type "C")
Column	Field Name and Description	Valid Field Content
D	Region Code 2-digit region code of the school	01-99
	Comma	,
E	State Code 2-Letter state code of the school	Uppercase A – Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank
	Comma	,
F	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101-20991231
	Comma	,
G	Process Date Date file processed at COD	Format is CCYYMMDD 19000101-20991231
	Comma	,
H	Transaction Type – Cash Type of Cash Transaction	R = Cash Receipts X = Refunds of Cash
	Comma	,
I	Transaction Date Date that Refund of Cash [Excess Cash] is applied, or Date that Drawdown activity occurred or processed on COD	Format is CCYYMMDD
	Comma	,
J	Check Number (if available at COD) Check Number returned by the school on a check for refund of cash [return of excess cash]	Numeric > = 0 Always blank
	Comma	,
K	Transaction Amount COD amount of the cash receipts or refunds of cash transaction	-9999999999 to 09999999999 Cannot be blank; can be zero filled
	Comma	,
L	Payment Control Number Code received from G5 for cash receipts only	Numeric > 0 Can be blank
	Comma	,
M	Record Count Sequence Number Record counter for each record in the TEACH SAS file	000001-999999

TEACH Award Detail, Disbursement Activity Level, Column Headings

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Column Headings	TEACH Award Detail, Disbursement Activity Level (Record Type "D")
Column	Column Heading

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Column Headings	TEACH Award Detail, Disbursement Activity Level (Record Type "D")
Column	**Column Heading**
A	Statement Record Type
Comma	,
B	TEACH School Account Statement Batch Identifier
Comma	,
C	School Code
Comma	,
D	Region Code
Comma	,
E	State Code
Comma	,
F	End Date
Comma	,
G	Run Date
Comma	,
H	Award Identifier
Comma	,
I	Award Booked Date
Comma	,
J	Disbursement Booked Date
Comma	,
K	Disbursement Amount
Comma	,
L	Disbursement Actual Net Adjustment
Comma	,
M	Disbursement Number
Comma	,
N	Disb Sequence Number
Comma	,
O	Transaction Type
Comma	,
P	Transaction Date
Comma	,
Q	Award Total YTD Disbursement Amount
Comma	,
R	Student's First Name

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Column Headings	TEACH Award Detail, Disbursement Activity Level (Record Type "D")
Column	**Column Heading**
Comma	,
S	Student's Last Name
Comma	,
T	Record Count Sequence Number

TEACH Award Detail, Disbursement Activity Level, Detail Record

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record		TEACH Award Detail, Disbursement Activity Level (Record Type "D")
Column	**Field Name and Description**	**Valid Field Content**
A	Statement Record Type Code that identifies the type of records in the batch	D = Disbursement Activity Detail
	Comma	,
B	TEACH School Account Statement Batch Identifier The batch identifier for this file	Batch Type = TS (Monthly) or TW (Year-to-Date) Cycle Indicator = 3 (for 12–13) School Code = 000000-999999 (First six characters of school's OPE ID) Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS
	Comma	,
C	School Code	00000000–99999999 8-digit OPE ID
	Comma	,
D	Region Code 2-digit region code of the school	01-99
	Comma	,
E	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank
	Comma	,
F	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD
	Comma	,
G	Run Date Date file processed at COD	Format is CCYYMMDD
	Comma	,

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record		TEACH Award Detail, Disbursement Activity Level (Record Type "D")
Column	Field Name and Description	Valid Field Content
H	Award Identifier (Award ID) associated with this record	Student's Social Security Number: 001010001–999999998 Award Type: H = TEACH Program Year: 13 (for 2012-2013) First Six Characters of School OPEID: 000000-999999 Award Sequence Number: 001–999
	Comma	,
I	Award Booked Date (at COD) Date the award booked at COD	Format is CCYYMMDD This field will be blank for unbooked awards
	Comma	,
J	Disbursement Booked Date (at COD) Date the individual disbursement activity booked at COD	Format is CCYYMMDD This field will be blank for unbooked awards
	Comma	,
K	Disbursement Amount—COD COD-calculated actual disbursement amount (in dollars) of the disbursement	Numeric >= 0
	Comma	,
L	Disbursement Actual Net Adjustment—COD COD-calculated actual net adjustment amount (in dollars) of the disbursement This reflects the difference between the new Disbursement amount for this transaction, and the Disbursement amount provided in the previous transaction sequence number.	-99999 to 099999 Can be blank
	Comma	,
M	Disbursement Number The disbursement number for the current disbursement transaction	
	Comma	,
N	Disbursement Sequence Number The sequence number that determines the order in which the disbursement activity is processed	1–99
	Comma	,
O	Transaction Type—Disbursement Disbursement Activity Type recorded at COD	A = Adjustment D = Disbursement Disbursement Activity = Q is not indicated on the SAS
	Comma	,
P	Transaction Date Date disbursement activity occurred at the school	Format is CCYYMMDD
	Comma	,

TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record		TEACH Award Detail, Disbursement Activity Level (Record Type "D")
Column	**Field Name and Description**	**Valid Field Content**
Q	Award Total YTD Disbursement Amount—COD The sum of COD-calculated actual booked disbursement and adjustment amounts (in dollars and cents) for the award. This field is only populated in the YTD Activity Type and lists the total YTD booked amount within the final booked transaction for each award listed.	Numeric >= 0 In the Monthly Activity file, this field is always zeroes
	Comma	,
R	Student's First Name	
	Comma	,
S	Student's Last Name	
	Comma	,
T	Record Count Sequence Number Record counter for each record in the SAS file	000001–999999

TEACH Grant Pending Disbursement List

This report provides a listing of all TEACH Grant anticipated disbursements (`DRI = false`).

Business Rules

1. The Pending Disbursement List is automatically sent to the school's SAIG mailbox on a weekly basis in the following formats:

   a. Preformatted Text file (message class `THPD13OP`)

2. The Pending Disbursement List is available via the COD Web site in the following format:

   a. Comma-Delimited (CSV)

   b. The Pending Disbursement List available on the COD Web site is the report most recently generated by COD.

Format Options
Previous versions of this report will also be available on the COD Reporting Web site.

3. Although the Pending Disbursement List is a weekly report, the report will not be generated for a given school unless the school has one or more disbursements meeting the following criteria:

   a. Anticipated disbursements (DRI = false) with a disbursement date up to 6 days before or 30 days after the report generation date

4. An annual Pending Disbursement List report will be sent to schools between September 24 and September 30 of each trailing Award Year (e.g. between September 24 and September 30, 2013 for the 2012-2013 Award Year). This report will contain all anticipated disbursements (DRI = false) for that Award Year with disbursement dates any date in the past and up to 30 days after the report generation date.

5. Although the Pending Disbursement List is a weekly report, the report will not be generated for a given school unless the school has one or more disbursements meeting the following criteria:

   a. Anticipated TEACH disbursements (DRI = false) with a disbursement date up to 6 days before or 30 days after the report generation date

6. If the weekly report generation criteria are met, a Pending Disbursement List report will be generated containing all TEACH anticipated disbursements (DRI = false) for the reported Award Year.

7. An annual Pending Disbursement List report will be sent to schools between September 24 and September 30 of each trailing Award Year (e.g. between September 24 and September 30, 2013 for the 2012-2013 Award Year), regardless of whether the weekly report generation criteria are met or not. This report will contain all anticipated TEACH disbursements (DRI = false) for that Award Year with disbursement dates any date in the past and up to 30 days after the report generation date.

Comma-Delimited (CSV) Detail Record Layout

TEACH Grant Pending Disbursement List		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
A	Run Date Date file processed at COD	Format is CCYYMMDD
Comma	Delimiter	,
B	Award Year	2012-2013
Comma	Delimiter	,
C	School Name	0-9 Uppercase A-Z . (Period) ` (Apostrophe) - (Dash)
Comma	Delimiter	,
D	Routing ID (External School ID)	8 digit number 0-9
Comma	Delimiter	,
E	OPE ID (School's full eight digit OPE ID)	Number field
Comma	Delimiter	,
F	Address (School Address)	Character field: 40 characters per line (up to three address lines): 0–9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash)
Comma	Delimiter	,
G	CityStateZip	Character field: 0-9 Uppercase A-Z . (Period) ` (Apostrophe) - (Dash)
Comma	Delimiter	,
H	Student First Name	Character field: Uppercase A–Z . (Period) ' (Apostrophe) - (Dash)

TEACH Grant Pending Disbursement List		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
Comma	Delimiter	,
I	Student Last Name	Character field: Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
J	SSN (Student Social Security Number)	Number field: 001010001-99999998
Comma	Delimiter	,
K	Award ID (Student Award ID)	Character field: 123456789H13123456001 21 character award ID of a TEACH Grant The components of the Award ID are: Person’s SSN: 001010001–999999998 Program Indicator (‘H’ for TEACH) Award Year: 13, for 2012-2013 OPE ID code: 000000-099999 Sequence Number: 001-999
Comma	Delimiter	,
L	Batch ID/Document ID	Character field: Example: 2012-09-18T20:19:25.4372193049
Comma	Delimiter	,
M	Disb. Date (Disbursement Date)	Date field: Format is MM/DD/CCYY
Comma	Delimiter	,
N	Disb. No. (Disbursement Sequence Number – determines the order in which transactions must be processed for a given disbursement number.)	Number field: 1-999
Comma	Delimiter	,
O	Disbursement Amount	Decimal field
Comma	Delimiter	,
P	Subtotal Disbursement Amount for Student	Decimal field
Comma	Delimiter	,

TEACH Grant Pending Disbursement List		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
Q	Total Number of Disbursements (the count of all disbursements on the report)	Number field
Comma	Delimiter	,
R	Total Disbursement Amount (the sum of all disbursements on the report)	Decimal field

Sample Preformatted SAIG TEACH Grant Pending Disbursement List Mockup

```
                          U.S. Department of Education          Page 1 of 1
Run Date:03/30/2013       Federal TEACH Grant Program     Run Time: 09:59AM
                      TEACH Pending Disbursement Listing
                            For Award Year: 2012-2013
*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*
****************************************************************************

School Name: Adelphi University                            OPE ID: 00100700
Address: Adelphi University                            Routing ID: 10001007
        Arlington,  VA  12345-6789

Student First Name    Disb. Date                        Disb. No.       Disb.
Student Last Name     Batch ID/Document ID                                Amt
SSN                   Award ID

BYRON                 2012-12-31                        2            $100.00
MERATI                2012-08-11T20:44:01.4710001007
999999998             999999998H12001007001



                      2012-08-21                        1            $100.00
                      2012-08-11T20:44:01.4710001007
                      999999998H12001007001

SUBTOTAL DISBURSEMENT AMOUNT:                                         $200.00


DAVID                 2012-08-31                        1            $100.00
HONNER                2012-12-31T14:05:47.3723211676
999999999             999999999H12001007001

SUBTOTAL DISBURSEMENT AMOUNT:                                         $100.00


TOTAL NUMBER OF DISBURSEMENTS: 3        TOTAL DISBURSEMENT AMOUNT:    $300.00
```

TEACH Inactive Grants Report

The TEACH Inactive Grants Report lists all TEACH Grant awards that have been inactivated (the award and any pending or actual disbursements have been adjusted to $0) by the school for the reporting period. The reported period is a 30 day period, as shown at the top of the report, and this will be the calendar month prior to the run date of the report.

This report can be used to:

- Confirm that only the correct grants have been made inactive
  - Schools can reconcile this report with internal school records to verify that all awards needing to be made inactive have been processed at COD.

Business Rules

1. The TEACH Inactive Grants Report is automatically sent to the school's SAIG mailbox on a monthly basis.
2. The TEACH Inactive Grants Report is available via the SAIG mailbox in the following format:
   a. Preformatted Text file (message class `THIGPFOP`)
3. The Inactive Grants Report is available via the COD Web site in the following formats:
   a. Comma-Delimited (CSV)
   b. The Inactive Grants Report available on the COD Reporting Web site is the report most recently generated by COD.
4. Although the Inactive Grants Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

Format Options
Previous versions of this report will also be available on the COD Reporting Web site.

Comma-Delimited (CSV) Detail Record Layout

TEACH Grant Inactive Grants Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
A	OPE ID	8 Digit Number. 0-9
Comma	Delimiter	,
B	School Name	Character field: • 0–9 • Uppercase A–Z • . (Period) • ' (Apostrophe) • - (Dash)
Comma	Delimiter	,
C	Address Line 1	Character field: • 0–9 • Uppercase A–Z • . (Period) • ' (Apostrophe) • - (Dash)
Comma	Delimiter	,

TEACH Grant Inactive Grants Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
D	Address Line 2	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
E	ADDRESS LINE	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
F	City	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
G	State	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
H	ZIP Code	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
I	Award ID	Character field: 123456789H11123456001 Student's Social Security Number: 001010001–999999998 Award Type: H = TEACH Program Year: 13, for 2012-2013 School OPEID: 123456 Last three digit field: sequence number
Comma	Delimiter	,
J	Count (Award ID) No.1	Number field
Comma	Delimiter	,

TEACH Grant Inactive Grants Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
K	Student Name	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
L	Inactive Date	Date field: Format MM-DD-YYYY
Comma	Delimiter	,
M	Award Type Description	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
N	First of Month	Date/time field: Format MM-DD-YYYY
Comma	Delimiter	,
O	End of Month	Date/time field: Format MM-DD-YYYY
Comma	Delimiter	,
P	Reporting Period	Date Range: Format is CCYY-MM-DD – CCYY-MM-DD

Sample Preformatted SAIG TEACH Grant Inactive Grants Report Mockup

```
RUN DATE: 03/30/2013        U.S. DEPARTMENT OF EDUCATION                 PAGE 1
RUN TIME: 04:34PM           FEDERAL TEACH GRANT PROGRAM
                            TEACH INACTIVE GRANTS REPORT
                      REPORTING PERIOD: 2013-03-01 - 2013-03-31

   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL OPEID:  00000366
SCHOOL NAME: Mayo College
ADDRESS: Mayo College      Arlington, VA 12345-6789
                                                          INACTIVE
AWARD ID                      BORROWER NAME               DATE
--------------------------------------------------------------------------------
100017013H12000003001         CREWS, JOHN M               03/20/2013
100013828H12000003001         JOHNSON, THOMAS P           03/21/2013
TOTAL NUMBER OF INACTIVE TEACH GRANTS FOR PERIOD:         2
--------------------------------------------------------------------------------
```

TEACH Grant SSN/Name/Date of Birth Change Report

The TEACH SSN/Name/Date of Birth Change Report lists students who have had identifier changes (including changes to SSN, name, and date of birth) during the reporting period, which is 90 days prior to the report end date. A student with an identifier change will be included on your school's report if that person was associated with your school for any of the 3 most recent award years. The change may have been initiated by: a) your school, b) another school associated with that student. The report detail provides information on the school submitting the change, the field changed, the old value, the new value, and the date the change was accepted, to assist your school with researching any related identifier issues.

The information on this report can be used to:

- Confirm identifier changes sent by your school have been accepted properly on COD.
- Update your records (where appropriate).
  - Because your school may not have initiated the change, it is important to monitor the information on this report for any updated identifier information for your students and make changes to your records where appropriate. This will help you prevent future rejects based on old identifier information.
  - If your school has more current information on the student's identifiers, you will need to ensure this information is properly documented and updated on COD.

Business Rules

1. The TEACH SSN/Name/Date of Birth Change Report is automatically sent to the school's SAIG mailbox on a weekly basis, when a change is initiated.
2. The SSN/Name/Date of Birth Change Report is available via SAIG in the following format:
   a. Preformatted Text file (message class `THSNPFOP`)
3. The SSN/Name/Date of Birth Change Report is available via the COD Web site in the following formats:
   a. Comma-Delimited (CSV)
4. The SSN/Name/Date of Birth Change Report available on the COD Reporting Web site is the report most recently generated by COD.
5. Although the SSN/Name/Date of Birth Change Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

Previous Versions
Previous versions of this report will also be available on the COD Reporting Web site.

Comma-Delimited (CSV) Detail Record Layout

TEACH Grant SSN/Name/Date of Birth Change Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
A	REPORTING PERIOD	Date Range: Format is CCYY-MM-DD – CCYY-MM-DD
Comma	Delimiter	,
B	SCHOOL ID	Number field ROUTING ID (RID)
Comma	Delimiter	,
C	OPE ID	Number field

TEACH Grant SSN/Name/Date of Birth Change Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
Comma	Delimiter	,
D	SCHOOL NAME	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
E	ADDRESS	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
F	SCHOOL CITY	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
G	SCHOOL STATE	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
H	SCHOOL ZIP CODE	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
I	PERSON LAST NAME	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
J	PERSON FIRST NAME	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)

TEACH Grant SSN/Name/Date of Birth Change Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
Comma	Delimiter	,
K	MI	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
L	PERSON SSN	Number field: 001010001–999999998
Comma	Delimiter	,
M	USER	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
N	FIELD NAME	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
O	OLD VALUE	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
P	NEW VALUE	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
Q	DATE CHANGE ACCEPTED	Date field: Format MM-DD-YYYY
Comma	Delimiter	,
R	SUBMITTING SCHOOL ID	Number field ROUTING ID (RID)
Comma	Delimiter	,

TEACH Grant SSN/Name/Date of Birth Change Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
S	SCHOOL NAME	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
T	SCHOOL CITY	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
U	SCHOOL STATE	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
V	SCHOOL ZIP CODE	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)
Comma	Delimiter	,
W	SCHOOL TELEPHONE	Character field: • 0–9 • Uppercase A–Z • . (Period) • ′ (Apostrophe) • - (Dash)

Sample Preformatted SAIG SSN/Name/Date of Birth Change Report Mockup for TEACH Grants

```
RUN DATE:03/03/2013    U.S. DEPARTMENT OF EDUCATION           Page 1 of 1
                       FEDERAL TEACH GRANT PROGRAM            RUN TIME:02:52PM
                 TEACH SSN/NAME/DATE OF BIRTH CHANGE REPORT
                  REPORTING PERIOD: 2012-12-04 - 2013-03-03

*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*

SCHOOL ID:  10000225                          OPE ID:  00022500
SCHOOL NAME: Temple University
ADDRESS:    Temple University
            Arlington, VA  12345-

PERSON LAST NAME, FIRST NAME, MI   PERSON SSN          FIELD NAME
                                   USER               OLD VALUE
SUBMITTING SCHOOL ID               SCHOOL PHONE        NEW VALUE
SUBMITTING SCHOOL NAME             SCHOOL CITY, ST     DATE CHANGE ACCEPTED
                                   SCHOOL ZIP CODE

BAILER, JESSE  C                   999999999           NAME
                                   BATCH               JESSE BAILER
10000225                           4105553101          JESSE C BAILER
Temple University                  Arlington, VA       2012-12-28
                                   12345-

BAILER, JESSE  C                   999999999           DOB
                                   BATCH               1982-07-23
10000225                           4105553101          1982-07-27
Temple University                  Arlington, VA       2012-12-26
                                   12345-

BAISDEN, TUANNA  G                 999999999           NAME
                                   BATCH               JOANNA G BAISDEN
14330000                           3015238374          TUANNA G BAISDEN
ARIZONA STATE                      Arlington, CA       2013-01-03
                                   92401-

This report lists SSN/NAME/DOB changes for a student with grants from schools.
This report assists schools in identifying when demographic data changes for a
student.
```

TEACH Rebuild File

An electronic Rebuild file can be requested to rebuild a school's lost or corrupted TEACH Database or to recreate specific student records. Schools, Customer Service, Third Party Servicers, and authorized FSA personnel can request a TEACH Rebuild via the COD Web site.

Business Rules

1. The TEACH Rebuild File will be provided in a fixed-length file format (message class `THRB13OP`)
2. Schools, Customer Service, Third Party Servicers, and authorized FSA personnel can request a TEACH Rebuild via the COD Web site.
3. A TEACH Rebuild File can be requested by a school for a specific:
   a. Award Year (e.g. 2012-2013) – provides all the award/disbursement information for the entire award year
   b. Student - provides award(s)/disbursement(s) information for one particular student by Social Security Number
   c. Award ID - provides award/disbursement information for a specific Award ID
   d. Date Range – provides award(s)/disbursement(s) information within a range of dates for a particular award year.
4. Disbursements with Disbursement Release Indicator (DRI) equal to false are not included on the TEACH Rebuild origination detail record.
5. All amount fields displayed on the TEACH Rebuild file display pennies with an implied decimal.

Date Range Option
The date range option selects awards accepted within the date range and provides all disbursement transactions, including disbursement adjustments, related to these awards.

TEACH Rebuild Origination Detail Record Layout

TEACH Rebuild					Origination Detail Record Layout	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	1	1	Record Type The type of record included in the file	O = Rebuild Origination Detail Record	Left
2	2	22	21	Financial Award ID Unique award identifier	Student's Social Security Number: 001010001–999999998 Award Type: H Program Year: 13 (for 12-13) School Code: = 000000–999999 (First six characters of school's OPEID) Award Sequence Number: 001–999	Left
3	23	31	9	Student's Social Security Number The student's current Social Security Number	001010001–999999998	Right
4	32	43	12	Student's First Name The student's first name	0–9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position	Left

TEACH Rebuild					Origination Detail Record Layout	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
5	44	59	16	Student's Last Name The student's last name	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) If the last name is more than 16 bytes, the value will be truncated to 16 bytes	Left
6	60	60	1	Student's Middle Initial	Uppercase A-Z Can be blank	Left
7	61	95	35	Student's Permanent Address The first line of the student's permanent address	0-9 Uppercase A-Z , (Comma) . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) If the address is more than 35 bytes, the value will be truncated to 35 bytes	Left
8	96	111	16	Student's Permanent Address City The city where the student permanently resides	0-9 Uppercase A-Z , (Comma) . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) If the city is more than 16 bytes, the value will be truncated to 16 bytes	Left
9	112	113	2	Student's Permanent Address State/Province Code The state or province where the person permanently resides	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table Volume 8, Section 4 If the state/province is 3 bytes, the value will be truncated to 2 bytes	Left
10	114	122	9	Student's Permanent Zip Code The Person's address Zip Code	0–9 Space(s) Last 4 digits can be blank If the postal code is more than 9 bytes, the value will be truncated to 9 bytes	Left
11	123	132	7	Student's Telephone Number The student's home telephone number	0–9 Can be blank If the telephone number is more than 70 bytes, the value will be truncated to 7 bytes	Right

TEACH Rebuild					Origination Detail Record Layout	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
12	133	152	20	Student's Driver's License Number The student's driver's license number	0–9 Uppercase A–Z Space(s) - (Dash) * (Asterisk) Can be blank	Left
13	153	154	2	Student's Driver's License State The student's driver's license state	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank If the Drivers License State is 3 bytes, the value will be truncated to 2 bytes	Left
14	155	162	8	Student's Date of Birth The student's date of birth	Format is CCYYMMDD	Date
15	163	163	1	Person's Citizenship Status Code The person's citizenship status	1 = U.S. Citizen	Right
16	164	164	1	Default/Overpay Code The person is in default on a Title IV loan or owes a refund on a Title IV grant	N = No Z = Overridden by School Y = Yes Will always be blank for TEACH	Left
17	165	166	2	Student Level Code Indicates the student's current college grade level in the program or college	01 = 1st year undergraduate, never attended college 02 = 1st year undergraduate, attended college before 03 = 2nd year undergraduate/sophomore 04 = 3rd year undergraduate/junior 05 = 4th year undergraduate/senior 06 = 5th year/other undergraduate 07 = Continuing graduate/professional or beyond	Right
18	167	173	7	Financial Award Amount The total maximum amount for which the student is eligible	0000000-9999999 Pennies, with implied the decimal, are displayed. Zero filled to the left of the dollar amount	Right
19	174	177	4	Award Year	2013 for AY 2012-2013 Trailing award year	Right
20	178	180	3	Financial Award Sequence	001-999	Right
21	181	203	23	Document ID The rebuild batch number generated by COD	Batch Type = TR Cycle indicator = 3 (for 12-13) School Code = 000000–999999 (First six characters of school's OPEID) Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
22	204	209	6	School Code TEACH School Code	000000–999999 (First six characters of school's OPEID)	Left
23	210	210	1	Electronic ATS Indicator	Y = Electronic ATS Can be blank	Left
24	211	212	2	CPS Transaction Number This data element-denotes the transaction number submitted by the school from an eligible ISIR used to calculate this award	Numeric 01-99	Left

TEACH Rebuild					Origination Detail Record Layout	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
25	213	220	8	Enrollment Date	Format is CCYYMMDD	Date
26	221	221	1	Teacher Expert Indicator This field will be used by schools to indicate that this student is a retired professional from a field which is in need of teacher and is returning to school with the intent to teach in that field once the degree is completed.	Y = True N = False Can be blank	Left
27	222	229	8	Award Create Date The date the award record was originated by the school	Format is CCYYMMDD	Date
28	230	279	50	Student's E-mail Address The student's e-mail address	Alphanumeric Upper and Lower Cases ' (Apostrophe) - (Dash) _ (Underscore) # (Number) @ (At) % (Percent or in care of) & (Ampersand) / (Slash) , (Comma) Space(s) Can be blank If the email address on file is greater than 50 bytes, the value will be truncated to 50 bytes. Any valid keyboard character including underscore; but not the pipe symbol or space.	Left
29	280	280	1	ATS Status Code The status of the ATS on file at COD	A=Accepted R= Rejected ATS or ATS not on file at COD P = Pending or unlinked ATS C = Closed Can be blank	Left
30	281	281	1	ATS Link Indicator The Agreement to Serve indicator is used to indicate whether or not the award has been linked to an ATS at COD	Y = Award has been linked to an ATS at COD N = Award is not linked to an ATS on file at COD	Left
31	282	302	21	ATS Identification The ATS Identifier printed on the ATS linked to this loan	Ex: 123456789C13123456001 Student's Social Security Number: 001010001–999999998 ATS Indicator: C Award Year: 13 (For 12-13) School Code: 000000-999999 (First six characters of school's OPEID) ATS Sequence Number: 001–999 Can be blank	Left
32	303	315	13	Origination Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally. Note: This is a School Use only field. No edits are performed in COD. Any data received in this field must be transmitted back to the school.	Institution defined

TEACH Rebuild					Origination Detail Record Layout	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
33	316	317	2	Ability to Benefit Code A two-digit numeric code indicating how the student has achieved the Ability to Benefit from Federal Student Aid.	Valid values may include, but are not limited to: 01=Testing Completed, 02=College Credits, 03=State Process, 04=Home Schooled, 05=Other Can be BLANK.	Right
34	318	319	2	Ability to Benefit Test Administrator Code A two-digit numeric code indicating the administrator of Ability to Benefit testing, in the case that the Ability to Benefit Code = 01: Testing Completed.	Valid values may include, but are not limited to: 01=Assessment Center 02=Independent Test Administrator Can be BLANK.	Right
35	320	321	2	Ability to Benefit Test Code A two-digit numeric code indicating which Ability to Benefit test the student took, in the case that the Ability to Benefit Code = 01: Testing Completed.	Valid values may include, but are not limited to: 01 – ASSET Program 02 – Career Program Assessment (CPAT) 03 – Combined English Language Skills Assessment (CELSA) 04 – Compass Subtests (COMPASS) 05 – Computerized Placement Tests (CPTs) 06 – Descriptive Tests of Language Skills (DTLS) 07 – ESL Placement Test (COMPASS/ESL) 08 – Wonderlic Basic Skills Test (WBST) 09 – WorkKeys Program 10 – Test of Adult Basic Education (TABE, Reading Mathematics Computation, Applied Mathematics Language, and Spelling Forms 7 and 8, Level A and 3) 11 – Spanish Assessment of Basic Education (SABE) Can be BLANK.	Right
36	322	329	8	Ability to Benefit Completion Date The date that the student completed the Ability to Benefit test or state process, in the case that the Ability to Benefit Code = 01: Testing Completed or 03: State Process.	Format = CCYYMMDD Can be BLANK.	Date
37	330	331	2	Ability to Benefit State Code The state in which the student completed a state process to achieve Ability to Benefit, in the case that the Ability to Benefit Code = 03: State Process.	Valid values will include all state codes as defined by FSA. Can be BLANK.	Left
38	332	406	75	Unused/Reserved for future expansion	Will be blank	Left
			406	**Total Bytes**		

TEACH Rebuild Disbursement Detail Record Layout

TEACH Rebuild					Disbursement Detail Record Layout	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	1	1	Record Type The type of record included in the file	D = Rebuild Disbursement Detail Record	Left
2	2	22	21	Financial Award ID Unique award identifier	Student's Social Security Number: 001010001–999999998 Award Type: H Program Year: 13 (for 12-13) School Code: = 000000–999999 (First six characters of school's OPEID) Award Sequence Number: 001–999	Left
3	23	24	2	Disbursement Number The disbursement number for the current disbursement transaction	1–20	Right
4	25	32	8	Disbursement Date The date the disbursement (disbursement sequence number 1) was credited to school's account at the school or paid to the student	Format is CCYYMMDD	Date
5	33	34	2	Disbursement Sequence Number The sequence number that determines the order in which this disbursement activity transaction is processed for a specific disbursement	1–99 1-65 available for use by schools 66-99 reserved for system-generated disbursements and/or adjustments Disbursement sequence numbers are in order by chronology.	Right
6	35	41	7	Disbursement Amount The actual (DRI = True)/anticipated disbursement (DRI = False) amount (in dollars) of the disbursement as reflected in the COD system.	0000000-9999999 Pennies with implied decimals are displayed. Zero filled to the left of the dollar amount.	Right
7	42	64	23	Document ID The Rebuild Batch Number generated by COD	Batch Type = TR Cycle indicator = 3 (for 12-13) School Code = 000000–999999 (First six characters of school's OPEID) Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
8	65	70	6	School Code TEACH School Code Also identifies school originating award record	000000–999999 (First six characters of school's OPEID)	Left
9	71	71	1	First Disbursement Flag Identifies the disbursement with the earliest disbursement date.	Y = First Disbursement Can be blank	Left
10	72	79	8	Award Booked Date The date the award booked on COD	Format is CCYYMMDD Can be blank	Date
11	80	80	1	Disbursement Release Indicator Indicates if a disbursement is an actual disbursement used to substantiate cash that has been drawn down or may lead to a change in the CFL	Y= true N= false Or blank	Left

TEACH Rebuild					Disbursement Detail Record Layout	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
12	81	82	2	Previous Disbursement Sequence Number Previous Disbursement Sequence Number processed by COD prior to the processing of this disbursement transaction	01-90 Can be blank Previous disbursement sequence number 1 to 9 is zero filled to the left and is returned as 01 to 09 Previous disbursement sequence number is blank when disbursement sequence number is 01	Left
13	83	89	7	COD's Total Net Booked Award Amount for the First Disbursement Total net disbursement amount of the first disbursement accepted and booked by COD for this TEACH award.	0000000-9999999 Disbursement Adjustments that only change the sequence number = Blank Unbooked Awards = All zeros Display pennies with implied decimal. Zero filled to left of the dollar amount	Right
14	90	97	8	Payment Period Start Date Beginning date of the payment period; required if school is in a period of TEACH ineligibility	Format is CCYYMMDD Will be blank for schools that are Title IV eligible	Left
15	98	406	309	Unused/Reserve for future expansion	Will be blank	Left
			406	**Total Bytes**		

TEACH Exit Counseling File/Report

TEACH Grant Exit Counseling has been relocated to the National Student Loan Data System (NLSDS) Student Access Web site.

Message class information as well as file layouts can be found in National Student Loan Data System (NLSDS) Student Access Web site newsletters posted on the Information for Financial Aid Professionals (IFAP) Web site.

If you have questions about the counseling tool on NSLDS, contact the NSLDS Customer Support Center at 800/999-8219. You can also contact Customer Support by e-mail at nslds@ed.gov.

TEACH ATS Discharge Report

The ATS Discharge Report contains data on ATSs that have become inactive within the last 30 days due to discharges for Death, Unauthorized Signature or Identity Theft.

This report can be used to

- Identify when a new ATS is needed for an award at your school.
    - If an ATS has been made inactive due to a discharge, it cannot be used for additional awards. If you expect to award and disburse additional funds to the affected borrower or student, verify that the individual is still eligible and obtain a new, signed promissory note.

Business Rules

1. The ATS Discharge Report is sorted in the following order (with each field listed in ascending order):
    a. Discharge Date
    b. Last Name
    c. First Name
    d. Middle Initial
    e. SSN, and then
    f. DOB
2. The ATS Discharge Report is available via SAIG in the following format:
    a. Fixed-Length (default)
3. The ATS Discharge Report (all format types) is sent from the COD System with non-award year specific message class `ATSDISOP`.
4. The ATS Discharge Report is transmitted to the Reporting School's SAIG mailbox and Newsbox on a weekly basis.
5. The ATS Discharge Report is transmitted to the following Attended School's Web Newsbox on a weekly basis:
    a. All Attended Schools with loans linked to the ATSs in the report.
    b. All Attended Schools that created the ATSs listed in the report regardless of whether or not an award was linked to the ATS.
6. Although the ATS Discharge Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

Fixed-Length Record Layout

TEACH ATS Discharge Report Detail Record Layout					Fixed-Length Record Layout	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	16	16	Student Last Name	0-9 Uppercase A-Z . (Period) ’ (Apostrophe) - (Dash) If the last name is more than 16 bytes, the value will be truncated to 16 bytes	Left
2	17	28	12	Student First Name	0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)	Left
3	29	29	1	Student Middle Initial	Uppercase A-Z Can be blank	Left
4	30	38	9	Student Social Security Number (SSN)	001010001–999999998	Right
5	39	46	8	Student Date of Birth (DOB)	Format is CCYYMMDD	Date
6	47	67	21	ATS ID	123456789C13123456001 The unique 21-character ATS ID of the ATS made inactive due to discharge. ATS ID’s components include SSN (9 characters), Metadata Type (C), Award Year (2 characters), OPE ID (first 6 characters), and ATS Sequence Number (3 characters).	Left
7	68	75	8	Discharge Date	Format is CCYYMMDD	Date
8	76	76	1	Discharge Reason Code	D = Inactive Due to Death G = Inactive Due to Unauthorized Signature I = Identity Theft	Left
9	77	146	70	Discharge Reason Description	Inactive Due to Death Inactive Due to Unauthorized Signature Inactive Due to Identity Theft	Left
			146	**Record Length**		

Direct Loan Reports

Direct Loan Reports Options

Direct Loan Reports are available to schools in a variety of format options. Direct Loan reports are available via the school's SAIG mailbox and/or via the school's Newsbox on the COD Web site.

Business Rules

1. Direct Loan Reports for 2012-2013 are sent to schools as a flat file and not an XML document.
2. Direct Loan Reports for 2012-2013 and prior years are sent to school's SAIG mailbox in the following format options. Not all reports are offered in all formats:
    a. Comma-Delimited (CSV)
    b. Pipe-Delimited
    c. Preformatted Text file
        i. Portrait
        ii. Courier 10
        iii. 80 characters per line
        iv. 60 lines per page
    d. Fixed-length File
    e. Do Not Distribute - This is only available for specific reports (see the individual report Business Rules for more information). If this option is chosen, the report will not be generated and sent to a school's SAIG mailbox, although prior versions will still be available for viewing on the COD Web site. Schools can select the Do Not Distribute option from the COD Web site Report Selection screen at any time. Keep in mind that, if a school chooses not to receive a report, COD will not be able to send any missed reports at a later time. If a school updates its options to begin receiving a report, the school will only receive reports generated from that point forward.
3. Many Direct Loan Reports for 2012-2013 and prior years are viewable on the COD Web site in the following format options:
    a. PDF (These files are downloadable into Adobe)
    b. Comma-Delimited (CSV)
4. Some report options are tailored to a specific report. These specific options are discussed under the appropriate report section.

Below is a summary of all Direct Loan Reports and available formats generated by the COD System.

Format and Delivery Methods

Report Name	Report Selection Web Page	Sort	Frequency	SAIG Mailbox					COD Web Site	
				Preformatted Text	Comma-Delimited	Pipe-Delimited	Fixed Length	Do Not Distribute	PDF	Comma-Delimited
30-Day Warning Report	✓	Award ID	Monthly	✓*	✓	✓		✓		✓
Direct Loan Rebuild File	✗ Separate Direct Loan Rebuild Page	SSN	By Request[1]				✓			
Duplicate Student Borrower Report	✓	SSN	Monthly	✓*	✓	✓		✓		✓
Inactive Loans Report	✓	Award ID	Monthly	✓*	✓	✓		✓		✓
Pending Disbursement Listing Report	✓	Last Name	Weekly	✓*	✓	✓		✓		✓
School Account Statement (SAS)	✓ Link to Separate SAS Page	SSN	Monthly		✓	✓	✓*			
SSN/Name/Date of Birth Change Report	✓	SSN	Weekly[2]	✓*	✓	✓		✓		✓
MPN Discharge Report	✓	Last Name	Weekly		✓	✓	✓*			✓
Expired MPN Report	✓	Last Name	Weekly		✓	✓	✓*			✓
MPNs Due to Expire	✓	Last Name	Monthly		✓	✓	✓*			✓
Direct Loan Counseling Report (Note: This report only contains information from StudentLoans.gov)	✓	SSN	Weekly							✓
Direct Loan Actual Disbursement List	✓	SSN	Weekly		✓			✓		✓
Completed MPN Report	✗	SSN	Weekly							✓
Completed PLUS Application Report	✗	SSN	Weekly							✓

1. via School Relations Center
2. If triggered by Change

*Indicates default option

Note: The Funded Disbursement Listing is no longer distributed for Award Years 2011 – 2012 and forward. Please reference prior Award Year Technical Reference documentation for more information regarding the Funded

Disbursement Listing. Beginning in October 2011, COD began producing the Actual Disbursement List, which is similar to the Funded Disbursement Listing. Additional detail on the Actual Disbursement List is included later in this document.

Direct Loan Batch Header Layout

Direct Loan Batch Header Layout						
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	10	10	Header Record Identifier Identifies record as a header record	Must be "DL HEADER " Uppercase and left-justified with one blank position after DL and one blank position after HEADER	Left
2	11	14	4	Data Record Length Indicates length of the data record	0000–9999	Right
3	15	22	8	Message Class File name recognized by COD	See the Summary of Direct Loan Report Message Classes table in Volume II, Section 2	Left
4	23	45	23	Batch Identifier The batch ID associated with the detail records	Batch Type: #A–Z Cycle Indicator = 3 (for 2012–2013) School Code: X00000–X99999 Where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
5	46	53	8	Created Date The date when the record was created	Format is CCYYMMDD CCYY = 2012–2013	Date
6	54	59	6	Created Time The time when the record was created	000000–235959 Format is HHMMSS HH = 00–23 MM = 00–59 SS = 00–59	Right
7	60	61	2	Unused	Blank	
8	62	69	8	*Filler	For ED use only	Left
9	70	71	2	Rebuild Loan File Request Type Identifies the data requested by schools for data recovery	01 = Program Year 02 = Date Range 03 = Borrower 04 = 21-Character Loan ID Can be blank This is used only on the Rebuild Loan File (CODRBFOP Batch Type RB)	Left
10	72	80	9	Software Provider Identifier and Version Number Identifies software vendor and version number of software	Software Provider ID = 3 alphanumeric characters Software Provider Version = 6 alphanumeric characters Can be blank Always blank for all files sent to schools	Left
11	81	N	N	*Filler Length of filler = N minus 80 where N= Record length provided in Field #2	For ED use only	Left
			N*	**Total Record Length**		

*Filler is added, if necessary, to make the header record the same length as the detail records which follow.

Direct Loan Batch Trailer Layout

Direct Loan Batch Trailer Layout						
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	10	10	Trailer Record Identifier Code to identify record as a trailer record	Must be "DL TRAILER" Uppercase and left justified with one blank position after DL	Left
2	11	14	4	Data Record Length Indicates length of the data record	0000–9999	Right
3	15	21	7	Number of Records The number of data records included in the file	Numeric > = 0	Right
4	22	26	5	Unused	All Zeros	
5	27	31	5	Unused	All Zeros	
6	32	36	5	Unused	All Zeros	
7	37	80	44	*Filler Length of filler = N minus 36 where N = Record length provided in Field #2	For ED use only	Left
			N*	**Total Record Length**		

*The minimum filler length is 44 bytes, making the minimum trailer record length 80 bytes. Filler is added, if necessary, to make the trailer records the same length as the detail records that precede them.

Direct Loan School Account Statement (SAS)

The School Account Statement (SAS) is a monthly statement, similar to a bank statement, which summarizes the school's processing activity for each month. The SAS is the school's primary tool used in reconciliation and program year closeout, and should be compared to both financial aid and business office records. This report provides the Department's official ending cash balance as of the end date of the report, based on data submitted by the school. As such, all schools are required to receive the SAS on a monthly basis until they have officially closed out a program year.

Note: For details regarding the Direct Loan School Account Statement (SAS) Disbursement Detail On Demand report which will be available in March 2013, please reference the 2013-2014 COD Technical Reference (Volume VI, Section 8). This report will be available for all active (non-archived) award years.

Sections of the SAS

- **Cash Summary** - This section of the SAS provides the Department's official Ending Cash Balance for the school for the reported period. The Cash Summary contains both a monthly and a year-to-date summary of cash and loan data processed at COD for that program year. This informaton is automatically included in the SAS. This section can be compared to summary information on the school's internal systems. The comparison may then identify areas where further research is needed. For example, if the school determines their internal systems match the SAS Cash Summary information for Net Drawdowns/Payments but not for Total Net Booked or Total Net Unbooked, the school can target further research to loan detail only.

- **Disbursement Summary by Loan Type** - This section of the SAS provides monthly and year-to-date summary information by loan type for the reported period. It can be used to monitor loan volumes at the summary level (both booked and unbooked) for all loan types processed at COD.

- **Cash Detail** - This section of the SAS provides detail on cash transactions processed at COD during the reported period. This includes drawdowns, drawdown adjustments, or refunds of cash. If the monthly option is chosen, this section will only include cash transactions processed at COD during that month. This section will not include any cash transactions requested or sent during the month, but not processed on COD until after the last day of that month. If the Year-to-date option is chosen, the section will include cash transactions processed at COD from the start of the program year through the end date of the report.

- **Loan Detail, Loan Level** - This section of the SAS provides loan-level detail for disbursement transactions processed on COD through the end date of the report. Each transaction lists the total amount disbursed on that loan as of the end date of the report. This information can be used to perform an award-level comparison to your internal systems. This section is only available as year-to-date.

- **Loan Detail, Disbursement Activity Level** - This section of the SAS provides transaction-level detail for all disbursement and adjustment transactions processed on COD during the reported period. This section may have multiple transactions per award id (as applicable). This section is available as monthly, year-to-date, or both. The monthly version will only show disbursements booked on COD during the reported month, but will include all unbooked disbursements (unbooked transactions are always year-to-date). Unbooked disbursements include any future dated transactions with disbursement dates falling after the end of the report. The year-to-date version of the report will show all disbursements, booked and unbooked, on COD as of the end date of the report. This information can be used to do a transaction-level comparison to the school's internal records, for either that month, or year-to-date.

Business Rules

1. The COD System generates the School Account Statement (SAS) on a monthly basis and automatically sends it to the school's SAIG mailbox.

2. Once a school has officially completed the closeout process for a specific program year, a school will no longer receive a SAS for that year. If the school's balances change after it has officially closed out, the school will resume receiving a Direct Loan SAS report to assist with the reconciliation process.

3. The SAS is generated on the first full weekend of the month and includes all data through the last day of the previous month. If the first day of the month falls on a Sunday, the SAS will run the following weekend. For example, the October SAS report, containing all data through October 31, will be run on the first full weekend of November.

4. Schools have the option to customize the SAS in a number of ways on the COD Web site.

    a. The following options can be set for the SAS on the SAS Options page on the COD Web site (Note: Each option is described in detail below):

        i. Report Format

        ii. Include Names of Borrowers

        iii. Report Activity Type

        iv. Sections of SAS to Receive

    b. Schools may set or change their options at any time. Changes to SAS options will be applied to the next scheduled run of the report.

    c. Schools new to the Direct Loan program or schools that have not changed their options on the COD Web site are set to the default values. Note: Default values are noted in parentheses below.

    d. A school's SAS options for the current award year will be carried over to the next award year with New Award Year Setup. If a school wants different options for different award years, it must update its options separately for each award year. Schools should ensure they are in the correct program year in the Direct Loan SAS Report Options screen before updating their options.

    e. Schools may receive more than one report for an award year depending on which options are selected.

5. The **Report Format** option allows the school to select the format of the SAS Report that is delivered to its SAIG mailbox.

    a. The choices for the Report Format option are:

        i. Fixed-length flat file (**Default**) (message class `DSDF13OP` – Disbursement level and `DSLF13OP` – Loan level)

        ii. Comma-Delimited (message class `DSDD13OP` – Disbursement level and `DSLD13OP` – Loan Level)

            1. Schools have the option of receiving the SAS in Comma-Delimited format with or without headings

        iii. Pipe-Delimited (message class `DSDD13OP` – Disbursement level and `DSLD13OP` – Loan Level)

            1. The Pipe-Delimited format of the SAS is not available with headings

NOTE: In order to use the Direct Loan Tools comparison function, schools MUST choose fixed-length flat file format.

6. The **Include Names of Borrowers** option allows the school to choose to have borrower names included in the detail portion of the SAS.

    a. The choices for the Include Names of Borrowers option are:

        i. Yes

        ii. No (**Default**)

    b. If Yes is selected, PLUS loans will show both Borrower and Student names.

c. Borrower and Student First Name, Last Name, and Middle Initial are provided in the Loan Detail, Loan Level Section of the Fixed-length report.

d. Borrower and Student First Name and Last Name (not Middle Initial) are provided in the Loan Detail, Loan Level section, and the Loan Detail, Disbursement Activity Level section of the Comma-Delimited and Pipe-Delimited reports.

e. Borrower and Student First Name, Last Name, and Middle Initial are NOT provided in the Loan Detail, Disbursement Activity Level section of the Fixed-length report.

7. The **Report Activity Type** option allows the school to select whether to receive the Monthly, Year-to-Date, or Both for both the Cash and Loan detail sections of the SAS. Regardless of its choice, the school will receive the Monthly Cash Summary and the Year-to-Date Cash Summary.

   a. The choices for the Report Activity Type option are:

      i. Monthly (**Default**)

      ii. Year-to-Date

      iii. Both Monthly and Year-to-Date

   b. The school's Report Activity Type selection will determine the choices available under the Sections of SAS to Receive option.

      i. If Monthly is selected,

         1. The school will receive the Monthly Cash Detail.

         2. The school will have the choice to receive or not receive the Monthly Disbursement Transaction Level Detail.

         3. The school will NOT have the choice to receive the Year-to-Date Loan Level section or the Year-to-Date Disbursement Transaction Detail section.

      ii. If Year-to-Date is selected,

         1. The school will receive the Year-to-Date Cash Detail.

         2. The school will have the choice to receive or not receive the Year-to-Date Loan Level section and/or the Year-to-Date Disbursement Transaction Detail section.

         3. The school will NOT have the option to receive the Monthly Disbursement Transaction Level Detail section.

      iii. If Both Monthly and Year-to-Date are selected,

         1. The school will receive both the Monthly and Year-to-Date Cash Detail.

         2. The school will have the choice to receive or not receive the Monthly Disbursement Transaction Level Detail section.

         3. The school will have the choice to receive or not receive the Year-to-Date Loan Level section and/or the Year-to-Date Disbursement Transaction Detail section.

      iv. In order to use Direct Loan Tools comparison function, schools MUST receive the Year-to-Date Loan Level section and/or Year-to-Date Disbursement Transaction Detail section in fixed-length format.

8. The **Sections of the SAS to Receive** option allows the school to select which sections of the SAS it receives.

a. The school may choose whether or not to receive the Summary by Loan Type section.

   i. The choices for the Summary By Loan Type option are:

      1. Yes (**Default**)

      2. No

   ii. If the school selects to receive the Summary By Loan Type section, it will receive both Monthly Disbursement Summary By Loan Type and the Year-to-Date Disbursement Summary By Loan Type.

b. Depending on the school's selection in the Report Activity Type option, the school can choose whether or not to receive:

   i. Monthly Disbursement Transaction Detail (**Default**)

   ii. Year-to-Date Disbursement Transaction Detail

   iii. Year-to-Date Loan Level Detail

c. In order to use Direct Loan Tools comparison function, the schools MUST receive the Year-to-Date Loan Level section **and/or** Year-to-Date Disbursement Transaction Detail section.

Fixed-Length Record Layouts

Field Names and Valid Field Content in brackets [ ] indicate old terminology provided for reference.

Year-to-Date and Monthly Cash Summary

Direct Loan School Account Statement (SAS), Sections I and II Fixed-Length Record Layouts					Year-To-Date and Monthly Cash Summary (Record Type "T")	
Field #	**Start**	**End**	**Len**	**Field Name and Description**	**Valid Field Content**	**Justify**
1	1	1	1	Statement Record Type Code that identifies the type of records in the batch	T = Cash Summary	Left
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 3 (for 2012-2013) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank	Left
6	35	42	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101–20991231	Date

Direct Loan School Account Statement (SAS), Sections I and II Fixed-Length Record Layouts					Year-To-Date and Monthly Cash Summary (Record Type "T")	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
7	43	50	8	Process Date Date report processed at COD	Format is CCYYMMDD 19000101–20991231	Date
8	51	52	2	Cash Summary Type	Y1 = Year-To-Date Cash Summary Total T1 = Monthly Cash Summary Total	Left
9	53	63	11	Beginning Cash Balance This is COD's beginning balance for this report. For Cash Summary Type = "Y1," this field is zero filled For Cash Summary Type = "T1," this field represents last month's ending balance. It is all booked activity up to and through the prior month's end date	-9999999999 to 09999999999 Zeros for Cash Summary Type = Y1	Right
10	64	74	11	Cash Receipts Total receipts of cash (drawdowns) for the period For Cash Summary Type = "Y1," this is the sum of all cash receipt (drawdowns) transactions for the program Year-To-Date and corrections to drawdowns processed during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) transactions for the current month and corrections to drawdowns processed during current month	-9999999999 to 09999999999 If no activity, zero filled	Right
11	75	85	11	Refunds of Cash [Excess Cash] Total cash refunded for the period For Cash Summary Type = "Y1," this is the sum of all refunds of cash transactions received by COD for the program Year-To-Date and corrections to refunds of cash processed during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all refunds of cash transactions received by COD for the current month and corrections to refunds of cash processed during the current month	-9999999999 to 09999999999 If no activity, zero filled	Right
12	86	96	11	Net Drawdowns/Payments [Total Net Cash Receipts] The difference between the total Cash Receipts (drawdowns) and total Refunds of Cash For Cash Summary Type = "Y1," this is the sum of all cash receipts (drawdowns) minus all Refunds of Cash returned to COD for the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the current month	-9999999999 to 09999999999 If no activity, zero filled	Right
13	97	107	11	Booked Disbursements [Net Booked Disbursements] The total net amount of all actual disbursements booked at COD For Cash Summary Type = "Y1," this is the sum of all actual disbursements that were booked at COD during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all actual disbursements that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled	Right

Direct Loan School Account Statement (SAS), Sections I and II Fixed-Length Record Layouts					Year-To-Date and Monthly Cash Summary (Record Type "T")	
Field #	**Start**	**End**	**Len**	**Field Name and Description**	**Valid Field Content**	**Justify**
14	108	118	11	Booked Adjustments [Net Booked Adjustments] The total net amount of all disbursement adjustments booked at COD For Cash Summary Type = "Y1," this is the sum of all actual disbursement adjustments that were booked at COD during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all actual disbursement adjustments that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled (-) indicates a downward adjustment (+) indicates an upward adjustment	Right
15	119	129	11	Total Net Booked Disbursements [Total Booked Loan Detail] The total of Net Booked Disbursements and Net Booked Adjustments For Cash Summary type = "Y1," this is the sum of all net disbursements and adjustments that were booked at COD during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all net disbursements and adjustments that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled	Right
16	130	140	11	Ending Cash Balance This is COD's ending balance for this report. For Cash Summary Type = "Y1" and "T1," this is the ending cash balance at COD as of the report end date	-9999999999 to 09999999999	Right
17	141	151	11	Unbooked Disbursements [Net Unbooked Disbursements Actual] The total net amount of all the actual disbursements accepted but not booked at COD For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursements at COD as of the program Year-To-Date	-9999999999 to 09999999999 If no activity, zero filled	Right
18	152	162	11	Unbooked Adjustments [Net Unbooked Adjustments] The total net amount of all the actual disbursement adjustments not booked at COD For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursement adjustments at COD as of the program Year-To-Date	-9999999999 to 09999999999 If no activity, zero filled (-) indicates a downward adjustment (+) indicates an upward adjustment	Right
19	163	173	11	Total Net Unbooked Disbursements [Total Unbooked Loan Detail] The total of unbooked Disbursements and Unbooked Adjustments For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual disbursement activities at COD as of the program Year-To-Date	-9999999999 to 09999999999 If no activity, zero filled	Right
20	174	184	11	Cash > Accepted and Posted Disbursements [Adjusted Ending Cash Balance] The difference between the Ending Cash Balance and the Total Net Unbooked Disbursements For Cash Summary Type = "Y1" and "T1," this is the total Year-To-Date unbooked amount applied to the ending balance	-9999999999 to 09999999999 If no activity, zero filled	Right
21	185	214	30	Filler	For ED use only	Left
22	215	220	6	Record Count Sequence # Record counter for each record in the SAS file	000001-999999	Right
			220	**Total Record Length**		

Year-to-Date and Monthly Disbursement Summary by Loan Type

Direct Loan School Account Statement (SAS), Sections III and IV Fixed-Length Record Layouts					Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Type "Y" and "M")	
Field #	**Start**	**End**	**Len**	**Field Name and Description**	**Valid Field Content**	**Justify**
1	1	1	1	Statement Record Type Code that identifies the type of records in the batch	Y = Year-To-Date Disbursement Summary M = Monthly Disbursement Summary	Left
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 3 (for 2012-2013) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank	Left
6	35	42	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101–20991231	Date
7	43	50	8	Process Date Date report processed at COD	Format is CCYYMMDD 19000101–20991231	Date
8	51	52	2	Disbursement Summary Type	YS = Year-To-Date Disbursement Total for Subsidized Loans YU = Year-To-Date Disbursement Total for Unsubsidized Loans YP = Year-To-Date Disbursement Total for PLUS Loans YT = Year-To-Date Disbursement Total for Subsidized/ Unsubsidized/PLUS Loans MS = Monthly Disbursement Total for Subsidized Loans MU = Monthly Disbursement Total for Unsubsidized Loans MP = Monthly Disbursement Total for PLUS Loans MT = Monthly Disbursement Total for Subsidized/ Unsubsidized/PLUS Loans	Left
9	53	63	11	Booked Gross For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the gross amount of all actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the gross amount of all actual disbursements that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled	Right

Direct Loan School Account Statement (SAS), Sections III and IV Fixed-Length Record Layouts					Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Type "Y" and "M")	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
10	64	74	11	Booked Fee For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled	Right
11	75	85	11	Booked Interest Rebate For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = "MS," "MU," "MP" and "MT," this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled	Right
12	86	96	11	Booked Net For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the net amount of all actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the net amount of all actual disbursements that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled	Right
13	97	107	11	Unbooked Gross For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total gross amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of current reporting period	-9999999999 to 09999999999 If no activity, zero filled	Right
14	108	118	11	Unbooked Fee For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total fee amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period	-9999999999 to 09999999999 If no activity, zero filled	Right
15	119	129	11	Unbooked Interest Rebate For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total interest rebate amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period	-9999999999 to 09999999999 If no activity, zero filled	Right
16	130	140	11	Unbooked Net For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total net amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period	-9999999999 to 09999999999 If no activity, zero filled	Right
17	141	214	74	Filler	For ED use only	Left
18	215	220	6	Record Count Sequence # Record counter for each record in the SAS file	000001–999999	Right
			220	**Total Record Length**		

Cash Detail

For Cash Receipts (drawdowns) and Refunds of Cash (excess cash), the G5 system is accepting pennies. However, these amounts are truncated on the SAS.

Direct Loan School Account Statement (SAS), Section V Fixed-Length Record Layout					Cash Detail (Record Type "C")	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	1	1	Statement Record Type Code that identifies the type of records in the batch	C = Cash Detail	Left
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 3 (for 2012–2013) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank	Left
6	35	42	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101–20991231	Date
7	43	50	8	Process Date Date report processed at COD	Format is CCYYMMDD 19000101–20991231	Date
8	51	51	1	Transaction Type—Cash Type of Cash Transaction	R = Cash Receipts X = Refunds of Cash [Returns of Excess Cash]	Left
9	52	59	8	Transaction Date Date that Refund of Cash [Excess Cash] is applied, or Date that Cash Receipt [Drawdown] activity occurred or processed on COD	Format is CCYYMMDD	Date
10	60	71	12	Check Number (if available at COD) Check Number returned by the school on a check for refund of cash [return of excess cash]	Numeric > = 0 Can be blank	Right
11	72	82	11	Transaction Amount COD amount of the cash receipt or refund of cash [return of excess cash] transaction	-9999999999 to 09999999999 Cannot be blank; can be zero filled	Right
12	83	95	13	Payment Control Number Code received from G5 for cash receipts only	Numeric > 0 Can be blank	Right
13	96	214	119	Filler	For ED use only	Left
14	215	220	6	Record Count Sequence # Record counter for each record in the SAS file	000001–999999	Right
			220	**Total Record Length**		

Loan Detail, Loan Level

Direct Loan School Account Statement (SAS), Section VI Fixed-Length Record Layout					Loan Detail, Loan Level (Record Type "L")	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	1	1	Statement Record Type Code that identifies the type of records in the batch	L = Loan Detail	Left
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 3 (for 2012–2013) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table Can be blank	Left
6	35	42	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101–20991231	Date
7	43	50	8	Process Date Date report processed at COD	Format is CCYYMMDD 19000101–20991231	Date
8	51	71	21	Loan Identifier Unique Identifier created at the time of origination	Student's Social Security Number: 001010001–999999998 Loan Type: S = Subsidized U = Unsubsidized P = PLUS Program Year: 13 (for 2012-2013) School Code: X00000–X99999 where X = G or E Loan Sequence Number: 001–999	Left
9	72	79	8	Loan Booked Date at COD Date the loan booked at COD	Format is CCYYMMDD 19000101–20991231 Will be blank if the loan is not booked	Date
10	80	87	8	Filler		Left
11	88	92	5	Actual Gross Amount—COD The sum of COD-calculated actual gross amounts (in dollars) for the loan	Numeric > = 0	Right
12	93	97	5	Actual Loan Fee Amount—COD The sum of COD-calculated actual loan fee amounts (in dollars) for the loan	Numeric > = 0	Right
13	98	102	5	Actual Interest Rebate Amount—COD The sum of COD-calculated actual interest rebate amounts (in dollars) for the loan	Numeric > = 0	Right

Direct Loan School Account Statement (SAS), Section VI Fixed-Length Record Layout					Loan Detail, Loan Level (Record Type "L")	
Field #	**Start**	**End**	**Len**	**Field Name and Description**	**Valid Field Content**	**Justify**
14	103	107	5	Actual Net Amount— COD The sum of COD-calculated actual net amount (in dollars) for the loan	Numeric > = 0	Right
15	108	119	12	Borrower's First Name The borrower's first name	0–9 Uppercase A–Z . (period) ' (apostrophe) - (dash) Left justified with an A-Z in the first position Can be blank	Left
16	120	135	16	Borrower's Last Name The borrower's last name	0-9 Uppercase A-Z . (period) ' (apostrophe) - (dash) Can be blank	Left
17	136	136	1	Borrower's Middle Initial The borrower's middle initial	Uppercase A-Z Can be blank	Left
18	137	148	12	Student's First Name The student's first name (PLUS Only)	0–9 Uppercase A–Z . (period) ' (apostrophe) - (dash) Left justified with an A-Z in the first position Can be blank	Left
19	149	164	16	Student's Last Name The student's last name (PLUS Only)	0-9 Uppercase A-Z . (period) ' (apostrophe) - (dash) Can be blank	Left
20	165	165	1	Student's Middle Initial The student's middle initial (PLUS Only)	Uppercase A-Z Can be blank	Left
21	166	195	30	Servicer Name	Servicer Name character field: 0-9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash)	Left
22	196	214	19	Filler	ED use only	
23	215	220	6	Record Count Sequence # Record counter for each record in the SAS file	000001–999999	Right
			220	**Total Record Length**		

Loan Detail, Disbursement Activity Level

Direct Loan School Account Statement (SAS), Section VII Fixed-Length Record Layout					Loan Detail, Disbursement Activity Level (Record Type "D")	
Field #	**Start**	**End**	**Len**	**Field Name and Description**	**Valid Field Content**	**Justify**
1	1	1	1	Statement Record Type Code that identifies the type of records in the batch	D = Disbursement Activity Detail	Left
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 3 (for 2012-2013) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank	Left
6	35	42	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101–20991231	Date
7	43	50	8	Process Date Date report processed at COD	Format is CCYYMMDD 19000101–20991231	Date
8	51	71	21	Loan Identifier Unique Identifier created at the time of origination	Student's Social Security Number: 001010001–999999998 Loan Type: S = Subsidized U = Unsubsidized P = PLUS Program Year: 12 (for 2012-2013) School Code: X00000–X99999 where X = G or E Loan Sequence Number: 001–999	Left
9	72	79	8	Loan Booked Date at COD Date the loan booked at COD	Format is CCYYMMDD 19000101–20991231 Will be blank if the loan is not booked	Date
10	80	87	8	Disbursement Booked Date at COD Date the individual disbursement activity booked at COD	Format is CCYYMMDD 19000101–20991231 Will be blank if the loan is not booked	Date
11	88	92	5	Disbursement Actual Gross Amount—COD COD-calculated actual gross amount (in dollars) of the disbursement	Numeric > =0	Right
12	93	97	5	Disbursement Actual Loan Fee Amount—COD COD-calculated actual loan fee amount (in dollars)	Numeric > =0	Right
13	98	102	5	Disbursement Actual Interest Rebate Amount—COD COD-calculated actual interest rebate amount (in dollars)	Numeric > =0	Right

Direct Loan School Account Statement (SAS), Section VII Fixed-Length Record Layout					Loan Detail, Disbursement Activity Level (Record Type "D")	
Field #	**Start**	**End**	**Len**	**Field Name and Description**	**Valid Field Content**	**Justify**
14	103	107	5	Disbursement Actual Net Amount— COD COD-calculated actual net amount (in dollars) of the disbursement	Numeric > =0	Right
15	108	113	6	Disbursement Actual Net Adjustment—COD COD-calculated actual net adjustment amount (in dollars) of the disbursement	-99999 to 099999 Can be blank	Right
16	114	115	2	Disbursement Number The disbursement number for the current disbursement transaction	1–20 for PLUS 1–20 for Subsidized/Unsubsidized	Right
17	116	117	2	Disbursement Sequence Number The sequence number that determines the order in which the disbursement activity is processed	1–99	Right
18	118	118	1	Transaction Type—Disbursement Disbursement Activity Type recorded at COD	A = Adjustment D = Disbursement Disbursement Activity = Q is not indicated on the SAS	Left
19	119	126	8	Transaction Date Date disbursement activity occurred at the school	Format is CCYYMMDD	Date
20	127	131	5	Total Gross Amount—COD The sum of COD-calculated actual gross amounts (in dollars) for the loan	Numeric > = 0	Right
21	132	136	5	Total Loan Fee Amount—COD The sum of COD-calculated actual loan fee amounts (in dollars) for the loan	Numeric > = 0	Right
22	137	141	5	Total Interest Rebate Amount—COD The sum of COD-calculated actual interest rebate amounts (in dollars) for the loan	Numeric > = 0	Right
23	142	146	5	Total Net Amount— COD The sum of COD-calculated actual net amount (in dollars) for the loan	Numeric > = 0	Right
24	147	176	30	Servicer Name	Servicer Name character field: 0-9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash)	Left
25	177	214	38	Filler	For ED use only	
26	215	220	6	Record Count Sequence # Record counter for each record in the SAS file	000001–999999	Right
			220	**Total Record Length**		

Comma-Delimited Record Layouts

The comma-delimited report has optional header information and column headings prior to the detail records.

Field Names, Valid Field Content, and Column Heading in brackets [ ] indicate old terminology provided for reference.

Please note that all comma-delimited Direct Loan SAS reports are variable in record length.

Year-To-Date and Monthly Cash Summary, Optional Header Information

Direct Loan School Account Statement (SAS) Comma-Delimited Optional Header Information			Year-to-Date and Monthly Cash Summary (Record Type "T")
Line #	**Max Length**	**Field Name and Description**	**Valid Field Content**
1	Optional	U.S. Department of Education	U.S. Department of Education
2	Optional	Report Name	School Account Statement Cash Summary
3	Optional	School Code:	Direct Loan Code
4	Optional	School Name:	Direct Loan School Name

Year-To-Date and Monthly Cash Summary, Optional Column Headings

Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings		Year-to-Date and Monthly Cash Summary (Record Type "T")
Column	**Max Length**	**Column Heading**
A	Optional	Statement Record Type
Comma	1	,
B	Optional	School Account Statement Batch Identifier
Comma	1	,
C	Optional	School Code
Comma	1	,
D	Optional	Region Code
Comma	1	,
E	Optional	State Code
Comma	1	,
F	Optional	End Date
Comma	1	,
G	Optional	Process Date
Comma	1	,
H	Optional	Cash Summary Type
Comma	1	,
I	Optional	Beginning Cash Balance
Comma	1	,
J	Optional	Cash Receipts
Comma	1	,
K	Optional	Refunds of Cash [Excess Cash]
Comma	1	,

Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings		Year-to-Date and Monthly Cash Summary (Record Type "T")
Column	**Max Length**	**Column Heading**
L	Optional	Net Drawdown/Payments [Total Net Cash Receipts]
Comma	1	,
M	Optional	Booked Disbursements [Net Booked Disbursements]
Comma	1	,
N	Optional	Booked Adjustments [Net Booked Adjustments]
Comma	1	,
O	Optional	Total Net Booked Disbursements [Total Booked Loan Detail]
Comma	1	,
P	Optional	Ending Cash Balance
Comma	1	,
Q	Optional	Unbooked Disbursements [Net Unbooked Disbursements Actual]
Comma	1	,
R	Optional	Unbooked Adjustments [Net Unbooked Adjustments]
Comma	1	,
S	Optional	Total Net Unbooked Disbursements [Total Unbooked Loan Detail]
Comma	1	,
T	Optional	Cash > Accepted and Posted Disbursements [Adjusted Ending Cash Balance]
Comma	1	,
U	Optional	Record Count Sequence #
Comma	1	,

Year-To-Date and Monthly Cash Summary, Detail Record

Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout			Year-to-Date and Monthly Cash Summary (Record Type "T")
Column	**Max Length**	**Column Heading**	**Valid Field Content**
A	1	Statement Record Type Code that identifies the type of records in the batch	T = Cash Summary
	1	Comma	,
B	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 3 (for 2012–2013) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS
	1	Comma	,
C	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E
	1	Comma	,

Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout			Year-to-Date and Monthly Cash Summary (Record Type "T")
Column	**Max Length**	**Column Heading**	**Valid Field Content**
D	2	Region Code 2-digit region code of the school	01-99
	1	Comma	,
E	2	State Code 2-Letter state code of the school	Uppercase A – Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank
	1	Comma	,
F	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101-20991231
	1	Comma	,
G	8	Process Date Date report processed at COD	Format is CCYYMMDD 19000101-20991231
	1	Comma	,
H	2	Cash Summary Type	Y1 = Year-To-Date Cash Summary Total T1 = Monthly Cash Summary Total
	1	Comma	,
I	11	Beginning Cash Balance This is COD's beginning balance for this report. For Cash Summary Type = "Y1," this field is zero filled For Cash Summary Type = "T1," this field represents last month's ending balance. It is all booked activity up to and through the prior month's end date	-9999999999 to 09999999999 Zeros for Cash Summary Type = Y1
	1	Comma	,
J	11	Cash Receipts Total receipts of cash (drawdowns) for the period For Cash Summary Type = "Y1," this is the sum of all cash receipt (drawdowns) transactions for the program Year-To-Date and corrections to drawdowns processed during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) transactions for the current month and corrections to drawdowns processed during current month	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,

Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout			Year-to-Date and Monthly Cash Summary (Record Type "T")
Column	Max Length	Column Heading	Valid Field Content
K	11	Refunds of Cash [Excess Cash] Total cash refunded for the period For Cash Summary Type = "Y1," this is the sum of all refund of cash transactions received by COD for the program Year-To-Date and corrections to refund of cash processed during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all refund of cash transactions received by COD for the current month and corrections to refund of cash processed during the current month	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
L	11	Net Drawdowns/Payments [Total Net Cash Receipts] The difference between the total Cash Receipts (drawdowns) and total Refunds of Cash [Excess Cash] returned For Cash Summary Type = "Y1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the current month	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
M	11	Booked Disbursements [Net Booked Disbursements] The total net amount of all actual disbursements booked at COD For Cash Summary Type = "Y1," this is the sum of all actual disbursements that were booked at COD during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all actual disbursements that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
N	11	Booked Adjustments [Net Booked Adjustments] The total net amount of all disbursement adjustments booked at COD For Cash Summary Type = "Y1," this is the sum of all actual disbursement adjustments that were booked at COD during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all actual disbursement adjustments that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled (-) indicates a downward adjustment (+) indicates an upward adjustment
	1	Comma	,
O	11	Total Net Booked Disbursements [Total Booked Loan Detail] The total of Net Booked Disbursements and Net Booked Adjustments For Cash Summary Type = "Y1," this is the sum of all net disbursements and adjustments that were booked at COD during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all net disbursements and adjustments that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled

Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout			Year-to-Date and Monthly Cash Summary (Record Type "T")
Column	**Max Length**	**Column Heading**	**Valid Field Content**
	1	Comma	,
P	11	Ending Cash Balance This is COD's ending balance for this report. For Cash Summary Type = "Y1" and "T1," this is the ending cash balance at COD as of the report end date	-9999999999 to 09999999999
	1	Comma	,
Q	11	Unbooked Disbursements [Net Unbooked Disbursements Actual] The total net amount of all the actual disbursements accepted but not booked at COD For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursements at COD as of the program Year-To-Date	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
R	11	Unbooked Adjustments [Net Unbooked Adjustments] The total net amount of all the actual disbursement adjustments not booked at COD For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursement adjustments at COD as of the program Year-To-Date	-9999999999 to 09999999999 If no activity, zero filled (-) indicates a downward adjustment (+) indicates an upward adjustment
	1	Comma	,
S	11	Total Net Unbooked Disbursements [Total Unbooked Loan Detail] The total of Unbooked Disbursements and Unbooked Adjustments For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual disbursement activities at COD as of the program Year-To-Date	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
T	11	Cash > Accepted and Posted Disbursements [Adjustment Ending Cash Balance] The difference between the Ending Cash Balance and the Total Net Unbooked Disbursements For Cash Summary Type = "Y1" and "T1," this is the total Year-To-Date unbooked amount applied to the ending balance	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
U	6	Record Count Sequence # Record counter for each Record in the SAS file	000001-999999
	1	Comma	,

Year-to-Date and Monthly Disbursement Summary by Loan Type, Optional Header Information

Direct Loan School Account Statement (SAS) Comma-Delimited Optional Header Information		Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")	
Line #	Max Length	Field Name and Description	Valid Field Content
1	Optional	U.S. Department of Education	U.S. Department of Education
2	Optional	Report Name	School Account Statement Disb Summary YTD
3	Optional	School Code:	Direct Loan Code
4	Optional	School Name:	Direct Loan School Name

Year-to-Date and Monthly Disbursement Summary by Loan Type, Optional Column Headings

Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings		Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")
Column	Max Length	Column Heading
A	Optional	Statement Record Type
Comma	1	,
B	Optional	School Account Statement Batch Identifier
Comma	1	,
C	Optional	School Code
Comma	1	,
D	Optional	Region Code
Comma	1	,
E	Optional	State Code
Comma	1	,
F	Optional	End Date
Comma	1	,
G	Optional	Process Date
Comma	1	,
H	Optional	Disbursement Summary Type
Comma	1	,
I	Optional	Booked Gross For Disbursement
Comma	1	,
J	Optional	Booked Fee
Comma	1	,
K	Optional	Booked Interest Rate
Comma	1	,
L	Optional	Booked Net
Comma	1	,
M	Optional	Unbooked Gross
Comma	1	,

Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings		Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")
Column	**Max Length**	**Column Heading**
N	Optional	Unbooked Fee
Comma	1	,
O	Optional	Unbooked Interest Rebate
Comma	1	,
P	Optional	Unbooked Net
Comma	1	,
Q	Optional	Record Count Sequence #
Comma	1	,

Year-to-Date and Monthly Disbursement Summary by Loan Type, Detail Record

Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout		Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")	
Column	**Max Length**	**Column Heading**	**Valid Field Content**
A	1	Statement Record Type Code that identifies the type of records in the batch	Y = Year-To-Date Disbursement Summary M = Monthly Disbursement Summary
	1	Comma	,
B	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 3 (for 2012-2013) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS
	1	Comma	,
C	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E
	1	Comma	,
D	2	Region Code 2-digit region code of the school	01-99
	1	Comma	,
E	2	State Code 2-Letter state code of the school	Uppercase A – Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank
	1	Comma	,
F	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101-20991231
	1	Comma	,
G	8	Process Date Date report processed at COD	Format is CCYYMMDD 19000101-20991231

Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout		Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")	
Column	Max Length	Column Heading	Valid Field Content
	1	Comma	,
H	2	Disbursement Summary Type	YS = Year-To-Date Disbursement Total for Subsidized Loans YU = Year-To-Date Disbursement Total for Unsubsidized Loans YP = Year-To-Date Disbursement Total for PLUS Loans YT = Year-To-Date Disbursement Total for Subsidized/Unsubsidized/PLUS Loans MS = Monthly Disbursement Total for Subsidized Loans MU = Monthly Disbursement Total for Unsubsidized Loans MP = Monthly Disbursement Total for PLUS Loans MT = Monthly Disbursement Total for Subsidized/Unsubsidized/PLUS Loans
	1	Comma	,
I	11	Booked Gross For Disbursement Summary Type = "YS" "YU," "YP," and "YT," this is the sum of the gross amount of all actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the gross amount of all actual disbursements that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
J	11	Booked Fee For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
K	11	Booked Interest Rebate For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the interest rebate amount of the actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,

Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout			Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")
Column	Max Length	Column Heading	Valid Field Content
L	11	Booked Net For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the net amount of all actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the net amount of all actual disbursements that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
M	11	Unbooked Gross For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total gross amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of current reporting period	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
N	11	Unbooked Fee For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total fee amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
O	11	Unbooked Interest Rebate For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total interest rebate amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
P	11	Unbooked Net For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total net amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
Q	6	Record Count Sequence # Record counter for each record in the SAS file	000001-999999
	1	Comma	,

Cash Detail, Optional Header Information

Direct Loan School Account Statement (SAS) Comma-Delimited Optional Header Information			Cash Detail (Record Type "C")
Line #	Max Length	Field Name and Description	Valid Field Content
1	Optional	U.S. Department of Education	U.S. Department of Education
2	Optional	Report Name	School Account Statement Cash Detail
3	Optional	School Code:	Direct Loan Code
4	Optional	School Name:	Direct Loan School Name

Cash Detail, Optional Column Headings

Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings		Cash Detail (Record Type "C")
Column	Max Length	Column Heading
A	Optional	Statement Record Type
Comma	1	,
B	Optional	School Account Statement Batch Identifier
Comma	1	,
C	Optional	School Code
Comma	1	,
D	Optional	Region Code
Comma	1	,
E	Optional	State Code
Comma	1	,
F	Optional	End Date
Comma	1	,
G	Optional	Process Date
Comma	1	,
H	Optional	Transaction Type – Cash
Comma	1	,
I	Optional	Transaction Date
Comma	1	,
J	Optional	Check Number
Comma	1	,
K	Optional	Transaction Amount
Comma	1	,
L	Optional	Payment Control Number Note: Actual column heading is 'GAPS Control Number'
Comma	1	,
M	Optional	Record Count Sequence #
Comma	1	,

Cash Detail, Detail Record

Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout			Cash Detail (Record Type "C")
Column	Max Length	Column Heading	Valid Field Content
A	1	Statement Record Type Code that identifies the type of records in the batch	C = Cash Detail
	1	Comma	,
B	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 3 (for 2012-2013) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS
	1	Comma	,
C	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E
	1	Comma	,
D	2	Region Code 2-digit region code of the school	01-99
	1	Comma	,
E	2	State Code 2-Letter state code of the school	Uppercase A – Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank
	1	Comma	,
F	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101-20991231
	1	Comma	,
G	8	Process Date Date report processed at COD	Format is CCYYMMDD 19000101-20991231
	1	Comma	,
H	1	Transaction Type – Cash Type of Cash Transaction	R = Cash Receipts X = Refunds of Cash [Returns of Excess Cash]
	1	Comma	,
I	8	Transaction Date Date that Refund of Cash [Excess Cash] is applied, or Date that Drawdown activity occurred or processed on COD	Format is CCYYMMDD
	1	Comma	,
J	12	Check Number (if available at COD) Check Number returned by the school on a check for refund of cash [return of excess cash]	Numeric > = 0 Can be blank
	1	Comma	,

Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout			Cash Detail (Record Type "C")
Column	**Max Length**	**Column Heading**	**Valid Field Content**
K	11	Transaction Amount COD amount of the cash receipts or refunds of cash [return of excess cash] transaction	-9999999999 to 09999999999 Cannot be blank; can be zero filled
	1	Comma	,
L	13	Payment Control Number Code received from G5 for cash receipts only	Numeric > 0 Can be blank
	1	Comma	,
M	6	Record Count Sequence # Record counter for each record in the SAS file	000001-999999

Loan Detail, Loan Level, Optional Header Information

Direct Loan School Account Statement (SAS) Comma-Delimited Optional Header Information			Loan Detail, Loan Level (Record Type "L")
Line #	Max Length	Field Name and Description	Valid Field Content
1	Optional	U.S. Department of Education	U.S. Department of Education
2	Optional	Report Name	School Account Statement Loan Detail
3	Optional	School Code:	Direct Loan Code
4	Optional	School Name:	Direct Loan School Name

Loan Detail, Loan Level, Optional Column Headings

Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings		Loan Detail, Loan Level (Record Type "L")
Column	Max Length	Column Heading
A	Optional	Record Type
Comma	1	,
B	Optional	SAS Batch Identifier
Comma	1	,
C	Optional	School Code
Comma	1	,
D	Optional	Region Code
Comma	1	,
E	Optional	State Code
Comma	1	,
F	Optional	End Date
Comma	1	,
G	Optional	Run Date
Comma	1	,
H	Optional	Award Identifier
Comma	1	,
I	Optional	Loan Booked Date at COD
Comma	1	,
J	Optional	Act Gross Amt COD
Comma	1	,
K	Optional	Act Loan Fee Amt COD
Comma	1	,
L	Optional	Act Int Rebate Amt COD
Comma	1	,
M	Optional	Act Net Amt COD
Comma	1	,

Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings		Loan Detail, Loan Level (Record Type "L")
Column	**Max Length**	**Column Heading**
N	Optional	Borrower's First Name
Comma	1	,
O	Optional	Borrower's Last Name
Comma	1	,
P	Optional	Student's First Name
Comma	1	,
Q	Optional	Student's Last Name
Comma	1	,
R	Optional	Servicer Name
Comma	1	,
S	Optional	Record Count Seq #
Comma	1	,

Loan Detail, Loan Level, Detail Record

Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout			Loan Detail, Loan Level (Record Type "L")
Column	**Max Length**	**Column Heading**	**Valid Field Content**
A	1	Statement Record Type Code that identifies the type of records in the batch	L = Loan Level
	1	Comma	,
B	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 3 (for 2012-2013) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS
	1	Comma	,
C	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E
	1	Comma	,
D	2	Region Code 2-digit region code of the school	01-99
	1	Comma	,
E	2	State Code 2-letter state code of the school	Uppercase A–Z A valid two-letter postal code See the State, Jurisdiction, Country Codes section of this technical reference Can be blank
	1	Comma	,

Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout			Loan Detail, Loan Level (Record Type "L")
Column	**Max Length**	**Column Heading**	**Valid Field Content**
F	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD
	1	Comma	,
G	8	Run Date Date report processed at COD	Format is CCYYMMDD
	1	Comma	,
H	21	Award Identifier (Loan ID) associated with this record	
	1	Comma	,
I	8	Loan Booked Date at COD Date the loan booked at COD	Format is CCYYMMDD If the loan is unbooked this field will be blank.
	1	Comma	,
J	5	Actual Gross Amount—COD The sum of COD-calculated actual gross amounts (in dollars) for the loan	Numeric >= 0
	1	Comma	,
K	5	Actual Loan Fee Amount—COD The sum of COD-calculated actual loan fee amounts (in dollars) for the loan	Numeric >= 0
	1	Comma	,
L	5	Actual Interest Rebate Amount—COD The sum of COD-calculated actual interest rebate amounts (in dollars) for the loan	Numeric >= 0
	1	Comma	,
M	5	Actual Net Amount— COD The sum of COD-calculated actual net amount (in dollars) for the loan	Numeric >= 0
	1	Comma	,
N	12	Borrower's First Name	
	1	Comma	,
O	35	Borrower's Last Name	
	1	Comma	,
P	12	Student's First Name	For PLUS only
	1	Comma	,
Q	35	Student's Last Name	For PLUS only
	1	Comma	,

Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout			Loan Detail, Loan Level (Record Type "L")
Column	**Max Length**	**Column Heading**	**Valid Field Content**
R	30	Servicer Name	Servicer Name character field: 0-9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash)
	1	Comma	,
S	6	Record Count Sequence # Record counter for each record in the SAS file	000001–999999
	1	Comma	,

Loan Detail, Disbursement Activity Level, Optional Header Information

Direct Loan School Account Statement (SAS) Comma-Delimited Optional Header Information			Loan Detail, Disbursement Activity Level (Record Type "D")
Line #	Max Length	Field Name and Description	Valid Field Content
1	Optional	U.S. Department of Education	U.S. Department of Education
2	Optional	Report Name	School Account Statement Disbursement Detail
3	Optional	School Code:	Direct Loan Code
4	Optional	School Name:	Direct Loan School Name

Loan Detail, Disbursement Activity Level, Optional Column Headings

Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings		Loan Detail, Disbursement Activity Level (Record Type "D")
Column	Max Length	Column Heading
A	Optional	Record Type
Comma	1	,
B	Optional	SAS Batch Identifier
Comma	1	,
C	Optional	School Code
Comma	1	,
D	Optional	Region Code
Comma	1	,
E	Optional	State Code
Comma	1	,
F	Optional	End Date
Comma	1	,
G	Optional	Run Date
Comma	1	,
H	Optional	Award Identifier
Comma	1	,
I	Optional	Loan Booked Date
Comma	1	,
J	Optional	Disb Booked Date
Comma	1	,
K	Optional	Disb Act Gross Amt
Comma	1	,
L	Optional	Disb Act Loan Fee Amt
Comma	1	,
M	Optional	Disb Act Int Rebate Amt
Comma	1	,

Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings		Loan Detail, Disbursement Activity Level (Record Type "D")
Column	Max Length	Column Heading
N	Optional	Disb Act Net Amt
Comma	1	,
O	Optional	Disb Act Net Adj
Comma	1	,
P	Optional	Disb Number
Comma	1	,
Q	Optional	Disb Seq #
Comma	1	,
R	Optional	Trans Type
Comma	1	,
S	Optional	Trans Date
Comma	1	,
T	Optional	Total Gross Amt
Comma	1	,
U	Optional	Total Loan Fee Amt
Comma	1	,
V	Optional	Total Int Rebate Amt
Comma	1	,
W	Optional	Total Net Amt
Comma	1	,
X	Optional	Borrower's First Name
Comma	1	,
Y	Optional	Borrower's Last Name
Comma	1	,
Z	Optional	Student's First Name
Comma	1	,
AA	Optional	Student's Last Name
Comma	1	,
BB	Optional	Servicer Name
Comma	1	,
CC	Optional	Rec Cnt Seq #
Comma	1	,

Loan Detail, Disbursement Activity Level, Detail Record

Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout			Loan Detail, Disbursement Activity Level (Record Type "D")
Column	**Max Length**	**Column Heading**	**Valid Field Content**
A	1	Statement Record Type Code that identifies the type of records in the batch	D = Disbursement Activity Detail
	1	Comma	,
B	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle indicator = 3 (for 2012-2013) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS
	1	Comma	,
C	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E3
	1	Comma	,
D	2	Region Code 2-digit region code of the school	01-99
	1	Comma	,
E	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank
	1	Comma	,
F	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD
	1	Comma	,
G	8	Run Date Date report processed at COD	Format is CCYYMMDD
	1	Comma	,
H	21	Award Identifier (Loan ID) associated with this record	
	1	Comma	,
I	8	Loan Booked Date at COD Date the loan booked at COD	Format is CCYYMMDD This field will be blank for unbooked loans
	1	Comma	,
J	8	Disbursement Booked Date at COD Date the individual disbursement activity booked at COD	Format is CCYYMMDD This field will be blank for unbooked loans

Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout			Loan Detail, Disbursement Activity Level (Record Type "D")
Column	Max Length	Column Heading	Valid Field Content
	1	Comma	,
K	5	Disbursement Actual Gross Amount—COD COD-calculated actual gross amount (in dollars) of the disbursement	Numeric >= 0
	1	Comma	,
L	5	Disbursement Actual Loan Fee Amount—COD COD-calculated actual loan fee amount (in dollars)	Numeric >= 0
	1	Comma	,
M	5	Disbursement Actual Interest Rebate Amount—COD COD-calculated actual interest rebate amount (in dollars)	Numeric >= 0
	1	Comma	,
N	5	Disbursement Actual Net Amount— COD COD-calculated actual net amount (in dollars) of the disbursement	Numeric >= 0
	1	Comma	,
O	6	Disbursement Actual Net Adjustment—COD COD-calculated actual net adjustment amount (in dollars) of the disbursement	-99999 to 099999 Can be blank
	1	Comma	,
P	2	Disbursement Number The disbursement number for the current disbursement transaction	01–20 for PLUS 01–20 for Subsidized/Unsubsidized
	1	Comma	,
Q	2	Disbursement Sequence Number The sequence number that determines the order in which the disbursement activity is processed	01–99
	1	Comma	,
R	1	Transaction Type—Disbursement Disbursement Activity Type recorded at COD	A = Adjustment D = Disbursement Disbursement Activity = Q is not indicated on the SAS
	1	Comma	,
S	8	Transaction Date Date disbursement activity occurred at the school	Format is CCYYMMDD
	1	Comma	,
T	5	Total Gross Amount—COD The sum of COD-calculated actual gross amounts (in dollars) for the loan	Numeric >= 0
	1	Comma	,
U	5	Total Loan Fee Amount—COD The sum of COD-calculated actual loan fee amounts (in dollars) for the loan	Numeric >= 0
	1	Comma	,

Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout			Loan Detail, Disbursement Activity Level (Record Type "D")
Column	Max Length	Column Heading	Valid Field Content
V	5	Total Interest Rebate Amount—COD The sum of COD-calculated actual interest rebate amounts (in dollars) for the loan	Numeric >= 0
	1	Comma	,
W	5	Total Net Amount— COD The sum of COD-calculated actual net amount (in dollars) for the loan	Numeric >= 0
	1	Comma	,
X	12	Borrower's First Name	
	1	Comma	,
Y	35	Borrower's Last Name	
	1	Comma	,
Z	12	Student's First Name	For PLUS only
	1	Comma	,
AA	35	Student's Last Name	For PLUS only
	1	Comma	,
BB	30	Servicer Name	Servicer Name character field: 0-9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash)
	1	Comma	,
CC	6	Record Count Sequence # Record counter for each record in the SAS file	000001–999999
	1	Comma	,

Pipe-Delimited Record Layouts

The Pipe-Delimited report layout is the same as the comma-delimited report layout without optional header information and column headings. The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

Direct Loan Pending Disbursement Listing Report

The Pending Disbursement Listing Report shows all pending/anticipated disbursements (with `Disbursement Release Indicator (DRI) = false`) from your school for the reported period and award year. The reported period is a 45-day window into the future from the date of the report, or anything in the past. It will be generated if there is at least one anticipated/pending disbursement that is within the window of 6 days in the past or the 45 days into the future. This limits the frequency of the report showing same data repeatedly once the disbursement dates are in the past. There is also one final report run for all schools before the closeout deadline for DL.

The information displayed on this report can be used to:

- Determine your school's future funding needs.
  - Your school can identify pending disbursements on the report that fall within a period of immediate need (generally 3 business days), to calculate what amount to request in G5 (Advance Funded schools only). Keep in mind that any downward disbursement adjustments made since the last drawdown that have not resulted in a refund of cash back to the Department must be included in your calculation of funds needed by your school.
- To identify pending disbursements that should be reflected as actual disbursements (`DRI = true`).
  - If there are pending disbursements on the report with disbursement dates in the past or the immediate future, you can compare this information to internal school records to determine if any of these should be reflected as actual disbursements. If so, submit a `Disbursement Release Indicator = true` to COD as soon as possible.
- To identify awards or disbursements that need to be inactivated (reduced to $0).
  - If a disbursement is listed on the report and the associated award should have been inactivated or the individual disbursement needs to be reduced to $0, submit updated records to COD as soon as possible.

Business Rules

1. The Pending Disbursement Listing Report is automatically sent to the school's SAIG mailbox on a weekly basis.
2. The Pending Disbursement Listing Report is available via SAIG mailbox in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:
   a. Comma-Delimited (message class `DALC13OP`)
   b. Pipe-Delimited (message class `DALC13OP`)
   c. Preformatted Text file (message class `DIAA13OP`)
   d. The default format is Preformatted Text file. Schools may change their default options via the COD Web site.
   e. Do Not Distribute - if this option is chosen, the Pending Disbursement Listing will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD Web site. You can select the Do Not Distribute option from the COD Web site Report Selection screen at any time. Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

Pipe-Delimited Layout
The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

3. The Pending Disbursement Listing Report is available via COD Web site in the following formats:
   a. Comma-Delimited (CSV)

Format Options
Previous versions of this report will also be available on the COD Reporting Web site.

b. The Pending Disbursement List available on the COD Web site is the report most recently generated by COD.

4. The report will generate for the current and previous two Award Years. Example: for Award Year 2012-2013, a school will receive a report for Award Years 2012-2013, 2011-2012 and 2010-2011.

5. Although the Pending Disbursement List is a weekly report, the report will not be generated for a given school unless the school has one or more disbursements meeting the following criteria:

   a. Anticipated Direct Loan disbursements (DRI = false) with a disbursement date up to 6 days before or 45 days after the report generation date

6. If the weekly report generation criteria are met, a Pending Disbursement List report will be generated containing all Direct Loan anticipated disbursements (DRI = false) for the reported Award Year with a disbursement date less than or equal to 45 days from today.

7. An annual Pending Disbursement List report will be sent to schools up to 6 days before or on the Latest Date to Accept a Common Record for the Award Year, regardless of whether the weekly report generation criteria are met or not. This report will contain all anticipated Direct Loan disbursements (DRI = false) for that Award Year with disbursement dates any date in the past.

Comma-Delimited (CSV) Detail Record Layout

DL Pending Disbursement List Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
A	School Name	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
B	Address Line 1	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
C	Address Line 2	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
D	City	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,

DL Pending Disbursement List Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
E	State	Character field: 2 characters: Uppercase A–Z
Comma	Delimiter	,
F	Zip Code	Number field: 000000000–999999999
Comma	Delimiter	,
G	School ID	Character field: X00000-X99999, where X = G or E Example: G01234
Comma	Delimiter	,
H	First + Mid Init + Last Name	Character field: 0-9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
I	Social Security Number	Number field: 001010001–999999998
Comma	Delimiter	,
J	Sub-program	Character field: S = Subsidized Direct Loan U = Unsubsidized Direct Loan P = PLUS Loan
Comma	Delimiter	,
K	Loan ID	Character field: 21 character loan ID of a DL award The components of the Loan ID are: Person’s SSN: 001010001–999999998 Sub-Program Indicator: S = Subsidized Direct Loan U = Unsubsidized Direct Loan P = PLUS Loan Award Year: 13, for 2012-2013 School ID: X00000-X99999, where X = G or E Sequence Number: 001-999
Comma	Delimiter	,
L	Disbursement Date	Date field: Format is CCYY-MM-DD
Comma	Delimiter	,
M	Disbursement Number	Number field: 1-99

DL Pending Disbursement List Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
Comma	Delimiter	,
N	Disbursement Amount	Decimal field
Comma	Delimiter	,
O	Fee Amount	Decimal field
Comma	Delimiter	,
P	Rebate Amount	Decimal field
Comma	Delimiter	,
Q	Net Amount	Decimal field
Comma	Delimiter	,
R	Reporting Period	Character field: Format is CCYY-MM-DD - CCYY-MM-DD
Comma	Delimiter	,
S	Direct Loan ID	Character field: X00000-X99999, where X = G or E Example: G01234

Sample Direct Loan Pending Disbursement List Mockup

RUN DATE: 02/26/2013 U.S. DEPARTMENT OF EDUCATION PAGE 1

RUN TIME: 09:07AM FEDERAL DIRECT LOAN PROGRAM

PENDING DISBURSEMENT LISTING REPORT

AWARD YEAR: 2012-2013

REPORTING PERIOD: 2/23/13

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: Sample University SCHOOL CODE: G01001

ADDRESS: 11661 Cusack Avenue

San Diego, CA 92131

STUDENT NAME SOC SEC NO LOAN TYPE LOAN ID

DISB DATE DISB NO GROSS AMT ORIG FEE REBATE AMT NET AMT

Aaron K Spells 123456789 S 1234567891S13G01000101

1/13/13 2 2750.00 27.00 0.00 2723.00

TOTAL NET AMOUNT: 2723.00

U 123456789U13G01000101

1/13/13 2 885.00 8.00 0.00 877.00

TOTAL NET AMOUNT: 877.00

Allison J Brown 111222333 S 111222333S13G01000101

9/23/12 2 2500.00 25.00 0.00 2475.00

TOTAL NET AMOUNT: 2475.00

Carrie L Kent 999888777 P 999888777P13G01000101

1/09/13	2	3251.00	130.00	0.00	3121.00

TOTAL NET AMOUNT: 3121.00

U 999888777U13G01000101

1/09/13	2	2750.00	27.00	0.00	2723.00

TOTAL NET AMOUNT: 2723.00

Marcus N Harvey 123123123 P 123123123P13G01000101

8/16/12	1	2264.00	90.00	0.00	2174.00
1/13/13	2	2263.00	90.00	0.00	2173.00

TOTAL NET AMOUNT: 4347.00

SCHOOL TOTAL NET AMOUNT: 16266.00

Direct Loan Funding Disbursement Listing Report

The Direct Loan Funding Disbursement Listing Report is no longer available. Please see the Actual Disbursement List for more information about actual disbursement reports.

Direct Loan 30-Day Warning Report

The 30-Day Warning Report lists unbooked loans for which the COD System has not received the required elements for "booking" a loan. The items needed to book a Direct Loan are included in the Business Rules. These items must be submitted to the Department within 30 days of the initial actual disbursement date. Any missing items will result in the loan remaining unbooked, which may be in violation of this 30-day reporting requirement.

Unbooked awards are listed on the report if any activity occurred on the award (award, MPN, or initial actual disbursement are accepted) during the reported period. The reported period is a 90-day period beginning 120 days prior to the report run date, to allow for the 30-day reporting requirement. Awards remain on the report for 90 days, unless the award books or becomes inactive. For example, if an award is accepted on 10/15/2012 without a promissory note or a disbursement, it will not appear on the October 2012 30-Day Warning Report (30 days have not passed since the award was accepted), but it will appear on the November, December, and January reports if the award remains unbooked. Inactive loans (award amount and disbursements = $0) will not appear on the report. Promissory notes listed on the report are unlinked as of the report end date. Unlinked promissory notes will appear on the report only if the promissory note was received within the reporting period, a 30-day period beginning 30 days prior to the report run date.

The 30-Day Warning Report can be used to:

- Identify the missing pieces necessary for booking the loan. This information is contained in the Loans Pending Booking section of the report.
    - Fields listed on the report indicate which piece(s) of data are still needed by the Department to book the loan (any missing data will display a "Y" in the corresponding Data Needed column).
    - For an award to be listed on the 30 Day Warning report, the award must be accepted on COD. Therefore, you will never see a "Y" in the Data Needed column under "Loan."
- Identify MPNs awaiting awards. This information is included in the Promissory Notes Without Origination Records section of the report.
    - The report will display all unlinked MPNs accepted by COD from your school during the reported period.
- Reconcile to your school's internal records of unbooked awards.
    - Schools can run internal reports of unbooked awards and match this against the 30-Day Warning Report. If there are awards on the 30-Day Warning showing as unbooked that are booked in the school's internal records, the school should research the outstanding piece needed to book the loan, as listed on the 30-Day Warning report.
- Monitor compliance with the 30 day reporting requirement.
    - If an award is listed on the 30-Day Warning Report and there is an actual disbursement on file (data needed = N for Disb column), your school is out of compliance with the 30-day reporting requirement.
    - If an award is listed on the report and there is not an actual disbursement on file (data needed = Y for Disb column), and internal school records show that there was an actual disbursement made on this award, submit the disbursement immediately to COD. If it is >30 days after the date the actual disbursement was made, your school is out of compliance.

The 30-Day Warning Report does not provide any information regarding disbursement amounts or any subsequent disbursements made to a loan that also will need to book. For this type of information, you will need to consult school records or the School Account Statement (SAS). Also, since awards with actual disbursements will drop off the 30-Day

Warning after 90 days, it is important to reference the SAS for a complete record of unbooked loans with actual disbursements accepted on COD.

Business Rules

1. The 30-Day Warning report displays the missing components that are necessary for the loan to book. The necessary items for a loan to be booked are:

   a. Accepted award/origination record

   b. Accepted MPN

   c. Accepted first disbursement record

   d. Accepted credit decision (for PLUS only)

Rejected Credit Decisions
Beginning in Award Year 2012-2013, PLUS awards with denied credit will be built on the system.

2. Loans with Award Amounts = $0 do not display on this report.

3. Loans that display on this report without a promissory note accepted and an actual disbursement are removed from the report after 90 days.

4. The 30-Day Warning Report is automatically sent to the school's SAIG mailbox on a monthly basis.

5. The 30-Day Warning Report is available via SAIG mailbox in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:

   a. Comma-Delimited (message class `DIWC13OP`)

   b. Pipe-Delimited (message class `DIWC13OP`)

   c. Preformatted Text file (message class `DIWR13OP`)

   d. The default format is Preformatted Text file. Schools may change their default options on the COD Web site.

   e. Do Not Distribute - if this option is chosen, the 30 Day Warning Report will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD Web site. You can select the Do Not Distribute option from the COD Web site Report Selection screen at any time. Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

Pipe-Delimited Layout
The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

6. The 30-Day Warning Report is available via the COD Web site in the following formats:

   a. Comma-Delimited (CSV)

   b. The 30-Day Warning Report that is available on the COD Reporting Web site is the version most recently generated by COD.

Format Options
Previous versions of this report will also be available on the COD Reporting Web site.

7. The report will generate for the current and previous two Award Years. Example: for Award Year 2012-2013, a school will receive a report for Award Years 2010-2011, 2011-2012, and 2012-2013.

8. Although the 30-Day Warning Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

Sample Direct Loan 30-Day Warning Report Mockup

```
REPORT ID:                U.S. DEPARTMENT OF EDUCATION              PAGE 1 OF 1
RUN DATE: 04/03/2013       FEDERAL DIRECT LOAN PROGRAM         RUN TIME: 01:05AM
                              30-Day WARNING REPORT
                              AWARD YEAR: 2012-2013
                         FOR THE PERIOD ENDING 03/31/2013
    *THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*

SCHOOL NAME: SAMPLE UNIVERSITY                              SCHOOL CODE: G01999
ADDRESS: 5 COLLEGE AVE
         NEW YORK, NY  10038-2206

Loans Pending Booking Section:
                                                                  DATA NEEDED
LOAN           LOAN ID            BORROWER NAME    DATE      LOAN   PROM   DISB
TYPE                                               RCV'D

P      111234222P13G01999001   NOONAN, DANNY      02/02/2013         Y      Y
P      222345333P13G01999001   SASSAFRAS, HENRY   02/26/2013         Y      Y
P      345432111P13G01999001   BELL, BOBBY G      02/08/2013         N      Y
P      465433333P13G01999001   SIMON, JOHN S      02/08/2013         Y      Y
P      733433593P13G01999001   MARK, KELLY D      02/08/2013         N      Y
P      743433582P13G01999001   MILLBERN, DAN M    02/08/2013         Y      N
P      877433583P13G01999001   SUITER, GARY B     02/08/2013         Y      N
P      888433366P13G01999001   FLOOD, MEGHAN      01/30/2013         Y      N
P      999433330P13G01999001   BECHARA, MARK      02/07/2013         Y      N
-------------------------------------------------------------------------------
TOTAL NUMBER PLUS               9
-------------------------------------------------------------------------------
S      314111634S13G01999001   LEE, KIM G         02/28/2013  OK     Y      N
S      765555463S13G01999001   KIBBEE, LOIS       02/28/2013  OK     N      Y
-------------------------------------------------------------------------------
TOTAL NUMBER SUBSIDIZED         2
-------------------------------------------------------------------------------
U      654321674U13G31933001   BUCHANAN, JAMES    01/07/2013  OK     Y      Y
-------------------------------------------------------------------------------
NUMBER UNSUBSIDIZED             1
-------------------------------------------------------------------------------
-------------------------------------------------------------------------------
TOTAL NUMBER PERKINS            0
-------------------------------------------------------------------------------
GRAND TOTAL                     14
-------------------------------------------------------------------------------

Promissory Notes Without Origination Records Section:

PROMISSORY NOTE ID                            DATE RECEIVED      NOTE AMOUNT

200104117M13G01999001                         03/04/13
123404117M13G01999001                         03/16/13
200156765N13G01999001                         03/30/13
```

Comma-Delimited (CSV) Detail Record Layout

30 Day Warning Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
A	Direct Loan ID	Character field: X00000-X99999, where X = G or E Example: G01234
Comma	Delimiter	,
B	School Name	Character field: 0–9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash)
Comma	Delimiter	,
C	Address Line	Character field: 0–9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash)
Comma	Delimiter	,
D	CityStateZipCode	Character field: 0–9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash)
Comma	Delimiter	,
E	For Period Ending	Date/Time field: Format is CCYY-MM-DD HH:MM AM/PM
Comma	Delimiter	,
F	Award Year Desc	Character field: 2012-2013
Comma	Delimiter	,
G	Award Year	Character field: 2013
Comma	Delimiter	,
H	Sub-program	Character field: P = PLUS Loan S = Subsidized Direct Loan U = Unsubsidized Direct Loan
Comma	Delimiter	,

30 Day Warning Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
I	Loan ID	Character field: 21 character ID for a DL award The components of the Loan ID are: Person's SSN: 001010001–999999998 Sub-Program Indicator: P = PLUS Loan S = Subsidized Direct Loan U = Unsubsidized Direct Loan Award Year: 13, for 2012-2013 School ID: X00000-X99999, where X = G or E Sequence Number: 001-999
Comma	Delimiter	,
J	Borrower Name	Character field: 0-9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash)
Comma	Delimiter	,
K	Disbursement Received Date	Date field: Format is CCYY-MM-DD
Comma	Delimiter	,
L	Loan	Character field: "OK" for Subsidized and Unsubsidized Direct Loans BLANK for PLUS Loans
Comma	Delimiter	,
M	Prom	Character field: 'Y' or 'N'
Comma	Delimiter	,
N	Disb	Character field: 'Y' or 'N'
Comma	Delimiter	,
O	Reporting Period Start Date	Date field: Format is CCYY-MM-DD
Comma	Delimiter	,
P	Reporting Period End Date	Date field: Format is CCYY-MM-DD
Comma	Delimiter	,
Q	Period Ending Date	Date field: Format is CCYY-MM-DD HH:MM AM/PM
Comma	Delimiter	,

30 Day Warning Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
R	Date Post First Disbursement	Date field: Format is CCYY-MM-DD
Comma	Delimiter	,
S	Sub-program - footer	Character field: PLUS = PLUS Loan SUBSIDIZED = Subsidized Direct Loan UNSUBSIDIZED = Unsubsidized Direct Loan
Comma	Delimiter	,
T	Sub-Program (Original)	Character field: DLP = PLUS Loan DLS = Subsidized Direct Loan DLU = Unsubsidized Direct Loan
Comma	Delimiter	,
U	Count Loan ID	Decimal field
Comma	Delimiter	,
V	Count Grand Total	Decimal field
Comma	Delimiter	,
W	Loan ID is not missing	Decimal field
Comma	Delimiter	,
X	Promissory Note ID	Character field: 21 character P-note ID The components of the P-note ID are: Student's Social Security Number: 001010001-999999998 Loan Type: N for Grad PLUS (05-06 Forward) M for Sub/Unsub (00-01 Forward) N for Parent PLUS (03-04 Forward) Program year (two-digit), e.g. 13for 2012-2013 School Code X00000-X99999, where X = G or E Loan Sequence Number 001-999
Comma	Delimiter	,
Y	Promissory Note Received Date	Date field: Format is CCYY-MM-DD
Comma	Delimiter	,
Z	Loan Amount Requested	Decimal field

Direct Loan Inactive Loans Report

The Inactive Loan Report lists all Direct Loan Awards that have been inactivated (the award and any pending or actual disbursements have been adjusted to $0) by the school for the reporting period. The reported period is a 30 day period, as shown at the top of the report, and this will be the calendar month prior to the run date of the report.

This report can be used to

- Confirm that only the correct loans have been made inactive
  - Schools can reconcile this report with internal school records to verify that all awards needing to be made inactive have been processed at COD.
- Identify awards that may have dropped off the 30-Day Warning Report
  - Loans will drop off the 30-Day Warning when they are inactivated.
  - If you expect an award to be listed on the 30-Day Warning and it is not, you may want to research if it now appears on the Inactive Loans report, or if it has been booked since the last report.

Business Rules

1. The Inactive Loans Report is automatically sent to the school's SAIG mailbox on a monthly basis.
2. The Inactive Loans Report is available via the SAIG mailbox in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:
   a. Comma-Delimited (message class `INACCDOP`)
   b. Pipe-Delimited (message class `INACCDOP`)
   c. Preformatted Text file (message class `INACPFOP`)
   d. The default format is Preformatted Text file. Schools may change their default options on the COD Web site.
   e. Do Not Distribute - if this option is chosen, the Inactive Loans Report will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD Web site. You can select the Do Not Distribute option from the COD Web site Report Selection screen at any time. Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

Pipe-Delimited Layout
The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

3. The Inactive Loans Report is available via the COD Web site in the following formats:
   a. Comma-Delimited (CSV)
   b. The Inactive Loans Report available on the COD Reporting Web site is the report most recently generated by COD.
4. Although the Inactive Loans Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

Format Options
Previous versions of this report will also be available on the COD Reporting Web site.

Sample Direct Loan Inactive Loans Report Mockup

```
RUN DATE: 08/20/2012      U.S. DEPARTMENT OF EDUCATION          PAGE 1
RUN TIME: 04:34PM          FEDERAL DIRECT LOAN PROGRAM
                             INACTIVE LOANS REPORT
                              AWARD YEAR: 2012-2013
                       REPORTING PERIOD: 2012-07-01 - 2012-07-31
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL ID: G08303
SCHOOL NAME: SAMPLE COMMUNITY COLLEGE
ADDRESS: 100 NORTH 40TH STREET     PHOENIX, AZ  85034-1795
LOAN                                                    INACTIVE
TYPE  LOAN ID                 BORROWER NAME             DATE
----------------------------  -------------------------  ----------
S     100017013S13G08303001   JOHN M CREWS               07/31/2012
S     100013828S13G08303001   THOMAS P JOHNSON           07/31/2012

TOTAL NUMBER OF INACTIVE DIRECT SUBSIDIZED LOANS FOR PERIOD:         2
-------------------------------------------------------------------------------
U     100019365U13G08303001   JOEL J MILLER              07/31/2012
U     100014333U13G08303001   MICHAEL F RUMSFELD         07/31/2012
U     100018722U13G08303001   PETER I WALKER             07/31/2012

TOTAL NUMBER OF INACTIVE DIRECT UNSUBSIDIZED LOANS FOR PERIOD:       3
-------------------------------------------------------------------------------
P     100111365P13G08303001   KRISTEN J FORD             07/31/2012
P     100111333P13G08303001   LORI F KENDRICK            07/31/2012

TOTAL NUMBER OF INACTIVE PLUS LOANS: 2
-------------------------------------------------------------------------------
GRAND TOTAL:        7
```

Comma-Delimited (CSV) Detail Record Layout

DL Inactive Loan Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
A	School Name	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
B	Address Line 1	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
C	Address Line 2	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,

DL Inactive Loan Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
D	City	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
E	State	Character field: 2 characters Uppercase A–Z
Comma	Delimiter	,
F	Zip Code	000000000 – 999999999
Comma	Delimiter	,
G	School ID	Character field: X00000-X99999, where X = G or E Example: G01234
Comma	Delimiter	,
H	Sub-program	Character field: S = Subsidized Direct Loan U = Unsubsidized Direct Loan P = PLUS Loan
Comma	Delimiter	,
I	Loan ID	Character field: 21 character ID for a DL award The components of the Loan ID are: Person’s SSN: 001010001–999999998 Sub-Program Indicator: S = Subsidized Direct Loan U = Unsubsidized Direct Loan P = PLUS Loan Award Year: 13, for 2012-2013 School ID: X00000-X99999, where X = G or E Sequence Number: 001-999
Comma	Delimiter	,
J	Full Name	Character field: 0-9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
K	Date Last Credit	Date Format is CCYY-MM-DD

DL Inactive Loan Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
Comma	Delimiter	,
L	Sub-program (Grouped)	'S' for Subsidized OR 'U' for Unsubsidized OR 'P' for PLUS
Comma	Delimiter	,
M	Reporting Period	Date range: Format is CCYY-MM-DD – CCYY-MM-DD
Comma	Delimiter	,
N	First of Month	Date Format is CCYY-MM-DD
Comma	Delimiter	,
O	Last of Month	Date Format is CCYY-MM-DD

Direct Loan Duplicate Student Borrower Report

The Duplicate Student Borrower Report lists the student borrowers for which the COD System has accepted multiple Direct Subsidized and/or Unsubsidized Award records with overlapping academic years. This report assists in identifying subsequent award or disbursement records that may reject due to exceeding the annual loan limits. This report does NOT relieve the school of its responsibility to monitor all loan activity for a student through the NSLDS processes.

This information can be used to:

- Identify potential overaward situations.
  - Use data on the report to identify when multiple sub/unsub awards have been originated with overlapping academic years, which could result in an overaward situation.
  - If any of the listed awards at your school will not be disbursed, or will only be partially disbursed, reduce the award by the applicable amount.
  - Monitor remaining awards for students listed on the report and any associated disbursements for any rejects due to overaward situations.

Business Rules

1. The Duplicate Student Borrower Report is automatically sent to the school's SAIG mailbox on a monthly basis.
2. The Duplicate Student Borrower Report is available via SAIG mailbox in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:
   a. Comma-Delimited (message class `DUPLCDOP`)
   b. Pipe-Delimited (message class `DUPLCDOP`)
   c. Preformatted Text file (message class `DUPLPFOP`)
   d. The default format is Preformatted Text file.
   e. Do Not Distribute - if this option is chosen, the Duplicate Student Borrower Report will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD Web site. You can select the Do Not Distribute option from the COD Web site Report Selection screen at any time. Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

Pipe-Delimited Layout
The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

3. The Duplicate Student Borrower Report is available via the COD Web site in the following formats:
   a. Comma-Delimited (CSV)
   b. The Duplicate Student Borrower Report available on the COD Reporting Web site is the report most recently generated by COD.

Format Options
Previous versions of this report will also be available on the COD Reporting Web site.

4. Although the Duplicate Student Borrower Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD Web site.

Comma-Delimited (CSV) Detail Record Layout

DL Duplicate Student Borrower Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
A	SSN	Number field: 001010001–999999998
Comma	Delimiter	,
B	School Name	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
C	Award ID	Character field: 21 character loan ID of a DL award The components of the Loan ID are: Person’s SSN: 001010001–999999998 Sub-Program Indicator: S = Subsidized Direct Loan U = Unsubsidized Direct Loan P = PLUS Loan Award Year: 13, for 2012-2013 School ID: X00000-X99999, where X = G or E Sequence Number: 001-999
Comma	Delimiter	,
D	Amt Issued	Decimal field
Comma	Delimiter	,
E	Amt Posted	Decimal field
Comma	Delimiter	,
F	Grade Level	Number field: 1 digit number, 0-7
Comma	Delimiter	,
G	Loan Period	Date range: Format is CCYY-MM-DD – CCYY-MM-DD
Comma	Delimiter	,
H	DL ID	Character field: X00000-X99999, where X = G or E Example: G01234
Comma	Delimiter	,

DL Duplicate Student Borrower Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
I	Dup School Name	Character field: 0-9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
J	Dup City	Character field: 0-9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
K	Dup State	Character field: 2 characters Uppercase A–Z
Comma	Delimiter	,
L	Zip Code	00000-0000 – 99999-9999
Comma	Delimiter	,
M	School Name	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
N	Address	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
O	End of Month	Date/Time field Format is: CCYY-MM-DD HH:MM AM/PM
Comma	Delimiter	,
P	First of Month	Date/Time field Format is: CCYY-MM-DD HH:MM AM/PM
Comma	Delimiter	,
Q	Reporting Period	Date range: Format is CCYY-MM-DD – CCYY-MM-DD
Comma	Delimiter	,
R	Telephone #	0000000 –9999999
Comma	Delimiter	,

DL Duplicate Student Borrower Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
S	Borrower Academic Year	Date range: Format is CCYY-MM-DD – CCYY-MM-DD PLUS = PLUS Loan
Comma	Delimiter	,
T	Dep Ovr Ind	Character field: D, I or blank
Comma	Delimiter	,
U	Additional Unsub Dependent Student Eligibility	Character field: Y or N
Comma	Delimiter	,
V	HPPA Ind	Character field: Y, N or blank

Sample Direct Loan Duplicate Student Borrower Report Mockup

```
RUN DATE: 12/02/2012        U.S. DEPARTMENT OF EDUCATION         Page 1 of 1
RUN TIME:  03:13PM           FEDERAL DIRECT LOAN PROGRAM
                           DUPLICATE STUDENT BORROWER REPORT
    THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
                   REPORTING PERIOD: 2012-11-01 - 2012-11-30
SCHOOL ID: G#####
SCHOOL NAME: SAMPLE UNIVERSITY
ADDRESS 1234 ARMORY SQUARE, SPRINGFIELD, MA 01101-9000
:
-------------------------------------------------------------------------------
Borrower SSN         Borrower Name
-------------------------------------------------------------------------------
Loan Id               Loan         Total     G Loan Period            School
                      Amt          Actual    R                          Code
                      Approved     Gross     A
                                   Dis       D
                                   Amount    E
-------------------------------------------------------------------------------
School Name          City        State Zipcode      Telephone #
-------------------------------------------------------------------------------
Borrower Academic    Dependency  Additional UnSub. Eligibility:
Year                             Dependent Student HEAL
-------------------------------------------------------------------------------
765433004           MAGGIE SMITH
765433004S13G01006001  3000       $1500        5 2012-07-02-2013-07-01 G01006
FAULKNER UNIVERSITY  MONTGOMERY    AL 36109-3398 (123)555-7211
2011-07-02-2012-07-01 I           S            N

765433030                JOHN SMAILS
765433030S13G01020001  2000       $1500        5 2012-07-03-2013-07-02 G01020
TECHNICAL STATE      MONTGOMERY    AL 36265-1602 (444)782-5006
2011-07-03-2012-07-02 D           U            N

765433031  HARRIS NELSON
765433031S13G02183001  3000       $1500        5 2012-07-02-2013-07-01 G02000
MASSACHUSETTS STATE  NATICK        MA 02325-2511 (555)697-1341
2011-07-02-2012-07-01 I           S


  The Duplicate Student Borrower Report lists student borrowers for which COD
  has accepted multiple Direct Subsidized and/or Unsubsidized common records.
  The list indicates other schools that have submitted a common record for the
  same borrower who may be attending your school. This report assists in
  identifying subsequent loan origination records that may reject due to
  exceeding the annual loan limits. This report does NOT relieve the school of
  its responsibility to monitor all loan activity (including FFEL) for a
  student through the Financial Aid Transcript and NSLDS processes.
```

Direct Loan SSN/Name/Date of Birth Change Report

The SSN/Name/Date of Birth Change Report lists students/borrowers who have had identifier changes (including changes to SSN, name, and date of birth) during the reporting period, which is 90 days prior to the report end date. A student/borrower with an identifier change will be included on your school's report if that person was associated with your school for any of the 3 most recent award years. The change may have been initiated by: a) your school, b) another school associated with that borrower. The report detail provides information on the school submitting the change, the field changed, the old value, the new value, and the date the change was accepted, to assist your school with researching any related identifier issues.

The information on this report can be used to:

- Confirm identifier changes sent by your school have been accepted properly on COD.
- Update your records (where appropriate).
  - Because your school may not have initiated the change, it is important to monitor the information on this report for any updated identifier information for your students and make changes to your records where appropriate. This will help you prevent future rejects based on old identifier information.
  - If your school has more current information on the student's identifiers, you will need to ensure this information is properly documented and updated on COD.

Business Rules:

1. The SSN/Name/Date of Birth Change Report is automatically sent to the school's SAIG mailbox on a weekly basis, when a change is initiated.
2. The SSN/Name/Date of Birth Change Report is available via SAIG in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:
   a. Comma-Delimited (message class `SNDCCDOP`)
   b. Pipe-Delimited (message class `SNDCCDOP`)
   c. Preformatted Text file (message class `SNDCPFOP`)
   d. The default format is Preformatted Text file.
   e. Do Not Distribute - if this option is chosen, the SSN/Name/Date of Birth Change Report will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD Web site. You can select the Do Not Distribute option from the COD Web site Report Selection screen at any time. Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

Pipe-Delimited Layout
The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

3. The SSN/Name/Date of Birth Change Report is available via the COD Web site in the following formats:
   a. Comma-Delimited (CSV)
   b. The SSN/Name/Date of Birth Change Report that is available on the COD Reporting Web site is the version most recently generated by COD.

Format Options
Previous versions of this report will also be available on the COD Reporting Web site.

4. Although the SSN/Name/Date of Birth Change Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD Web site.

Comma-Delimited (CSV) Detail Record Layout

DL SSN/Name/DOB Change Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
A	Reporting Period	Date range: Format is CCYY-MM-DD – CCYY-MM-DD
Comma	Delimiter	,
B	School ID	8 digit number. 0–9
Comma	Delimiter	,
C	OPE ID	8 digit number. 0–9
Comma	Delimiter	,
D	School Name	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
E	Address (School Address)	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
F	School City	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
G	School State	Character field: 2 characters Uppercase A–Z
Comma	Delimiter	,
H	School Zip Code	00000-0000 – 99999-9999
Comma	Delimiter	,
I	Person First Name	Character field: 0-9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,

DL SSN/Name/DOB Change Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
J	Person Last Name	Character field: 0-9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
K	Middle Initial	Character field: 1 character Uppercase A–Z
Comma	Delimiter	,
L	SSN	Number field: 001010001–999999998
Comma	Delimiter	,
M	User	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
N	Field Name	Student/Borrower Identifier Changed: NAME, BIRTH DT or SSN
Comma	Delimiter	,
O	Old Value	Initial Student/Borrower Identifier: Character field for NAME: Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash) Date format for BIRTH DT: CCYY-MM-DD Number field for SSN: 001010001–999999998
Comma	Delimiter	,

DL SSN/Name/DOB Change Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
P	New Value	Current Student/Borrower Identifier: Character field for NAME: Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash) Date format for BIRTH DT: CCYY-MM-DD Number field for SSN: 001010001–999999998
Comma	Delimiter	,
Q	Date Change Accepted	Date format: CCYY-MM-DD
Comma	Delimiter	,
R	School ID	8 digit number. 0–9
Comma	Delimiter	,
S	School Name	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
T	School City	Character field: 0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
U	School State	Character field: 2 characters Uppercase A–Z
Comma	Delimiter	,
V	School Zip Code	00000-0000 – 99999-9999
Comma	Delimiter	,
W	School Telephone	0000000 –9999999 or blank

Sample Direct Loan SSN/Name/Date of Birth Change Report Mockup

RUN DATE: 11/16/2012 U.S. DEPARTMENT OF EDUCATION Page 1 of 1
FEDERAL DIRECT LOAN PROGRAM RUN TIME: 8:49AM
SSN/NAME/DATE OF BIRTH CHANGE REPORT
REPORTING PERIOD: 2012-07-01 - 2012-09-30

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL ID: 10029000 OPE ID: 00129000
SCHOOL NAME: SAMPLE TECH
ADDRESS: 555 CAMPANILE DRIVE
ARLINGTON, VA 12345-1234

PERSON LAST NAME, FIRST NAME, MI	USER	FIELD NAME
PERSON SSN	SCHOOL PHONE	OLD VALUE
SCHOOL ID	SCHOOL CITY, ST	NEW VALUE
SCHOOL NAME	SCHOOL ZIP CODE	DATE CHANGE ACCEPTED
BLANCO, JOI P	BATCH	NAME
356-55-2355	7066442544	JOI P BALA
10029000	ARLINGTON, VA	JOI P BLANCO
SAMPLE TECH	12345-1234	2012-09-20
MASRIOS, JOIE Q	BATCH	BIRTH DATE
357-56-2356	7066442544	1985-04-15
10029000	ARLINGTON, VA	1985-12-15
SAMPLE TECH	12345-1234	2012-09-20
SMITH, PAUL T	BATCH	SSN
358-56-2356	7066442544	350-06-2356
10029000	ARLINGTON, VA	358-56-2356
SAMPLE TECH	12345-1234	2012-09-20

This report lists SSN/NAME/DOB changes for a student with Direct Loan/Perkins awards from schools.
This report assists schools in identifying when demographic data changes for a student.

Direct Loan Rebuild File

An electronic rebuild file can be requested to rebuild a school's lost or corrupted Direct Loan Database or to recreate specific student records. It may be imported into Direct Loan Tools to rebuild an EDExpress database or into a school's vendor or mainframe system. For more information on the rebuild functionality in DL Tools, refer to Volume IV, Section 1 of this Technical Reference.

Date Range Option
The date range option selects awards accepted within the date range and provides all disbursement transactions, including disbursement adjustments, related to these loans.

Business Rules

1. The Direct Loan Rebuild File is provided in a fixed-length file format (message class `CODRBFOP`).

2. A Rebuild File can be requested by a school for a specific:

   a. Award Year (e.g. 2012-2013) – provides all the loan/disbursement information for the entire award year

   b. Borrower/Student - provides loan(s)/disbursement(s) information for one particular student by the student's Social Security Number.

   c. Award ID (Loan ID) - provides loan/disbursement information for a specific Award ID

   d. Date Range – provides loan(s)/disbursement(s) information within a range of dates for a particular award year.

Direct Loan Rebuild Origination Detail Record Layout

Direct Loan Rebuild Origination Detail Record					Import from COD System	
Field #	**Start**	**End**	**Len**	**Field Name and Description**	**Valid Field Content**	**Justify**
1	1	1	1	Record Type The type of record included in the file	O = Rebuild Origination Detail Record	Left
2	2	22	21	Financial Award ID Unique award identifier	Student's Social Security Number: 001010001–999999998 Loan Type: S = Subsidized U = Unsubsidized P = PLUS Program Year: 13 (for 2012-2013) School Code: X00000–X99999 where X = G or E Financial Award Number/Loan Sequence Number: 1–999	Left
3	23	31	9	Borrower's Social Security Number The borrower's current Social Security Number	001010001–999999998	Right
4	32	43	12	Borrower's First Name The borrower's first name	0–9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position	Left
5	44	59	16	Borrower's Last Name The borrower's last name	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) If the last name is more than 16 bytes, the value will be truncated to 16 bytes	Left

Direct Loan Rebuild Origination Detail Record					Import from COD System	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
6	60	60	1	Borrower's Middle Initial	Uppercase A-Z Can be blank	Left
7	61	95	35	Borrower's Permanent Address The first line of the borrower's permanent address	0-9 Uppercase A-Z , (Comma) . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) If the address is more than 35 bytes, the value will be truncated to 35 bytes	Left
8	96	111	16	Borrower's Permanent Address City The city where the borrower permanently resides	0-9 Uppercase A-Z , (Comma) . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) If the city is more than 16 bytes, the value will be truncated to 16 bytes	Left
9	112	113	2	Person's Permanent Address State/Province Code The state or province where the person permanently resides	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table Volume 8, Section 4 If the state/province is 3 bytes, the value will be truncated to 2 bytes	Left
10	114	122	9	Person's Permanent Zip Code The Person's address Zip Code	0–9 Space(s) Last 4 digits can be blank If the postal code is more than 9 bytes, the value will be truncated to 9 bytes	Left
11	123	132	7	Borrower's Telephone Number The borrower's home telephone number	0–9 Can be blank If the telephone number is more than 7 bytes, the value will be truncated to 7 bytes	Right
12	133	152	20	Borrower's Driver's License Number The borrower's driver's license number	0–9 Uppercase A–Z Space(s) - (Dash) * (Asterisk) Can be blank	Left

Direct Loan Rebuild Origination Detail Record					Import from COD System	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
13	153	154	2	Borrower's Driver's License State The borrower's driver's license state	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank If the Drivers License State is 3 bytes, the value will be truncated to 2 bytes	Left
14	155	162	8	Borrower's Date of Birth The borrower's date of birth	Format is CCYYMMDD	Date
15	163	163	1	Person's Citizenship Status Code The person's/borrower's citizenship status	1 = U.S. Citizen 2 = Eligible Non-Citizen 3 = Ineligible Non-Citizen Can be blank for Subsidized/Unsubsidized	Right
16	164	164	1	Additional Unsubsidized Indicator	Required for unsubsidized 2008-2009 and forward: 'Y' = Yes 'N' = No Blank for unsubsidized 2007-2008 and prior, and all subsidized and PLUS	Left
17	165	172	8	Not applicable	Always blank	Right
18	173	173	1	Default/Overpay Code The person/borrower is in default on a Title IV loan or owes a refund on a Title IV grant	N = No Z = Overridden by School Y = Yes	Left
19	174	175	2	Student Level Code Indicates the student's current college grade level in the program or college	Values for Program Year = 01 01 = 1st year undergraduate, never attended college 02 = 1st year undergraduate, attended college before 03 = 2nd year undergraduate/sophomore 04 = 3rd year undergraduate/junior 05 = 4th year undergraduate/senior 06 = 5th year/other undergraduate 07 = Continuing graduate/professional or beyond Values for Program Year = 02 and forward: 00 = 1st year undergraduate, never attended college 01 = 1st year undergraduate, attended college before 02 = 2nd year undergraduate/sophomore 03 = 3rd year undergraduate/junior 04 = 4th year undergraduate/senior 05 = 5th year/other undergraduate 06 = 1st year graduate/professional 07 = Continuing graduate/professional or beyond	Right
20	176	180	5	Financial Award Amount The total maximum amount for which the borrower is eligible	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount	Right
21	181	188	8	Financial Award Begin Date The date when classes begin for the specific period covered by the loan	Format is CCYYMMDD	Date
22	189	196	8	Financial Award End Date The date when classes end for the specific period covered by the loan	Format is CCYYMMDD	Date
23	197	204	8	1st Disbursement Anticipated Date The anticipated disbursement date for the 1st disbursement	Format is CCYYMMDD Disbursement Date with a Release Indicator = false or true	Date

Direct Loan Rebuild Origination Detail Record					Import from COD System	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
24	205	209	5	1st Anticipated Disbursement Amount The anticipated gross amount for the 1st disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
25	210	214	5	1st Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 1st disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
26	215	219	5	1st Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 1st disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
27	220	224	5	1st Disbursement Anticipated Net Amount The anticipated net amount for the 1st disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
28	225	232	8	2nd Disbursement Anticipated Date The anticipated disbursement date for the 2nd disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
29	233	237	5	2nd Anticipated Disbursement Amount The anticipated gross amount for the 2nd disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
30	238	242	5	2nd Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 2nd disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
31	243	247	5	2nd Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 2nd disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
32	248	252	5	2nd Disbursement Anticipated Net Amount The anticipated net amount for the 2nd disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
33	253	260	8	3rd Disbursement Anticipated Date The anticipated disbursement date for the 3rd disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
34	261	265	5	3rd Anticipated Disbursement Amount The anticipated gross amount for the 3rd disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
35	266	270	5	3rd Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 3rd disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
36	271	275	5	3rd Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 3rd disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right

Direct Loan Rebuild Origination Detail Record						Import from COD System
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
37	276	280	5	3rd Disbursement Anticipated Net Amount The anticipated net amount for the 3rd disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
38	281	288	8	4th Disbursement Anticipated Date The anticipated disbursement date for the 4th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
39	289	293	5	4th Anticipated Disbursement Amount The anticipated gross amount for the 4th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
40	294	298	5	4th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 4th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
41	299	303	5	4th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 4th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
42	304	308	5	4th Disbursement Anticipated Net Amount The anticipated net amount for the 4th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
43	309	316	8	5th Disbursement Anticipated Date The anticipated disbursement date for the 5th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
44	317	321	5	5th Anticipated Disbursement Amount The anticipated gross amount for the 5th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
45	322	326	5	5th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 5th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
46	327	331	5	5th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 5th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
47	332	336	5	5th Disbursement Anticipated Net Amount The anticipated net amount for the 5th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
48	337	344	8	6th Disbursement Anticipated Date The anticipated disbursement date for the 6th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
49	345	349	5	6th Anticipated Disbursement Amount The anticipated gross amount for the 6th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right

Direct Loan Rebuild Origination Detail Record					Import from COD System
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
50	350	354	5	6th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 6th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
51	355	359	5	6th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 6th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
52	360	364	5	6th Disbursement Anticipated Net Amount The anticipated net amount for the 6th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
53	365	372	8	7th Disbursement Anticipated Date The anticipated disbursement date for the 7th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
54	373	377	5	7th Anticipated Disbursement Amount The anticipated gross amount for the 7th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
55	378	382	5	7th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 7th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
56	383	387	5	7th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 7th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
57	388	392	5	7th Disbursement Anticipated Net Amount The anticipated net amount for the 7th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
58	393	400	8	8th Disbursement Anticipated Date The anticipated disbursement date for the 8th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
59	401	405	5	8th Anticipated Disbursement Amount The anticipated gross amount for the 8th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
60	406	410	5	8th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 8th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
61	411	415	5	8th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 8th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
62	416	420	5	8th Disbursement Anticipated Net Amount The anticipated net amount for the 8th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right

Direct Loan Rebuild Origination Detail Record					Import from COD System	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
63	421	428	8	9th Disbursement Anticipated Date The anticipated disbursement date for the 9th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
64	429	433	5	9th Anticipated Disbursement Amount The anticipated gross amount for the 9th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
65	434	438	5	9th Disbursement Anticipated Loan Fee Amount 9th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 9th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
66	439	443	5	9th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 9th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
67	444	448	5	9th Disbursement Anticipated Net Amount The anticipated net amount for the 9th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
68	449	456	8	10th Disbursement Anticipated Date The anticipated disbursement date for the 10th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
69	457	461	5	10th Anticipated Disbursement Amount The anticipated gross amount for the 10th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
70	462	466	5	10th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 10th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
71	467	471	5	10th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 10th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
72	472	476	5	10th Disbursement Anticipated Net Amount The anticipated net amount for the 10th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
73	477	484	8	11th Disbursement Anticipated Date The anticipated disbursement date for the 11th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
74	485	489	5	11th Anticipated Disbursement Amount The anticipated gross amount for the 11th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right

Direct Loan Rebuild Origination Detail Record					Import from COD System
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
75	490	494	5	11th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 11th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
76	495	499	5	11th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 11th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
77	500	504	5	11th Disbursement Anticipated Net Amount The anticipated net amount for the 11th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
78	505	512	8	12th Disbursement Anticipated Date The anticipated disbursement date for the 12th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
79	513	517	5	12th Anticipated Disbursement Amount The anticipated gross amount for the 12th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
80	518	522	5	12th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 12th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
81	523	527	5	12th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 12th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
82	528	532	5	12th Disbursement Anticipated Net Amount The anticipated net amount for the 12th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
83	533	540	8	13th Disbursement Anticipated Date The anticipated disbursement date for the 13th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
84	541	545	5	13th Anticipated Disbursement Amount The anticipated gross amount for the 13th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
85	546	550	5	13th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 13th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
86	551	555	5	13th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 13th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
87	556	560	5	13th Disbursement Anticipated Net Amount The anticipated net amount for the 13th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right

Direct Loan Rebuild Origination Detail Record					Import from COD System	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
88	561	568	8	14th Disbursement Anticipated Date The anticipated disbursement date for the 14th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
89	569	573	5	14th Anticipated Disbursement Amount The anticipated gross amount for the 14th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
90	574	578	5	14th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 14th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
91	579	583	5	14th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 14th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
92	584	588	5	14th Disbursement Anticipated Net Amount The anticipated net amount for the 14th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
93	589	596	8	15th Disbursement Anticipated Date The anticipated disbursement date for the 15th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
94	597	601	5	15th Anticipated Disbursement Amount The anticipated gross amount for the 15th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
95	602	606	5	15th Disbursement Anticipated Loan Fee Amount 15th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 15th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
96	607	611	5	15th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 15th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
97	612	616	5	15th Disbursement Anticipated Net Amount The anticipated net amount for the 15th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
98	617	624	8	16th Disbursement Anticipated Date The anticipated disbursement date for the 16th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
99	625	629	5	16th Anticipated Disbursement Amount The anticipated gross amount for the 16th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right

Direct Loan Rebuild Origination Detail Record					Import from COD System
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
100	630	634	5	16th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 16th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
101	635	639	5	16th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 16th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
102	640	644	5	16th Disbursement Anticipated Net Amount The anticipated net amount for the 16th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
103	645	652	8	17th Disbursement Anticipated Date The anticipated disbursement date for the 17th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
104	653	657	5	17th Anticipated Disbursement Amount The anticipated gross amount for the 17th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
105	658	662	5	17th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 17th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
106	663	667	5	17th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 17th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
107	668	672	5	17th Disbursement Anticipated Net Amount The anticipated net amount for the 17th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
108	673	680	8	18th Disbursement Anticipated Date The anticipated disbursement date for the 18th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
109	681	685	5	18th Anticipated Disbursement Amount The anticipated gross amount for the 18th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
110	686	690	5	18th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 18th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
111	691	695	5	18th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 18th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
112	696	700	5	18th Disbursement Anticipated Net Amount The anticipated net amount for the 18th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right

Direct Loan Rebuild Origination Detail Record						Import from COD System
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
113	701	708	8	19th Disbursement Anticipated Date The anticipated disbursement date for the 19th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
114	709	713	5	19th Anticipated Disbursement Amount The anticipated gross amount for the 19th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
115	714	718	5	19th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 19th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
116	719	723	5	19th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 19th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
117	724	728	5	19th Disbursement Anticipated Net Amount The anticipated net amount for the 19th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
118	729	736	8	20th Disbursement Anticipated Date The anticipated disbursement date for the 20th disbursement	Format is CCYYMMDD Can be blank Disbursement Date with a Release Indicator = false or true	Date
119	737	741	5	20th Anticipated Disbursement Amount The anticipated gross amount for the 20th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Amount with a Release Indicator = false or true	Right
120	742	746	5	20th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 20th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Fee Amount with a Release Indicator = false or true	Right
121	747	751	5	20th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 20th disbursement	Numeric > = 0 Pennies are truncated. Zero filled to the left of the dollar amount. Interest Rebate Amount with a Release Indicator = false or true	Right
122	752	756	5	20th Disbursement Anticipated Net Amount The anticipated net amount for the 20th disbursement	Numeric > = 0 Can be blank Pennies are truncated. Zero filled to the left of the dollar amount. Disbursement Net Amount with a Release Indicator = false or true	Right
123	757	779	23	Document ID The rebuild batch number generated by COD	Batch Type = RB Cycle Indicator = 3 (for 2012-2013) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left

Direct Loan Rebuild Origination Detail Record					Import from COD System
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
124	780	780	1	Promissory Note Print Code	S = COD Prints (Send to Borrower) R = COD Prints (Return to School) O = On-site (EDExpress) F = On-site (Custom System) Z = COD Reprints and sends to borrower. V = COD Reprints and sends to school E = Electronic (No Value submitted via Common Record and School Option equal to COD Prints) The following valid values and definitions are for Phase-In Participants Only: O= Onsite (EDExpress) – for award years prior to 0304 F= Onsite (Custom System) Can be blank	Left
125	781	781	1	Not applicable	Always Blank	Left
126	782	786	5	Origination Fee Percentage The origination fee percentage used for this loan	Numeric > 0 Current value associated with the award. There is an implied decimal between the 2nd and 3rd positions from the left	Left
127	787	795	9	Student's Social Security Number (PLUS) Social Security Number of the student	001010001–999999998 Blank for Subsidized/Unsubsidized	Right
128	796	807	12	Student's First Name (PLUS) The student's first name	0-9 Uppercase A-Z ' (Apostrophe) - (Dash) Left justified with alpha character in the first position Blank for Subsidized/Unsubsidized	Left
129	808	823	16	Student's Last Name (PLUS) The student's last name	0-9 Uppercase A-Z ' (Apostrophe) - (Dash) Left justified with alpha character in the first position Blank for Subsidized/Unsubsidized I the last name is more than 16 bytes, the value will be truncated to 16 bytes.	Left
130	824	824	1	Student's Middle Initial (PLUS) The student's middle initial	Uppercase A-Z Blank for Subsidized/Unsubsidized	Left
131	825	825	1	Student's Citizenship Status	1 = U.S. Citizen 2 = Eligible Non-Citizen 3 = Ineligible Non-Citizen Blank for Subsidized/Unsubsidized	Left
132	826	834	9	Not applicable	Always BLANK	Right
133	835	842	8	Student's Date of Birth (PLUS) The student's date of birth	Format is CCYYMMDD Blank for Subsidized/Unsubsidized	Date
134	843	843	1	Student's Default Overpay Code The student is in default on a Title IV loan or owes a refund on a Title IV grant	N = No Z = Overridden by School Y = Yes Blank for Subsidized/Unsubsidized	Left
135	844	849	6	School Code Direct Loan School Code	X00000–X99999 where X = G or E	Left

Direct Loan Rebuild Origination Detail Record					Import from COD System	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
136	850	854	5	Not applicable	Always BLANK	Right
137	855	889	35	Student's Local/Temporary Address The first line of the student's local/temporary address Student's local/temporary address is not required	0-9 Uppercase A-Z , (Comma) . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) Can be blank If the temporary address is more 35 bytes, the value will be truncated to 35 bytes.	Left
138	890	905	16	Student's Local/Temporary Address City The student's local/temporary address city Student's local/temporary address is not required	0-9 Uppercase A-Z , (Comma) . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) Can be blank If the temporary city is more 16 bytes, the value will be truncated to 16 bytes.	Left
139	906	907	2	Student's Temporary Address State/Province Code The state or province where the student temporarily resides	Uppercase A-Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in this section Can be Blank If the state/province is 3 bytes, the value will be truncated to 2 bytes.	Left
140	908	916	9	Student's Temporary Postal Code The student's temporary postal code	0-9 Space(s) Last 4 digits can be blank Can be blank If the postal code is more than 9 bytes, the value will be truncated to 9 bytes.	Left
141	917	917	1	Dependency Status The dependency status of the student	I = Independent D = Dependent This is the dependency status on file for this loan as submitted by the school or if not submitted by the school. The CPS status as provided by CPS	Left
142	918	918	1	Electronic MPN Indicator Indicates whether the MPN is electronic or paper	Y = Electronic MPN Blank = Paper MPN Can be blank	Left

Direct Loan Rebuild Origination Detail Record					Import from COD System
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
143	919	920	2	CPS Transaction Number This data element denotes the transaction number submitted by the school from an eligible ISIR used to calculate this loan	Numeric 01-99	Left
144	921	925	5	Endorser Amount (PLUS) Total amount of a loan for which the endorser has agreed to cosign	Numeric>=0 for PLUS loans for program years 0304 and forward Can be blank Blank for subsidized and unsubsidized pennies are truncated. Zero filled to the left of the dollar amount.	Right
145	926	933	8	MPN Expiration Date	Format is CCYYMMDD Valid for 2007-2008 Award Year and forward Can be blank	Date
146	934	934	1	Pre-Professional Coursework Indicator (PPCI)	Valid for 2007-2008 awards and forward: 'Y' = Yes 'N' = No Can be blank	Left
147	935	936	2	Ability to Benefit Code A two-digit numeric code indicating how the student has achieved the Ability to Benefit from Federal Student Aid.	Valid values may include, but are not limited to: 01=Testing Completed, 02=College Credits, 03=State Process, 04=Home Schooled, 05=Other Can be blank.	Right
148	937	938	2	Ability to Benefit Test Administrator Code A two-digit numeric code indicating the administrator of Ability to Benefit testing, in the case that the Ability to Benefit Code = 01: Testing Completed.	Valid values may include, but are not limited to: 01=Assessment Center 02=Independent Test Administrator Can be blank.	Right
149	939	940	2	Ability to Benefit Test Code A two-digit numeric code indicating which Ability to Benefit test the student took, in the case that the Ability to Benefit Code = 01: Testing Completed.	Valid values may include, but are not limited to: 01 – ASSET Program 02 – Career Program Assessment (CPAT) 03 – Combined English Language Skills Assessment (CELSA) 04 – Compass Subtests (COMPASS) 05 – Computerized Placement Tests (CPTs) 06 – Descriptive Tests of Language Skills (DTLS) 07 – ESL Placement Test (COMPASS/ESL) 08 – Wonderlic Basic Skills Test (WBST) 09 – WorkKeys Program 10 – Test of Adult Basic Education (TABE, Reading Mathematics Computation, Applied Mathematics Language, and Spelling Forms 7 and 8, Level A and 3) 11 – Spanish Assessment of Basic Education (SABE) Can be blank.	Right
150	941	948	8	Ability to Benefit Completion Date The date that the student completed the Ability to Benefit test or state process, in the case that the Ability to Benefit Code = 01: Testing Completed or 03: State Process.	Format = CCYYMMDD Can be BLANK.	Date

Direct Loan Rebuild Origination Detail Record					Import from COD System	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
151	949	950	2	Ability to Benefit State Code The state in which the student completed a state process to achieve Ability to Benefit, in the case that the Ability to Benefit Code = 03: State Process.	Valid values will include all state codes as defined by FSA. Can be BLANK.	Left
152	951	958	8	Filler	For ED Use Only	Left
153	959	966	8	Loan Origination Date The date the loan record was originated by the school	Format is CCYYMMDD Can be blank	Date
154	967	974	8	Academic Year Start Date The date the student's academic year starts at the school	Format is CCYYMMDD Can be blank	Date
155	975	982	8	Academic Year End Date The date the student's academic year ends at the school	Format is CCYYMMDD Can be blank	Date
156	983	983	1	Health Professions (HPPA) flag Indicates if the student in a Health Profession Program is eligible for an additional unsubsidized loan amount	Y = Yes Can be blank Unsubsidized only; always blank for subsidized and PLUS	Left
157	984	984	1	Disclosure Statement Print Code Indicates whether the school or COD will print the Disclosure Statement The party (school or COD) who is responsible for mailing the Disclosure Statement is also responsible for printing and mailing the Plain Language Disclosure	Y = COD prints and sends to Borrower Blank = School prints	Left
158	985	1034	50	Student's E-mail Address The student's e-mail address	Alphanumeric Upper and Lower Cases ' (Apostrophe) - (Dash) _ (Underscore) # (Number) @ (At) % (Percent or in care of) & (Ampersand) / (Slash) , (Comma) Space(s) Can be blank If the email address on file is greater than 50 bytes, the value will be truncated to 50 bytes. Any valid keyboard character including underscore; but not the pipe symbol or space.	Left
159	1035	1035	1	PLUS Credit Decision The credit decision at COD for this loan	A = Accepted D = Denied P = Pending Blank for Subsidized/Unsubsidized	Left

Direct Loan Rebuild Origination Detail Record					Import from COD System	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
160	1036	1036	1	For PLUS awards 0203 and prior, the status of the PLUS Promissory Note at COD **0304 and forward, all schools:** Not applicable; blank	Blank for PLUS loans Program Year 04 and forward. Always BLANK	Left
161	1037	1037	1	MPN Status Code The status of the MPN on file at COD **0203 and Prior, all schools:** Not applicable; blank	A=Accepted C= Closed P = Pending R= Rejected MPN or MPN not on file at COD X=Inactive E= Endorsed Blank for PLUS loans program year 0203 and prior.	Left
162	1038	1038	1	MPN Link Indicator The Master Promissory Note indicator is used to indicate whether or not the loan has been linked to an MPN at COD	Y = Loan has been linked to an MPN at COD N = Loan is not linked to an MPN on file at COD For Sub/Unsub loans	Left
163	1039	1059	21	Master Promissory Note Identification The Master Promissory Note (MPN) Identifier printed on the Master Promissory Note linked to this loan	Student's Social Security Number: 001010001–999999998 MPN Indicator: M or N(PLUS) Program Year: 123(For 2012-2013) School Code: X00000–X99999 where X = G or E Loan Sequence Number: 001–999 Can be blank For 2002-2003 PLUS Loans will be blank	
			1059	**Record Length**		

Direct Loan Rebuild Disbursement Detail Record Layout

Direct Loan Rebuild Disbursement Detail Record					Import from COD System
Field #	**Start**	**End**	**Len**	**Field Name and Description**	**Valid Field Content**	**Justify**
1	1	1	1	Record Type The type of record included in the file	D = Rebuild Disbursement Detail Record	Left
2	2	22	21	Financial Award ID Unique award identifier	Student's Social Security Number: 001010001–999999998 Loan Type: S = Subsidized U = Unsubsidized P = PLUS Program Year: 13 (for 2012-2013) School Code: X00000–X99999 where X = G or E Loan Sequence Number: 1–999	Left
3	23	24	2	Disbursement Number The disbursement number for the current disbursement transaction	1–20	Right
4	25	25	1	Not applicable	Always BLANK	Left
5	26	33	8	Disbursement Date The date the disbursement (disbursement sequence number 01) was credited to school's account at the school or paid to the student	Format is CCYYMMDD	Date
6	34	35	2	Disbursement Sequence Number The sequence number that determines the order in which this disbursement activity transaction is processed for a specific disbursement	01–99 01-65 available for use by schools 66-99 reserved for system-generated disbursements and/or adjustments Disbursement sequence numbers are in order by chronology.	Right
7	36	40	5	Disbursement Amount The actual gross amount (in dollars) of the disbursement	Numeric > 0 or = 0 Disbursement Activity field is blank. However, Disbursement Adjustments that are either date changes only and Disbursement Adjustments that only change the sequence number = all zeros. Pennies are truncated. Zero filled to the left of the dollar amount.	Right
8	41	45	5	Disbursement Fee Amount The actual loan fee (in dollars) associated with the disbursement	Numeric > 0 or = 0 Disbursement Activity field is blank. However, Disbursement Adjustments that are either date changes only (Q for Phase-In) and Disbursement Adjustments that only change the sequence number = all zeros. Pennies are truncated. Zero filled to the left of the dollar amount.	Right
9	46	50	5	Interest Rebate Amount The actual interest rebate amount for the disbursement	Full Participant: Numeric > 0 or = 0 Disbursement Activity field is blank s. However, Disbursement Adjustments that are either date changes only (Q for Phase-In) and Disbursement Adjustments that only change the sequence number = all zeros. Pennies are truncated. Zero filled to the left of the dollar amount.	Right
10	51	55	5	Disbursement Net Amount The actual net amount (in dollars) of the disbursement	Numeric > 0 or = 0 Disbursement Activity field is blank. However, Disbursement Adjustments that are either date changes only (Q for Phase-In) and Disbursement Adjustments that only change the sequence number = all zeros. Pennies are truncated. Zero filled to the left of the dollar amount.	Right
11	56	61	6	Not applicable; all zeros	Always all zeros	Right

Direct Loan Rebuild Disbursement Detail Record						Import from COD System
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
12	62	84	23	Document ID The Rebuild Batch Number generated by COD	Batch Type = RB Cycle Indicator = 3 (for 2012-2013) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
13	85	90	6	School Code Direct Loan School Code Also identifies school originating loan record	X00000–X99999 where X = G or E	Left
14	91	91	1	First Disbursement Flag Identifies the disbursement with the earliest disbursement date.	Y = First Disbursement Can be blank	Left
15	92	96	5	COD's Total Net Booked Loan Amount for the First Disbursement Total net disbursement amount of the first disbursement accepted and booked by COD for this loan	Numeric > = 0 Disbursement Activity Q = Blank Disbursement Adjustments that only change the sequence number = Blank Unbooked Loans = All zeros Note: If the 1st Disbursement is adjusted the amount becomes the Total Net Booked Loan Amount for the 1st Disbursement. Pennies are truncated. Zero filled to left of the dollar amount	Right
16	97	104	8	Booked Loan Date The date the loan booked on COD	Format is CCYYMMDD Disbursement Activity Q = Blank Can be blank. Unbooked loans = Blank.	Date
17	105	112	8	Not applicable	Always blank	Date
18	113	113	1	Disbursement Release Indicator Indicates if a disbursement is an actual disbursement used to substantiate cash that has been drawn down or may lead to a change in the CFL	Y= true N= false Or blank	Left
19	114	115	2	Previous Disbursement Sequence Number Previous Disbursement Sequence Number processed by COD prior to the processing of this disbursement transaction	1-90 Can be blank Previous disbursement sequence number is blank when disbursement sequence number is 1	Left
20	116	1059	944	Filler	For ED Use Only	Left
			1059	**Record Length**		

Direct Loan Actual Disbursement List

The Direct Loan Actual Disbursement List report displays actual disbursements from the previous Saturday (7 days before the report generation date) through the following Friday (1 day before the report generation date). Actual disbursements appear on the report based on their post date, which indicates when each actual disbursement or adjustment is posted on the COD System.

The report includes booked, unbooked, and future dated actual disbursements and adjustments, provided they are created within the reporting period. Any actual disbursement that is in review status will not appear on the report.

Business Rules

1. The Direct Loan Actual Disbursement List is sent from the COD System with message class DLADYYOP.
2. The Direct Loan Actual Disbursement List is applicable for Award Year 2012 – 2013 and forward.
3. The Direct Loan Actual Disbursement List will not be generated if a school does not have any actual disbursements posted during the reporting period.
4. The Direct Loan Actual Disbursement List is transmitted to the school's SAIG mailbox and COD Reporting Web site Direct Loan Newsbox on a weekly basis.
5. The Direct Loan Actual Disbursement List will be available via school's Direct Loan Newsbox in CSV format.
6. The Direct Loan Actual Disbursement List will be available via a school's SAIG mailbox in Comma Delimited format.
7. Schools may update their Direct Loan Actual Disbursement List Reporting Delivery options via the COD Website to the following options:
   a. Comma Delimited (default value)
   b. Do Not Distribute - if this option is chosen, the Direct Loan Actual Disbursement List will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD Web site. New versions will also not be available in your COD newsbox. You can select the Do Not Distribute option from the COD Web site Report Selection screen at any time. This applies only to the SAIG mailbox delivery for the report.
8. The Actual Disbursement List report shall be turned off if the Award Year and/or the school has completed closed out.

Comma-Delimited (CSV) Detail Record Layout

Direct Loan Actual Disbursement List Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
A	Direct Loan ID	Character field: X00000-X99999, where X = G or E Example: G01234
Comma	Delimiter	,
B	School ID	8 digit number 0-9

Direct Loan Actual Disbursement List Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
Comma	Delimiter	,
C	Borrower's First Name	Character field: Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position
Comma	Delimiter	,
D	Borrower's Last Name	Character field Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A–Z in the first position
Comma	Delimiter	,
E	Borrower's Social Security Number	Number field: 001010001–999999998
Comma	Delimiter	,
F	Loan Type	Character field: P= PLUS Loan U= Unsubsidized Direct Loan S= Subsidized Direct Loan
Comma	Delimiter	,
G	Award ID	Character field: 21 character ID for DL awards The components of the Award ID are: Borrower's SSN: 001010001–999999998 Loan Type: P= PLUS Loan U= Unsubsidized Direct Loan S= Subsidized Direct Loan Award Year: 13, for 2012-2013 Direct Loan ID: X00000-X99999, where X = G or E Example: G01234 Sequence Number: 001-999
Comma	Delimiter	,
H	Post Date	Date field: Format is CCYY-MM-DD
Comma	Delimiter	,

Direct Loan Actual Disbursement List Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
I	Booked Date	Date field: Format is CCYY-MM-DD Note: The default value for the Booked Date is 0001-01-01 for future dated disbursements.
Comma	Delimiter	,
J	Disbursement Date	Date field: Format is CCYY-MM-DD
Comma	Delimiter	,
K	Disbursement Number	Number field: 1–99
Comma	Delimiter	,
L	Disbursement Sequence Number	Number field: 1–99
Comma	Delimiter	,
M	Gross Amount	Decimal field
Comma	Delimiter	,
N	Fee Amount	Decimal field
Comma	Delimiter	,
O	Rebate Amount	Decimal field
Comma	Delimiter	,
P	Net Amount	Decimal field
Comma	Delimiter	,
Q	Net Disbursement Adjustment Amount	Decimal field

Direct PLUS Loan Application Report

The Direct PLUS Loan Application Report shows all PLUS Loan Requests completed within the past week on StudentLoans.gov (i.e. within the last 7 days of the report run date) by a borrower listing your school. This report will allow your school to identify students who have completed PLUS Loan Requests.

Business Rules

1. The Direct PLUS Loan Application Report will be available via the Direct Loan Newsbox.

   a. The report will contain Direct Loan PLUS Loan Requests completed within the past week. The report will run weekly on Saturday and display PLUS Loan Request data from the previous Saturday through the following Friday.

Comma-Delimited (CSV) Detail Record Layout

Direct PLUS Loan Application Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
A	PLUS Application ID	0–9 Maximum of 10 characters
Comma	Delimiter	,

Direct PLUS Loan Application Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
B	Previous Application ID	0–9 Maximum of 10 characters Can be BLANK
Comma	Delimiter	,
C	Attending School Direct Loan ID	X00000-X99999, where X = G or E Example: G01234
Comma	Delimiter	,
D	Attending School Name	Uppercase A–Z
Comma	Delimiter	,
E	Application Complete Date	Format is CCYY-MM-DD
Comma	Delimiter	,
F	PLUS Loan Type	G = Grad PLUS P = Parent PLUS Note: If loan is a Grad PLUS, the Student's Last Name, Student's First Name, Student's Middle Initial, Student's Social Security Number, and Student's Date of Birth fields will be BLANK.
Comma	Delimiter	,
G	Application Submission Reason	N = New Application I = Loan Amount Increase D = Loan Amount Decrease
Comma	Delimiter	,
H	Borrower's Last Name	Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A–Z in the first position
Comma	Delimiter	,
I	Borrower's First Name	Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A–Z in the first position
Comma	Delimiter	,
J	Borrower's Middle Initial	Uppercase A–Z Can be blank
Comma	Delimiter	,
K	Borrower's Social Security Number	001010001–999999998
Comma	Delimiter	,
L	Borrower's Date of Birth	Format is CCYY-MM-DD
Comma	Delimiter	,

Direct PLUS Loan Application Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
M	Student's Last Name	Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A–Z in the first position Can be BLANK if Grad PLUS
Comma	Delimiter	,
N	Student's First Name	Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position Can be BLANK if Grad PLUS
Comma	Delimiter	,
O	Student's Middle Initial	Uppercase A–Z Can be blank Can be BLANK if Grad PLUS
Comma	Delimiter	,
P	Student's Social Security Number	001010001–999999998 Can be BLANK if Grad PLUS
Comma	Delimiter	,
Q	Student's Date of Birth	Format is CCYY-MM-DD Can be BLANK if Grad PLUS
Comma	Delimiter	,
R	Award Year The period of time for which the award is granted, represented by the suffix year of the Award Year (i.e. 2013 for 2012-2013).	Format is YYYY
Comma	Delimiter	,
S	Loan Amount Indicated	Y = Maximum U = "I Don't Know" N = Specific amount
Comma	Delimiter	,
T	Loan Amount Requested	Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 Will be BLANK when Loan Amount Indicated = 'Y' or 'U'
Comma	Delimiter	,
U	Credit Decision Status	D = Declined P = Pending A = Approved

Direct PLUS Loan Application Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
Comma	Delimiter	,
V	Credit Action Choice Only if borrower's Credit Decision = Declined	A = Appeal decision E = Pursue endorser N = Not Pursue PLUS Loan (Process Additional Unsubsized Loan if Eligible) U = Undecided Can be BLANK
Comma	Delimiter	,
W	Credit Balance Option Indicates to whom excess funds awarded are paid	B = Borrower S = Student Can be BLANK
Comma	Delimiter	,
X	Deferment Option Indicates deferment of loan repayment while the student is enrolled in school at least half-time	Y = Deferring N = Not Deferring Can be BLANK
Comma	Delimiter	,
Y	Default/Overpay Code The person is in default on a Title IV loan or owes a refund on a Title IV grant	N = No Can be BLANK
Comma	Delimiter	,
Z	Six Month Deferment Option Indicates deferment of loan repayment for 6 months after the student is no longer enrolled in school at least half-time	Y = Yes N = No Can be BLANK
Comma	Delimiter	,
AA	School Credit Balance Option Allows a school to put loan funds in excess of education costs toward secondary costs (i.e. library fines, parking tickets, etc.)	Y = Yes N = No Can be BLANK
Comma	Delimiter	,
AB	Award Range Requested Start Date	Format is: MMYYYY
Comma	Delimiter	,
AC	Award Range Requested End Date	Format is: MMYYYY

Direct Loan MPN Report

The Direct Loan MPN Report lists all MPNs associated with your school received by the Department, either electronically through StudentLoans.gov or via the paper MPN process that have been completed within the past week (i.e. within the last 7 days of the report run date). This report will allow your school to identify students who have completed MPNs.

Business Rules

1. The Direct Loan MPN Report will be available via the Direct Loan Newsbox.

   a. The report will contain MPNs completed within the past week. The report will run weekly on Saturday and display MPN data from the previous Saturday through the following Friday.

Comma-Delimited (CSV) Detail Record Layout

Direct Loan Master Promissory Note Report		Comma-Delimited (CSV) Detail Record
Column	**Field Name and Description**	**Valid Field Content**
A	Master Promissory Note ID	Master Promissory Note Identifier. SSN + M or N +Award Year + 6 digit DL school code + 3 digit Sequence Number 0-9 Uppercase A–Z
Comma	Delimiter	,
B	Attending School Direct Loan ID	X00000-X99999, where X = G or E Example: G01234
Comma	Delimiter	,
C	Attending School Name	Uppercase A–Z
Comma	Delimiter	,
D	MPN Date Created The date the MPN is stored on the COD system	Format is CCYY-MM-DD
Comma	Delimiter	,
E	Borrower's Last Name	Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A–Z in the first position
Comma	Delimiter	,
F	Borrower's First Name	Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position
Comma	Delimiter	,
G	Borrower's Middle Initial	Uppercase A–Z Can be BLANK
Comma	Delimiter	,

Direct Loan Master Promissory Note Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
H	Borrower's Social Security Number	001010001–999999998
Comma	Delimiter	,
I	Borrower's Date of Birth	Format is CCYY-MM-DD
Comma	Delimiter	,
J	Student's Last Name	Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A–Z in the first position
Comma	Delimiter	,
K	Student's First Name	Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position
Comma	Delimiter	,
L	Student's Middle Initial	Uppercase A–Z Can be BLANK
Comma	Delimiter	,
M	Student's Social Security Number	001010001–999999998
Comma	Delimiter	,
N	Student's Date of Birth	Format is CCYY-MM-DD Can be BLANK
Comma	Delimiter	,
O	Master Promissory Note Type	M = Sub/Unsub N = PLUS Can be BLANK
Comma	Delimiter	,
P	PLUS Loan Type	G = Grad PLUS N = Parent PLUS Can be BLANK
Comma	Delimiter	,
Q	MPN Source Indicates whether the MPN was received electronically, by paper, or alternative document	A = Alternative Document E = Electronic P = Paper
Comma	Delimiter	,

Direct Loan Master Promissory Note Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
R	MPN Status	A = Active I = Inactive C = Closed P = Pending E=Inactive due to the linking of a PLUS loan with an endorser
Comma	Delimiter	,
S	Previous MPN Status	A = Active I = Inactive C = Closed P = Pending E = Inactive due to the linking of a PLUS loan with an endorser Can be BLANK
Comma	Delimiter	,
T	Linked to an Endorser	Y = Linked to an endorser BLANK/N = Not linked to an endorser
Comma	Delimiter	,
U	Linked to a Single Year School	Y = Linked BLANK/N = Not linked
Comma	Delimiter	,
V	Linked Flag Indicates whether or not the MPN is linked to a loan	Y = Linked N = Not linked
Comma	Delimiter	,
W	Latest MPN Change Date	Format is CCYY-MM-DD Can be BLANK
Comma	Delimiter	,
X	Expiration Date	Format is CCYY-MM-DD

Direct Loan Exit Counseling File/Report

Direct Loan Exit Counseling has been relocated to the National Student Loan Data System (NLSDS) Student Access Web site.

Message class information as well as file layouts can be found in National Student Loan Data System (NLSDS) Student Access Web site newsletters posted on the Information for Financial Aid Professionals (IFAP) Web site.

If you have questions about the counseling tool on NSLDS, contact the NSLDS Customer Support Center at 800/999-8219. You can also contact Customer Support by e-mail at nslds@ed.gov.

Direct Loan MPN Discharge Report

The MPN Discharge Report contains data on MPNs that have become inactive within the last 30 days due to discharges for Death, Unauthorized Signature or Identity Theft.

This report can be used to

- Identify when a new MPN is needed for an award at your school.
  - If an MPN has been made inactive due to a discharge, it cannot be used for additional awards. If you expect to award and disburse additional funds to the affected borrower or student, verify that the individual is still eligible and obtain a new, signed promissory note.

Business Rules

1. The MPN Discharge Report is sorted in the following order (with each field listed in ascending order):
   a. Last Name
   b. First Name
   c. Middle Initial
   d. SSN, and then
   e. DOB
2. The MPN Discharge Report is available via SAIG in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:
   a. Fixed-Length (default)
   b. Pipe-delimited
   c. Comma-Delimited (CSV)
3. The MPN Discharge Report is available via the COD Web in only comma-delimited format.
4. The MPN Discharge Report (all format types) is sent from the COD System with non-award year specific message class MPNDISOP.
5. The MPN Discharge Report is transmitted to the Reporting School's SAIG mailbox and Newsbox on a weekly basis.
6. The MPN Discharge Report is transmitted to the following Attended School's Web Newsbox on a weekly basis:
   a. All Attended Schools with loans linked to the MPNs in the report.
   b. All Attended Schools that created the MPNs listed in the report regardless of whether or not an award was linked to the MPN.
7. Although the MPN Discharge Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

Format Options
Previous versions of this report will also be available on the COD Reporting Web site.

Fixed-Length Record Layout

Direct Loan MPN Discharge Report Detail Record Layout					Fixed-Length Record Layout	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	16	16	Borrower Last Name	0-9 Uppercase A-Z . (Period) ’ (Apostrophe) - (Dash) If the last name is more than 16 bytes, the value will be truncated to 16 bytes	Left
2	17	28	12	Borrower First Name	0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)	Left
3	29	29	1	Borrower Middle Initial	Uppercase A-Z Can be blank	Left
4	30	38	9	Borrower Social Security Number (SSN)	001010001–999999998	Right
5	39	46	8	Borrower Date of Birth (DOB)	Format is CCYYMMDD	Date
6	47	67	21	MPN ID	123456789M13G12345001 21-character MPN ID of the MPN made inactive due to discharge The components of the MPN ID are: Person’s SSN: 001010001–999999998 MPN Indicator Program Year: 13(for 2012-2013) Direct Loan School Code: X00000-X99999 where X = G or E Loan Sequence Number: 001-999	Left
7	68	75	8	Expiration Date	Format is CCYYMMDD	Date
8	76	76	1	Reason Code	D = Inactive Due to Death G = Inactive Due to Unauthorized Signature I = Identity Theft	Left
9	77	146	70	Reason Description	Inactive Due to Death Inactive Due to Unauthorized Signature Inactive Due to Identity Theft	Left
			146	**Record Length**		

Comma-Delimited Record Layout

The comma and pipe-delimited reports have required header information and column headings prior to the detail records.

Heading Information

Direct Loan MPN Discharge Report Heading Information		Comma-Delimited Record Layout
Line	**Field Name and Description**	**Valid Field Content**
1	U.S. Department of Education	U.S. DEPARTMENT OF EDUCATION
2	Report Name	MPN DISCHARGE REPORT
3	Borrower Last Name	LAST NAME
	Borrower First Name	FIRST NAME
	Borrower Middle Initial	MIDDLE INITIAL
	Borrower Social Security Number (SSN)	SSN
	Borrower Date of Birth (DOB)	DOB
	Master Promissory Note ID	MPN ID
	Master Promissory Note Expiration Date	EXPIRATION DATE
	Expiration Reason Code	MPN STATUS
	Expiration Reason Description	MPN EXPIRATION STATUS

Detail Record

Direct Loan MPN Discharge Report Detail Record		Comma-Delimited Record Layout
Column	**Field Name and Description**	**Valid Field Content**
A	Borrower Last Name	0-9 Uppercase A-Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
B	Borrower First Name	0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
C	Borrower Middle Initial	Uppercase A-Z Can be blank
Comma	Delimiter	,
D	Borrower Social Security Number (SSN)	001010001–999999998
Comma	Delimiter	,
E	Borrower Date of Birth (DOB)	Format is CCYYMMDD
Comma	Delimiter	,

Direct Loan MPN Discharge Report Detail Record		Comma-Delimited Record Layout
Column	**Field Name and Description**	**Valid Field Content**
F	MPN ID	123456789M13G12345001 21-character MPN ID of the MPN made inactive due to discharge The components of the MPN ID are: Person's SSN: 001010001–999999998 MPN Indicator Program Year: 13 (for 2012-2013) Direct Loan School Code: X00000-X99999 where X = G or E Loan Sequence Number: 001-999
Comma	Delimiter	,
G	Expiration Date	Format is CCYYMMDD
Comma	Delimiter	,
H	Expiration Reason Code	D = Inactive Due to Death G = Inactive Due to Unauthorized Signature I = Inactive Due to Identity Theft
Comma	Delimiter	,
I	Expiration Reason Description	Inactive Due to Death Inactive Due to Unauthorized Signature Inactive Due to Identity Theft

Pipe-Delimited Record Layout

The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (“) around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

Direct Loan Expired MPN Report

The Expired MPN Report contains data on MPNs that have expired (become inactive) within the last 30 days due to any of the following reasons:

- No awards linked within a year of the date of receipt
- No actual disbursements on a linked award within a year of the date of receipt
- 10 years passing since the date of receipt
- A PLUS loan linked with an Endorser.

MPNs will not appear on the Expired MPN Report if they have expired due to Disbursement inactivity more than 30 days prior to the date of the report generation.

This report can be used to:

- Identify when a new MPN may be needed for an award at your school
  - If an MPN has expired, you cannot use that MPN to link to a new, unlinked award at your school that will be disbursed after the expiration date. You must obtain a new, signed promissory note to book additional loans.
  - If an MPN has expired that is already linked to an award at your school, no further action is necessary for that award. Any disbursements made to the linked award will book using the existing promissory note.

Business Rules

1. The Expired MPN Report is sorted in the following order (with each field listed in ascending order):
   a. Last Name
   b. First Name
   c. Middle Initial
   d. SSN, and then
   e. DOB
2. The Expired MPN Report is available via SAIG in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:
   a. Fixed-length (default)
   b. Pipe-delimited
   c. Comma-Delimited (CSV)
3. The Expired MPN Report is available via the COD Web in only comma-delimited format.
4. The Expired MPN Report (all format types) is sent from the COD System with non-award year specific message class `MPNINAOP`.
5. The Expired MPN Report is transmitted to the Reporting School's SAIG mailbox and Newsbox on a weekly basis.
6. The Expired MPN Report is transmitted to the following Attended School's Newsbox on a weekly basis:
   a. All Attended Schools with loans linked to the MPNs in the report.

Format Options
Previous versions of this report will also be available on the COD Reporting Web site.

b. All Attended Schools that created the MPNs listed in the report regardless of whether or not an award was linked to the MPN.

7. Although the Expired MPN Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

Fixed-Length Record Layout

Expired Direct Loan MPN Report Detail Record Layout					Fixed-Length Record Layout	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	16	16	Borrower Last Name	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) If the last name is more than 16 bytes, the value will be truncated to 16 bytes	Left
2	17	28	12	Borrower First Name	0–9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash)	Left
3	29	29	1	Borrower Middle Initial	Uppercase A-Z Can be blank	Left
4	30	38	9	Borrower Social Security Number (SSN)	001010001–999999998	Right
5	39	46	8	Borrower Date of Birth (DOB)	Format is CCYYMMDD	Date
6	47	67	21	MPN ID	123456789M13G12345001 21-character MPN ID of the expired MPN The components of the MPN ID are: Person's SSN: 001010001–999999998 MPN Indicator Program Year: 13 (for 2012-2013) Direct Loan School Code: X00000-X99999 where X = G or E Loan Sequence Number: 001-999	Left
7	68	75	8	Expiration Date	Format is CCYYMMDD	Date
8	76	76	1	Reason Code	E = Expired	Left
9	77	146	70	Reason Description	Expired	Left
			146	**Total Record Length**		

Comma-Delimited Record Layout

The comma and pipe-delimited reports have required header information and column headings prior to the detail records.

Heading Information

Expired Direct Loan MPN Report Heading Information		Comma-Delimited Record Layout
Line	**Field Name and Description**	**Valid Field Content**
1	U.S. Department of Education	U.S. DEPARTMENT OF EDUCATION
2	Report Name	EXPIRED MPN REPORT
3	Borrower Last Name	LAST NAME
	Borrower First Name	FIRST NAME
	Borrower Middle Initial	MIDDLE INITIAL
	Borrower Social Security Number (SSN)	SSN
	Borrower Date of Birth (DOB)	DOB
	Master Promissory Note ID	MPN ID
	Master Promissory Note Expiration Date	EXPIRATION DATE
	Expiration Reason Code	MPN STATUS
	Expiration Reason Description	MPN EXPIRATION STATUS

Detail Record

Expired Direct Loan MPN Report Detail Record		Comma-Delimited Record Layout
Column	**Field Name and Description**	**Valid Field Content**
A	Borrower Last Name	0-9 Uppercase A-Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
B	Borrower First Name	0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
C	Borrower Middle Initial	Uppercase A-Z Can be blank
Comma	Delimiter	,
D	Borrower Social Security Number (SSN)	001010001–999999998
Comma	Delimiter	,
E	Borrower Date of Birth (DOB)	Format is CCYYMMDD
Comma	Delimiter	,

Expired Direct Loan MPN Report Detail Record		Comma-Delimited Record Layout
Column	**Field Name and Description**	**Valid Field Content**
F	MPN ID	123456789M13G12345001 21-character MPN ID of the MPN made inactive due to discharge The components of the MPN ID are: Person's SSN: 001010001–999999998 MPN Indicator Program Year: 13(for 2012-2013) Direct Loan School Code: X00000-X99999 where X = G or E Loan Sequence Number: 001-999
Comma	Delimiter	,
G	Expiration Date	Format is CCYYMMDD
Comma	Delimiter	,
H	Expiration Reason Code	E = Expired
Comma	Delimiter	,
I	Expiration Reason Description	Expired

Pipe-Delimited Record Layout

The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

Direct Loan MPNs Due to Expire Report

The MPNs Due to Expire Report contains data on MPNs that will expire (become inactive) within the next 60 days due to any of the following reasons:

- No awards linked within a year of the date of receipt
- No actual disbursements on a linked award within a year of the date of receipt
- 10 years passing since the date of receipt

MPNs that have expired and were previously included on the report will no longer appear on the report. In addition, MPNs that will no longer expire within the next 60 days due to recent activity will be removed from future report.

This report can be used to:

- Identify when a new MPN may be needed for an award at your school
  - If an MPN is about to expire, and you know that your award will not be accepted, linked, and disbursed prior to the expiration date of the note, you should obtain a new MPN.
  - If an MPN is about to expire that is already linked to an award at your school, no further action is necessary for that award. Any disbursements made to the linked award will book using the existing promissory note.

Business Rules

1. The MPNs Due to Expire Report is sorted in the following order (with each field listed in ascending order):
   a. Last Name
   b. First Name
   c. Middle Initial
   d. SSN, and then
   e. DOB
2. The MPNs Due to Expire Report is available via the SAIG in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:
   a. Fixed-length (default)
   b. Pipe-delimited
   c. Comma-Delimited (CSV)
3. The MPN's Due to Expire Report is available via the COD Reporting Web site in only comma-delimited format.
4. The MPNs Due to Expire Report (all format types) is sent from the COD System with message class MPNEXPOP.
5. The MPNs Due to Expire Report is transmitted to the Reporting School's SAIG mailbox and Newsbox on a monthly basis.
6. The MPNs Due to Expire Report is transmitted to the following Attended School's Newsbox on a monthly basis:
   a. All Attended Schools with loans linked to the MPNs in the report.

Format Options
Previous versions of this report will also be available on the COD Reporting Web site.

b. All Attended Schools that created the MPNs listed in the report regardless of whether or not an award was linked to the MPN.

7. Although the MPNs Due to Expire Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

Fixed-Length Record Layout

Direct Loan MPNs Due To Expire Report Detail Record Layout					Fixed-Length Record Layout	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	16	16	Borrower Last Name	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) If the last name is more than 16 bytes, the value will be truncated to 16 bytes	Left
2	17	28	12	Borrower First Name	0–9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash)	Left
3	29	29	1	Borrower Middle Initial	Uppercase A-Z Can be blank	Left
4	30	38	9	Borrower Social Security Number (SSN)	001010001–999999998	Right
5	39	46	8	Borrower Date of Birth (DOB)	Format is CCYYMMDD	Date
6	47	67	21	MPN ID	123456789M13G12345001 21-character MPN ID of the expired MPN The components of the MPN ID are: Person's SSN: 001010001–999999998 MPN Indicator Program Year: 13 (for 2012-2013) Direct Loan School Code: X00000-X99999 where X = G or E Loan Sequence Number: 001-999	Left
7	68	75	8	Expiration Date	Format is CCYYMMDD	Date
8	76	76	1	Reason Code	A = About to Expire	Left
9	77	146	70	Reason Description	About to Expire	Left
			146	**Total Record Length**		

Comma-Delimited Record Layout

The comma and pipe-delimited reports have required header information and column headings prior to the detail records.

Heading Information

Direct Loan MPNs Due To Expire Report Heading Information		Comma-Delimited Record Layout
Line	**Field Name and Description**	**Valid Field Content**
1	U.S. Department of Education	U.S. DEPARTMENT OF EDUCATION
2	Report Name	MPNS DUE TO EXPIRE REPORT
3	Borrower Last Name	LAST NAME
	Borrower First Name	FIRST NAME
	Borrower Middle Initial	MIDDLE INITIAL
	Borrower Social Security Number (SSN)	SSN
	Borrower Date of Birth (DOB)	DOB
	Master Promissory Note ID	MPN ID
	Master Promissory Note Expiration Date	EXPIRATION DATE
	Expiration Reason Code	MPN STATUS
	Expiration Reason Description	MPN EXPIRATION STATUS

Detail Record

Direct Loan MPNs Due To Expire Report Detail Record		Comma-Delimited Record Layout
Column	**Field Name and Description**	**Valid Field Content**
A	Borrower Last Name	0-9 Uppercase A-Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
B	Borrower First Name	0–9 Uppercase A–Z . (Period) ’ (Apostrophe) - (Dash)
Comma	Delimiter	,
C	Borrower Middle Initial	Uppercase A-Z Can be blank
Comma	Delimiter	,
D	Borrower Social Security Number (SSN)	001010001–999999998
Comma	Delimiter	,
E	Borrower Date of Birth (DOB)	Format is CCYYMMDD
Comma	Delimiter	,

Direct Loan MPNs Due To Expire Report Detail Record		Comma-Delimited Record Layout
Column	**Field Name and Description**	**Valid Field Content**
F	MPN ID	123456789M13G12345001 21-character MPN ID of the MPN made inactive due to discharge The components of the MPN ID are: Person's SSN: 001010001–999999998 MPN Indicator Program Year: 13 (for 2012-2013) Direct Loan School Code: X00000-X99999 where X = G or E Loan Sequence Number: 001-999
Comma	Delimiter	,
G	Expiration Date	Format is CCYYMMDD
Comma	Delimiter	,
H	Expiration Reason Code	A = About to Expire
Comma	Delimiter	,
I	Expiration Reason Description	About to Expire

Pipe-Delimited Record Layout

The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (“) around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

Counseling Report

The Counseling Report shows all Entrance Counseling and Financial Awareness Counseling completed via StudentLoans.gov for your school within the past week (i.e. within the last 7 days of the report run date). This report will allow your school to identify students who have completed Entrance Counseling or Financial Awareness Counseling.

This report is different from the Direct Loan Entrance Counseling Report available via the DLSS website.

Business Rules

1. The Counseling Report will be available via the COD Reporting Web site.

   a. The report will run weekly on Saturday and include Direct Loan Entrance Counseling and Financial Awareness Counseling data from the previous Saturday through the following Friday.

   b. The report will be sorted ascending by Social Security number, descending by Completion Date, and descending by Completion Time.

Comma-Delimited (CSV) Detail Record Layout

Counseling Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
A	SSN The borrower's current Social Security Number	Format is 001010001–999999998
Comma	Delimiter	,
B	Date of Birth The borrower's date of birth	Date format: CCYY-MM-DD
Comma	Delimiter	,
C	Last Name The borrower's last name	0–9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash)
Comma	Delimiter	,
D	First Name The borrower's first name	0–9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash)
Comma	Delimiter	,
E	Middle Initial The borrower's middle initial	Uppercase A–Z Can be blank
Comma	Delimiter	,
F	Completion Date Date that the counseling Session was completed.	Date format: CCYY-MM-DD
Comma	Delimiter	,

Counseling Report		Comma-Delimited (CSV) Detail Record
Column	Field Name and Description	Valid Field Content
G	Completion Time Time that the counseling session was completed.	Time Format: HH:MM AM/PM Example: 03:35PM
Comma	Delimiter	,
H	Counseling Type Indicator	S = Subsidized & Unsubsidized P = Subsidized, Unsubsidized, & PLUS L = Financial Awareness Counseling

Non Program Specific Reports

COD School Monitoring Report

The COD School Monitoring report assists schools with the financial aid disbursement process by highlighting three conditions;

1. Unsubstantiated Cash
    a. Means your school has received cash for one or more Title IV Programs, however, to date a sufficient number of actual disbursement records to substantiate these amounts have not been received.

2. POP Situations – New Summary Format
    a. Federal Pell Grant recipients are allowed to receive a maximum of one full Scheduled Pell Grant during an award year. The COD System is programmed to calculate the percentage of Scheduled Pell Grant used (based on Section 690.65 of the regulations) each time a school reports a disbursement to the student. Any amount exceeding 100 percent of a full Scheduled Pell Grant represents an overaward situation. The COD System allows a potential overaward situation to exist for 30 days and sends a warning to all schools involved before reducing all of the students Pell Grant disbursements for that award year to zero.

3. 30-Day Disbursement Reporting – Addition of Award Year Totals
    a. Where one or more funded disbursements are accepted more than 30 days after the *Actual Disbursement Date*.

This report is an important tool to help schools identify potential issues in timely reporting of data to the Department so they can better meet regulatory and reporting requirements. Reviewing this report should be part of your weekly internal procedures.

Business Rules

1. The COD School Monitoring report is automatically sent to a school's SAIG mailbox and COD Newsbox on a weekly basis, when any of the three conditions is present: Unsubstantiated Cash, POP Situations and 30-Day Disbursement Reporting.

2. The COD School Monitoring report is available via SAIG in the following format:

    i. Preformatted Text file (message class SCHMONOP)

3. The COD School Monitoring report is available via your school's Newsbox in the following format:

    i. PDF

    ii. The COD School Monitoring report available in your school's Newsbox is the one most recently generated by COD.

4. Although the COD School Monitoring report is generated weekly, if there is no data for the report on a given week, the report will not be sent to schools' SAIG mailboxes or made available via your school's Newsbox.

Format Options

Previous versions of this report will also be available on the COD Reporting Web site.

Sample COD School Monitoring Report

COD School Monitoring

School OPE ID: 00326300 Run Date: 4/27/2012

Please note that one or more of the following conditions have occurred at your school:

- Unsubstantiated Cash
- Pell Grant Potential Overaward Process (POP) Situations
- 30-Day Disbursement Reporting

Unsubstantiated Cash

Regulations require schools to submit disbursement records and disbursement adjustment records within certain timeframes (For Pell Grant, ACG and National SMART Grant, the timeframe is published annually in the Federal Register). Additionally, the cash management regulations require schools to return excess cash (i.e., refund of cash) within certain timeframes. You can review your school's cash balances on the COD Web site or the G5 Web site.

Issue: The COD System reflects that your school has received cash for one or more Title IV Programs; however, to date, a sufficient number of student actual disbursement records to substantiate these amounts have not been received. This is known as "unsubstantiated cash."

Note: Due to a lag in the receipt of transactions between COD and G5, it is possible the summaries in this report may not reflect your school's most recent refunds.

Action: To prevent delays in receiving additional cash, resolve your school's unsubstantiated cash by submitting disbursement records to the COD System or returning cash to the Department of Education.

Regulatory References: Pell Grant, 34 CFR 690.83; ACG and National SMART Grant, 34 CFR 691.83; TEACH Grant, 34 CFR 686.37; Direct Loan, 34 CFR 685.301(e). All programs: 34 CFR 668.166

Net Draws - Net Accepted and Posted Disbursements (NAPD) = Unsubstantiated funds

Program	Award Year	Net Draws	NAPD	Unsubstantiated Funds
Direct Loan	2012-2013	$50,000.00	$1,980.00	$48,020.00

Page 1

COD School Monitoring

School OPE ID: 00326300

Run Date: 4/27/2012

Net Draws - Net Accepted and Posted Disbursements (NAPD) = Unsubstantiated funds

Program	Award Year	Net Draws	NAPD	Unsubstantiated Funds
Pell	2011-2012	$50,000.00	$19,500.00	$30,500.00
	2012-2013	$50,000.00	$12,950.00	$37,050.00
TEACH	2011-2012	$50,000.00	$2,000.00	$48,000.00
	2012-2013	$50,000.00	$2,000.00	$48,000.00
ACG	2010-2011	$50,000.00	$200.00	$49,800.00
SMART	2010-2011	$50,000.00	$2,000.00	$48,000.00

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COD School Monitoring

School OPE ID: 00326300 Run Date: 4/27/2012

POP Situations

When more than one Attended School reports disbursements for a student, the COD System checks to make sure that the student has not received more than 100% of his or her eligibility for a Pell Grant for a given award year. If the COD System receives disbursement information that places the student in a situation in which he or she has received more than 100% of the student's Total Eligibility Used, the student has entered a Potential Overaward Process (POP) situation.

Issue: To date, the COD System has not received or accepted disbursement adjustments to correct some students' potential overaward.

Action: The number of students in a POP situation is listed below. Details on these students can be retrieved from the Multiple Reporting Record (MRR) file sent to your school's Student Aid Internet Gateway (SAIG) mailbox advising your school of a POP situation. The Pell POP report, generated weekly, can also be retrieved from your school's SAIG mailbox, and via the COD Reporting Web site in your school's newsbox. Use this information to determine the student accounts that should be reviewed and adjusted, as appropriate.

Regulatory Reference: 34 CFR 690.65 provides the basis for determining a student's remaining eligibility when another school has disbursed Pell Grant funds to the student.

Award Year	Number of Students
2011-2012	1
2012-2013	1

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COD School Monitoring

School OPE ID: 00326300 Run Date: 4/27/2012

30-Day Disbursement Reporting

Regulations require schools to submit disbursement records and disbursement adjustment within certain timeframes (For Pell Grant, ACG and National SMART Grant, the timeframe is published annually in the Federal Register).

Issue: COD System records reflect awards with funded disbursements that were not accepted within 30 days of the disbursement date. The weekly and award year summaries below provide information accepted by the COD System within the past week, for each award year, where one or more funded disbursements were accepted more than 30 days after the actual disbursement date.

Action: Review the 30-day disbursement reporting requirements and make adjustments to your reporting processes for future disbursements.

Regulatory References: Pell Grant, 34 CFR 690.83; ACG and National SMART Grant, 34 CFR 691.83; TEACH Grant, 34 686.37; Direct Loan, 34 CFR 685.301(e)

Program	Award Year	Disb. Accepted during the Week	Disb. Accepted during the Week > 30 Days	% of Disb. Accepted during the Week > 30 Days	Net Amount Accepted during the Week	Net Amount Accepted during the Week > 30 Days After Disb.	Disb. Accepted during the Award Year	Disb. Accepted during the Award Year > 30 Days	% of Disb. Accepted during the Award Year > 30 Days	Net Amount Accepted during the Award Year	Net Amount Accepted during the Award Year > 30 Days After Disb.
Direct Loan	2012-2013	2	2	100.0%	$1,980.00	$1,980.00	5	2	40.0%	$7,500.00	$1,980.00
Pell	2011-2012	3	3	100.0%	$8,500.00	$8,500.00	3	3	100.0%	$8,500.00	$8,500.00
	2012-2013	3	3	100.0%	$7,500.00	$7,500.00	6	3	50.0%	$20,500.00	$7,500.00
TEACH	2011-2012	2	2	100.0%	$2,000.00	$2,000.00	5	5	100.0%	$5,000.00	$5,000.00
	2012-2013	2	2	100.0%	$2,000.00	$2,000.00	5	2	40.0%	$8,000.00	$2,000.00
ACG	2010-2011	2	2	100.0%	$200.00	$200.00	5	3	60.0%	$900.00	$200.00
SMART	2010-2011	2	2	100.0%	$2,000.00	$2,000.00	5	2	40.0%	$7,000.00	$2,000.00

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