
Technical Reference for Common Record Transmitters to

Common Origination & Disbursement

(Full Participants Only)

2002-2003

U.S. Department of Education



Version 3.0

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Document Standards

1. **A Note to the Reader:** The information included in version 3.0 of the COD Technical Reference applies to *Full Participants* in the 2002-2003 year of Common Origination and Disbursement (COD) only. You are considered a Full Participant if you will be submitting the Common Record in the new XML format instead of the fixed file formats. The purpose of this document is to support 2002-2003 Full Participants in this transition to using a single Common Record instead of the multiple layouts for origination and disbursement for the Pell Grant and Direct Loan programs currently used. This document is an accurate reflection of the COD System at the time of the document's publication.

If you have questions about Full Participation in COD, you may contact SFA's Customer Service Call Center at (800) 433-7327. Staff is available Monday through Friday, 9 am – 5 pm, Eastern Time.

2. **Style Standards:** Throughout the document when a new COD term or concept is introduced it is italicized and is an indication to locate the term in the glossary.

3. **Content Standards:** This document contains technical information about the COD System, as well as some functional information surrounding the COD Process. Specific business rules are described in the Implementation Process Guide, available November 2001. Cash management information is contained in the Implementation Process Guide.

Overview of Changes from 2001-2002 to 2002-2003 for Common Origination and Disbursement Full Participants

Customer Service

SFA's new COD Customer Service Center will integrate customer service for the Federal Pell Grant and Direct Loan programs for all award years beginning March 2002.

Telephone Inquires:

All schools and Direct Loan PLUS borrowers will continue to call the current Pell Grant and Direct Loan Customer Service numbers. There will be no change in telephone numbers:

- Pell Grant Customer Service 1-800-474-7261
- Direct Loan School Service 1-800-848-0979
- Direct Loan Applicant Service 1-800-557-7394

All calls will be routed to the new COD Customer Service Center. The COD Customer Service Center telephone system will prompt the school to enter the award year the school is calling in reference to, and the call will be routed to the proper Customer Service Center staff.

If the call is regarding 2001-2002 award information, the call will be directed to the current Pell Grant and Direct Loan center staffs. If the call is regarding 2002-2003 award information, all calls will be directed to the new COD Customer Service Center staff. The COD Customer Service Center staff will be working with the current Pell Grant and Direct Loan Customer Service staffs to ensure that all calls are answered promptly and accurately.

Direct Loan Promissory Notes:

All promissory notes for all award years should continue to be mailed to the Direct Loan Origination Center at 474 S. Court Street, Suite 400, Montgomery, Alabama 36104-4102.

Direct Loan Mail and Direct Loan Excess Cash

Direct Loan mail and excess cash should continue to be mailed to the Direct Loan Origination Center for award years 2001-2002 and all prior award years. For award years 2002-2003 and beyond, mail and excess cash should be mailed to the COD Customer Service Center. The address is not available at this time, but it will be distributed as soon as it is available.

Direct Loan On-Line PLUS Credit Checks

For on-line PLUS credit checks for all award years, schools will use the COD web site. A new web site address will be provided as soon as it is available.

Direct Loan PLUS Loan Credit Appeals

For all PLUS Loan credit appeals for all award years, borrowers should continue to call the current number (1-800-557-7394).

Direct Loan Bulk Mail Requests

For all Direct Loan bulk mail requests for all years, schools should continue to call the current number (1-800-848-0979).

The table below provides an overview of the changes made from 2001-2002 to 2002-2003 that affect COD Full Participants. The change descriptions are organized by the following three categories: Removed, Added, and Modified.

- First column provides a description of each change
- Second column indicates if the change affects the Pell Grant Program
- Third column indicates if the change affects Direct Loan Program

Note: *Phase-in Participants* are advised to refer to the 2002-2003 Federal Direct Loan Program and the 2002-2003 Federal Pell Grant Program Technical References for changes that affect Direct Loan and Pell Grant processing for the 2002-2003 award year. Please refer to the glossary for a complete definition of a Phase-in Participant and Full Participant.

Table of Changes from 2001-2002 to 2002-2003 for Common Origination and Disbursement Full Participants

Description	Pell Grant Program	Direct Loan Program
Removed		
Permanent Address Change Date, Local Address Change Date, Borrower's SSN Change Date and Borrower's Date of Birth Change Date fields from the Common Record.		X
Loan Amount Requested from the Common Record and the Rebuild process.		X
SARID field from the Common Record.	X	X
Enrollment Status and EFC fields from the Common Record	X	
COD does not request drawdowns for Standard Origination, Option 1, and reimbursement schools on the basis of anticipated disbursements.		X
School Code Status, Loan Identifier Status, Disbursement Number Status, Transaction Date Status and Sequence Number Status from the Response record.		X

Description	Pell Grant Program	Direct Loan Program
Added		
Award and disbursement amounts on the Common Record include two digits behind the decimal. Schools have the option to report pennies for Pell Grants. If not reporting pennies, you may submit whole dollars, and the decimal and following zeros are inferred by COD.	X	
For Adjusted Disbursements, you report the new positive adjusted total adjusted disbursement amount(s) NOT the amount the disbursement is either increased or decreased.	X	
Sequence Number to the Pell disbursement transactions. The Sequence Number determines the order in which transactions must be processed for a given disbursement number.	X	
Transaction Number to the Common Record		X
e-MPN Indicator to Response Record.		X
COD generated Disbursement Sequence Number (91-99) to the Response Record for Payment to Servicer transactions (formerly Servicer Refunds).		X
Functionality for schools to enter Disbursements and Changes on the web.		X
Process for schools to request an Entrance Counseling file or report to identify students who have completed entrance counseling on the Loan Origination On-line Application		X
Process for schools to request an Exit Counseling file or report to identify students who have completed exit counseling on the Servicing Web site.		X
Attributes for Software Provider and Vendor Software Version. Software Provider cannot be sent without the Version attribute.	X	X
Functionality to process disbursement records dated 7 calendar days in the future.		X
Functionality for schools to enter new records during regular award year processing.	X	X

Description	Pell Grant Program	Direct Loan Program
Modified		
<p>Verification Status Code is an optional field on the Common Record and is only required if the school paid a Pell Grant without supporting documentation.</p> <p>Please note: report “V” if verified; report “W” if paid without documentation AND flagged for verification by the CPS; do not report if not verified. “N”, “A”, “C”, “T”, “R” are not valid values.</p>	X	
<p>Student Identifier is a field on the Common Record that is composed of the student’s current Social Security Number, current date of birth, and current last name.</p>	X	X
<p>In the event a Pell Grant has been reported for a student at multiple schools, COD will authorize funding for both schools and notify them of a 30 day period in which to report adjustments.</p> <p>Please note: more information regarding the business rules pertaining to multiple reporting will be in the Implementation Process Guide, available November 2001.</p>	X	
<p>Pell Year-to-Date Data Requests to be initiated by a school via the COD website.</p> <p>Note: This functionality is currently under discussion.</p>	X	
<p>Valid values for the Promissory Note Print Indicator to include:</p> <p>S = COD Prints and sends to Borrower</p> <p>R = COD Prints and sends to School</p> <p>Z = COD Reprint</p> <p>Note: Refer to Appendix C for more information on the Promissory Note Print Indicator.</p>		X

Description	Pell Grant Program	Direct Loan Program
<p>Valid values for the Disclosure Statement Print Flag to include: Y = COD prints and sends to Borrower R = COD reprint Continues to default to School Profile</p> <p>Note: Refer to Appendix C for more information on the Disclosure Statement Print Flag.</p>		X
<p>Direct Loan Rebuild file to replace the Disbursement Anticipated Percentage fields and the Loan Amount Requested field with filler.</p>		X
<p>Booking Notification process. A Booking Notification is sent to a school only for the first disbursement of a Direct Loan. Booking Notifications are NOT sent for subsequent disbursements or adjustments.</p>		X
<p>DLSAS and 732 reports are combined into one report the SAS-DL. At the school's option, this report contains all data elements from both reports.</p>		X
<p>Annual Loan Limit edits performed on a loan are based on loans with the same academic year or wholly within an academic year, but not for overlapping academic years.</p>		X

Overview

Introduction to the Common Origination and Disbursement Process

Background

The Office of Student Financial Assistance (SFA) became a *Performance Based Organization* (PBO) in 1998. A PBO is an organization that is held accountable for producing measurable results that customers value. In return, the organization is given unusual flexibility in how it can pursue those results.

SFA continuously seeks to enhance the way in which students receive financial aid. SFA's commitment to its customers necessitates changing with the times. The PBO reorganization provides an opportunity to set new *enterprise wide* goals. Two of SFA's strategic goals are to increase customer satisfaction and reduce costs by modernizing business processes.

In an effort to achieve these strategic goals, SFA sought an improved process for delivering student financial aid. Focus groups consisting of a cross section of schools representing mainframe, combination, large volume, small volume, Federal Direct Loan, and Federal Family Educational Loan Program (FFEL) schools met for several months to discuss how the delivery of student financial aid could be improved. The partnership between SFA and the schools led to the development of a conceptual design and identified key components of the new *Common Origination and Disbursement (COD) Process*.

Since 1999, the COD Process has evolved to address many of the concerns first put forth by the original focus groups. The goals of the COD Process

were developed from institutional feedback and offer many benefits to schools. They emphasize the need for:

- A more streamlined and simplified aid origination and disbursement process
- Improved information accuracy by providing a central repository for SFA's data storage
- Common reporting for Pell Grants and Direct Loans (eliminates duplicate data reporting)
- Integrated customer service
- Transmissions via batch or *real-time* updates
- Student-centric data collection
- Program integrity through data integration

New technology, increased emphasis on customer service, and intensified efforts to reduce unit costs have created a foundation to re-engineer the current processes of delivering and reporting Federal Pell Grants and Direct Loans from two processes into one *Common Origination and Disbursement Process*.

Benefits of the COD Process

COD provides a common process and an integrated system that enables efficient Title IV funds delivery. COD allows for:

- Common Processing:
 - One process and record for submitting origination and disbursement data
 - Edits that are common across programs
 - Data tags that are common across programs, and (approaching) a cross-industry standard for data definitions
 - Elimination of duplicate data reporting for Pell Grants and Direct Loans
- Streamlined edits to reduce turnaround time for exception processing
- Expanded online capability to make corrections/*changes*, process “emergency” requests, and check transmission status

- Expanded reporting capabilities to benchmark like school groups
- Optional student level data reporting capabilities for Federal Supplemental Educational Opportunity Grant, Federal Work-Study and Federal Perkins Loans

In short, the COD Process is a more simplified process for requesting, reporting, and reconciling federal funds.

COD Process and the Common Record

The COD Process redefines aid origination and disbursement for the Pell Grant and Federal Direct Loan Programs. COD is a common process integrated with a system designed to support origination, disbursement and reporting. The new process also provides integrated customer service.

The COD Process uses a new *Common Record* with common data elements, definitions, edits, and structure across Pell Grants and Direct Loans. It facilitates submission of student data for Pell Grant, Direct Loan and campus-based programs using the same record.

The Common Record is a new standard within the student financial aid community. Not only is it applicable to Pell Grant, Direct Loan and aid, but it is also flexible and can be used in the future for state grants, FFEL, alternative loans, etc. if desired by program administrators.

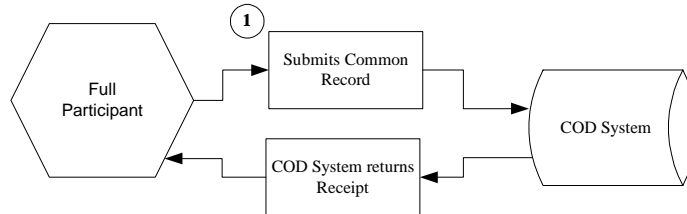
Members of the National Council of Higher Education Loan Programs (NCHELP) and Postsecondary Electronic Standards Council (PESC) assisted with the development of the Common Record. This collaborative effort enables the Common Record to bring consistency and standardization to the transmission of Student Financial Assistance data. The Common Record provides a structure to allow for the addition of FFEL Program data. Thus, the inherent processing efficiencies of the COD Process will also be available to FFEL schools as the FFEL *trading partners* adopt this format.

Common Record Processing Walkthrough

This walkthrough applies to *Full Participants* for the 2002-2003 Award Year. Numbers in parenthesis, [e.g., (1)], refer to a step enumerated on the diagram. This section addresses, at a high level, the processing of the Common Record from the institution perspective. This section does not

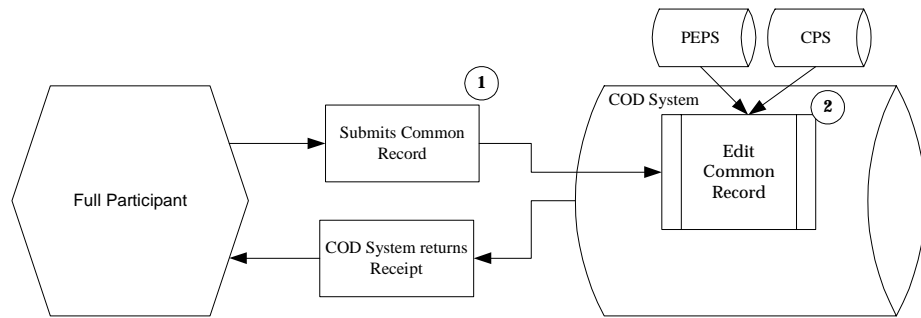
explain the complete COD Process. Further detailed COD Process information is described in the COD Process section beginning on page P-1.

1 Full Participant Submits Common Record



The COD Process begins when a school submits a Common Record (1). The COD System performs an immediate check to determine if the Common Record is readable. If the Common Record is readable, or complies with the *XML schema*, the COD System returns a *receipt*.

2 Edit Common Record



If a Common Record passes the XML schema match, the Common Record is edited (2). For a comprehensive list of Common Record edits, please see Appendix E.

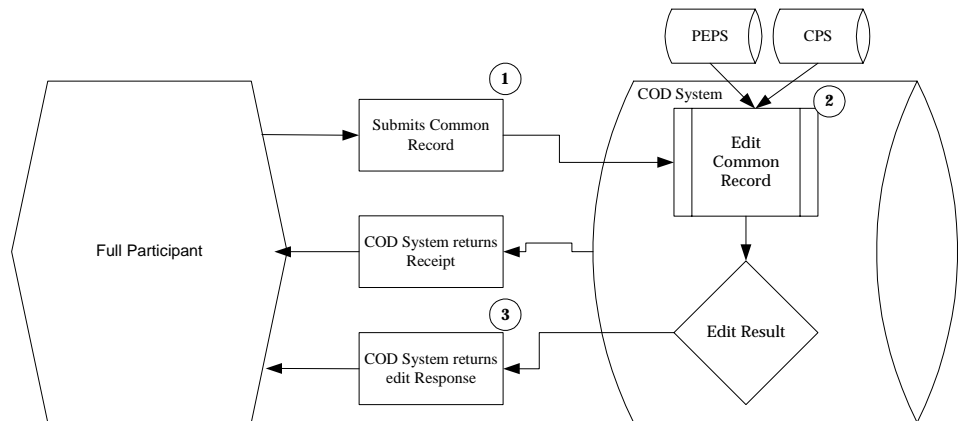
The COD System interfaces with the Postsecondary Education Participant System (PEPS) and the Central Processing System (CPS) to gather school and student eligibility information for editing the Common Record.

Program Specific Edits

Certain edits performed are *program specific*. Each program has unique requirements that must be met. Program specific edits do not prevent the student record from being established in the COD System. For example, if a school sends a Common Record that contains Pell Grant and Direct Loan data, and the Pell Grant data fails the maximum Pell Grant annual award amount edit, the COD System still establishes the student record in its database and processes the Direct Loan, even though the Pell Grant portion of the Common Record is rejected.

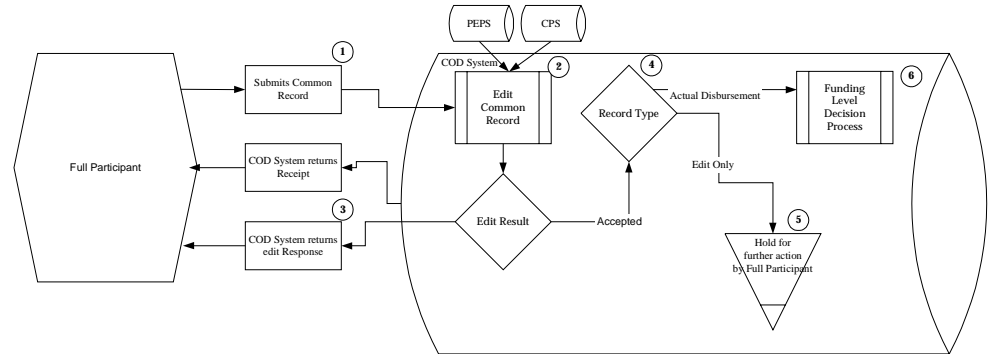
Campus-based edits vary significantly from those for Pell Grants and Direct Loans. Once the COD System performs an eligible Institutional Student Information Record (ISIR) check with CPS, campus-based records are only edited for formatting and *reasonability checks*.

3 Edit Response



After processing, the COD System sends an edit *Response* to the school indicating whether the record passed the edits. The Response is the Common Record that is returned to the *Full Participant* after it is processed (3). If the record does not pass the edits, the Response identifies the reject reasons and the related data elements.

4 Accepted Records



Accepted records continue through the COD Process (4). Once received, the records are identified by type. This is done at the level of detail reported in the records and for each *instance of award* and/ or disbursements individually. Therefore, if both Pell Grant and Direct Loan disbursements are reported, they are treated separately. There are separate processing paths depending on record type. There are four record types: New, Release, Change and Adjustment.

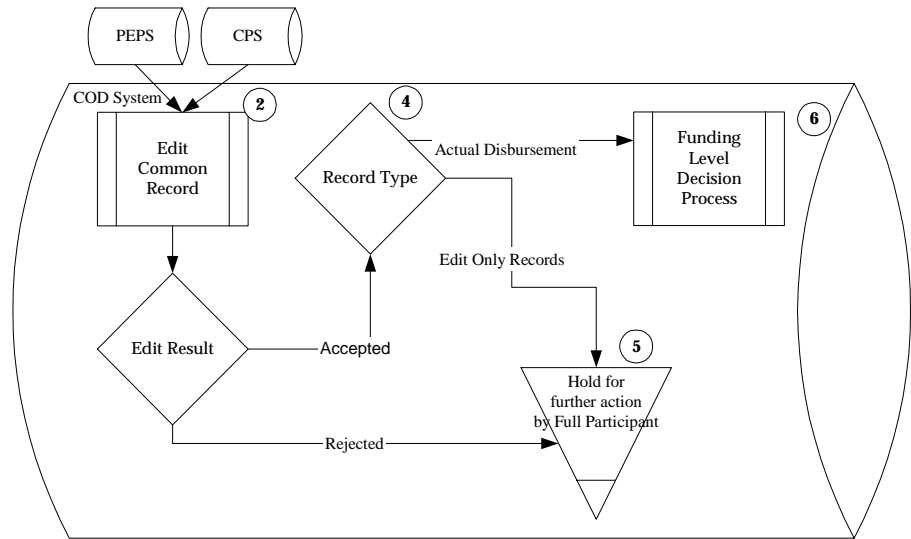
- **New Record** – establishes a new person, award or disbursement.
- **Release Record** – changes an Edit Only Record to an Actual Disbursement Record so that the disbursement is posted to the student’s/borrower’s award (loan/grant). Release Records may also include adjustments to previously submitted monetary data elements. It either releases funds available to a school via drawdown or FedWire/ACH, or substantiates money already made available to the school.
- **General Update Record** – performs a change to a non-monetary data element (not including the payment trigger from “N” to “Y”) that was previously established by a New Record. A General Update Record also is used to change disbursement amounts and dates that occur prior to substantiating drawdowns and posting to an award (loan/grant).
- **Duplicate Record** – has previously been received or requests maintenance to a data element whereby the new value is equal to the value already established on the COD system.

New records are classified as either *Edit Only* or *Actual Disbursement*. Disbursements reported on Edit Only Records are not considered Actual Disbursements. The Edit Only option applies to all campus-based records

and those Direct Loan and Pell Grant records designated by the school as Edit Only. For Pell Grants and Direct Loans, the Edit Only option is exercised as a preliminary edit check, and is similar to the current origination record in RFMS and DLOS in that disbursements reported in the record are not posted to an award (loan/grant). Edit Only records are housed in a holding area (5) where they are accessible for changes. Changes are made either via the Web for online changes or through Common Record re-submission. The Common Record can be re-sent in its entirety, or sent just with identifiers and those data elements that have changed.

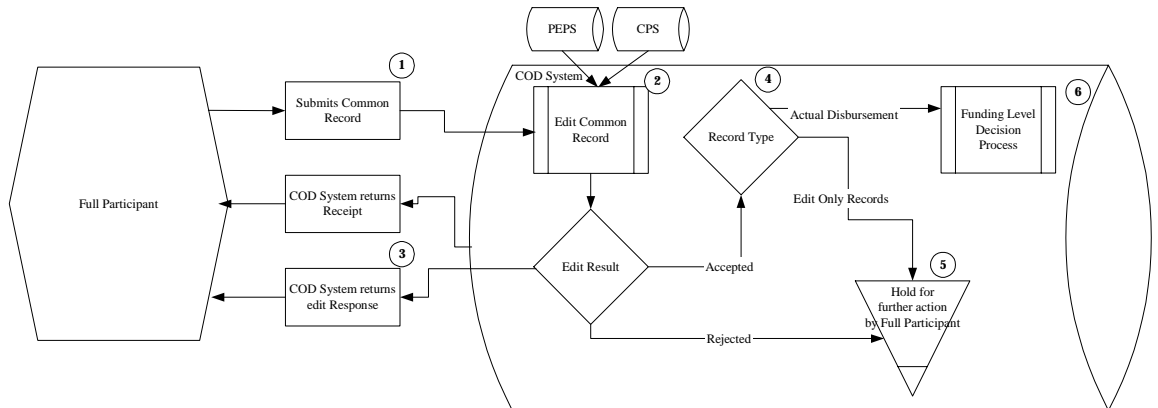
Actual Disbursement Records are records that have the payment trigger flag marked 'Y'. The payment trigger is a field on the Common Record that signals the COD System to post the amount of disbursement to an award (loan/grant). Actual Disbursement Records either release funds available to a school via drawdown or FedWire/ACH, or substantiate money already made available to the school. (6). This option applies only to those records reporting Pell Grant and Direct Loan awards, not to campus-based awards.

5 Rejected Data



Data that do not pass edits are housed in the holding area (5). Rejected data are changed through two methods. Records are either accessed via the Web for online changes to specific elements, or rejected data are corrected through Common Record re-submission. The Common Record can be re-submitted via batch or online, either in its entirety or with specific identifiers and those data elements requiring correction.

6 Common Record Process Completion



Process completion occurs when a Common Record designated as an Actual Disbursement is posted to the appropriate award (loan/grant) and either releases funds available to a school via drawdown or FedWire/ACH, or substantiates money already made available to the school. (6). If a school has submitted a Direct Loan disbursement prior to submitting the

promissory note to COD, the process does not end until the promissory note is received and the loan is booked with Direct Loan Servicing.

Common Record Processing Summary

This walkthrough presents the high level steps for Common Record Processing. A *Full Participant* submits a Common Record to the COD System. The record is edited and a response is sent back to the Full Participant. Edit Only Records and rejected data are housed in a holding area where they are accessible for changes (5). Actual Disbursement Records move on to the Funding Level Decision Process (6). If a record passes all of the edits, the record may trigger an increase in the money available for the school to draw down.

More detailed information is provided in the COD Process Section beginning on page P-1.

Differences Between Current Processes and COD Process

The table below outlines the differences between the current processes and the COD Process. Please note that all benefits relate to 2002-2003 award year processing.

Current Process	COD Process (2002-2003)
<p>Fixed-length record</p> <ul style="list-style-type: none"> - Data elements recognized based on their position in the record layout - All data elements must be populated for each submission 	<p>XML Record or Document</p> <ul style="list-style-type: none"> - Data elements recognized by tags, do not need to be in a specific location - Submissions only require those elements necessary for the particular business process the school is trying to perform

Current Process	COD Process (2002-2003)
Origination required in all circumstances	<p>Option for early reporting to run record through edits, not required. Options include:</p> <ul style="list-style-type: none"> - School can report records early, then release as disbursement date nears (similar to current origination and disbursement); or - School can send one Common Record within 30 days of disbursement date for Pell Grants or within seven days of disbursement date for Direct Loans without taking any additional action (similar to current just in time, except only one record and transmission is required, not multiple and may or may not trigger a drawdown request on behalf of the school). <p>Additionally, for those schools whose business process is to do all reporting after disbursing to the student, only one transmission of one record is required, not cycles to both originate and then disburse</p>
Two-step resolution process: origination change and disbursement change	One step resolution process via Common Record
Change records for Pell Grants require resubmission of all data elements	Change records require only data elements that have changed
Different process for reporting changes for Pell Grant and Direct Loan	Process for reporting changes consistent across both programs
Only Direct Loan rejects stored	All rejects stored, with online resolution and re-submission available
Separate Websites to access Pell Grant and Direct Loan information	<p>Information across all programs available via single Website</p> <p>Note: The RFMS and DLOS websites are operational in 2002-2003</p>
Separate customer service support for Pell Grant and Direct Loan	Single customer service support contact for both programs
Only changes to records available via the Web for standard processing (i.e.: non	In addition to making changes to existing records, schools will also be able to submit new Common Records via the Web. Schools

Current Process	COD Process (2002-2003)
post-award year processing)	will also be able to 'release' Common Records via the Web
Limited Web access to data; requires log on to two different sites (Pell Grant and Direct Loan)	Consolidated view of data by award year and program, including amount drawn to date, amount of accepted records to date, progress towards accounting for money drawdown.
Limited Web access to processing information	Web access to real-time processing statistics such as day/ time received, batch status, # of records, # of accepted/ corrected/ rejected records, % of rejects by error type
No student-level reporting in the campus-based programs	Optional reporting of campus-based disbursements in order to pre-populate portions of the Fiscal Operations Report and Application to Participate in campus-based programs (FISAP)
Timing differences cause rejects when attempting to match Pell Grant records to CPS data	Records that cannot be matched to the CPS are held for up to three days, with a match reattempted every time an updated file is received from the CPS

The Common Record

Overview

The Common Origination and Disbursement Process utilizes one single record across programs for both origination and disbursement. In the interest of simplification, Pell Recipient Financial Management System (RFMS) and Direct Loan Origination System (DLOS) will integrate into one. The COD design requires a new Common Record, one that uses common data elements, definitions, edits, and structure for Pell 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 new technology called *XML, EXtensible Markup Language*.

This section describes the structure and layout of the Common Record. The following topics are addressed:

- What is XML?
- XML 101
- Common Record Structure

What is XML?

XML stands for **EXtensible Markup Language**. It is a new technology designed to both describe and exchange structured data between a range of applications. XML consists of elements that are defined by tags. A start tag precedes the name of an element. An end tag follows it. While it does employ the kind of tags you see in HTML, XML is not a replacement for HTML. XML employs tags to identify data elements, or what data is, while HTML is used to identify data attributes, or how data looks. XML

can be used in conjunction with HTML to store data within standard Web pages. It can also be used to store data in files and to pull information from disparate, incompatible databases.

One of the objectives behind the conceptual design of the COD Process was to provide SFA and our partnering student aid schools greater flexibility in record processing, i.e., opportunities for multiple data cross-walks and smaller-sized files. The COD Process could serve as a technological foundation for future SFA integration initiatives. Given these objectives, XML was the logical choice for the Common Record's format and structure. XML offers the flexibility to design records, known as XML documents, particular to an audience or community. It allows increased access to and reuse of information. It supports validation [edits] by checking structural validity and flagging errors. It also enables systems to share information and users to see different views of available data.

XML 101

XML technology allows a common transmission structure to be used between two disparate systems. It is a markup language that defines data structure. An XML *document* is the vehicle through which data is transmitted. It can be thought of as a batch.

XML documents are comprised of markup and content. Markup is the definition of the data that follows. It is distinguished by `< >` and `</>`. Markup within brackets is considered an *element*. An element within brackets is a *tag*. In the example,

```
<LastName>Jones</LastName>
```

`<LastName>` is a start tag. Note the presence of brackets. `LastName` is an element. `Jones` is the data, or XML content. `</LastName>` is an end tag.

Elements can be either simple or complex. A *simple element* refers to the value that is contained within tags. A *complex element* is a grouping of *attributes* or other elements. The Common Record is a logical grouping of complex elements.

Fixed Format Files vs. XML Documents

Fixed format files have been used as vehicles through which data can be exported and imported to business applications. Fixed format files contain

a sequence of fields that is in machine-readable language. An example of a student fixed format file follows:

```
SALLY   JONES  12345678919820304      Y
```

Business applications are rapidly moving toward the use of XML to exchange data. XML is a language that is not only machine readable, but also human readable. This characteristic facilitates correcting rejected fields. An XML example of the Person Block follows.

XML Example of the Person Block

```
<Student SSNum="123456789" DOB="19820304" LastName "Jones">
  <Name>
    <FirstName>Sally</FirstName>
    <MiddleInitial>A</MiddleInitial>
    <LastName>Jones</LastName>
  </Name>
  <Contact>
    <Address>
      <Addr>531 Tower Drive Apt 3C</Addr>
      <City>Alexandria</City>
      <State>VA</State>
      <ZipCd>22314</ZipCd>
    </Address>
    <PhoneNum>2021234567</PhoneNum>
    <Email>Sally.A.Jones@email.org</Email>
  </Contact>
  <Identifier>
    <DLNum>"123972" state="VA"</DLNum>
  </Identifier>
  <Information>
    <DtofBirth>19820304</DtofBirth>
  </Information>
</Student>
```

Common Record Structure

The XML document called the Common Record is composed of different information modules, referred to as *blocks*. Within the blocks, or *complex*

elements are data fields that emphasize similarities across programs and contain information such as: demographic data, award amount, disbursement amount and the accept/reject response status of the record.

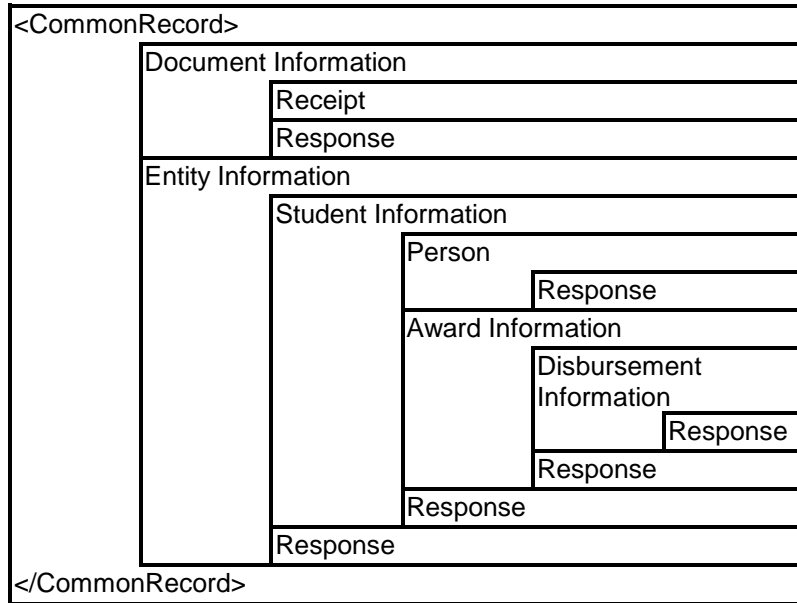
The Common Record is organized into the following structure:

Quick Reference Block Description

	Block Name	Block Description
1	Document Information	The Document Information Block contains information that was previously associated with a batch. It contains a date/time stamp, document validation information, summary level document information, as well as the source of the document. This block occurs once per XML Document or submission.
2	Entity Information	The Entity Information Block contains information about the reporting and attending school. This block occurs once per reporting entity or school within the XML Document or submission.
3	Person	The Person Block contains student or PLUS borrower information. This block occurs per award per person.
4	Award Information	The Award Information Block is for SFA's use and contains Direct Loan, Pell Grant and campus-based Award information. As other partners use the Common Record to transport data, this will be the location of those awards. This block occurs once per award per person.
6	Disbursement Information	The Disbursement Information Block contains disbursement information. This block occurs once per disbursement per award per person.
7	Response	A response block is nested within each block. The response block is returned to the submitting entity upon processing the Common Record. The response block contains information about edits that were rejected. It is a complete record that includes only the rejected fields populated with edit codes.

Below is a pictorial representation of the Common Record layout. It illustrates how the Common Record is comprised of information modules or blocks. The Common Record structure is subject to change in subsequent technical reference versions.

The Common Record Document Structure



Detailed specifications for coding the Common Record are included in Appendix B. For participating schools, software developers, and servicers, the transition to XML may initially require an investment of resources to build the Common Record. However, reformatting in subsequent years will take considerably less time and effort than currently required for updating fixed format files.

COD Process

Introduction

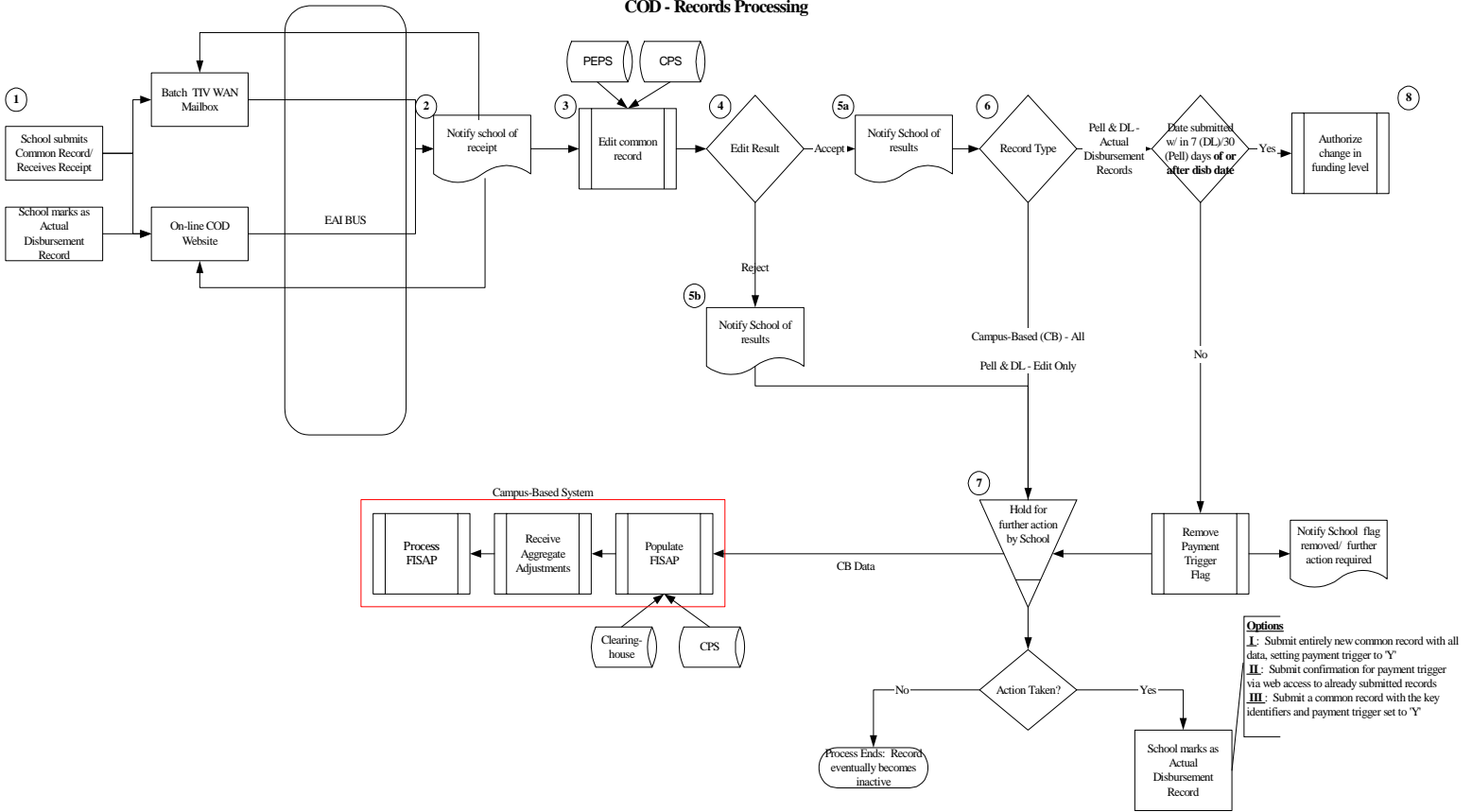
The COD Process is comprised of many steps:

1. Common Record Submission
2. Common Record Receipt
3. Common Record Processing
4. Common Record Editing
5. Response Notification
6. Determine Record Type
7. Hold Record Processing
8. Actual Disbursement Process

Each of these steps is explained below in the walkthrough of the Common Record processing flow. Please refer to the COD Records Processing Flowchart, on the following page.

Note: Please note that this flow walks a record through the process. It does not show the entire cycle for a school. Therefore, there are items that can take place prior to the submission of records (i.e. funds draw down) that are not explained in this section of the document.

COD - Records Processing



1. Common Record Submission

The process begins when a school submits a Common Record. For the 2002-2003 Award Year, the Common Record is submitted by Full Participants in one of two ways:

- Batch
- On-line

Batch Submission

All records sent in batch mode are submitted to the school's Student Aid Internet Gateway (SAIG) mailbox. The *Enterprise Application Integration Bus (EAI Bus)* performs periodic sweeps of the mailboxes and transmits the Common Record data to the COD System.

On-Line Submission

A Full Participant can enter Common Record data on-line via a web front end. Common Records submitted via on-line are sent directly to the COD System.

2. Common Record Receipt

After the COD System receives the Common Record, the system generates a receipt. The receipt is transmitted from the COD System to the sending entity in the same manner the Common Record was submitted.

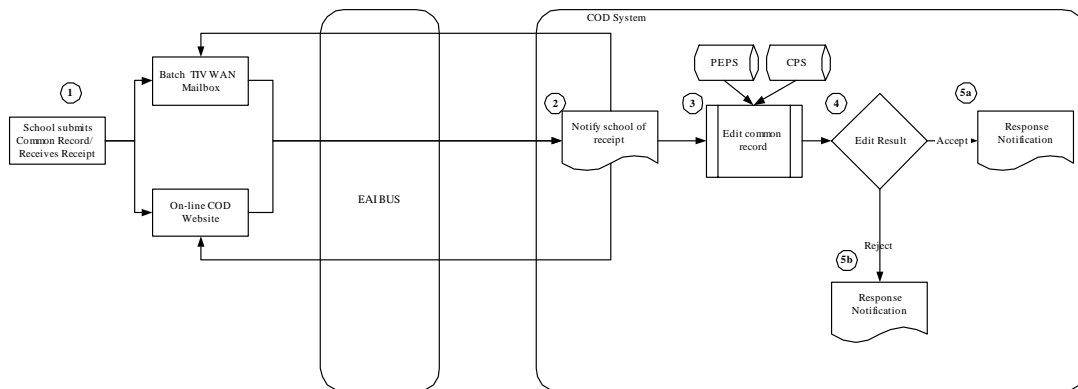
Batch Receipt

For records received via batch, the receipt is transmitted to the EAI Bus. The EAI Bus routes the receipt to the appropriate entity. In the event a batch is submitted via the EAI Bus in several messages, the receipt is created after all batch/message sequence numbers are received.

On-line Receipt

Receipts for records submitted via the COD web site are transmitted to the web screen. Note: Receipts for Common Records submitted via the web site are not sent to schools via their SAIG mailboxes.

**COD - Record Submission/
Receipt/Response Process**



3. Common Record Processing

After a receipt is transmitted, the COD System classifies the record as a New, General Update, Release or Duplicate. The COD System checks the identifiers, (current Social Security Number, current Date of Birth and the current Last Name), to determine if the person is already established on the COD System. This is the first check in record classification and determines how the record is processed.

New Record

A New Record establishes a new person, sub-program, award or disbursement on the COD System. There are three types of New Records:

- **New person** – Identifiers (current SSN, current DOB and the current Last Name) do not match any previously submitted to COD System.
- **New award** – If the identifiers match a person already established on the COD System, the system checks (Award Type, Award Year,

Attended Entity ID, Reporting Entity ID, and Award ID [for Direct Loans]) to determine if the award is already on file. If not, then the record is considered a New Award.

- **New disbursement** – If the person and award already exist on the COD System, the system checks the disbursement number submitted for the award. If it is not already on file, the system logs the disbursement as a new disbursement. If the record is not a New Record, the system identifies what type of update is required.
 - There are two types of new disbursement records: Edit Only and Actual Disbursement.
 - For Edit Only Records, disbursements are not considered Actual Disbursements; therefore, they do not substantiate drawdowns and are not posted to a student's/borrower's award (loan/grant). For Phase-in participants, this is the current origination record.
 - Actual Disbursement Records contain a payment trigger flag of "Y". The payment trigger is a field on the Common Record that signals the COD System to post the disbursement to a specific award (loan/grant). It either releases funds available to a school via drawdown or FedWire/ACH, or substantiates money already made available to the school. For Phase-in participants, this is the current actual disbursement record.

General Update Record

A General Update Record performs a change to a non-monetary data element (not including the payment trigger from "N" to "Y") that was previously established by a New Record. A General Update Record also is used to change disbursement amounts and dates that occur prior to substantiating drawdowns and posting to an award (loan/grant). Elements can be changed via the Web or by resubmission of a Common Record.

Release Records

The Common Record contains a field called the Payment Trigger Flag. When this flag is marked with a "Y", the COD System posts the disbursement to a specific award (loan/grant). It either releases funds available to a school via drawdown or FedWire/ACH, or substantiates money already made available to the school. Release Records are records that are submitted to the COD System with a payment trigger of 'Y' for a disbursement record previously submitted as an Edit Only Record. Release Records cannot be sent more than 30 days before disbursement for Pell Grants and seven days before disbursement for Direct Loans. Note: Release Records may also include adjustments to previously submitted

monetary data elements. A Release Record contains monetary disbursement data that increases or decreases an Actual Disbursement Record that has been applied to an award (loan/grant).

Duplicate Records

A record is a duplicate if it has previously been received or requests maintenance to a data element whereby the new value is equal to the value already established on the COD System.

At the person level: If the person for which the Common Record is sent is already on file with the COD System, and all reported data in the person block is the same as already exists on the COD Database and no award or disbursement information is in the record, the record is a duplicate.

At the award level: If the person for which the Common Record is sent is already on file with the COD System, the award is already on file and all reported data in the award information block is the same as what already exists on the database and no disbursement information is in the record, the record is a duplicate.

At the disbursement level: If the person, award and disbursement are already on file and all the reported information in the disbursement block is the same as already exists on the database, the record is a duplicate.

If the record is a duplicate for every data element down to the disbursement level, it is accepted and the school is notified via a response record that it is a duplicate record. If the record is a duplicate at the person or award level, the COD System accepts the data.

4. Common Record Editing

Once the Common Record is received, the COD System performs a series of valid format and content edits to determine if the file is suitable for further processing.

There are three different types of edits:

- **Correction** – For Pell Grant data, the system automatically corrects the data and sends a response to the entity that submitted the record indicating that a correction took place, the element corrected, the original value, and the corrected value. Note: the COD System does not correct Direct Loan data, in keeping with current DLOS processing.

- **Warning** – The system sends a response to the entity that submitted the record indicating a warning, the warning type and the relevant element. The record continues processing without action from the school.
- **Reject** – The system sends a response to the entity that submitted the record indicating the reject, the reject reason(s) and the relevant element(s). The record requires action from the school to continue processing.

Where possible, COD uses information from PEPS and CPS as a basis for these edits. COD receives the Abbreviated Applicant File from CPS on a daily basis. This file is used to:

- Confirm a valid ISIR is on file (if applicable) and,
- Pull student level information required for Common Record processing.

Edits are performed on the person, award and disbursement levels of the Common Record data.. Data that pass edits are accepted while data that do not pass edits are rejected. The COD System stores rejected data and associated reject reasons. Rejected data are held for corrective action to be taken by the school. Data can be corrected via Common Record re-submission or via the COD website. The system returns a Response Record notifying the school of the edit results. If the reject is due to a system processing error, the school is notified of the reason for the rejection and is notified when it is corrected.

Records that do not pass edits are also housed in the holding area (4), where they can be accessed via the Web for on-line changes and real-time re-submission. Schools can also resolve rejects by re-submitting a Common Record. The Common Record can be re-sent in its entirety or sent just with identifiers and those data elements that have changed.

5. Response Notification

After the COD System edits the Common Record, the system returns a Response Record. A Response Record is a Common Record that details exactly what data elements were rejected. The Response Record includes any associated error messages. If the Common Record was accepted, the Response Record indicates this. Response Notifications are received by the transmitting entity in the same format the record was sent.

6. Determine Record Type

Campus-Based Records

All campus-based records are housed in a holding area (7) where they are accessible for changes, both via the web for on-line changes and by re-submitting a Common Record. The Common Record can be re-sent in its entirety or sent just with identifiers and those data elements that have changed. This also relates to additional records submitted for pass-through to NSLDS.

Pell Grant or Direct Loan Records

For Pell Grants and Direct Loans, schools have the option of sending records in to be run through edits only (i.e. treated as an “origination record”) or sending them as a request for/ reporting of funds (i.e. “origination” and “disbursement” in one record).

Pell Grant or Direct Loan “Edit Only”

For those records sent as “edit only” the record is housed in the holding area (7), where they are accessible for changes, both via the web for on-line changes and by re-submitting a Common Record. The Common Record can be re-sent in its entirety or sent just with identifiers and those data elements that have changed. The records remain in this holding area until they are “released” by the school or become inactive.

Pell Grant or Direct Loan Actual Disbursements

For those records sent as Actual Disbursements, the system confirms that these records are submitted within the required timeframe (ie. seven days of or within the disbursement date for Direct Loans and 30 days of or within the disbursement date for Pell Grants).

If a record is an Actual Disbursement and is submitted more than seven days for a Direct Loan or 30 days for a Pell Grant prior to the Disbursement Date, the COD System removes the payment trigger. The school is notified of its requirement to take confirmation action closer to disbursement date, and the record is placed in the holding area (7 – please refer to description below regarding release of records in holding area)

If a record is an Actual Disbursement and is submitted within seven days for a Direct Loan or 30 days for a Pell Grant or after the Disbursement Date, the record moves on to Authorize Change in Funding Level (8).

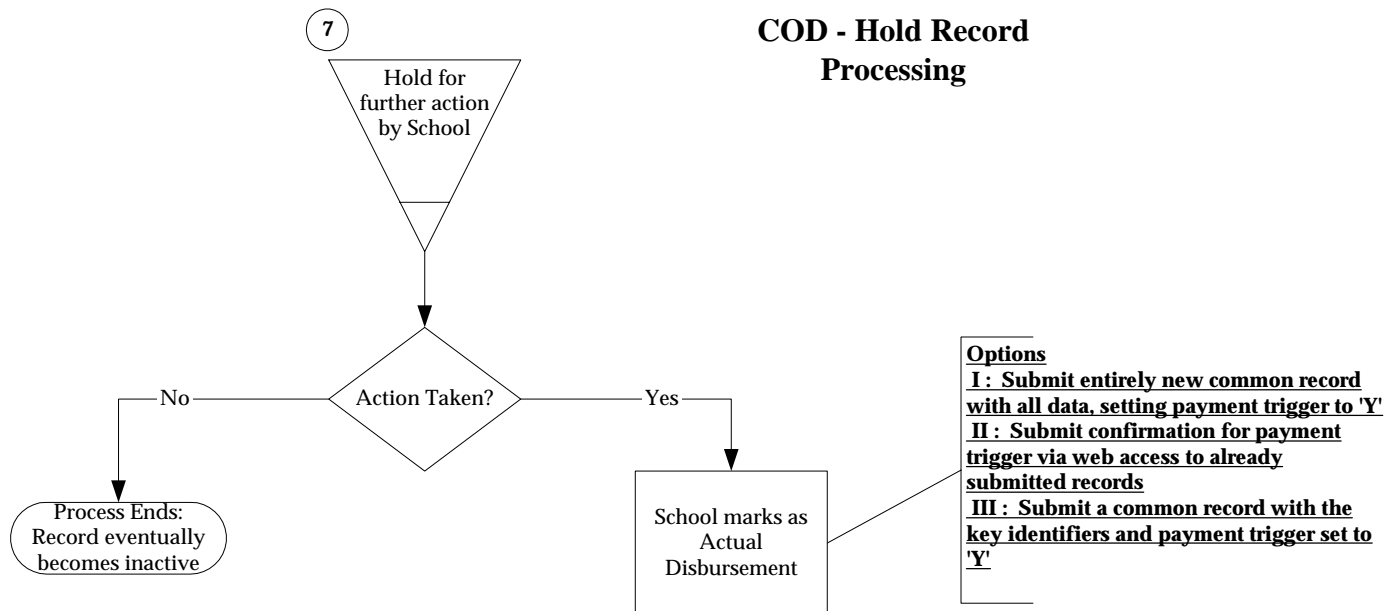
7. Hold Record Processing

Please refer to the diagram, COD – Hold Record Processing, below.

As indicted above, Pell Grant and Direct Loan records sent as Edit Only remain in the holding area (7) until the school takes some action. There are many options a school has to “release” records from the holding area for which they want to report a disbursement. These options are :

- Submit entirely new common record with all data, setting payment trigger to 'Y'
- Submit confirmation for payment trigger via web access to already submitted records
- Submit a common record with the key identifiers and payment trigger set to 'Y'

After the school takes action, the COD Process begins again for those records in the holding area. These records may include the following: records sent as “edit only,” rejected records, or records transmitted earlier than seven days before disbursement for Direct Loans or earlier than 30 days before disbursement for Pell Grants, as well as changes submitted to previously transmitted records. Edits are applied to new or changed information.



8. Actual Disbursement Process

If a record is an Actual Disbursement Record and is submitted within the required timeframe of or after the disbursement date, the record moves on to either release funds available to a school via drawdown or FedWire/ACH or substantiates money already made available to the school. The specified time period for Direct Loans is seven days, for Pell Grants, it is 30 days.

Note: Cash management and drawdown rules will be addressed in the Implementation Process Guide, available November 2001.

Campus-Based Records Processing

The reporting of campus-based disbursements on the student-level through COD is **OPTIONAL** for all schools. For those schools who choose to report campus-based disbursements, they can report anytime throughout the year.

Appendix A - XML Resources

Extensible Markup Language (XML) is a growing standard for e-commerce, data transmissions and structured documents using the Internet. Many industry groups are developing schemas and data dictionaries for this purpose. As a result, there is extensive information available about XML and the initiatives specific to the higher education community. Many institutions are already using XML for their own Internet initiatives including self-service applications for students, faculty, and staff; data exchanges both within and outside the school; and even data coordination or backup with data warehouse projects.

Available resources about XML include courses at many institutions and local or Internet bookstores. The Web is also a resource, including the sites mentioned below. The first three are international standards bodies, and the last is specifically for the schema and data dictionary for higher education.

- <http://www.w3c.org>
- <http://www.ebXML.org>
- <http://www.oasis-open.org>
- <http://www.standardscouncil.org>

Literature is constantly being updated as new technologies develop and mature. Therefore, it is recommended that time be spent exploring these resources.

Appendix B - XML Schema

An XML Schema specifies the rules surrounding the logical structure of an XML document. It is an application that describes the allowed content of documents. 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.

To support the open standards proven effective in the development of the Common Record, the Office of Student Financial Assistance is making the XML Schemas for the Common Record available electronically to all interested parties. Whether a school, a software provider, or a third party servicer is using it for product development to support COD or any student financial resource trading partner interested in incorporating the Common Record into their products and services, the schema is available starting in August 2001 at SFA's website:

- <http://ifap.ed.gov>

Appendix C – Common Record Layout

Introduction

This section provides the Common Record layout table, which lists block information grouped according to the following column headings:

- **Field Number** - Lists the Common Record field number
- **COD Data Field** – Contains the Common Record field name, description and legacy record field cross reference
- **Maximum Length** – Specifies the maximum length of the element
- **Data Type** – Specifies the type of field (e.g. date, integer, string, Boolean etc.)
- **Field Type** – Specifies whether the field is a simple or complex element
- **Format and Valid Field Values** – Describes the acceptable values for a given Common Record field
- **Element Requirements for Various Business Processes** - Indicates whether the field is required to perform the following functions:
 - **S=Establish Student**
 - **P=Establish Pell Grant**
 - **DS=Establish DL Subsidized**
 - **DU=Establish DL Unsubsidized**
 - **DP=Establish DL Plus**
 - **CB=Establish Campus-based information**
 - **DB=Establish a disbursement for an award/loan**
 - **RC=Receipt**
 - **RP=Response**

Under each of the functions, an “R” indicates the field is required. An “O” indicates the field is optional to perform the function. “NA” indicates the field is not applicable to the function being referenced.

Unless otherwise noted, the following annotations apply:

- *This field is required if first disbursement has a disbursement number greater than 01.
- ** This field is required if the school has become ineligible.

The Common Record Layout lists elements in block sequence. It includes the formats, field tags and edits. If there are rules for the layout which are needed for implementation, they would be described here. A general rule regarding sequence of data within blocks, and within complex elements: the start and end data tags and their context must be presented on the XML document within the block’s tags or the complex element tags to which they belong. The sequence of the data within that block or element is not dictated by the sequence numbers presented here. For example, if a complex element has ten simple elements within it, those ten can be in any sequence as long as the complex element’s end tag is after all of the ten. This is not unique to the Common Record, but is a general rule to XML schemas and documents.

The intent of this Technical Reference is to describe the purpose and use of the COD Process and the Common Record. XML Standards are not presented here and should be obtained from other sources. The following is a representation of the Common Record content, for example, data elements, valid values and maximum field lengths. It does not represent the physical layout of the data transmission. The layout will be depicted in a separate document, the XML schema. This schema is available on the IFAP website, <http://ifap.ed.gov> as of August 2001. It is provided in a format that can be downloaded for printing or importing to another application.

The Common Record Layout

Document Information

DOCUMENT INFORMATION													
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes							
						S	P	D	D	C	D	R	R
						S	P	S	U	P	B	B	C
1	<CommonRecord> Common Record: The root element for the document.	NA	NA	Complex Element	NA	R	R	R	R	R	R	R	R
2	<CreatedDtTm> DateTime: The DateTime stamp when the document was created.	22	date/time	Simple Element	CCYY-MM-DDTHH:mm:ss.ff	R	R	R	R	R	R	R	R
3	<DocumentId> Document Identification: The DateTime stamp with the Entity Id. This tag maps to the Pell Batch ID and the Direct Loan Loan Origination Batch Identifier, the Disbursement Batch Number, and the Change Batch Identifier.	30	string	Simple Element	CCYY-MM-DDTHH:mm:ss.ff99999999	R	R	R	R	R	R	R	R
4	<Source> Source: This element provides a logical grouping of elements related to Document Information.	NA	NA	Complex Element	NA	R	R	R	R	R	R	R	R
5	<Destination> Destination: This element provides a logical grouping of elements related to Document Information.	NA	NA	Complex Element	NA	R	R	R	R	R	R	R	R
6	<Lender> <Guarantor> <School> <ThirdPartyServicer> <COD> <Other> Source and Destination Points of Contact: These tags are simple elements that identify the type of data exchange partner.	NA	NA	Simple Element	NA	R	R	R	R	R	R	R	R

DOCUMENT INFORMATION														
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes								
						S	P	D	D	C	D	R	R	
						R	R	R	R	R	R	R	R	R
7	<Lender EntityId= " "> <Guarantor EntityId= " "> <School EntityId= " "> <ThirdPartyServicer EntityId= " "> <Other EntityId= " "> Entity ID: Attribute listing the Unique identifier for each data exchange partner. This number is used by a translator to produce all related numbers (i.e., OPE ID, Direct Loan School Code, Reporting Pell ID, DUNS number, etc).	8	string	Attribute	99999999	R	R	R	R	R	R	R	R	R
8	<Software> Software: This element provides a logical grouping of elements related to Document Information.	NA	NA	Complex Element	NA	O	O	O	O	O	O	O	O	O
9	<Software Provider=" "> Software Provider: Attribute that indicates the software provider and product. Provider cannot be sent without the Version attribute. This tag maps to the Pell Software Provider field and the first 6 values of the Direct Loan Vendor Identifier and Version Number.	10	string	Attribute	Software provider defined	O	O	O	O	O	O	O	O	O
10	<Software Version= " "> Software Version: Attribute that indicates the software version number. This tag maps to the Pell ED Use field.	6	string	Attribute	Software version defined	O	O	O	O	O	O	O	O	O
11	<FullRsFlag> Full Response Flag: Flag allowing an override on Entity profile concerning the response document.	1	string	Simple Element	S=Standard Response F=Full Response (standard plus original data) M= Standard Response with Message N= Full Response with Message Defaults to School Profile	O	O	O	O	O	O	N	N	N
12	<Receipt> Receipt: A datetime stamp indicating receipt of the document at COD.	19	date/time	Simple Element	CCYY-MM-DDTHH:mm:ss.ff	N	N	N	N	N	N	N	R	N
						A	A	A	A	A	A	A	A	A

Entity Information

ENTITY INFORMATION													
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes							
						S	P	D	D	C	D	R	R
						S	P	S	U	P	B	B	C
13	<ReportingSchl> Reporting School: A complex element. This element provides a logical grouping of elements related to Entity Information.	NA	NA	Complex Element	NA	R	R	R	R	R	R	R	R
14	<ReportingSchl EntityId= " "> Reporting School Entity Identification: A complex element. This element provides a logical grouping of elements related to Entity Information.	8	string	Attribute	99999999	R	R	R	R	R	R	R	R
15	<AttendingSchl> Attending School: A complex element. This element provides a logical grouping of elements related to Entity Information.	NA	NA	Complex Element	NA	R	R	R	R	R	R	R	R
16	<AttendingSchl EntityId= " "> Attending School Entity Identification: A complex element. This element provides a logical grouping of elements related to Entity Information.	8	string	Attribute	99999999	R	R	R	R	R	R	R	R
17	<ProgYrSummary> Summary by Program by Academic Year: A complex element. This element provides a logical grouping of elements related to Entity Information.	NA	NA	Complex Element	NA	R	R	R	R	R	R	R	R
18	<Award> Award: Tag indicating the corresponding aid program.	4	year	Complex Element	NA	O	O	O	O	O	N	N	R
19	<SummaryYr> Summary Year: Tag indicating the year corresponding to awards.	4	year	Complex Element	CCYY Last year in cycle is used (i.e., 2002 corresponds to 2001-2002) Year > 2001	O	O	O	O	O	N	N	R

ENTITY INFORMATION													
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes							
						S	P	D	D	C	D	R	R
						S	P	D	D	C	D	R	R
20	<TotNumStuds> Total Number of Students: Total number of students in this document. This information is summarized by program by award year. This tag maps to the Direct Loan Total Number of Records.	9	integer	Simple Element	0-999999999	R	O	O	O	O	N	N	R
21	<TotNumAcc> Total Number Accepted: Total number of accepted records in this document. This information is summarized by program by award year. This tag maps to the Direct Loan Total Number of Accepted Records.	9	integer	Simple Element	0-999999999	R	O	O	O	O	N	N	R
22	<TotNumRej> Total Number Rejected: Total number of rejected records in this document. This information is summarized by program by award year. This tag maps to the Direct Loan Total Number of Rejected Records.	9	integer	Simple Element	0-999999999	R	O	O	O	O	N	N	R
23	<TotNumCorr> Total Number Corrected: Total number of corrected records in this document. This information is summarized by program by award year.	9	integer	Simple Element	0-999999999	R	O	O	O	O	N	N	R
24	<TotNumDup> Total Number Dup: Total number of duplicate records in this document. This information is summarized by program by award year. This tag maps to the Pell Number of Duplicate Records.	9	integer	Simple Element	0-999999999	R	O	O	O	O	N	N	R

ENTITY INFORMATION													
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes							
						S	P	D	D	C	D	R	R
25	<TotNumHeld> Total Number Held: Total number of held records in this document. This information is summarized by program by award year.	9	integer	Simple Element	0-999999999	R	O	O	O	O	N	N	R
											A	A	
26	<TotNumPartial> Total Number Partial: Total number of awards for which only part of the award transaction is accepted. This information is summarized by program by award year.	9	integer	Simple Element	0-999999999	R	O	O	O	O	N	N	R
											A	A	
27	<TotNumVerif> Total Number Verified: Total number of students in this document that are reported to be selected for verification by CPS. This information is summarized by program by award year.	9	integer	Simple Element	0-999999999	O	O	O	O	O	N	N	R
											A	A	
28	<TotNumSSAdmin> Total Number SSA Match: Total number of students in this document that are reported by CPS to have a SSA match not equal to 4. This information is summarized by program by award year.	9	integer	Simple Element	0-999999999	O	O	O	O	O	N	N	R
											A	A	
29	<Pell> <DLSub> <DLUnsub> <DLPLUS> <FFELSub> <FFELUnsub> <FFELPLUS> <ALTLoan> <FWSP> <SEOG> <PERK> <CWC> A complex element. This element provides a logical grouping of elements related to award information.	NA	NA	Complex Element	NA	N	R	R	R	R	R	N	R
						A						A	

ENTITY INFORMATION													
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes							
						S	P	D	D	C	D	R	R
30	<TotAmtRep> Total Amount Reported: The total dollar value reported in this document. This information is summarized by program by award year. This tag maps to the Pell Reported Total of Batch.	15	decimal	Simple Element	0-9999999999999999	N	R	R	R	R	R	N	R
31	<TotAmtAcc> Total Amount Accepted: The total dollar value reported in this document. This information is summarized by year by program.	15	decimal	Simple Element	0-9999999999999999	N	N	N	N	N	N	N	R
32	<TotAmtCorr> Total Amount Corrected: The total dollar value reported in this document for corrected Pell awards. This information is summarized by program by award year.	15	decimal	Simple Element	0-9999999999999999	N	N	N	N	N	N	N	R

Person

PERSON																
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes										
						S	P	D	D	D	C	D	R	R	P	
33	<Student> <Borrower> A complex element. This element provides a logical grouping of elements related to Person Information.	NA	NA	Complex Element	NA	R	R	R	R	R	R	R	R	R	R	R
34	<Person SSNum=" " DtofBirth=" " LastName=" "> Person Identifier: The person's identification information on COD. The SSNum portion of this tag maps to the Pell Student's Current SSN for this transaction and the Direct Loan Borrower's Social Security Number, Student's Social Security Number (PLUS) and Student's Social Security Number. The DtofBirth portion of this tag maps to the Pell Student's Date of Birth for this transaction and the Direct Loan Borrower's Date of Birth, Student's Date of Birth (PLUS) and Student's Date of Birth. The LastName portion of this tag maps to the Pell Student's Last Name for this transaction and the Direct Loan Borrower's Last Name, Student's Last Name (PLUS) and Student's Last Name.	52	NA	Complex Element	Person SSNum: 001010001 to 999999998 DtofBirth: Format is CCYYMMDD 19020101 to 19901231 LastName: 0-9; Uppercase A to Z; Spaces(s); . (period); (apostrophe); -(dash)	R	R	R	R	R	R	R	R	R	R	R

PERSON													
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes							
						S	P	D	D	C	D	R	R
						S	P	S	U	P	B	B	C
35	<SSNum> Social Security Number: The person's current Social Security Number. This tag is the appropriate vehicle in which to change the Social Security Number. If the content of this tag is different than the SSNum in the Person Identifier, then COD will update the Person Identifier. The SSNum portion of this tag maps to the Pell Student's Current SSN for this transaction and the Direct Loan Borrower's Social Security Number, Student's Social Security Number (PLUS) and Student's Social Security Number.	9	string	Simple Element	001010001 to 999999998	O	O	O	O	O	O	N	O
36	<DriversLicense> Driver's License: A complex element. This element provides a logical grouping of elements related to Person Information.	NA	NA	Complex Element	NA	O	O	O	O	O	O	N	O
37	<DLNum> Driver's License Number: The person's Driver's License Number. This tag maps to the Direct Loan Borrower's Driver's License Number.	20	string	Simple Element	0 to 9; Uppercase A to Z; Space(s); *(Asterisk); -(Dash)	O	O	O	O	O	O	N	O
38	<DLState> Driver's License State: Attribute indicating the person's Driver's License State. This tag maps to the Direct Loan Borrower's Driver's License State.	3	string	Simple Element	Uppercase A to Z; Valid postal code (See State/Country/Jurisdiction Table)	O	O	O	O	O	O	N	O
39	<FirstName> First Name: The person's first name. This tag maps to the Pell Student's First Name for this transaction and the Direct Loan Borrower's First Name and Student's First Name.	12	string	Simple Element	0 to 9; Uppercase A to Z; Space(s); .(period); '(apostrophe); -(dash)	O	O	O	O	O	O	N	O

PERSON													
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes							
						S	P	D	D	C	D	R	R
						S	P	S	U	P	B	B	C
40	<LastName> Last Name: The person's last name. This element is the appropriate vehicle in which to change the Last Name. If the content of this element is different than the LastName in the Person Identifier, then COD will update the Person Identifier. The LastName portion of this tag maps to the Pell Student's Last Name for this transaction and the Direct Loan Borrower's Last Name, Student's Last Name (PLUS) and Student's Last Name.	35	string	Simple Element	0 to 9; Uppercase A to Z; Space(s); .(period); '(apostrophe); -(dash)	O	O	O	O	O	O	N	O
41	<MiddleInitial> Middle Initial: The person's middle initial. This tag maps to the Pell Student's Middle Initial for this transaction and the Direct Loan Borrower's Middle Initial, Student's Middle Initial (PLUS), and the Student's Middle Initial.	1	string	Simple Element	Uppercase A to Z	O	O	O	O	O	O	N	O
42	<Temp> Address Type: This tag indicates if the address listed is temporary. While this tag doesn't have a direct match, it is associated with Direct Loan Local information.	NA	boolean	Simple Element	true = Address is temporary This tag is optional. If the tag is not sent, the default is false.	O	O	R	R	R	O	O	N
43	<Foreign> Address Type: This tag indicates if the address is foreign. This tag is associated with FFEL information.	NA	boolean	Simple Element	true = Address is foreign This tag is optional. If the tag is not sent, the default is false.	O	N	O	O	O	N	N	N
						A	A			A	A	A	O

PERSON														
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes								
						S	P	D	D	C	D	R	R	
						S	P	S	U	P	B	B	C	
44	<Addr> Address : A line of the person's address. There is a maximum occurrence of three address lines for this tag. The sequence of this tag maps to the person's first, second, and third lines of address. This tag maps to the Direct Loan Borrower's Permanent Address and the Student's Local Address.	40	string	Simple Element	0 to 9 Uppercase A to Z; .(Period); '(Apostrophe); -(Dash); ,(Comma); #(Number); @(At); %(Percent or care of); &(Ampersand); /(Slash); Space(s)	O	O	R	R	R	O	O	N	O
45	<City> City: The person's city. This tag maps to the Direct Loan Borrower's Permanent Address City and the Student's Local Address City.	24	string	Simple Element	0 to 9 Uppercase A to Z; .(Period); '(Apostrophe); -(Dash); ,(Comma); #(Number); @(At); %(Percent or care of); &(Ampersand); /(Slash); Space(s)	O	O	R	R	R	O	O	N	O
46	<StateProv> State: The person's State or Province. This tag maps to the Direct Loan Borrower's Permanent Address State and the Student's Local Address State.	3	string	Simple Element	Uppercase A to Z; Valid postal code (See State/Country/Jurisdiction Table)	O	O	R	R	R	O	O	N	O
47	<County> County: The person's county.	19	string	Simple Element	Uppercase A to Z	O	O	O	O	O	O	O	N	O
48	<Country> Country: The person's country.	3	string	Simple Element	Uppercase A to Z; Valid postal code (See State/Country/Jurisdiction Table)	O	O	O	O	O	O	O	N	O
49	<PostalCd> Zip or Postal Code: The person's Postal Code (Zip Code). This tag maps to the Direct Loan Borrower's Permanent Zip Code and the Student's Local Zip Code.	13	integer	Simple Element	0 to 9999999999999999	O	O	R	R	R	O	O	N	O
50	<PhoneNum> Phone Number: The person's phone number. This tag maps to the Direct Loan Borrower's Telephone Number.	17	integer	Simple Element	0 to 9999999999999999	O	O	O	O	O	O	O	N	O

PERSON													
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes							
						S	P	D	D	C	D	R	R
						S	P	S	U	P	B	B	C
51	<Email> Email Address: The person's email address. This tag maps to the Direct Loan Student's E-mail Address.	128	string	Simple Element	Any valid keyboard character including an underscore; but not the pipe symbol or space	O	O	O	O	O	O	N	O
52	<DtofBirth> Birth Date: The person's current date of birth. This tag is the appropriate vehicle in which to change the Date of Birth. If the content of this tag is different than the Date of Birth in the Person Identifier, then COD will update the Person Identifier. The DtofBirth portion of this tag maps to the Pell Student's Date of Birth for this transaction and the Direct Loan Borrower's Date of Birth, Student's Date of Birth (PLUS) and Student's Date of Birth.	10	date	Simple Element	Format is CCYYMMDD 19030101 to 19911231	O	O	O	O	O	O	N	O
53	<CitznStatusInd> Citizenship Status Indicator: The person's citizenship status. COD will pull citizenship status from CPS. This is an override field to allow schools to report information for PLUS only or for correction information from documentation located at the school. This tag maps to the Direct Loan Borrower's Citizenship and the Student's Citizenship.	1	string	Simple Element	The value the student reported for citizenship. 1 = U.S. citizen (or U.S. national) 2 = Eligible noncitizen 3 = Not eligible	O	O	O	R	O	O	N	O

Award Information

AWARD INFORMATION														
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes								
						S	P	D	D	C	D	R	R	
						S	P	D	D	C	D	R	R	
54	<Pell> <DLSub> <DLUnsub> <DLPLUS> <FFELSub> <FFELUnsub> <FFELPLUS> <ALTLoan> <FWSP> <SEOG> <PERK> <CWC> A complex element. This element provides a logical grouping of elements related to award information.	NA	NA	Complex Element	NA	O	R	R	R	R	R	R	N	R
55	<DLLoanInfo> A complex element. This element provides a logical grouping of elements related to loan information.	NA	NA	Complex Element	NA	O	N	R	R	R	N	O	N	O
56	<DLLoanInfo LoanKey = " " > Loan Key: An attribute which identifies related loan information.	99	integer	Attribute	1-99	O	N	R	R	R	N	O	N	O
57	<LoanKey> Loan Key: This tag references related loan information.	99	integer	Simple Element	1-99	O	N	R	R	R	N	O	N	O
58	<AwardYr> Award Year: Tag indicating the year corresponding to awards.	4	year	Simple Element	CCYY List last year in cycle (i.e., 2002 for 2001-2002)	O	R	R	R	R	R	R	N	R
59	<SchlUseOnly> School Use Only: This tag contains cross-reference information useful to the School. This tag maps to the Pell Origination Cross-Reference field.	20	string	Simple Element	Institutionally defined.	O	O	O	O	O	O	O	N	O

AWARD INFORMATION													
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes							
						S	P	D	D	C	D	R	R
						S	P	D	D	C	D	R	R
						A	A	S	U	P	B	B	C
60	<FISAPIncomeOverride> FISAP Income Override: COD will download the primary and secondary FISAP Income amounts from CPS. This is a field to allow schools to override the total Taxable and Nontaxable Income for the student and parents, if dependent, or the student only if independent.	11	decimal	Simple Element	-99999999.99 to 99999999.99	N	N	N	N	O	O	N	O
						A	A	A	A			A	
61	<CostOfAttend> Cost of Attendance: The estimated cost of attending school during the requested award period before subtracting any financial aid or expected family contribution. For Pell the amount must equal COA calculated by the School following the Federal Pell Grant Payment regulations. This tag maps to Pell Accepted Cost of Attendance and Cost of Attendance fields.	11	decimal	Simple Element	0 - 99999999.99	N	R	N	N	N	N	N	O
						A		A	A	A	A	A	
62	<VerifStatCd> Verification Status Code: Status of verification of applicant data by the school. Required only if school has paid a Pell Grant without supporting documentation. This tag is not a direct translation but maps to the Pell Verification Status Code field.	1	string	Simple Element	W: Without Documentation V: Verified	N	R	N	N	N	N	N	O
						A		A	A	A	A	A	
63	<LDefGOver> Loan Default/Grant Overpay: Identifies if the borrower/student is in default on a Title IV loan or owes a refund on a Title IV grant. This tag maps to the Direct Loan Borrower's Loan Default/Grant Overpayment, Student's Loan Default/Grant Overpayment (PLUS) and Student's Loan Default/Grant Overpayment.	1	string	Simple Element	Y=Yes N=No Z=Overriden by School	N	N	O	O	R	N	N	O
						A	A				A	A	

AWARD INFORMATION													
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes							
						S	P	D	D	C	D	R	R
						A	A	S	U	P	B	B	P
64	<LowTuitFeesInd> Low Tuition and Fees Indicator: Indicator identifying tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table. This tag maps to the Pell Low Tuition & Fees Code and Accepted Low Tuition & fees flag.	1	string	Simple Element	1: 0 2: 1 - 262 3: 263 - 524	N A	O A	N A	N A	N A	N A	N A	N A
65	<IncarceratedFlg> Incarcerated Federal Pell Recipient Indicator: Indicator identifying if the student is incarcerated in local penal institution but otherwise eligible to receive Federal Pell Grants. This tag maps to the Incarcerated Federal Pell Recipient Code and Accepted Incarcerated Federal Pell Recipient code.	1	boolean	Simple Element	true = Yes, the student is incarcerated in a local institution, but is otherwise eligible. false = No, the student previously reported as incarcerated, but is not or is no longer incarcerated.	N A	O A	N A	N A	N A	N A	N A	N A
66	<CPSTransNum> CPS Transaction Number: Transaction number from eligible SAR used to calculate award. This tag maps to the Pell Transaction Number and Accepted Transaction Number field.	2	string	Simple Element	1-99	R	R	R	R	R	R	R	N A
67	<DependOverride> Dependency Override: COD will download dependency status from CPS. This is a field to allow schools to override dependency information. This tag maps to the Direct Loan Dependency Status field.	1	string	Simple Element	I = Independent D = Dependent	N A	N A	O A	O A	O A	O A	O A	N A

AWARD INFORMATION														
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes								
						S	P	D	D	C	D	R	R	
						S	P	D	D	C	D	R	R	
						S	P	D	D	C	D	R	R	
68	<SecondaryEFCInd> Secondary EFC Used Indicator: Indicator of EFC value used to determine award amount. This tag maps to the Pell Accepted Secondary Expected Family Contribution Code and Secondary Expected Family Contribution Codes.	1	string	Simple Element	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 a calculated by the CPS.	N	O	N	N	N	N	N	N	O
69	<AcCal> Academic Calendar: Calendar which applies to this student's educational program. Must be valid or system accepted to process record. This tag maps to the Pell Accepted Academic Calendar and Academic Calendar fields.	1	string	Simple Element	1=Credit Hours-non-standard terms; 2=Credit Hours-standard terms of quarters; 3=Credit Hours-standard terms of semesters; 4=Credit Hours-standard terms of trimesters; 5=Clock hours; 6=Credit Hours without terms The academic calendar dictates which Payment Methodology can be accepted, and the data required for the elements used in calculating the student's award.	N	R	N	N	N	N	N	N	O

AWARD INFORMATION														
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes								
						S	P	D	D	C	D	R	R	
						S	P	D	D	C	D	R	R	
						A	A	A	A	A	A	A	A	
70	<PmtMethod> Payment Methodology: Formula used to calculate the student's Federal Pell Grant Award. This tag maps to the Pell Accepted Payment Methodology and Payment Methodology fields.	1	string	Simple Element	1=(a)Credit hour with standard terms in which total weeks of instructional time Fall through Spring terms equal or exceed 30 weeks, or have been granted waiver; or (b) School offers a summer term in addition to fall through spring terms, could calculate awards using Formula 1 or 2 and chooses to perform alternate calculation (AC: 2,3, or 4) 2=Credit hour with standard terms in which total weeks of instructional time Fall through Spring terms are less than 30 weeks, has not been granted waiver. School does not use alternate calculation (AC: 2, 3, or 4) 3=Credit hour with standard or non-standard terms (AC: 1, 2, 3, or 4) 4=Clock hour or Credit hour without terms (AC: 5 or 6) 5=Programs of study by correspondence (AC: 1, 2, 3, or 4 denotes Formula 5B AC: 6 denotes Formula 5A)	N	R	N	N	N	N	N	N	O

AWARD INFORMATION													
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes							
						S	P	D	D	C	D	R	R
						S	P	D	D	C	D	R	R
						A	A	A	A	A	A	A	A
71	<p><InstructWksUsed></p> <p>Weeks of instructional time used to calculate payment: Weeks of instructional time used to calculate payment: Total Number of weeks of instructional time provided by this student's Program of Study during a full academic year. Content and valid values depend upon Payment Methodology or Academic calendar: Academic calendars 5&6-The lesser of either (a) number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) number of weeks of instructional time for a full-time student to complete hours in academic year for student's program of study;</p> <p>PM2-Number of weeks of instructional time in academic year for student's program of study (fall through spring terms); PM3, 5 (academic calendar 1,2,3,4)-Number of weeks of instructional time in all terms in academic year for student's program of study.</p> <p>Valid Values depend upon Payment Methodology and Academic Calendar fields. This tag maps to the Pell Accepted Weeks of Instructional Time Used to Calculate Payment and Weeks of Instructional Time Used to Calculate Payment fields.</p>	2	string	Simple Element	<p>Not applicable to Payment Methodology 1 0-29-Payment Methodology 2 0-78-Payment Methodologies 3, 4, 5 Cannot exceed Weeks of Instructional Time in program's definition of academic year</p>	N	O	N	N	N	N	N	N

AWARD INFORMATION														
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes								
						S	P	D	D	C	D	R	R	
						S	P	D	D	C	D	R	R	
						A	A	A	A	A	A	A	A	
72	<InstructWksDefiningAcYr> Weeks of instructional time in program's definition of academic year Weeks of instructional time in program's definition of academic year: Total number of weeks of instructional time in the School's definition of a full academic year for this student's Program of Study. This tag maps to the Pell Accepted Weeks of Inst. time in Program's Definition of Academic Year and Weeks of Inst. Time in Program's Definition of Academic Year fields.	2	string	Simple Element	No t applicable to Payment Methodology 1 30-78 Payment Methodologies 2,3,4, and 5	N	O	N	N	N	N	N	N	O
73	<CrClockHrsinAwardYr> Credit/Clock hours in this student's program of study's academic year: Total number of credit/clock hours in all payment periods School expects this student to attend and be paid for during this Federal Pell Grant Award year. This tag maps to the Accepted Pell Cr/Clock Hours in Award Year and Pell Cr/Clock Hours in Award Year fields.	4	string	Simple Element	Required for Academic Calendars 5 and 6 Ranges: 0-3120 Academic Calendar 5 0-100 Academic Calendar 6	N	O	N	N	N	N	N	N	O
						A	A	A	A	A	A	A	A	

AWARD INFORMATION													
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes							
						S	P	D	D	C	D	R	R
						A	A	S	U	P	B	B	C
74	<CrClockHrsinProgsAcYr> Credit/Clock hours in this student's program of study's academic year: Total number of credit or clock hours in the School's definition of a full academic year for this student's Program of Study. This tag maps to the Pell Accepted Cr/Clock Hours in the Student's Program of Study's Academic Year and Pell Cr/Clock Hours in the Student's Program of Study's Academic Year fields.	4	string	Simple Element	Required for Academic Calendars 5 and 6 Ranges: 900-3120 Academic calendar 5 24-100 Academic calendar 6	N	O	N	N	N	N	N	N
						A		A	A	A	A	A	O
75	<AwardId> Award ID: Unique Award Identifier. This tag maps to the Direct Loan Loan Identifier field.	23	string	Simple Element	Student's Social Security Number: 001010001-999999998 Loan Type: S = Subsidized U = Unsubsidized P = Plus Program Year: 03 School Code: X00000-X99999 where X = G or E Loan Sequence Number: 001-999	N	N	R	R	R	N	R	N
						A	A				A	A	O
76	<AwardCreateDt> Award Create Date: The date the award record was created by the school. This tag maps to the Direct Loan Loan Origination Date field.	10	date	Simple Element	CCYYMMDD 19000101-20991231	N	N	R	R	R	N	O	N
						A	A				A	A	O

AWARD INFORMATION														
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes								
						S	P	D	D	C	D	R	R	
						A		S	U	P	B	B	C	
77	<AwardAmt> Award Amount: The total award amount that the student is eligible to receive as determined by the school. This tag maps to the Pell Accepted Award Amount for the Entire School Year, Award Amount for the Entire School Year and the Direct Loan Loan Amount Approved.	11	decimal	Simple Element	DL Sub - Grade Level = 0 or 1 Max = 2625 Grade Level = 2 Max 3500 Grade Level = 3,4,5 Max = 5500 Grade Level >= 6 Max = 8500 DL Unsub - Grade Level = 0 or 1 Max = 6625 Grade Level = 2 Max 7500 Grade Level = 3,4,5 Max = 10500 Grade Level >= 6 Max = 18500 If Additional Unsubsidized Loan for HPPA = Y, Grade Level = 3,4,5 Max = 27167 Grade Level >= 6 Max = 45167 PLUS - 0-99999.99 Pell - refer to the Pell Payment Schedule	N	R	R	R	R	O	O	N	O
78	<FedShareAmt> Federal Share Amount: The federal share portion of the Perkins, FSEOG, or FWS award amount.	11	decimal	Simple Element	0 - 99999999.99	N	N	N	N	N	R	N	N	O
79	<OrigntnFeePct> Origination Fee Percentage: The origination fee percentage used for this record. This tag maps to the Direct Loan Origination Fee Percentage.	5	decimal	Simple Element	0-100.000 .03 for 3 percent .04 for 4 percent	N	N	R	R	R	N	N	N	O
80	<IntRebatePct> Interest Rebate Percentage: The upfront interest rebate percentage for the disbursement. This tag maps to the Direct Loan Interest Rebate Percentage field.	5	decimal	Simple Element	0-100.000 .015 = 1.5 percent	N	N	R	R	R	N	N	N	O

AWARD INFORMATION														
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes								
						S	P	D	D	C	D	R	R	
						S	P	D	D	C	D	R	R	
						S	P	D	D	C	D	R	R	
81	<PromNtPrtInd> Promissory Note Print Indicator: The Promissory Note print option used for this record. This tag maps to the Direct Loan Promissory Note Print Indicator.	1	string	Simple Element	S = COD Prints and sends to Borrower R = COD Prints and sends to School Z = COD Reprint This tag is optional. If the tag is not sent, the default is school (or reporting entity) prints.	N A	N A	O	O	O	N A	N A	N A	O
82	<DiscStmntPrtInd> Disclosure Statement Print Flag: 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 Statement. This tag maps to the Direct Loan Disclosure Statement Print Indicator.	1	string	Simple Element	Y = COD prints and sends to Borrower R = COD reprint Defaults to School Profile This tag is optional. If the tag is not sent, the default is school (or reporting entity) prints.	N A	N A	O	O	O	N A	N A	N A	O
83	<AddtHPPA> Additional Unsubsidized Loan for HPPA: Indicates if the dependent student is eligible for an additional unsubsidized loan amount. This was formerly a HEAL loan. This maps to the Direct Loan Additional Unsubsidized Eligibility up to Health Profession Programs Amount.	NA	boolean	Simple Element	true = Dependent student is eligible for an additional loan amount. Unsubsidized only This tag is optional. If the tag is not sent, the default is false.	N A	N A	N A	O	N A	N A	N A	N A	O

AWARD INFORMATION														
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes								
						S	P	D	D	C	D	R	R	
						S	P	S	U	P	B	B	C	
84	<GradeLevelInd> Grade Level Indicator: Indicates the student's current college grade level in the program or college. This tag maps to the Direct Loan Student's College Grade Level.	1	string	Simple Element	0 = 1st year, undergraduate/never attended college; 1 = 1st year, undergraduate/attended college before; 2 = 2nd year undergraduate/sophomore; 3 = 3rd year undergraduate/junior; 4 = 4th year undergraduate/senior; 5 = 5th year/other undergraduate; 6 = 1st year graduate/professional; 7 = Continuing graduate/professional or beyond	N A	N A	R	R	R	R	N A	N A	O
85	<AwardBeginDt> Award Begin Date: The date when classes begin for the specific period covered by aid. This tag maps to the Direct Loan Loan Period Start Date.	10	date	Simple Element	CCYYMMDD 20010702-20030630 Cannot be prior to the student's academic year begin date	N A	N A	R	R	R	N A	N A	N A	O
86	<AwardEndDt> Award End Date: The date when classes end for the specific period covered by aid. This tag maps to the Direct Loan Loan Period End Date.	10	date	Simple Element	CCYYMMDD 20030701-20040629 Cannot be after the student's academic year end date	N A	N A	R	R	R	N A	N A	N A	O
87	<AcYrBeginDt> Academic Year Start Date: The date the student's academic year starts at the school. This tag maps to the Direct Loan Academic Year Start Date.	10	date	Simple Element	CCYYMMDD 20010702-20030630	N A	N A	R	R	R	N A	N A	N A	O
88	<AcYrEndDt> Academic Year End Date: The date the student's academic year ends at the school. This tag maps to the Direct Loan Academic Year End Date.	10	date	Simple Element	CCYYMMDD 20020701-20040629	N A	N A	R	R	R	N A	N A	N A	O

AWARD INFORMATION													
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes							
						S	P	D	D	C	D	R	R
						S	P	D	D	C	D	R	R
89	<EnrollDt> Enrollment Date: 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 2002-2003 funds, report the actual start date of the student's classes for that payment period. This tag maps to the Pell Accepted Enrollment Date and Enrollment Date.	10	date	Simple Element	CCYYMMDD 20020101 - 20030630	N	R	N	N	N	N	N	N
90	<LessThanFTFlg> Less Than Full Time Flag: Flag indicating if student is less than full-time.	NA	boolean	Simple Element	true = Less than Full Time Status This tag is optional. If the tag is not sent, the default is false.	N	O	O	O	O	R	N	N
						A						A	A
													O

Disbursement Information

DISBURSEMENT INFORMATION															
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						S	P	D	D	C	D	R	R	O	
91	<Disbursement> This is a complex element. This element provides a logical grouping of elements related to disbursement information.	NA	NA	Complex Element	NA	N	N	N	N	N	N	R	N	O	
92	<Disbursement Number= " "> Disbursement Number: Number of the disbursement. This tag maps to the Pell Disbursement Reference Number and the Direct Loan Disbursement Number.	2	integer	Attribute	1-20	N	N	N	N	N	N	R	N	O	
93	<DisbDt> Disbursement Date: The date money was credited to the student's account at the school or paid to the student (or borrower if a PLUS loan) directly. This tag maps to the Pell Accepted Disbursement Date, Disbursement Date, and the Direct Loan Disbursement Anticipated Date and the Transaction Date fields.	10	date	Simple Element	CCYYMMDD 20010702-20080930	N	N	N	N	N	N	R	N	O	
94	<DisbSeqNum> Sequence Number: The number that determines the order in which transactions must be processed for a given disbursement number. This tag maps to the Direct Loan Disbursement Sequence Number.	2	integer	Simple Element	1-99 Disbursement sequence numbers must be sequential and follow in order. Pell valid values are: 1-90 Direct Loan valid values are: 1-65 School assigned 66-90 COD assigned 91-99 Servicer refund	N	N	N	N	N	N	R	N	O	
95	<DisbNetAmt> Disbursement Net Amount: The net award amount. This tag maps to the Direct Loan Disbursement Actual Net Amount, Disbursement Actual Net Amount LOC and Disbursement Anticipated Amount.	11	decimal	Simple Element	0 - 99999999.99	N	N	N	N	N	N	R	N	O	

DISBURSEMENT INFORMATION														
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes								
						S	P	D	D	D	C	D	R	R
						A	A	S	U	P	B	B	C	P
96	<DisbFeeAmt> Disbursement Fee Amount: The Fee Amount. This tag maps to the Direct Loan Disbursement Actual Loan Fee Amount and Disbursement Anticipated Loan Fee Amount.	11	decimal	Simple Element	0 - 99999999.99	N A	N A	N A	N A	N A	N A	R - D L *	N A	O
97	<IntRebateAmt> Interest Rebate Amount: The Upfront Interest Rebate Amount. This tag maps to the Direct Loan Disbursement Actual Interest Rebate Amount, Disbursement Actual Interest Rebate Amount - LOC, and the Disbursement Anticipated Interest Rebate Amount.	11	decimal	Simple Element	0 - 99999999.99	N A	N A	N A	N A	N A	N A	R - D L *	N A	O
98	<DisbAmt> Disbursement Amount: Amount of money credited to the student's account at the school or paid to the student (or borrower if PLUS) directly. This tag maps to the Pell Disbursement Amount, Accepted Disbursement Amount and the Direct Loan Disbursement Actual Gross Amount, Disbursement Actual Gross Amount - LOC fields.	11	decimal	Simple Element	0 - 99999999.99 MAX AWARD AMOUNT	N A	N A	N A	N A	N A	N A	R A	N A	O
99	<PmtTriggerFlg> Payment Trigger Flag: The flag indicating if the Entity is submitting disbursement records for disbursements that have been or will be disbursed. This flag indicates if the record is a disbursement or edit only record.	NA	boolean	Simple Element	true = Yes, submit records for payment. false = No, submit records for edit only. Defaults to No	N A	N A	N A	N A	N A	N A	R A	N A	O

DISBURSEMENT INFORMATION																	
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes											
						S	P	D	D	D	C	D	R	R			
						A	A	A	A	A	A	A	A	A	A	A	A
100	<SchlUseOnly> School Use Only: This field contains cross reference information useful to the School. This tag maps to the Pell Disbursement Cross-Reference field and the Direct Loan User Identifier Create fields.	20	string	Simple Element	Institutionally defined.	N	N	N	N	N	N	O	N	N	O		
101	<FirstDisbFlg> First Disbursement Flag: Flag identifying the disbursement with the earliest disbursement date. This tag maps to the Direct Loan First Disbursement Flag field.	NA	boolean	Simple Element	true = Yes, this is the First Disbursement This tag is optional. If the tag is not sent, the default is false. However, Required if First Actual Disbursement has a disbursement number greater than 01.	N	N	N	N	N	N	R	N	N	O		
102	<ConfFlg> Confirmation Flag: Indication that this disbursement has been confirmed by the borrower at the school. This tag maps to the Direct Loan Confirmation Flag field.	NA	boolean	Simple Element	true = Yes, this disbursement has been confirmed by the borrower. This tag is optional. If the tag is not sent, the default is false.	N	N	N	N	N	N	O	N	N	O		
103	<PmtPeriodStartDt> Payment Period Start Date: Beginning date of the Payment Period. Used to pay on awards submitted by schools that have become ineligible. This tag maps to the Pell Enrollment Date field.	10	date	Simple Element	CCYYMMDD 20010101 to 20020630	N	N	N	N	N	N	R	N	N	O		

Response

RESPONSE (Nested within each of the above Blocks)														
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes								
						S	P	D	D	C	D	R	R	
						A	A	S	U	P	B	B	C	P
104	<DocumentType> Document Type: The type of document being returned from COD.	2	string	Simple Element	WB = Response to web HL = Response to hold process CO = Response to Credit Override	N A	N A	N A	N A	N A	N A	N A	N A	O
105	<DocumentStat> Document Status: The status of the processed document on COD.	1	string	Simple Element	A = Accepted R = Rejected D = Duplicate	N A	N A	N A	N A	N A	N A	N A	N A	R
106	<ProcessDt> Processing Date: The date the document information was processed at COD. This tag maps to the Pell RFMS Process Date and the Direct Loan Acknowledgement Date and Promissory Note Acknowledgement Date.	10	date	Simple Element	CCYYMMDD	N A	N A	N A	N A	N A	N A	N A	N A	R
107	<PmttoSvrAmt> Payment to Servicer Amount: Amount of payment sent to the Servicer by the borrower. This tag maps to the Direct Loan Payment to Servicer Amount.	11	decimal	Simple Element	(-99999999.99 to 99999999.99) FileType = SR only A negative amount indicates a refund A positive amount indicates a reversal of the refund (that is, bounced check)	N A	N A	N A	N A	N A	N A	N A	N A	O
108	<PmttoSvrDt> Payment to Servicer Date: The date the Servicer posted the payment to the student's account.	10	date	Simple Element	CCYYMMDD	N A	N A	N A	N A	N A	N A	N A	N A	O
109	<BkdLoanAmt> Booked Loan Amount: Total net amount of disbursements accepted and booked. This tag maps to the Direct Loan LOC's Total Net Booked Loan Amount.	11	decimal	Simple Element	0 - 99999999.99	N A	N A	N A	N A	N A	N A	N A	N A	O
110	<BkdLoanAmtDt> Booked Loan Date: The date the loan booked on COD.	10	date	Simple Element	CCYYMMDD	N A	N A	N A	N A	N A	N A	N A	N A	O

RESPONSE (Nested within each of the above Blocks)															
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						S	P	D	D	C	D	R	R		
						S	P	D	D	C	D	R	R		
						A	A	S	U	P	B	B	C		
111	<YrTDDisbAmt> Year-To-Date Disbursement Amount: Total amount that has been disbursed to the student for the award year. This tag maps to the Pell YTD Disbursed Amount.	11	decimal	Simple Element	0 - 99999999.99	N	N	N	N	N	N	N	N		
						A	A	A	A	A	A	A	A		
112	<TotEligUsed> Total Eligibility Used: Total percentage of the student's Pell eligibility used for the specific award year.	7	decimal	Simple Element	0-100.999	N	N	N	N	N	N	N	N		
						A	A	A	A	A	A	A	A		
113	<EMPNFlg> Electronic MPN Flag: Flag indicating whether there is an electronic or paper MPN. This tag maps to the Direct Loan Electronic Master Promissory Note Indicator	NA	boolean	Simple Element	true = Electronic MPN	N	N	N	N	N	N	N	N		
						A	A	A	A	A	A	A	A		
114	<MPNId> MPN ID: The MPN identifier printed on the MPN. This tag maps to the Direct Loan Electronic Master Promissory Note Identification.	23	string	Simple Element	Student's Social Security Number: 001010001-999999998 Loan Type: M = Subsidized and Unsubsidized N = PLUS Program Year: 03 School Code: X00000-X99999 where X = G or E Loan Sequence Number: 001-999	N	N	N	N	N	N	N	N		
						A	A	A	A	A	A	A	A		
115	<MPNStat> MPN Status: The status of the MPN on file at COD. This tag maps to the Direct Loan Promissory Note Status.	1	string	Simple Element	A = Accepted R = Rejected X = Pending	N	N	N	N	N	N	N	N		
						A	A	A	A	A	A	A	A		
116	<MPNLinkFlg> MPN Link Flag: The Master Promissory Note flag is used to indicate whether or not the record has been linked to an MPN at COD. This tag maps to the Direct Loan Master Promissory Note Indicator.	NA	boolean	Simple Element	true = Record has been linked to an MPN false = Record is not linked to an MPN	N	N	N	N	N	N	N	N		
						A	A	A	A	A	A	A	A		

RESPONSE (Nested within each of the above Blocks)																				
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes														
						S	P	D	D	D	C	D	R	R						
						A	A	A	A	A	A	A	A	A	A	A	A	A	A	O
117	<SchedFedPellGrt> Scheduled Federal Pell Grant: Scheduled amount for a full time student. This tag maps to the Pell Scheduled Federal Pell Grant field.	11	decimal	Simple Element	0-Award Amount Maximum	N	N	N	N	N	N	N	N	N	N	N	N	N	N	O
118	<SFAInd> SFA Indicator: Indicator set to inform institutions of modifications that have been made to their database and require immediate action to rectify. This tag maps to the Pell ED Use Flags field.	2	string	Simple Element	SA = Shared SAR CE = Concurrent Enrollment PO = POP	N	N	N	N	N	N	N	N	N	N	N	N	N	N	O
119	<CrDecisionStat> PLUS Credit Decision Status: The status of the PLUS credit decision for the loan on COD.	1	string	Simple Element	A = Accepted D = Denied P = Pending	N	N	N	N	N	N	N	N	N	N	N	N	N	N	O
120	<CrDecisionDate> PLUS Credit Decision Date: The date on which the credit check decision was processed. This tag maps to the Direct Loan Credit Decision Date field.	10	date	Simple Element	CCYYMMDD	N	N	N	N	N	N	N	N	N	N	N	N	N	N	O
121	<CrOverrideInd> PLUS Credit Decision Override Indicator: The status of the credit check for this loan on COD as a result of an override. This tag maps to the Direct Loan Credit Override field.	1	string	Simple Element	C = Credit overridden as a result of new credit information provided E = Credit overridden as a result of an endorser's approval D = Credit denied as a result of an endorser's denial N = Credit denied after pending	N	N	N	N	N	N	N	N	N	N	N	N	N	N	O
122	<RsInd> Response Indicator: The result of processing the record on COD. This tag maps to the Pell Action Code, Origination warning/reject reasons, Action Code/Status and the Direct Loan Full Loan Origination Status Flag.	1	string	Simple Element	A = Accepted R = Rejected D = Duplicate H = Held C = Corrected P = Partial	N	N	N	N	N	N	N	N	N	N	N	N	N	N	R

RESPONSE (Nested within each of the above Blocks)														
Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes								
						S	P	D	D	C	D	R	R	
						A	A	S	U	P	B	B	C	P
123	<RsErrorCd> Response Error Code: Edit result from COD processing. This tag maps to the Pell Edit/Comment Codes and the Direct Loan Full Loan Origination Reject Reasons, Loan Identifier Error Code, and Promissory Note Reject Codes.	3	string	Simple Element	See COD edit table.	N	N	N	N	N	N	N	N	O
124	<RsMsg> Response Message: The text of the edit result. This field is transmitted only via web applications.	150	string	Simple Element	See COD edit table.	N	N	N	N	N	N	N	N	O
125	<Field> Field: The element referenced by the Edit Code. The tag and the original content are returned.	Variable	Variable	Variable		N	N	N	N	N	N	N	N	O
126	<Value> Value: New value in field if a correction is applied.	Variable	Variable	Variable		N	N	N	N	N	N	N	N	O

Appendix D – Common Record Crosswalk

Introduction

Notes:

Borrower information translation is dependent on award type. If the DL is a Subsidized or Unsubsidized loan, then the Borrower information translates to the student person information. If the DL is a PLUS, then the Borrower information translates to the borrower person information.

** Student information translates to the student person information.

*** These field values have changed from legacy record layouts, but have similar functions/names. Please refer to Technical Reference for additional information on content value/ or changed business process.

TIV WAN		
Title IV Wan Transmission Header Record	Common Record Block	Common Record Tag
TIVWAN Transmission Header ID	Common Record and Legacy	NA
Unused	Common Record and Legacy	NA
Header Indicator	Common Record and Legacy	NA
Unused	Common Record and Legacy	NA

TIV WAN		
Title IV Wan Transmission Batch Header Record	Common Record Block	Common Record Tag
TIVWAN Batch Header Identification Number	Common Record and Legacy	NA
Header Destination Number	Common Record and Legacy	NA
Unused	Common Record and Legacy	NA
Header Class Level	Common Record and Legacy	NA
Header Message Class	Common Record and Legacy	NA
Header XXX Label	Common Record and Legacy	NA
Header Batch Label	Common Record and Legacy	NA
Header Batch ID	Common Record and Legacy	NA
Header NCNT Label	Common Record and Legacy	NA
Header NCNT	Common Record and Legacy	NA
Unused	Common Record and Legacy	NA

TIV WAN		
Title IV Wan Transmission Batch Trailer Record	Common Record Block	Common Record Tag
TIVWAN Batch Trailer Identification Number	Common Record and Legacy	NA
Trailer Destination Number	Common Record and Legacy	NA
Unused	Common Record and Legacy	NA
Trailer Class Label	Common Record and Legacy	NA
Trailer Message Class	Common Record and Legacy	NA
Trailer XXX Label	Common Record and Legacy	NA
Trailer Batch Label	Common Record	NA

TIV WAN		
Title IV Wan Transmission Batch Trailer Record	Common Record Block	Common Record Tag
	and Legacy	
Trailer Batch ID	Common Record and Legacy	NA
Trailer NCNT Label	Common Record and Legacy	NA
Trailer NCNT	Common Record and Legacy	NA
Unused	Common Record and Legacy	NA

TIV WAN		
Title IV Wan Transmission Trailer Record	Common Record Block	Common Record Tag
TIVWAN Transmission Trailer ID	Common Record and Legacy	NA
Unused	Common Record and Legacy	NA
Header Indicator	Common Record and Legacy	NA
Unused	Common Record and Legacy	NA

RFMS		
Grant Batch Header Record	Common Record Block	Common Record Tag
Header Identifier	Legacy Only	x
Data Record Length	Legacy Only	x
Batch ID	Common Record	DocumentId
OPE ID	Legacy Only	x
Software Provider	Common Record	Software Provider = " "
Unused	Legacy Only	x
ED Use (Media Type)	Legacy Only	x
ED Use (Express Software Version)	Common Record	Software Version = " "
RFMS Process Date	Response Information	ProcessDt
Batch Reject Reasons	Response Information	RsErrorCd
Unused	Legacy Only	x

RFMS		
Grant Batch Trailer Record	Common Record Block	Common Record Tag
Trailer Identifier	Legacy Only	x
Data Record Length	Legacy Only	x

RFMS		
Batch ID	Common Record	DocumentId
Reported Number of Records	Legacy Only	x
Reported Total of Batch	Entity Information	TotAmtRep
Reported Total Sign Indicator	Legacy Only	x
Accepted and Corrected Number of Records	Legacy Only	x
Accepted and Corrected Total of Batch	Legacy Only	x
Accepted and Corrected Total Sign Indicator	Legacy Only	x
Number of Duplicate Records	Entity Information	TotNumDup
Unused	Legacy Only	x
Unused	Legacy Only	x

RFMS		
Origination Record	Common Record Block	Common Record Tag
Origination ID	Legacy Only	x
Original SSN	Legacy Only	x
Original Name Code	Legacy Only	x
Attended Campus PELL-ID	Entity Information	AttendingSchl - EntityId
Unused	Legacy Only	x
Origination cross-reference	Award Information	SchlUseOnly
Action Code	Response Information	RsInd
Unused	Legacy Only	x
Award amount for entire school year	Award Information	AwardAmt
Estimated Disbursement Date #1 - #15	Disbursement Information	DisbNum = "1" - "15" DisbDt
Enrollment Date	Award Information - Pell	EnrollDt
Low Tuition & Fees code	Award Information - Pell	LowTuitFeesInd
Verification Status code	Award Information - Pell	VerifStatusCd***
Incarcerated Federal Pell Recipient code	Award Information - Pell	IncarceratedFlg
Transaction Number	Award Information	CPSTransNum
Expected Family Contribution (EFC)	Legacy Only	x
Secondary Expected Family Contribution Code	Award Information - Pell	SecondaryEFCInd
Academic calendar	Award Information - Pell	AcCal
Payment Methodology	Award Information - Pell	PmtMethod
Cost of Attendance	Award Information - Pell	CostofAttend
Enrollment status	Legacy Only	x
Weeks of instructional time used to calculate payment	Award Information - Pell	InstructWksUsed
Weeks of inst. time in program's definition of academic year	Award Information - Pell	InstructWksDefiningAcYr
Cr/Clock hrs in Award Year	Award Information - Pell	CrClockHrsinAwardYr
Cr/Clock hrs in this student's program of study's academic year	Award Information - Pell	CrClockHrsinProgsAcYr
Institution Internal Sequence Number	Legacy Only	x

RFMS		
Origination Record	Common Record Block	Common Record Tag
Unused	Legacy Only	x
Student Current SSN for this transaction	Person Information	Student SSNum = " "
Student's Date of Birth for this transaction	Person Information	Student DtofBirth = " "
Student's Last Name for this transaction	Person Information	Student LastName = " "
Student's First Name for this transaction	Person Information	FirstName
Student's Middle Initial for this transaction	Person Information	MiddleInitial
Unused	Legacy Only	x

RFMS		
Origination Acknowledgement Record	Common Record Block	Common Record Tag
Origination ID	Legacy Only	x
Original SSN	Legacy Only	x
Original Name Code	Legacy Only	x
Attended Campus PELL-ID	Entity Information	AttendingSchl - EntityId
Unused	Legacy Only	x
Origination cross-reference	Award Information	SchlUseOnly
Action Code	Response Information	RsInd
Unused	Legacy Only	x
Accepted Award amount for the entire school year	Award Information	AwardAmt
Accepted Estimated Disbursement Date #1 - #15	Disbursement Information	Disb Number = "1" - "15" DisbDt
Accepted Enrollment Date	Award Information - Pell	EnrollDt
Accepted Low Tuition & fees flag	Award Information - Pell	LowTuitFeesInd
Accepted Verification status flag	Award Information - Pell	VerifStatusCd
Accepted Incarcerated Federal Pell Recipient code	Award Information - Pell	IncarceratedFlg
Accepted Transaction number	Award Information	CPSTransNum
Accepted Expected Family Contribution (EFC)	Legacy Only	x
Accepted Secondary Expected Family Contribution Used Code	Award Information - Pell	SecondaryEFCInd
Accepted Academic calendar	Award Information - Pell	AcCal
Accepted Payment methodology	Award Information - Pell	PmtMethod
Accepted Cost of Attendance	Award Information - Pell	CostofAttend
Accepted Enrollment status	Legacy Only	x
Accepted Weeks of instructional time used to calculate payment	Award Information - Pell	InstructWksUsed
Accepted Weeks of inst. time in program's definition of academic year	Award Information - Pell	InstructWksDefiningAcYr
Accepted Cr/Clock hours in Award Year	Award Information - Pell	CrClockHrsinAwardYr
Accepted Cr/Clock hours in this student's program of study's academic year	Award Information - Pell	CrClockHrsinProgsAcYr
Institutional Internal Sequence Number	Legacy Only	
Unused	Legacy Only	x

RFMS		
Origination Acknowledgement Record	Common Record Block	Common Record Tag
Scheduled Federal Pell Grant	Response Information	SchedFedPellGrt
Previously Accepted Transaction Number	Legacy Only	x
Previously Accepted EFC	Legacy Only	x
Previously Accepted Secondary EFC Code	Legacy Only	x
Previously Accepted Cost of Attendance	Legacy Only	x
Origination warning/reject reasons	Response Information	RsInd
ED Use Flags	Response Information	SFAInd
Negative Pending Amount	Legacy Only	x
Secondary Expected Family Contribution	Award Information - Pell	SecondaryEFCInd
Student Current SSN for this transaction	Person Information	Student SSNum = " "
Student's Date of Birth for this transaction	Person Information	Student DtofBirth = " "
Student's Last Name for this transaction	Person Information	Student LastName = " "
Student's First Name for this transaction	Person Information	FirstName
Student's Middle Initial for this transaction	Person Information	MiddleInitial
Unused	Legacy Only	x

RFMS		
Disbursement Record	Common Record Block	Common Record Tag
Origination ID	Legacy Only	x
Disbursement cross-reference	Disbursement Information	SchlUseOnly
Action Code	Response Information	RsInd
Disbursement Reference Number	Disbursement Information	Disbursement Number = " "
Debit/Credit Indicator Flag	Disbursement Information	First digit of DisbAmt
Disbursement Amount	Disbursement Information	DisbAmt
Disbursement Date	Disbursement Information	DisbDt
Payment Period Start Date	Disbursement Information	PmtPeriodStartDt
Unused	Legacy Only	x

RFMS		
Disbursement Acknowledgement Record	Common Record Block	Common Record Tag
Origination ID	Legacy Only	x
Disbursement cross-reference	Disbursement Information	SchlUseOnly
Action Code/Status	Response Information	RsInd
Disbursement Reference Number	Disbursement Information	Disbursement Number = " "
Accepted Debit/Credit Indicator Flag	Disbursement Information	First digit of DisbAmt
Accepted Disbursement Amount	Disbursement Information	DisbAmt

RFMS		
Disbursement Acknowledgement Record	Common Record Block	Common Record Tag
Disbursement Date	Disbursement Information	DisbDt
Payment Period Start Date	Disbursement Information	PmtPeriodStartDt
Unused	Legacy Only	x
YTD Disbursed Amount	Response Information	YrTDDisbAmt
Edit/Comment Codes	Response Information	RsErrorCd
ED Use Flags	Response Information	SFAInd
Unused	Legacy Only	x

Direct Loan		
Header	Common Record Block	Common Record Tag
Header Record Identifier	Legacy Only	x
Data Record Length	Legacy Only	x
Message Class	Legacy Only	x
Batch Identifier	Common Record	Document Id
Created Date	Legacy Only	x
Created Time	Legacy Only	x
Batch Reject Code	Response	RsErrorCd
End Date	Legacy Only	x
Rebuild Loan File Request Type	Legacy Only	x
Vendor Identifier and Version Number	Common Record/ Common Record	Software Provider= " " Software Version= " "
Filler	Legacy Only	x

Direct Loan		
Trailer	Common Record Block	Common Record Tag
Trailer Record Identifier	Legacy Only	x
Data Record Length	Legacy Only	x
Number of Records	Reported Summary	TotNumStuds
Total Number of Accepted Records	Reported Summary	TotNumAcc
Total Number of Rejected Records	ProgYrSummary	TotNumRej
Total Number of Pending Records	Legacy Only	x
Filler	Legacy Only	x

Direct Loan		
Full Loan (Subsidized/Unsubsidized/PLUS) Origination	Common Record Block	Common Record Tag

Direct Loan		
Full Loan (Subsidized/Unsubsidized/PLUS) Origination	Common Record Block	Common Record Tag
Loan Identifier	Award Information - DL	AwardId
Borrower's Social Security Number	Person Information *	SSNum
Borrower's First Name	Person Information *	FirstName
Borrower's Last Name	Person Information *	Person LastName = " "
Borrower's Middle Initial	Person Information *	MiddleInitial
Borrower's Permanent Address	Person Information *	Addr1
Borrower's Permanent Address City	Person Information *	City
Borrower's Permanent Address State	Person Information *	State
Borrower's Permanent Zip Code	Person Information *	ZipCd
Borrower's Telephone Number	Person Information *	PhoneNum
Borrower's Driver's License Number	Person Information *	DLNum
Borrower's Driver's License State	Person Information *	DLNum State = " "
Borrower's Date of Birth	Person Information *	Person DtofBirth = " "
Borrower's Citizenship	Person Information *	CitznStatusInd****
Borrower's Alien Registration Number	Legacy Only	x
Borrower's Loan Default/Grant Over	Award Information - DL	LDefGOver AppliesTo Value
Student's College Grade Level	Loan Information - DL	GradeLevelInd
Loan Amount Approved	Award Information	AwardAmt
Loan Period Start Date	LoanInformation - DL	AwardBeginDt
Loan Period End Date	LoanInformation - DL	AwardEndDt
1st-20th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "1" - "20" DisbDt
1st - 20th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "1" - "20" DisbAmt
1st - 20th Disbursement Anticipated Loan Fee Amount	Disbursement Information	Disbursement Number = "1" - "20" DisbFeeAmt
1st - 20th Disbursement Anticipated Interest Rebate Amount	Disbursement Information	Disbursement Number = "1" - "20" IntRebateAmt
1st - 20th Disbursement Anticipated Net Amount	Disbursement Information	Disbursement Number = "1" - "20" DisbNetAmt
Loan Origination Batch Identifier	Common Record	DocumentId
Promissory Note Print Indicator	LoanInformation - DL	PromNtPrtInd
Additional Unsubsidized Eligibility for Dep Student	Legacy Only	x
Origination Fee Percentage	LoanInformation - DL	OrigntnFeePct
Student's Social Security Number (PLUS)	Person Information	Student SSNum = " "
Student's First Name (PLUS)	Person Information	FirstName
Student's Last Name (PLUS)	Person Information	Student LastName = " "
Student's Middle Initial (PLUS)	Person Information	MiddleInitial

Direct Loan		
Full Loan (Subsidized/Unsubsidized/PLUS) Origination	Common Record Block	Common Record Tag
Student's Citizenship (PLUS)	Person Information	CitznStatusInd
Student's Alien Registration Number (PLUS)	Legacy Only	x
Student's Date of Birth (PLUS)	Person Information	Student DtofBirth = " "
Student's Loan Default/Grant Overpayment (PLUS)	Award Information - DL	LDefGOver AppliesTo Value
School Code	Legacy Only	x
Filler	Legacy Only	x
Student's Local Address	Person Information**	Temp = true Addr
Student's Local Address City	Person Information**	Temp = true City
Student's Local Address State	Person Information**	Temp = true State
Student's Local Zip Code	Person Information**	Temp = true ZipCd
Filler	Legacy Only	x
Dependency Status	Award Information	DependOverride***
Filler	Legacy Only	x
Loan Origination Date	Award Information - DL	AwardCreateDt
Academic Year Start Date	LoanInformation - DL	ACYrBeginDt
Academic Year End Date	LoanInformation - DL	ACYrEndDt
Additional Unsubsidized Eligibility up to Health Profession Programs Amount	Award Information - DL	AddtHPPA
Disclosure Statement Print Indicator	LoanInformation - DL	DiscStmtPrtInd
Student's E-mail Address	Person Information**	Email

Direct Loan		
Full Loan (Subsidized/Unsubsidized/PLUS) Origination Acknowledgement	Common Record Block	Common Record Tag
Acknowledgement Date	Response Information	ProcessDt
Loan Origination Batch Identifier	Common Record	DocumentId
Loan Identifier	Award Information	AwardId
Full Loan Orig Status Flag	Response Information	RsInd***
Full Loan Orig Reject Reasons	Response Information	RsErrorCd
Master Promissory Note Status	Response Information	MPNStat
Electronic Master Promissory Note Indicator	Response Information	EMPNFg
Master Promissory Note Indicator	Response Information	MPNLinkFlg
Filler	Legacy Only	x

Direct Loan		
Disbursement/ Disbursement Acknowledgement, Booking Notification, or Servicer Refund	Common Record Block	Common Record Tag
Loan Identifier	Award Information	AwardId
Disbursement Number	Disbursement Information	Disbursement Number = " "
Disbursement Activity	Legacy Only	x
Transaction Date	Disbursement Information	DisbDt
Disbursement Sequence Number	Disbursement Information	DisbSeqNum
Disbursement Actual Gross Amount	Disbursement Information	DisbAmt
Disbursement Actual Loan Fee Amount	Disbursement Information	DisbFeeAmt
Disbursement Actual Net Amount	Disbursement Information	DisbNetAmt
Disbursement Actual Interest Rebate Amount	Disbursement Information	IntRebateAmt
Filler	Legacy Only	x
User Identifier Create	Disbursement Information	SchlUseOnly
Disbursement Batch Number	Common Record	DocumentId
School Code	Legacy Only	x
Filler	Legacy Only	x
Filler	Legacy Only	x
Filler	Legacy Only	x
Disb Activity Taken Status	Legacy Only	x
Filler	Legacy Only	x
Filler	Legacy Only	x
Disbursement Actual Gross Amount - LOC	Disbursement Information	DisbAmt
Disbursement Actual Loan Fee Amount - LOC	Disbursement Information	DisbFeeAmt
Disbursement Actual Net Amount - LOC	Disbursement Information	DisbNetAmt
Payment to Servicer Amount	Award Information - DL	PmttoSvcrAmt
First Disbursement Flag	Disbursement Information	FirstDisbFlg
Disbursement Actual Interest Rebate Amount - LOC	Disbursement Information	IntRebateAmt
Filler	Legacy Only	x
LOC's Total Net Booked Loan Amount	Award Information - DL Response	BkdLoanAmt
Acknowledgement Date	Common Record	ProcessDt
Confirmation Flag	Disbursement Information	ConfFlg

Direct Loan		
Loan Origination Change	Common Record Block	Common Record Tag
Loan Identifier	Award Information - DL	AwardId
Loan Identifier Error Code	Response Information	RsErrorCd
Change Field Number01-10	Legacy	x
Value01-10	Legacy	x
Error01-10	Response Information	RsErrorCd
Filler	Legacy Only	x
Change Batch Identifier	Common Record	DocumentId
Filler	Legacy Only	x

Direct Loan		
Loan Origination Change	Common Record Block	Common Record Tag
S038 - 1st Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "1" DisbDt
S039 - 1st Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "1" DisbAmt
S048 - 2nd Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "2" DisbDt
S049 - 2nd Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "2" DisbAmt
S058 - 3rd Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "3" DisbDt
S059 - 3rd Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "3" DisbAmt
S068 - 4th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "4" DisbDt
S069 - 4th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "4" DisbAmt
S130 - 5th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "5" DisbDt
S131 - 5th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "5" DisbAmt
S134 - 6th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "6" DisbDt
S135 - 6th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "6" DisbAmt
S138 - 7th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "7" DisbDt
S139 - 7th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "7" DisbAmt
S142 - 8th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "8" DisbDt
S143 - 8th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "8" DisbAmt
S146 - 9th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "9" DisbDt
S147 - 9th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "9" DisbAmt
S150 - 10th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "10" DisbDt

Direct Loan		
Loan Origination Change	Common Record Block	Common Record Tag
S151 - 10th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "10" DisbAmt
S154 - 11th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "11" DisbDt
S155 - 11th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "11" DisbAmt
S158 - 12th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "12" DisbDt
S159 - 12th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "12" DisbAmt
S162 - 13th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "13" DisbDt
S163 - 13th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "13" DisbAmt
S166 - 14th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "14" DisbDt
S167 - 14th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "14" DisbAmt
S170 - 15th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "15" DisbDt
S171 - 15th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "15" DisbAmt
S174 - 16th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "16" DisbDt
S175 - 16th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "16" DisbAmt
S178 - 17th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "17" DisbDt
S179 - 17th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "17" DisbAmt
S182 - 18th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "18" DisbDt
S143 - 18th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "18" DisbAmt
S186 - 19th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "19" DisbDt
S187 - 19th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "19" DisbAmt

Direct Loan		
Loan Origination Change	Common Record Block	Common Record Tag
S190 - 20th Disbursement Anticipated Date	Disbursement Information	Disbursement Number = "20" DisbDt
S191 - 20th Disbursement Anticipated Gross Amount	Disbursement Information	Disbursement Number = "20" DisbAmt
S122 - Academic Year End Date	Loan Information - DL	ACYrEndDt
S121 - Academic Year Start Date	Loan Information - DL	ACYrBeginDt
S123 - Additional Unsubsidized Eligibility for Dependent Student	Legacy Only	x
S110 - Additional Unsubsidized Eligibility for Health Profession Programs	Award Information - DL	AddHPPA
S019 - Borrower's Alien Registration Number	Legacy Only	x
S018 - Borrower's Citizenship	Person Information *	CitznStatusInd***
S016 - Borrower's Date of Birth	Person Information *	BorrowerDtofBirth = " "
S107 - Borrower's Date of Birth Change Date	Legacy Only	x
S105 - Borrower's Driver's License Number	Person Information *	DLNum
S014 - Borrower's Driver's License State	Person Information *	DLNum State = " "
S006 - Borrower's First Name	Person Information *	FirstName
S007 - Borrower's Last Name	Person Information *	LastName
S022 - Borrower's Loan Default/Grant Overpayment	Award Information - DL	LDefGOver AppliesTo Value
S008 - Borrower's Middle Initial	Person Information *	MiddleInitial
S009 - Borrower's Permanent Address	Person Information *	Addr1
S104 - Borrower's Permanent Address Change Date	Legacy Only	x
S010 - Borrower's Permanent Address City	Person Information *	City
S011 - Borrower's Permanent Address State	Person Information *	StateProv
S012 - Borrower's Permanent Zip Code	Person Information *	ZipCd
S005 - Borrower's Social Security Number	Person Information *	SSNum
S106 - Borrower's Social Security Change Date	Legacy Only	x
S013 - Borrower's Telephone Number	Person Information *	PhoneNum
S017 - Dependency Status	Award Information	DependOverride***
S115 - Disclosure Statement Print Indicator	Loan Information - DL	DiscStmntPrtInd
S193 - Interest Rebate Percentage	Loan Information - DL	IntRebatePct
S029 - Loan Amount Approved	Award Information	AwardAmt
S033 - Loan Period End Date	Loan Information - DL	AwardEndDt
S032 - Loan Period Start Date	Loan Information - DL	AwardBeginDt
S116 - Origination Fee Percentage	Loan Information - DL	OrigntnFeePct
S083 - Promissory Note Print Indicator	Loan Information - DL	PromNtPrtInd
P008 - Student's Alien Registration Number	Legacy Only	x
P007 - Student's Citizenship	Person Information**	CitznStatusInd***
S026 - Student's College Grade Level	Loan Information - DL	GradeLevelInd

Direct Loan		
Loan Origination Change	Common Record Block	Common Record Tag
P006 - Student's Date of Birth	Person Information**	Student DtofBirth = " "
S126 - Student's E-mail Address	Person Information**	Email
P003 - Student's First Name	Person Information**	FirstName
P004 - Student's Last Name	Person Information**	Student LastName = " "
P009 - Student's Loan Default/Grant Overpayment	Award Information - DL	LDefGOver AppliesTo Value
S100 - Student's Local Address	Person Information**	Temp = true Addr
S105 - Student's Local Address Change Date	Legacy Only	x
S101 - Student's Local Address City	Person Information**	Temp = true City
S102 - Student's Local Address State	Person Information**	Temp = true StateProv
S103 - Student's Local Zip Code	Person Information**	Temp = true ZipCd
P005 - Student's Middle Initial	Person Information**	MiddleInitial
P002 - Student's Social Security Number	Person Information**	Student SSNum = " "

Direct Loan		
MPN/PLUS Promissory Note Acknowledgement	Common Record Block	Common Record Tag
Promissory Note Acknowledgement Date	Common Record	ProcessDt
Promissory Note Batch Identifier	Legacy Only	x
Loan Identifier	Award Information	AwardId
Promissory Note Status	Response Information	MPNStat
Promissory Note Reject Code	Response Information	RsErrorCd
1st - 20th Anticipated Gross Amount	Disbursement Information	Disbursement Number = "1" - "20" DisbAmt
Master Promissory Note Identification	Response Information	MPNId

Direct Loan		
PLUS Credit Decision Acknowledgement	Common Record Block	Common Record Tag
Credit Decision Date	Response CrDecisionResponse	CrDecisionDt
Loan Identifier	Award Information - DL	AwardId
Credit Override	Response CrDecisionResponse	CrOverrideInd
Filler	Legacy Only	x

Appendix E – Edit Comment Codes and Descriptions

Introduction

This section provides a table illustrating the various edit codes used in the COD Process and their related comments. The information is grouped by the Common Record blocks with the following column headings:

- **Edit Type/Error Code** - this column lists the edit error code and one of the three edit types. They are:
 - **C Correction** – The system automatically corrects the data and sends a response to the entity that submitted the record indicating that a correction took place, the element corrected, the original value, and the corrected value. This only applies to Pell Grant data.
 - **W Warning** – The system continues processing and sends a response to the entity that submitted the record indicating a warning, the warning type and the relevant element.
 - **R Reject** – The system continues processing and sends a response to the entity that submitted the record indicating the reject, the reject reason(s) and the relevant element(s).

- **Message** – this column gives an explanation of the prescribed edit condition. This message is returned with the Response Block.

- **Condition** – this column provides a description of the situation that caused the edit, the action taken to resolve it, and/or the notification message sent to the school identifying the potential error.
- **How to Fix Record** – this column explains what the user must do to resolve the mistaken condition.

At the end of the block-specific edits are general edits which could be returned in any block’s Response Block. These are numbered 993-998.

Document Information/ Entity Information Edits

DOCUMENT INFORMATION/ENTITY INFORMATION EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
R 001	Invalid Destination Mailbox ID	Occurs if the Entity ID is invalid or not assigned to send Pell/ Direct Loan/ campus-based data from the school.	Resubmit using the appropriate Destination Mailbox ID.
R 002	Reporting Entity ID is Not Eligible To Report	Entity ID in Document Information Block is not eligible to report.	Resubmit using appropriate reporting campus Entity ID.
R 003	Duplicate Document (Batch) ID	Batch ID (Entity ID, DateTime stamp) has been previously submitted.	Review batch to determine if duplicate. If not, resubmit with unique batch number.
R 004	Entity ID Not Found On Participant File	The Entity ID submitted does not match any existing Entity ID on file at COD.	Verify your Entity ID. For further clarification, if needed, call your Customer Service Representative.
R 006	Document Create Date Greater Than Current System Date	The date indicated in Created DateTime in the Document ID is greater than the current system date at COD.	Correct Document (Batch) ID Create Date Time and resubmit.
R 007	No Detail Records In Document	The Document (Batch) contained no detail records, cannot be processed.	Resubmit Document (Batch) with detail records.
W 008	Reported Number of Students Does Not Equal Detail Count	The reported Total Number of Students reported in the Document Information Block does not equal the total number of students in the document (batch).	No action required.
W 009	Reported Number of Awards By Program Does Not Equal Count of Detail Awards by Program	The reported Total Number of Awards by program by year reported in the Document Information Block does not equal the number of awards by program by year in the document (batch).	No action required.
R 010	Phase-in Schools cannot submit Common Record Documents	An Entity that is not a Full Participant in the Common Origination and Disbursement Process has submitted a Common Record	You must resubmit data using the appropriate record layout for Phase-in Schools See appropriate Technical Reference for record layouts.

Person Edits

PERSON EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
R 011	No eligible SSN, DOB, and Last Name Combination Match On CPS For Student	The Student Identifier -- current SSN, current Date of Birth, and current Last Name (first two characters) combination reported on the Common Record cannot be found on the CPS.	Review SSN, Date of Birth, and Last Name combination reported in the Common Record to the same data elements on the student's ISIR. If any of these identifiers do not match, resubmit with the corrected data. If the data on the ISIR is incorrect, the student must submit a corrected FAFSA. Once a corrected FAFSA is processed by CPS, resubmit the Common Record for this student.
W 012	No Eligible SSN, DOB, and Last Name Combination Match Found On CPS For Student; Record Pending	A correction or change was submitted and the Student Identifier – current SSN, current Date of Birth, and current Last Name (first two characters) combination reported in the Common Record cannot be found on CPS, this record is pending a valid match. COD will continue to attempt a match for three days. If no match occurs during that time, a reject will be sent.	Review the SSN, Date of Birth, and Last Name combination reported in the Common Record to the same data elements on the student's ISIR. If any of these identifiers do not match, resubmit with the corrected data. If identifiers are correct as submitted, await confirmation of a match with CPS. A record can remain pending for three days awaiting confirmation of a match.
R 013	Citizenship Status Indicator for the PLUS Borrower is not eligible	PLUS borrower's citizenship is not "1" for U.S. citizen or "2" for eligible non-citizen. (PLUS Only)	If this data is correct, the PLUS borrower is not eligible for a PLUS loan. If this data is incorrect, update and resubmit.
R 014	Citizenship Status Indicator for PLUS student is not eligible	Student's citizenship is not "1" for U.S. citizen or "2" for eligible non-citizen. (PLUS Only)	If this data is correct, the PLUS borrower is not eligible for a loan. If this data is incorrect, update and resubmit.
R 016	PLUS Borrower and Student Cannot be the Same Person	The PLUS borrower has the same SSN as the student associated with this PLUS loan. (PLUS Only)	Verify the SSN of the parent borrower and the student. Update records appropriately and resubmit.
R 017	PLUS Endorser and Student Cannot Be The Same Person	The PLUS Endorser has the same SSN as the student associated with this PLUS loan. (PLUS Only)	Verify the SSN of the endorser and the student. Update records appropriately and resubmit.
R 020	First Name and Last Name Blank	First and Last names are both blank.	Submit first name, last name or both.

PERSON EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
R/W 021	Address is Incomplete	<p>This edit ensures that - At least one valid and complete Address is on file for a specific Person Block. All three components of the an Address are required; Address 1 and when applicable Address 2, City and Zip Code. This edit checks</p> <ol style="list-style-type: none"> 1) that Address 1, City, State and Zip Code are not all blank 2) Zip code is all zeros or not numeric 3) If Zip Code is populated and State is blank 4) State Code is not blank and is not CN, MX or FC and Zip Code is blank 5) State is an invalid value. <p>For Permanent Address, if the data submitted meets any of these conditions reject the record.</p> <p>For Temporary Address, if the data submitted meets any of these conditions, a warning will be set.</p> <p>If All fields of the Permanent Address are BLANK (Address 1, City, State and Zip Code) pull data from Abbreviated Applicant File"</p>	<p>If rejected, update and resubmit address information.</p> <p>If warning, no action required.</p>

Award Information Edits

AWARD INFORMATION EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
C/R 023	Incorrect Low Tuition & Fees Code/ Correction Applied	<p>The COA as reported by the school (either in the record or as previously reported) is greater than the low tuition threshold or the student's EFC is greater than the Low Tuition and Fees minimum amount for the award year.</p> <p>If the school has chosen to have COD correct its records, COD sets to blank.</p> <p>(Pell Only)</p>	Review the COA and EFC and confirm. If correct, no action required. If incorrect, update and resubmit.
R 024	Reported CPS Transaction Number Does Not Match CPS	Transaction number reported for this student is not on file at the CPS.	Review the Reported Transaction Number and ensure that you have an ISIR record on file for the student with that transaction number. If incorrect, update the Reported Transaction Number and resubmit.
R 025	Duplicate Match on CPS	The Person Identifier – current SSN, current Date of Birth, current Last Name (first two characters), and transaction number reported in the Common Record has two or more matches on CPS	Go to the COD website and review the CPS matches for this person. Select the correct transaction.
C/R 026	Incorrect Secondary EFC Used / Correction Applied	<p>Ensures the reported Secondary EFC Used Indicator is valid. The valid values are O, S, and Blank. O is only valid if the value currently on the COD system is S. If the school has chosen to have COD correct its records and an invalid value is submitted, COD will correct to the value currently on the COD system or to blank.</p> <p>(Pell Only)</p>	<p>Review the field for the correct value and resubmit.</p> <p>Ensure the value is S if you are using the Secondary EFC; or O if you originally reported you were using the Secondary EFC and are now using the Original EFC.</p>

AWARD INFORMATION EDITS																		
Edit Type/ Error Code	Message	Condition	How to Fix Record															
C/R 027	Incorrect Payment Methodology/ Correction Applied	<p>If ANY of the following are true:</p> <p>AC - Academic Calendar PM - Payment Methodology <> - Not equal to</p> <p>AC = 1 and PM <> 3 or 5 AC = 2, 3 or 4 and PM = 4 AC = 6 and PM <> 4 AC = 5 and PM = 5</p> <p>If the school has chosen to have COD correct its records and the submitted value is a change and Accepted PM is valid with current AC then COD will set to previously accepted value. Otherwise, if Accepted AC = 1, 2, 3 or 4, COD will set Accepted PM to 3. Otherwise, COD will set Accepted PM to 4.</p> <p>(Pell Only)</p>	Review the field for the correct value and resubmit															
C/R 028	Incorrect Academic Calendar/ Correction Applied	<p>The academic calendar (AC) dictates which Payment Methodology can be accepted. Used in award amount validation. The following changes in Academic Calendar indicate need to change Payment Methodology.</p> <table border="0"> <tr> <td><u>From</u></td> <td></td> <td><u>To</u></td> </tr> <tr> <td>1</td> <td>to</td> <td>2, 3, 4, or 5</td> </tr> <tr> <td>2, 3, or 4</td> <td>to</td> <td>1 or 5</td> </tr> <tr> <td>5</td> <td>to</td> <td>2, 3, 4, or 6</td> </tr> <tr> <td>6</td> <td>to</td> <td>1 or 5</td> </tr> </table> <p>If the school has chosen to have COD correct its records and If AC invalid or BLANK, then set accepted value to previous value or If Attending Pell ID default AC populated, then set accepted value to default. ELSE If Reporting Pell ID default AC populated, then set accepted value to default. ELSE If Payment Methodology = 4, then set accepted value to 5. ELSE set accepted value to 3.</p> <p>(Pell Only)</p>	<u>From</u>		<u>To</u>	1	to	2, 3, 4, or 5	2, 3, or 4	to	1 or 5	5	to	2, 3, 4, or 6	6	to	1 or 5	<p>Review the field for the appropriate value and re-submit.</p> <p>Ensure the value is either Blank if Award Type is not equal to Pell or correct to:</p> <ol style="list-style-type: none"> (1) if you measure academic progress in Credit Hours – non-standard terms; (2) if you measure academic progress in Credit Hours – standard terms of quarters; (3) if you measure academic progress in Credit Hours – standard terms of semesters; (4) if you measure academic progress in Credit Hours – standard terms of trimesters; (5) if you measure academic progress in Clock hours; (6) if you measure academic progress in Credit Hours without terms
<u>From</u>		<u>To</u>																
1	to	2, 3, 4, or 5																
2, 3, or 4	to	1 or 5																
5	to	2, 3, 4, or 6																
6	to	1 or 5																
C/R 029	Invalid Weeks of Instructional Time in Program's Definition of Academic Year/Correction Applied	<p>Reported Payment Methodology is 2, 3, 4 or 5 and the Weeks of Instructional Time Used in Program's Definition of Academic Year is not in the valid range (30 – 78).</p> <p>The Reported Payment Methodology is 1 and the Weeks of Instructional Time Used in Program's Definition of Academic Year is not BLANK.</p> <p>(Pell Only)</p>	Verify that the Payment Methodology and Academic Calendar are correct. Correct the Payment Methodology, Academic Calendar and/or Weeks of Instructional Time and resubmit.															

AWARD INFORMATION EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
R 030	Invalid Weeks of Instructional Time used to Calculate Payment	<p>Reported Payment Methodology is 1 and Weeks of Instructional Time Used to Calculate Payment is not BLANK.</p> <p>Payment Methodology is 2 and Weeks of Instructional Time Used to Calculate Payment is not in the valid range (00 – 29).</p> <p>Payment Methodology is 3, 4 or 5 and Weeks of Instructional Time Used to Calculate Payment is not between 0000 and the value of Weeks of Instructional Time used to Calculate Payment. (Pell Only)</p>	Verify that the Payment Methodology and Academic Calendar are correct. Correct the Payment Methodology, Academic Calendar and/or Weeks of Instructional Time and resubmit.
C/R 031	Invalid Credit or Clock Hours in program's definition of academic year	<p>Academic Calendar is 1, 2, 3 or 4 and Credit or Clock Hours in Program's Definition of Academic Year is not BLANK.</p> <p>Academic Calendar is 5 and Credit or Clock Hours in Program's Definition of Academic Year is not in valid range (900 – 3120).</p> <p>If Academic Calendar is 6 and Credit or Clock Hours in Program's Definition of Academic Year is not in valid range (24 – 100). (Pell Only)</p>	Verify that the Payment Methodology and Academic Calendar are correct and our assumption is correct. If this is correct, no further action is necessary. If it is not correct, update the Payment Methodology and Academic Calendar and Cr/Clock Hours and resubmit.
C/R 032	Invalid Credit or Clock Hours-in all payment periods expected to complete this school year	<p>Academic Calendar is 1, 2, 3 or 4 and Credit or Clock Hours in this Student's Program of Study's Academic Year is not BLANK.</p> <p>Academic Calendar is 5 or 6 and Credit or Clock Hours in this Student's Program of Study Academic Year is not between 0000 and the value of Credit or Clock Hours in Program's Definition of Academic Year. (Pell Only)</p>	Verify that the Payment Methodology and Academic Calendar are correct. If it is not correct, update the Payment Methodology and Academic Calendar and/or Credit/Clock Hours and resubmit.

Award Edits

AWARD EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
R 033	Duplicate Award ID	This Award ID is already established under a different student identifier. (Direct Loan only)	Create a new Award ID for this borrower.
R 034	Attending School Entity Identifier has no relationship with the Reporting School Entity Identifier	The Attending School Entity Identifier in the Award Block has no established relationship to the Reporting School Entity Identifier in the Entity Block.	Verify the Attended Entity ID and the Reporting Entity ID. If incorrect, update and resubmit.
R 035	Inconsistent Award Information Data	Award Type listed in Award ID does not match Award Type in the Award Block and/or Award Year listed in Award ID does not match Award Year in Award Information Block.	Review the Award Type and Award Year fields to ensure they are the same as the values in the Award ID. Correct the necessary field(s) and resubmit.
W 036	PLUS Credit Decision Status is not accepted for this PLUS award	No credit decision has been accepted for this award. (PLUS Only)	PLUS Credit Decision Status for this award is pending. Once a credit decision is received, a response will be sent.
R 037	PLUS loan has an Endorser, award amount cannot be increased	PLUS loan has an Endorser, award amount cannot be increased (PLUS Only)	Submit a new PLUS loan record if this PLUS borrower wants to borrow an additional loan amount.
R 038	Student Not Pell Eligible	Award type listed is Pell and student is not Pell eligible according to CPS record. (Pell Only)	Review student's ISIR for Pell eligibility. If student is eligible, review transaction number reported. If incorrect, update and resubmit.
R 039	Incorrect Award Amount	Award Amount exceeds the maximum annual limit: DL Sub – Grade Level = 0 or 1 Max = 2625 Grade Level = 2 Max 3500 Grade Level = 3,4,5 Max = 5500 Grade Level >= 6 Max = 8500 DL Unsub - Grade Level = 0 or 1 Max = 6625 Grade Level = 2 Max 7500 Grade Level = 3,4,5 Max = 10500 Grade Level >= 6 Max = 18500 If Additional Unsubsidized Loan for Health Profession Programs (formerly HEAL eligible) = Y, Grade Level = 3,4,5 Max = 27167 Grade Level >= 6 Max = 45167 PLUS - 0-99999.99 Pell – refer to the Pell Calculations Table in Appendix H	Review the maximum annual limit for this award. If appropriate, update this field and resubmit.

AWARD EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
W 040	Changed Award Amount Is Less Than Total Disbursements	Award amount cannot be less than the sum of the accepted funded disbursements. (Pell only)	Reduce disbursement amounts to correspond with the funded disbursements and resubmit. If an adjustment is not received within 30 days, COD will process a decrease.
R 041	Changed Award Amount Is Less Than Total Disbursements	Award amount cannot be less than the sum of the accepted funded disbursements. (Direct Loan only)	Review Award Amount and funded disbursements. Update and resubmit. If you are attempting to decrease the loan, you must make adjustments to the disbursements that have already been processed.
R 042	New Award Type Submitted with a Zero Award Amount	For an initial submission for this award type, the award amount is not greater than zero.	Enter an Award Amount and resubmit.
R 043	New Award Amount or Award Increase Received After End Of Processing Year and Institution Has Not Been Granted Administrative Relief (Pell)/ Extended Processing (DL)	A new or increased award amount or was submitted after the processing deadline for the award year and the school has not been granted administrative relief/ extended processing. If ALL of the following are true: -- The Received Date is greater than the Award Year Processing Cycle End Date -- The school has not been granted administrative relief/ extended processing or an audit adjustment. -- An award for this student identifier is currently not in COD or the Award amount is an increase to the amount in COD.	To disburse after the deadline of the award year, your school must seek either Administrative Relief for Pell or Extended Processing for Direct Loan. Contact your Customer Service Representative if your school has been granted either Administrative Relief or Extended Processing or if you want to apply for either of these extensions.
R 044	Incorrect Flag For Additional Unsubsidized Eligibility for Health Profession Programs (formerly HEAL eligible)	Additional Unsubsidized Eligibility for Health Profession Programs value is "Y" and school does not have Health Profession Programs OR Additional Unsubsidized Eligibility for Health Profession Programs value is "Y" and the student's grade level code is not 4, 5, 6, or 7 (graduate student).	Review the record and ensure you are providing the correct value for the Additional Unsubsidized Eligibility for Health Professions flag. If your school is eligible to use this flag, ensure the student's grade level is reported as greater than 3 and resubmit. If grade level is correct and you are eligible to use this flag, please contact your Customer Service Representative.
R 045	Incorrect Award Dates	Difference between Award Begin Date and Award End Date is greater than 12 months OR Award Begin Date is after the Award End Date OR Award Begin Date and Award End Date is not equal to or within the student's academic year dates.	Review the record and ensure the Award Begin and End Dates are accurate. If incorrect, update and resubmit.

AWARD EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
R 046	Incorrect Academic Year Dates	Academic Year Start Date is after the Academic Year End Date OR Academic year is greater than 12 months	Review the record and ensure the Academic Year Begin (Start) and End Dates are accurate. If incorrect, update and resubmit.
R 047	Academic Year Dates Already Linked to MPN	Academic Year Start Date cannot be changed because a Direct Loan is already linked to an MPN based on specific academic year dates.	Academic Year Begin (Start) Date cannot be changed on this loan since it is linked to a MPN based on the existing Academic Year Begin (Start) and End Dates. If the academic year dates are incorrect, you must obtain a new promissory note and process a new loan with the correct academic year dates.

Disbursement Information Edits

DISBURSEMENT INFORMATION EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
R 048	School is Ineligible	Edit checks to ensure that a. School is eligible to participate in the Title IV programs b. If school is requesting Pell Grant funds, school is eligible to participate in the Pell Grant program. c. If school is requesting Direct Loan funds, school is eligible to participate in the Direct Loan program, is open and not undergoing an ownership change.	Review your Attend School Entity Identifier to ensure it is correct and that you are eligible to participate in the program for which you are submitting records and/or requesting funds. If incorrect, update and resubmit.
R 049	Disbursement Date Is More Than 120 Days After the Original Disbursement Date	Adjusted Disbursement Date is not within 120 days of original Disbursement Date. (Direct Loan only)	Review your adjusted disbursement date in conjunction with your original disbursement date. If incorrect, update and resubmit.
R 050	Disbursement Date Outside Allowable Window	Disbursement date is more than 10 days prior to the award begin date or greater than 90 days after the award end date. (Direct Loan only)	Review your award dates and your disbursement dates. If incorrect, update and resubmit.
R 051	Disbursement Date With Payment Trigger Set to Yes Outside of Allowable Window	Payment Trigger Flag is Yes and disbursement date is outside of allowable window. Pell Allowable Window: Funds First (Advanced Pay) = 30 calendar days Records First = 7 calendar days Reimbursement = 0 days Heightened Cash Monitoring = 0 days Direct Loan Allowable Window: Funds First (Advance Pay) = 7 calendar days Records First = 7 calendar days Reimbursement = 0 days Heightened Cash Monitoring = 0 days	Review your Payment Trigger Flag and submit a release based on the disbursement date and your school's allowable disbursement window.
R 052	First Funded Disbursement Date Must Be the Earliest	Subsequent Disbursement Date is not after the Disbursement Date of the first disbursement (Either disbursement number 01 or the disbursement with the first disbursement flag). (Direct Loan only)	Review the disbursement dates of the subsequent disbursement and the first disbursement. If incorrect, update and resubmit.
R 053	Disbursement Date Cannot Be Blank On Sequence Number 01	The Disbursement Date is not populated on disbursement sequence number 01.	Resubmit disbursement number 01 with a disbursement date.

DISBURSEMENT INFORMATION EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
W 054	Disbursement Date Within 7 Days or Passed, Payment Trigger Set To "N"	A record has been submitted with the payment trigger flag set to "N" but the disbursement date is within the 7 calendar day window or has passed.	Review record to determine if a payment trigger flag of "Y" is appropriate. This record will not be considered an actual disbursement until a payment trigger flag of "Y" is received. If you intended this to be an actual disbursement, update the payment trigger flag and resubmit.
W 055	Disbursement Information Received 30 Days or more after Date of Disbursement	Disbursement Information was received and processed by COD more than 30 days later than the Disbursement Date reported on the record.	No action required.
R 056	Sequence Number Not In Sequential Order	Sequence Number is not one higher than the last previously accepted transaction for this disbursement.	Review disbursement transactions and disbursement sequence numbers for this disbursement and resubmit all transactions not yet accepted by COD in the proper order.
R 057	A change/ adjustment to a Disbursement Date and Disbursement Amount were submitted on the same transaction. Adjustment to Disbursement Amount has been rejected.	A change to Disbursement Date and an adjustment to a Disbursement Amount were made at the same time, i.e. in the same transaction with the same Sequence Number for the same Disbursement Number after the Disbursement has been funded.	The change to the Disbursement Date is accepted but the change to the disbursement amount is rejected. Resubmit the adjustment to the Disbursement Amount with a new Sequence Number.
R 058	Duplicate Disbursement Information On File	The reported Disbursement Number, Sequence Number, and Payment Trigger Flag are already on file with COD.	No action is required. If you are attempting to make a change, resubmit with a higher sequence number.
W 059	Duplicate Adjustment Information on File	The Disbursement Number, Disbursement Amount(s), Disbursement Date, and Payment Trigger Flag are already on file with COD for this Disbursement Adjustment.	No action required. If you are attempting to make a change, update and resubmit.
R 060	Insufficient Number of Disbursements Based on School Type	Disbursement Amount equals the Total Net Loan Amount and the school does not meet special condition status. Special condition status includes "Experimental Site Schools" and schools with a less than 10 percent cohort default rate for the last three consecutive cohort years or less than 5% cohort default rate and the student is enrolled in a study abroad program. Only schools meeting special condition status are allowed to make one disbursement. A minimum of two disbursements is required for all other schools. (Direct Loan only)	Since your school does not meet special condition status, you must disburse a loan in two or more disbursements and the disbursement amount (net disbursement) cannot equal the total net loan amount. Update the disbursement amount for this record and resubmit. If you believe your school does meet special condition status, call your Customer Service Representative.
R 061	Only One Disbursement Allowed for Students with a Verification Status of "W"	You can only make one disbursement for a student with a Verification Status of "W." (Pell Grant only)	You must perform verification on this student's application data. Once verification has been performed, update the verification status to "V" and resubmit.

DISBURSEMENT INFORMATION EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
R 062	Disbursement Amount(s) Is Less Than Or Equal to Zero for Disbursement Sequence Number 01	Disbursement Amounts (Gross and Net) are not populated or less than zero for disbursement sequence number 01.	Resubmit disbursement sequence number 01 with a disbursement amount greater than zero.
C/R 063	Incorrect Disbursement Amount	<p>Disbursement amount(s) are not equal to COD's calculated amount</p> <p>For DL:</p> <p>a. The Disbursement Amount is calculated using the following steps (+ or - \$1 tolerance):</p> <p>Step 1: Calculate the Combined Fee/Interest Rebate Percentage by subtracting the Interest Rebate Percentage from the Loan Fee Percentage</p> <p>Step 2: Calculate the Combined Fee/Interest Rebate Amount by multiplying the Gross Amount by the Combined Fee/Interest Rebate Percentage (go out 3 decimal places) and truncating the result</p> <p>Step 3: Calculate the Net Amount by subtracting the Combined Fee/Interest Rebate Amount from the Gross Amount</p> <p>Step 4: Calculate the Loan Fee Amount by multiplying the Gross Amount by the Loan Fee Percentage (go out to 3 decimal places) and truncating the result</p> <p>Step 5: Calculate the Interest Rebate Amount by subtracting the Loan Fee Amount from the Gross Amount and then subtracting the result from the Net Amount.</p> <p>b. Payment Trigger set to "Y" and Disbursement Amount exceeds annual loan limit across schools. See common record for loan limit criteria.</p> <p>For Pell: The sum of the disbursements exceeds the Award Amount --OR-- The reported Disbursement Amount exceeds 100% of the student's Total Eligibility Used and the student is already in a POP situation involving two or more schools.</p>	Verify your disbursement calculations based on the award type. Resubmit if appropriate.

DISBURSEMENT INFORMATION EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
C/R 064	Disbursement Amount > 50% of award with Verification Status of "W"	<p>ALL of the following are true: The Verification Status is W on the award AND Disbursement Amount is >50% of the Scheduled Award Amount</p> <p>If the school has chosen to have COD correct its records, COD will set the Accepted Disbursement Amount to the lesser of either the Origination Award Amount or 50% of the Schedule Award Amount (Pell only)</p>	Review disbursement amount and verification status or assumption made. If incorrect, update and resubmit.
W 065	Insufficient Decrease in the Disbursement amount. Disbursement is expected for Amount of the Negative Pending	<p>If ALL of the following are true:</p> <ul style="list-style-type: none"> • The Award has an "Over Paid" status • The Disbursement Amount Adjustment is for a decrease and • The decrease in the Disbursement Amount is < the Negative Pending Disbursement Amount <p>Update the Negative Pending Amount with the reported decrease in the Disbursement Amount (Pell only)</p>	No action required.
R 066	Award is in "Overpaid" status. Disbursement Increase cannot be accepted"	<p>If ALL of the following are true:</p> <ul style="list-style-type: none"> • School is Advance Funded or Just in Time (JIT) • Award is in "Overpaid" Status • A 'Disbursement Amount' that would increase the sum of the accepted Disbursements to an Amount greater than the 'Award Amount' <p>The 'Attended Entity ID' is Eligible (Pell Only)</p>	
R 067	Incorrect Disbursement Gross Amount	<p>Sum of all the gross Disbursement Amounts is greater than the Award Amount. (Direct Loan Only)</p>	Review the gross disbursement amount for each disbursement number and compare to the award amount (Loan Amount Approved). Update record where appropriate and resubmit.

DISBURSEMENT INFORMATION EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
W 068	Potential Overaward Project- Notice Sent Separately	Two or more Pell disbursements for a student have been received from two or more schools and all of the following are true: Disbursement is not rejected AND Other Pell awards exist for the student at different Attended School Entity ID's for the current Award Year AND Total amount disbursed for any of the other Pell awards is greater than zero AND Total of the Percentage Used is greater than 100.00 (plus tolerance.) (Pell only)	Review guidance contained in separate notice.
W 069	Potential Concurrent Enrollment - Notice Sent Separately	Two or more Pell disbursements for a student have been received from two or more schools and all of the following are true: Other Pell awards exist for the student at different Attended School Entity ID's for the current Award Year AND Total amount disbursed for the student for any of the other Pell awards is greater than zero AND Enrollment dates for the student are within 30 days of one another. (Pell only)	Review guidance contained in separate notice.
W 070	Payment Trigger is Blank	Data in the disbursement block has been received but the payment trigger is not populated.	When the Payment Trigger is blank, COD records the Payment Trigger as "N." If the payment trigger should be "N", no further action is necessary. If you want this record to be considered an actual disbursement, update the payment trigger flag to "Y" and resubmit.

DISBURSEMENT INFORMATION EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
R 071	New Disbursement, Increase, or Payment Trigger to "Y" Received After End Of Processing Year and Institution Has Not Been Granted Administrative Relief (Pell)/Extended Processing (DL)	A new disbursement, an increase, or a payment trigger set to "Y" was submitted after the processing deadline for the award year and the school has not been granted administrative relief/ extended processing. Other than in the case of an increase as a result of a student that had been blocked (POP) prior to the deadline, new disbursements and increases to existing disbursements are only permitted for schools that have been granted administrative relief/ extended processing or an audit adjustment	To disburse after the deadline of the award year, your school must seek either Administrative Relief for Pell or Extended Processing for Direct Loan. Contact your CSR if your school has been granted either Administrative Relief or Extended Processing or if you want to apply for either of these extensions.
R 072	Incomplete Disbursement Amounts	If the disbursement sequence number is 01 or greater, and any of the disbursement amounts (gross amount, loan fee amount, interest rebate amount, or net amount) are populated, then all four amounts must be present. (Direct Loan only)	Resubmit record with all disbursement amounts populated.
R 073	Insufficient information with payment trigger set to "Y"	A record has been submitted with the payment trigger flag set to "Y" but there is insufficient data on file. See Common Record Layout for fields required prior to setting the payment trigger flag to "Y".	Review the record in conjunction with the Common Record Layout. Resubmit with all required data elements populated.
R 074	Incorrect Adjustment to Payment Trigger	Payment trigger adjusted to "N" after disbursement became an actual disbursement.	No action required. Payment trigger cannot be changed to "N" after disbursement becomes an actual disbursement. If you are attempting to cancel a disbursement, you must send an adjustment to the disbursement amount.
R 075	Multiple First Disbursement Flags	More than one disbursement was submitted to COD with a first disbursement flag of "F" for this loan in the same cycle. (Direct Loan only)	Review disbursements and resubmit record with only one disbursement flagged as the first disbursement.
R 076	First Disbursement Flag Changed More Than Twice	First disbursement flag can be changed a maximum of two times before requiring Department of Education's approval (Direct Loan only)	Contact your Customer Service Representative for the procedures on how to obtain the Department of Education's approval to change the first disbursement flag more than two times.
R 077	Incorrect Disbursement Loan Fee Amount	Disbursement fee amount does not equal COD's calculated Loan Fee Amount. (+ or - \$1 tolerance.) (Direct Loan only)	Review Disbursement Loan Fee Amount calculation. Resubmit record with corrected disbursement amounts.

DISBURSEMENT INFORMATION EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
R 078	Incorrect Disbursement Rebate Amount	Up-Front Interest Rebate amount does not equal COD's calculated Up-Front Interest Rebate Amount, (+ or - \$1 tolerance.), for this disbursement. (Direct Loan only)	Review Disbursement Loan Fee Amount calculation. Resubmit record with corrected disbursement amounts.
R 079	Payment Period Start Date Not In Eligible Range	The school is ineligible and the payment period start date does not fall within the range of eligibility. (Pell only)	Review the payment period start date reported. If incorrect, update and resubmit. If correct, you are not eligible to receive Pell Grant funds for this student. No further action required.
R 080	No Accepted PLUS Credit Decision Status	The payment trigger is set to "Y" and there is no approved PLUS Credit Decision Status on file for this loan. An approved PLUS Credit Decision Status must be obtained for a PLUS borrower prior to disbursement. (PLUS only)	Resubmit payment trigger of "Y" after an approved credit decision is obtained for this PLUS borrower.
R 081	No Promissory Note on File	The payment trigger is set to "Y", there is no Master Promissory Note or PLUS Promissory Note on file for this loan, and the school is required to have an MPN/ PLUS Promissory on file at COD prior to disbursement. (Direct Loan only)	Resubmit payment trigger of "Y" after you receive a response record indicating that an accepted MPN/ PLUS Promissory Note is on file at COD for this loan.
R 082	Field Cannot Be Modified	Non-modifiable field.	Attempted to change a field that cannot be modified. No action required.
R 083	Case Management Office (CMO) Rejected This Student For Inadequate/ Missing Eligibility Documentation/ Information	CMO rejected this student for inadequate/missing eligibility documentation / information. (Reimbursement and HCM II Schools only)	Contact your reimbursement analyst for additional information about correcting this record.
R 084	CMO Rejected This Student For Inadequate/ Missing Fiscal Documentation/ Information	CMO rejected this student for inadequate/missing eligibility documentation / information. (Reimbursement and HCM II Schools only)	Contact your reimbursement analyst for additional information about correcting this record.
R 085	CMO Rejected This Student For Inadequate/ Missing Award or Disbursing Documentation/ Information	CMO rejected this student for inadequate/missing eligibility documentation / information. (Reimbursement and HCM II Schools only)	Contact your reimbursement analyst for additional information about correcting this record.
R 086	CMO Rejected This Student For Not Meeting Reporting Requirements	CMO rejected this student for inadequate/missing eligibility documentation / information. (Reimbursement and HCM II Schools only)	Contact your reimbursement analyst for additional information about correcting this record.

DISBURSEMENT INFORMATION EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
R 087	CMO Rejected This Student For Failure To Comply With Requirements	CMO rejected this student for inadequate/missing eligibility documentation / information. (Reimbursement and HCM II Schools only)	Contact your reimbursement analyst for additional information about correcting this record.
R 088	CMO Rejected This Student For Inadequate or Missing Documentation	CMO rejected this student for inadequate/missing eligibility documentation / information. (Reimbursement and HCM II Schools only)	Contact your reimbursement analyst for additional information about correcting this record.
R 089	Invalid Disbursement Due to Pending Bankruptcy	Invalid disbursement transaction. The disbursement date is after the receipt of a pending bankruptcy notification. (Direct Loan only)	No further disbursements can be made on this loan.
W 090	Reported Amount of Disbursement Does Not Equal Amount of Detail Records	The 'Total Amount Reported' in the Entity Block does not equal the amount (sum of disbursements) of detail records for the program for the award year. (Pell Only)	Compare the individual disbursement amount to the Total Amount Reported. Update if appropriate and resubmit.
R 091	PLUS Loan Has a Denied Credit Decision, Award Amount Cannot Be Increased	PLUS loan has a denied credit decision, award amount cannot be increased until credit check results have been resolved. (Direct Loan, PLUS only)	Award amount cannot be increased for this PLUS loan until an accepted credit decision is renewed for this loan. Resolve with borrower to determine if an endorser of credit decision override is being pursued.
R 092	No Further Awards Can Be Accepted For This Borrower, Person Is Deceased	No further awards can be accepted for this borrower. The Direct Loan Servicing Center has notified COD that this person is deceased.	Award cannot be accepted as the borrower is deceased. Verify this award has the correct last name, SSN, and birth date.
R 093	Invalid Disbursement Sequence Number	Invalid disbursement sequence number must be 01-65. (Direct Loan only)	Verify disbursement sequence number and resubmit.
R 094	Invalid Disbursement Due to a Loan Discharge Notification for an Unauthorized Signature/Unauthorized Payment	Invalid disbursement transaction. The disbursement date is after receipt of loan discharge notification due to an unauthorized signature/unauthorized payment. (Direct Loan only)	No further disbursements can be made on this loan.
R 095	Invalid Disbursement, Person is Deceased	Invalid disbursement transaction. The disbursement date is after the receipt of a loan discharge	No further disbursements can be made on this loan.

General Edits

GENERAL EDITS			
Edit Type/ Error Code	Message	Condition	How to Fix Record
R 998	Invalid Format	The content submitted did not conform to the valid format outlined in the Common Record Schema. The content has not been loaded to COD.	Review the Format and Valid Values cell corresponding to the rejected tag. Update data accordingly and resubmit.
W 997	Invalid Format; Correction Applied	The content submitted did not conform to the valid format outlined in the Common Record Schema. Correction applied.	Correction applied. No action required.
R 996	Invalid Value	The content submitted did not conform to valid values outlined in the Common Record Schema. The content has not been loaded to COD.	Review the Format and Valid Values cell corresponding to the rejected tag. Update data accordingly and resubmit.
W 995	Invalid Value; Correction Applied	The content submitted did not conform to valid values outlined in the Common Record Schema.	Correction applied. No action required.
R 994	Missing Value	Content was not submitted for a required field.	Review the Format and Valid Values cell corresponding to the rejected tag. Update data accordingly and resubmit.
W 993	Missing Value; Correction Applied	Content was not submitted for a required field.	No action required. Correction applied.

Appendix F – Direct Loan Edit Conversion Table

Overview

The Direct Loan Edit Conversion Table provides a crosswalk of edits in the Direct Loan Origination System, (DLOS) with those in the COD System.

The table lists the legacy error or reject code and the corresponding message with the COD error code and message. When applicable, the table references the COD error code and message that may be sent back after a legacy record is processed.

Batch Reject Codes from the Header Record

BATCH REJECT CODES FROM THE HEADER RECORD				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
01	Duplicate Batch ID Number	003	Duplicate Document (Batch) ID	
02	School code indicates non-direct Loan Participant	004	Entity ID Not Found On Participant File	
03	File contains non-ASCII keyboard printable characters	N/A	N/A for COD	N/A for COD

BATCH REJECT CODES FROM THE HEADER RECORD				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
04	Batch not processed, contact LOC for more information	001 002 007	Invalid Destination Mailbox ID Reporting Entity ID is Not Eligible To Report No Detail Records In Document	808 - Creation date must be numeric 809 - Creation time invalid 810 - Batch Type Invalid 812 - Discrepancy between different records with identical Batch ID 817 - Data Record Length is not valid for Message Class 818 - Batch Type code in Batch ID must equal record type for Message Class 819 - Batch ID indicates you have included a Batch with data from a different Award Year 821 - Trailer Message Class does not match the Header 822 - Trailer Destination Mailbox ID does not match the Header
05	Invalid message class	N/A	N/A for COD	816 - Invalid Message Class

Loan Origination/Change Reject Codes

LOAN ORIGINATION/CHANGE REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
01	Invalid School Code (Loan Origination/Change)	004	Entity ID Not Found On Participant File	
02	Borrower's Address is incomplete (Loan Origination/Change)	021	Address is incomplete	
03	Invalid Borrower's Date of Birth (Loan Origination/Change)	996 998	Invalid Value OR Invalid Format	
04	Invalid Borrower's Loan Default/Grant Overpayment (Loan Origination/Change)		N/A for COD	
05	Invalid Borrower's Citizenship (Loan Origination/Change)	013 996	Citizenship Status Indicator for PLUS Borrower is not eligible Invalid Value	
06	Must provide Borrower's First or Last Name (Loan Origination/Change)	020	First Name and Last Name Blank	

LOAN ORIGINATION/CHANGE REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
07	Must provide Borrower's Alien Registration Number (Loan Origination/Change)	N/A	N/A for COD	
08	Anticipated Disbursement Date Prior to the Loan Period Start Date (-10 Days) (Loan Origination/Change)	050	Disbursement Date Outside Allowable Window	
09	Anticipated Disbursement Date after the Loan Period End Date (+90 Days) (Loan Origination/Change)	050	Disbursement Date Outside Allowable Window	
10	Minimum of two anticipated disbursements is required (Loan Origination)	060	Insufficient Number of Disbursements Based on School Type	
11	Anticipated Disbursement Date is blank (Loan Origination/Change)	053	Disbursement Date Cannot Be Blank On Sequence Number 01	
12	Total anticipated gross amount must be less than or equal to the Loan Amount Approved (Loan Origination/Change)	067	Incorrect Disbursement Gross Amount	846 - Total 'Anticipated Gross Amount' must be less than or equal to the Loan Amount Approved
13	Anticipated Disbursement Dates are not in chronological order (Loan Origination)	N/A	N/A for COD	847 - Anticipated Disbursement Dates are not in chronological order
15	Invalid Program Year	035 996 998	Inconsistent Award Information Data Invalid Value OR Invalid Format	
16	Loan Identifier must be unique (Loan Origination)	033	Duplicate Award ID	
17	This borrower has the same Social Security Number as another direct loan borrower (Loan Origination/Change)	N/A	N/A for COD	
18	Anticipated Loan Fee Amount is not equal to the LOC's calculated loan fee amount (Loan Origination/Change)	077	Incorrect Disbursement Loan Fee Amount	
19	Field cannot be modified (Change)	082	Field Cannot Be Modified	

LOAN ORIGINATION/CHANGE REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
20	Invalid state code	021	Address is Incomplete	
	(Loan Origination/Change)	996	Invalid Value	
21	Invalid Disclosure Statement Print Indicator	996	Invalid Value OR	
	(Loan Origination/Change)	998	Invalid Format	
22	Invalid Change Field Number	996	Invalid Value OR	
	(Change)	998	Invalid Format	
24	Loan Identifier does not exist (Change)	N/A	N/A for COD	
25	Must provide Loan Period Start and End Dates (Loan Origination/Change)	994	Missing Value	
26	Loan Amount Approved exceeds the maximum annual loan limits for this borrower at your school for equal or overlapping academic years (Loan Origination/Change)	039	Incorrect Award Amount	
27	Anticipated Net Amount is not equal to the LOC's calculated net amount (Loan Origination/Change)	063	Incorrect Disbursement Amount	
28	Invalid Loan Type	996	Invalid Value OR	
	(Loan Origination/Change)	998	Invalid Format	
29	Must provide Borrower's/Student's Social Security Number (Loan Origination/Change)	994	Missing Value	
30	Invalid loan period	045	Incorrect Award Dates	
	(Loan Origination/Change)	996	Invalid Value OR	
		998	Invalid Format	
31	Loan Period Start Date is greater than the Loan Period End Date	045	Incorrect Award Dates	
	(Loan Origination/Change)	996	Invalid Value OR	
		998	Invalid Format	
33	Loan Amount Approved must be positive (Loan Origination/Change)	996	Invalid Value	
34	Invalid Promissory Note Print Indicator	996	Invalid Value OR	
	(Loan Origination/Change)	998	Invalid Format	

LOAN ORIGATION/CHANGE REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
36	Borrower's and Student's Social Security Numbers cannot be the same (Loan Origination/Change)	016	PLUS Borrower and Student Cannot be the Same Person	
37	Invalid Student's Date of Birth (Loan Origination/Change)	996 998	Invalid Value OR Invalid Format	
38	Invalid Student's Citizenship (Loan Origination/Change)	014	Citizenship Status Indicator for PLUS Student is not eligible	
39	Invalid Student's Loan Default/Grant Overpayment	N/A	N/A for COD	
40	Must provide Student's First or Last Name (Loan Origination/Change)	020	First Name and Last Name Blank	
41	Must provide Student's Alien Registration Number (Loan Origination/Change)		N/A for COD	
42	School is closed (Loan Origination/Change)	048	School is ineligible	
44	School is ineligible (Loan Origination/Change)	048	School is ineligible	
46	Invalid Borrower's Middle Initial (Loan Origination/Change)	996	Invalid Value	
47	Invalid Student's Middle Initial (Loan Origination/Change)	996	Invalid Value	
48	Invalid Borrower's Telephone Number (Loan Origination/Change)	996	Invalid Value	
52	Invalid Date Format (Loan Origination/Change)	998	Invalid Value	
55	Invalid Zip Code (Loan Origination/Change)	021 996	Address is Incomplete Invalid Value	
56	Invalid Borrower's State Code (Loan Origination/Change)	021 996	Address is Incomplete Invalid Value	
57	Borrower's Permanent Zip Code should not be blank (Loan Origination/Change)	021	Address is Incomplete	
58	Invalid numeric field (Loan Origination/Change)	996	Invalid Value	

LOAN ORIGINATION/CHANGE REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
60	Invalid Dependency Status (Loan Origination/Change)	N/A	N/A for COD	
61	Student's Local Address is incomplete (Loan Origination/Change)	021	Address is Incomplete	
62	Student's Local Zip Code must be numeric (Loan Origination/Change)	021 996	Address is Incomplete Invalid Value	
63	Student's Local Address State should not be blank (Loan Origination/Change)	021	Address is Incomplete	
64	Student's Local Zip Code should not be blank (Loan Origination/Change)	021	Address is Incomplete	
65	Invalid Student's Local Address State (Loan Origination/Change)	021 996	Address is Incomplete Invalid Value	
66	Invalid Borrower's Permanent Address Change Date (Change)	996	Invalid Value	
67	Invalid Student's Local Address Change Date (Change)	996	Invalid Value	
68	Invalid Borrower's Social Security Number Change Date (Change)	996	Invalid Value	
69	Invalid Borrower's Date of Birth Change Date (Change)	996	Invalid Value	
72	Total Anticipated Gross Amount must be greater than zero (Loan Origination/Change)	N/A	N/A for COD	
75	Acknowledged but not applied (Loan Origination/Change)	N/A	N/A for COD	
76	Invalid Loan Origination Date (Loan Origination)	996 998	Invalid Value OR Invalid Format	
78	Invalid Student's College Grade Level (Loan Origination/Change)	996 998	Invalid Value OR Invalid Format	

LOAN ORIGINATION/CHANGE REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
81	Program Year and Cycle Indicator do not match (Loan Origination/Change)	035	Inconsistent Award Information Data	825 - Program Year and Cycle Indicator do not match
82	Actual gross disbursement amount exceeds Loan Amount Approved (Change)	041	Changed Award Amount Is Less Than Total Disbursements	
83	Borrower and student cannot be the same person (Loan Origination/Change)	016	PLUS Borrower and Student Cannot be the Same Person	
84	Endorser and student cannot be the same person (Change)	017	PLUS Endorser and Student Cannot Be the Same Person	
86	Invalid Academic Year Start and End Dates (Loan Origination/Change)	046 996 998	Incorrect Academic Year Dates Invalid Value OR Invalid Format	
87	Invalid Additional Unsubsidized Eligibility up to Health Profession Programs Amount (Loan Origination/Change)	044	Incorrect Flag For Additional Unsubsidized Eligibility for Health Profession Programs (formerly HEAL eligible)	
88	Invalid Additional Unsubsidized Eligibility for Dependent Student (Loan Origination/Change)	N/A	N/A for COD	
90	All actual disbursements must be adjusted to \$0 (Change)	041	Changed Award Amount Is Less Than Total Disbursements	
91	Anticipated disbursement gross amount(s) must be greater than zero (Change)	N/A	N/A for COD	
92	Loan Period Start and End Dates exceed the Academic Year Dates (Loan Origination/Change)	045	Incorrect Award Dates	
93	Invalid borrower's social Security Number (Change)	N/A	N/A for COD	
95	Only four anticipated disbursements are allowed for a PLUS loan (Loan Origination/Change)	996	Invalid Value	

LOAN ORIGINATION/CHANGE REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
96	Loan not inactive for fee change (Change)	N/A	N/A for COD	
97	Invalid Origination Fee Percentage (Loan Origination/Change)	996	Invalid Value	
A2	First Anticipated Disbursement Date must be the earliest. (Change)	052	First Funded Disbursement Date Must Be the Earliest	
A3	Anticipated Interest Rebate Amount is not equal to the LOC's calculated interest rebate amount (Loan Origination)	078	Incorrect Disbursement Rebate Amount	
A6	Cannot Change Academic Year Start or End Date (Change)	047	Academic Year Dates Already Linked to MPN	
A7	Invalid Interest Rebate Percentage (Change)	996	Invalid Value	
A8	All Actual Disbursements Are Not Reduced to Zero (Change)	041	Changed Award Amount Is Less Than Total Disbursements	
A9	No eligible SSN, DOB and Last Name combination match on CPS for student	011	No eligible SSN, DOB, and Last Name combination match on CPS for student	
B1	PLUS loan has an endorser, Loan Amount Approved can not be increased	037	PLUS Loan Has An Endorser, Award Amount Cannot Be Increased	
B2	PLUS loan has a denied credit decision, Loan Amount Approved can not be increased until credit check results have been resolved	091	PLUS Loan has a denied credit decision, Award Amount Cannot Be Increased	
B3	No further Origination Records can be accepted for this borrower. The Direct Loan Servicing Center has notified the LOC that this person is deceased	092	No Further Awards Can Be Accepted For This Borrower Person Is Deceased	

Disbursement Reject Codes

DISBURSEMENT REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
1	Disbursement cancellation not allowed	N/A	N/A for COD	
2	School is currently a non-participating school	048	School is Ineligible	
4	Discrepancy being researched by the LOC	N/A	N/A for COD	
5	Program Year and Cycle Indicator do not match	035	Inconsistent Award Information Data	840 - Program Year and Cycle Indicator do not match
7	Disbursement Actual Net Amount does not match LOC's calculated net amount	063	Incorrect Disbursement Amount	
8	Invalid Disbursement Actual Net Amount	062 996	Disbursement Amount(s) Is Less Than Or Equal to Zero for Sequence Number 01 Invalid Value	
9	Disbursement Actual Loan Fee Amount does not match LOC's calculated loan fee amount	077	Incorrect Disbursement Loan Fee Amount	
11	Invalid Disbursement Actual Loan Fee Amount	996	Invalid Value	
12	Invalid Disbursement Actual Gross Amount	062 996	Disbursement Amount(s) Is Less Than Or Equal to Zero for Sequence Number 01 Invalid Value	
16	Disbursement Sequence Number not in sequential order	056	Sequence Number Not In Sequential Order	
17	An actual disbursement does not exist for this disbursement number		N/A for COD	851 - An actual disbursement does not exist for this disbursement number
20	Disbursement date cannot be after the current date	996	Invalid Value	
22	New disbursement date is more than 120 days after the original disbursement date	049	Disbursement Date Is More Than 120 Days After the Original Disbursement Date	
23	Original disbursement date is invalid or missing	996 998	Invalid Value OR Invalid Value	
24	Disbursement Actual Gross Amount exceeds the maximum annual loan limit for this borrower at all enrolled schools for equal or overlapping academic years	N/A	N/A for COD	

DISBURSEMENT REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
25	Total Disbursement Actual Gross Amount cannot be greater than the promissory note amount at the LOC for this PLUS loan	N/A	N/A for COD	
26	Confirmation required prior to disbursement	N/A	N/A for COD	
29	Invalid Disbursement Number for PLUS	996	Invalid Value	
31	Invalid Disbursement Number for Subsidized/Unsubsidized	996	Invalid Value	
36	Disbursement Actual Gross Amount is not numeric	996	Invalid Value	
37	Disbursement Actual Loan Fee Amount is not numeric	996	Invalid Value	
38	Disbursement Actual Net Amount is not numeric	996	Invalid Value	
39	Invalid Disbursement Actual Gross Amount	057	A change/adjustment to a Disbursement Date and Disbursement Amount were submitted on the same transaction. Adjustment to Disbursement Amount has been rejected.	836 - Invalid Disbursement Actual Gross Amount
40	Duplicate date adjustment	N/A	N/A for COD	
41	Original disbursement date does not match current disbursement date	N/A	N/A for COD	839 - Original disbursement date does not match current disbursement date
42	Invalid loan fee rate	996	Invalid Value	
43	Missing loan limit data	N/A	N/A for COD	
44	First actual disbursement date cannot be after any subsequent disbursements	052	First Funded Disbursement Date Must Be the Earliest	
45	Invalid First Disbursement Flag	996	Invalid Value	
46	First disbursement must be received before any subsequent disbursements	N/A	N/A for COD	
47	First disbursement must be received before any changes to the first disbursement	N/A	N/A for COD	
48	First disbursement already received	996	Invalid Value	
49	First disbursement changed more than twice	076	First Disbursement Flag Changed More Than Twice	
50	More than one disbursement record contains the same First Disbursement Flag for this loan	075	Multiple First Disbursement Flags	
51	First disbursement must have the earliest disbursement date	052	First Funded Disbursement Date Must Be the Earliest	

DISBURSEMENT REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
52	Disbursement Interest Rebate Amount is not numeric	996	Invalid Value	
53	Invalid Disbursement Interest Rebate Amount	996	Invalid Value	
54	Disbursement Interest Rebate Amount does not equal the LOC's calculated interest rebate amount	078	Incorrect Disbursement Rebate Amount	
55	Invalid Loan Fee Rate for First Anticipated Disbursement Date	N/A	N/A for COD	
56	Invalid Adjusted Disbursement Date fee amount	996	Invalid Value	
57	Invalid Adjusted Disbursement Date net amount	996	Invalid Value	
58	Invalid Adjusted Disbursement Date interest rebate amount	996	Invalid Value	
59	Invalid disbursement sequence number. Disbursement sequence number must be 01-65.	093	Invalid disbursement sequence number	
60	Borrower in Pending Bankruptcy Status	089	Invalid disbursement due to pending bankruptcy	
61	Borrower is Deceased	095	Invalid disbursement, person is deceased	
62	Loan is Affected by Discharge	094	Invalid disbursement due to a loan discharge notification for an unauthorized signature/unauthorized payment	
E	Invalid Disbursement Activity	996	Invalid Value	
F	Invalid Disbursement Sequence Number	996	Invalid Value	
G	Total Disbursement Actual Gross Amounts cannot be greater than the Loan Amount Approved/Requested	067	Incorrect Disbursement Gross Amount	
J	Credit check not yet approved for this PLUS loan.	080	No Accepted PLUS Credit Decision Status	
K	No Actual Disbursement exists for this adjustment	N/A	N/A for COD	849 - No Actual Disbursement exists for this adjustment
L	Unsatisfactory school eligibility conditions	N/A	N/A for COD	
M	Duplicate disbursement transaction	058	Duplicate Disbursement Information On File	
P	Duplicate adjustment transaction	059	Duplicate Adjustment Information on File	
Q	Disbursement date outside of allowable window	050	Disbursement Date Outside Allowable Window	

DISBURSEMENT REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
R	Disbursement date cannot be after the current date	N/A	N\A for COD	
T	Must have valid promissory note to disburse	081	No Promissory Note on File	
U	Invalid Loan Identifier	N/A	N\A for COD	
V	Invalid disbursement date	996	Invalid Value	
X	Invalid School Code	996	Invalid Value	
Y	School is physically closed or ownership changed	N/A	N\A for COD	
Z	School Code does not match School Code on loan record	N/A	N\A for COD	

Appendix G – Pell Grant Edit Conversion Table

Overview

The Pell Grant Edit Conversion Table provides a crosswalk of edits in the Recipient Financial Management System, (RFMS) with those in the COD System.

The table lists the legacy error or reject code and the corresponding message with the COD error code and message. When applicable, the table references the COD error code and message that may be sent back after a legacy record is processed.

Batch Edit/Reject Codes

BATCH EDIT/REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
201	Missing/Mismatched Grant Batch Header	N/A	N/A for COD	801 - Missing/Mismatched Grant Batch Header
202	Missing/Mismatched Grant Batch Trailer	N/A	N/A for COD	802 - Missing/Mismatched Grant Batch Trailer
203	Duplicate Grant Batch Header	003	Duplicate Document ID	
206	Data Record Length must be numeric	998	Invalid Format	803 - Data Record Length must be numeric
207	Reported Number of Records must be numeric	998	Invalid Format	804 - Reported Number of Records must be numeric

BATCH EDIT/REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
208	Reported Total of Batch must be numeric	090 998	Reported Amount of Disbursements does not equal Amount of detail records Invalid Format	805 - Reported Total of Batch must be numeric
209	Invalid/Missing Batch Number	994	Missing Value	806 - Invalid/Missing Batch ID
210	Year must be numeric	998	Invalid Format	807 - Year must be numeric
211	Pell ID must be numeric	998	Invalid Format	
212	Pell ID invalid or not found	004	Entity ID Not Found On Participant File	
213	Creation date must be numeric	998	Invalid Format	808 - Creation date must be numeric
214	Creation time invalid	996	Invalid Value	809 - Creation time invalid
215	Batch Type Invalid	996	Invalid Value	810 - Batch Type Invalid
216	Grantee DUNS does not match the institution's Reporting Pell ID in Batch Number for Award Years prior to 2001-2002	N/A	N/A for COD	811 - Grantee DUNS does not match the institution's 'Reporting Pell ID' in 'Batch ID' for Award Years prior to 2001-2002
217	Discrepancy between different records with identical batch number	N/A	N/A for COD	812 - Discrepancy between different records with identical Batch ID
218	Reported Number of Records does not equal count of detail records	008 009	Reported Number of Students Does Not Equal Detail Count Reported Number of Awards by Program Does Not Equal Count of Detail Awards by Program	813 - Reported Number of Records does not equal count of detail records
219	Total of Batch does not equal computed total of detail record amounts	090	Reported Amount of Disbursements does not equal Amount of detail records	814 - Message Class, Batch ID, Origination Award Amount, Disbursement Amount, Reported Total of Batch
220	Reported Sign Indicator must be a valid indicator	N/A	N/A for COD	815 - Reported Sign Indicator must be a valid indicator
221	Reporting Campus Pell Institution ID is a branch	002	Reporting Entity ID is Not Eligible To Report	
222	Institution is currently ineligible upon receipt of batch at RFMS	002	Reporting Entity ID is Not Eligible To Report	
224	Invalid Message Class	N/A	N/A for COD	816 - Invalid Message Class
225	Data Record Length is not valid for Message Class	N/A	N/A for COD	817 - Data Record Length is not valid for Message Class
226	Batch type code in Batch Number must equal record type for Message Class	N/A	N/A for COD	818 - Batch Type code in Batch ID must equal record type for Message Class
227	Batch Create Date is greater than current system date	006	Document Create Date Greater Than Current System Date	

BATCH EDIT/REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
228	Batch Number indicates you have included a batch with data from a different Award Year	N/A	N/A for COD	819 - Batch ID indicates you have included a Batch with data from a different Award Year
229	Batch submitted prior to system start-up date	N/A	N/A for COD	
230	Disbursements submitted prior to award year start date	050	Disbursement Date Outside Allowable Window	
231	Reporting Institution must send Special Disbursement for Award Years prior to 2001-2002	N/A	N/A for COD	
232	No detail records in Batch	007	No Detail Records In Document	
233	Invalid Destination Mailbox ID	001	Invalid Destination Mailbox ID	
235	For Award year 2000-2001 and prior. Blank OUTPUT MEDIA TYPE. Set to media type that was received	N/A	N/A for COD	
236	Trailer Message Class does not match the Header	N/A	N/A for COD	821 - Trailer Message Class does not match the Header
238	Trailer Destination Mailbox ID does not match the Header	N/A	N/A for COD	822 - Trailer Destination Mailbox ID does not match the Header
240	OPE ID Number does not match the Institutions Reporting Pell ID in the Batch Number for Award Years after 2000-2001	N/A	N/A for COD	823 - OPE ID Number does not match the Institutions Reporting Pell ID in the Batch ID for Award Years after 2000-2001

Origination Edit/Reject Codes

ORIGINATION EDIT/REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
301	Invalid Origination ID	N/A	N/A for COD	826 - Invalid Origination ID
302	Duplicate Origination for Award Year 2001 and before	N/A	N/A for COD	
303	Invalid Original SSN resulting in RFMS being unable to match with the Applicant record for Award Year 2002 and beyond Invalid Original SSN or Name Code resulting in RFMS being unable to match with the Applicant record for Award Year 2001 and before.	N/A	N/A for COD	828 - Invalid Original SSN resulting in COD being unable to match with the Applicant record for Award Year 2002 and beyond Invalid Original SSN or Name Code resulting in COD being unable to match with the Applicant record for Award Year 2000-2001 and before.

ORIGINATION EDIT/REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
304	Attending and Reporting/Funded campus mismatch or Origination Identifier Pell ID mismatch with Attending campus Pell ID	034	Attending School Entity Identifier has no relationship with the Reporting School Entity Identifier	
305	Invalid Award Amount/Correction Applied	039	Incorrect Award Amount	
306	Invalid Disbursement Date/Correction Applied	995	Invalid Value; Correction Applied	
307	Invalid Enrollment Date/Correction Applied	995	Invalid Value; Correction Applied	
308	Invalid Low Tuition & Fees Code/Correction Applied	023	Incorrect Low Tuition & Fees Code/ Correction Applied	
309	Invalid Verification Code/ Correction Applied	995	Invalid Value; Correction Applied	
310	Invalid Incarcerated Federal Pell Recipient Code/Correction Applied	995	Invalid Value; Correction Applied	
311	Invalid Transaction Number	024	Reported CPS Transaction Number Does Not Match CPS	
312	Invalid Expected Family Contribution	N/A	N/A for COD	824 - Invalid Expected Family Contribution
313	Invalid Secondary Expected Family Contribution/Correction Applied	026	Incorrect Secondary EFC Used/ Correction Applied	
314	Invalid Academic Calendar/Correction Applied	028	Incorrect Academic Calendar/ Correction Applied	
315	Invalid Payment Methodology/Correction Applied	027	Incorrect Payment Methodology/ Correction Applied	
316	Invalid number of Payment Periods/ Correction Applied for Award Year 2001 and before	N/A	N/A for COD	
317	Invalid Cost Of Attendance/Correction Applied	995	Invalid Value; Correction Applied	
318	Invalid Enrollment Status/Correction Applied	N/A	N/A for COD	
319	Invalid Weeks of Instructional Time in Program's Definition of Academic Year/Correction Applied	029	Invalid Weeks of Instructional Time in Program's Definition of Academic Year/Correction Applied	
320	Invalid Weeks of Instructional Time used to Calculate Payment/Correction Applied	030	Invalid Weeks of Instructional Time used to Calculate Payment	
321	Invalid Credit or Clock Hours in program's definition of academic year/Correction Applied	031	Invalid Credit or Clock Hours in program's definition of academic year	

ORIGINATION EDIT/REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
322	Invalid Credit or—Clock Hours in all payment periods expected to complete this school year/Correction Applied	032	Invalid Credit or Clock Hours in all payment periods expected to complete this school year	
323	Origination is “Over Paid” and Negative Disbursement is Expected	040	Changed Award Amount Is Less Than Total Disbursements	
324	Invalid Name Code resulting in RFMS being unable to match with the Applicant Record, or does not equal the name code in the Origination ID, for Award Year 2002 and beyond	N/A	N/A for COD	829 - Invalid Name Code resulting in COD being unable to match with the Applicant Record, or does not equal the name code in the Origination ID, for Award Year 2002 and beyond
325	Invalid Origination ID - Pell ID is non-numeric for Award Year 2002 and beyond	998	Invalid Format	830 - Invalid Origination ID - Pell ID is non-numeric for Award Year 2001- 2002 and beyond
326	Invalid Origination ID - Invalid Award Year for the Batch for Award Year 2002 and beyond	996	Invalid Value	831 - Invalid Origination ID - Invalid Award Year for the Batch for Award Year 2001-2002 and beyond
327	Invalid Origination ID - Sequence Number is not “00” for Award Year 2002 and beyond.	996	Invalid Value	832 - Invalid Origination ID -Sequence Number is not “00” for Award Year 2001-2002 and beyond
328	Invalid Origination ID - SSN is non-numeric, or is not >=001010001 and <= 999999999 for Award Year 2002 and beyond	N/A	N/A for COD	833 - Invalid Origination ID - SSN is non-numeric, or is not >=001010001 and <= 999999999 for Award Year 2001-2002 and beyond
330	Duplicate SAR ID may be shared by two students for Award Year 2002 or beyond	025	Duplicate Match on CPS	835 - Duplicate SAR ID may be shared by two students for Award Year 2001-2002 or beyond
331	Duplicate Origination for Award Year 2002 and beyond	N/A	N/A for COD	827 - Duplicate Origination for Award Year
399	New Origination Award or increase received after end of processing year and institution has not been granted Administrative Relief	043	New Award Amount or Award Increase Received After End Of Processing Year and Institution Has Not Been Granted Administrative Relief (Pell)/ Extended Processing (DL)	

Disbursement Edit/Reject Codes

DISBURSEMENT EDIT/REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
401	Invalid Origination ID	011	No Eligible SSN, DOB, and Last Name Combination Match On CPS For Student	
402	Origination ID does not match on RFMS	N/A	N/A for COD	848 - Origination ID does not match on COD
403	Disbursement Reference Number Already on File	N/A	N/A for COD	841 - Disbursement Reference Number Already on File
404	Debit/Credit Indicator Flag Not Valid	N/A	N/A for COD	842 - Debit/Credit Indicator Flag Not Valid
405	Disbursement Amount Not Valid because amount is non-numeric	996	Invalid Value	
406	Disbursement Amount Is Not in Valid Range	063	Incorrect Disbursement Amount	
407	Disbursement Date is Not Valid Date because date is non-numeric	998	Invalid Format	
408	Disbursement Date is Not Valid for Processing Date, not in Valid Range, or not a valid RFMS Date format	051 996 998	Disbursement Date With Payment Trigger Set to Yes Outside of Allowable Window Invalid Format Invalid Value	
410	Potential Concurrent Enrollment – Multiple Reporting. Sent separately	069	Potential Concurrent Enrollment - Notice Sent Separately	
411	Potential Overaward Project – Multiple Reporting. Sent separately	068	Potential Overaward Project- Notice Sent Separately	
412	Negative Disbursement cannot be accepted without a previous positive disbursement	996	Invalid value	843 - Negative Disbursement cannot be accepted without a previous accepted positive disbursement
413	Insufficient Negative Disbursement amount. Negative Disbursement is expected for difference amount	065	Insufficient Decrease in the Disbursement amount. Disbursement is expected for Amount of the Negative Pending	
414	Origination is in "Overpaid" status. Positive Disbursement cannot be accepted	066	Award is in "Overpaid" status. Disbursement Increase cannot be accepted	
415	Institution Eligibility Status indicates the Institution must submit a Special Disbursement Record and Award Year is 2000 – 2001 or prior	N/A	N/A for COD	

DISBURSEMENT EDIT/REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
416	Negative Disbursement adjusted to reflect accepted Previous Disbursement Balance	N/A	N/A for COD	844 - Negative Disbursement adjusted to reflect accepted Previous Disbursement Balance
417	Disbursement submitted after end of processing year and institution has not been granted Administrative Relief	071	New Disbursement, Increase, or Payment Trigger to "Y" Received After End Of Processing Year and Institution Has Not Been Granted Administrative Relief (Pell)/Extended Processing (DL)	
418	Origination indicates Verification Status 'W', Disbursement adjusted to the Origination Award Amount or 50% of the Scheduled Award Amount, whichever is lesser, and Award Year is 2000 – 2001 or prior	064	Disbursement Amount > 50% of award with Verification Status of "W"	
419	Origination indicates Verification Status 'W'. Verification W needs to be updated on the Origination record in RFMS.	N/A	N/A for COD	"Legacy Edit to be added"
420	Origination indicates Verification Status 'W', only one disbursement allowed, and Award Year is 2000 – 2001 or prior	061	Only One Disbursement Allowed for Students with a Verification Status of "W"	
422	Institution is eligible, Payment Period Start Date is invalid or not in a valid range and Award Year is 2001 – 2002 or beyond	996	Invalid Value	
423	Institution is not eligible, Payment Period Start Date is invalid or not in a valid range and Award Year is 2001 – 2002 or beyond	996	Invalid Value	
424	Institution is not eligible, Payment Period Start Date is not in the eligible range and Award Year is 2001 – 2002 or beyond	079	Payment Period Start Date Not In Eligible Range	
425	Invalid Origination ID - Pell ID is non-numeric for Award Year 2002 and beyond	998	Invalid Format	
426	Invalid Origination ID - Invalid Award Year for the Batch for Award Year 2002 and beyond	996	Invalid Value	
427	Invalid Origination ID - Sequence number is not "00" for Award Year 2002 and beyond	996	Invalid Value	

DISBURSEMENT EDIT/REJECT CODES				
Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
428	Invalid Origination ID - SSN is not >=001010001 and <= 999999999 for Award Year 2002 and beyond	011 996 998	No Eligible SSN, DOB, and Last Name Combination Match On CPS For Student Invalid Value Invalid Format	
429	Invalid Origination ID - Name Code not A-Z or “.” or “-” or “ ” for Award Year 2002 and beyond	011 996 998	No Eligible SSN, DOB, and Last Name Combination Match On CPS For Student Invalid Value Invalid Format	
430	Duplicate Disbursement reference number. Reference number already at RFMS	058	Duplicate Disbursement Information On File	
431	Award Year is 2002 or greater and the Disbursement Reference number is nonnumeric or not between 01 to 90	998 996	Invalid Format Invalid Value	
432	Disbursement amount would have been corrected to zero by RFMS calculations so the disbursement record was rejected	N/A	N/A for COD	845 - Disbursement amount would have been corrected to zero by COD calculations so the disbursement record was rejected
440	CMO rejected this student for inadequate/missing eligibility documentation/	083	Case Management Office (CMO) Rejected This Student For Inadequate/ Missing Eligibility Documentation/ Information	
441	CMO rejected this student for inadequate/missing fiscal documentation/information	084	CMO Rejected This Student For Inadequate/ Missing Fiscal Documentation/ Information	
442	CMO rejected this student for inadequate/missing award or disbursing documentation/information	085	CMO Rejected This Student For Inadequate/ Missing Award or Disbursing Documentation/ Information	
443	CMO rejected this student for not meeting reporting requirements	086	CMO Rejected This Student For Not Meeting Reporting Requirements	
444	CMO rejected this student for failure to comply with requirements	087	CMO Rejected This Student For Failure To Comply With Requirements	
445	CMO rejected this student for inadequate or missing documentation	088	CMO Rejected This Student For Inadequate or Missing Documentation	

Appendix H – Pell Calculations Table

Introduction

The Federal Pell Grant Calculation chart briefly describes the programs of study and academic calendar to which each Pell Grant Payment Methodology applies. It also documents the data elements required for calculating the student's Pell award under each methodology and the acceptable range of values for each element. Finally, it depicts the relationship between Scheduled Federal Pell Grant, Annual award, and the result of the Payment Methodology calculation. For further details and examples of Pell Grant calculations, please refer to the Student Financial Aid Handbook, Pell Grant chapter.

Regulation Reference	(a) All Programs	(b) All Programs	(c) Term Program Only	(d) Clock hour programs, or Credit hour programs without terms	(e) Clock hour programs, or Credit hour programs without terms	(f) Terms and Nonterm programs not using Formula 1	(g) Terms and Nonterm programs not using Formula 1	(h)	(i)	(j)
	Payment Methodology	Academic Calendar	Enrollment Status	Hours/Credits expected to complete – Paid from this award year	Hours/Credits in program's academic year definition	Weeks used to calculate payment	Week's in program's academic year	Scheduled Federal Pell Grant	Annual Award	Ceiling on Expected Total Payment (aka Award amount)
690.63 thru 690.67	1 Student enrolled in eligible program: (a) that measures progress in credit hours; (b) that uses standard terms; (c) in which the fall through spring terms (i) equal or exceed 30 weeks of instructional time; or (ii) equal or exceed the weeks in its academic year if the program receives a waiver	2,3,4	1 Full-time	Blank	Blank	Blank	Blank	From Payment Schedule for EFC/COA	Same as SFPG	Same as SFPG
		2,3,4	2 ¾ time	Blank	Blank	Blank	Blank	Same as above	From ¾ Disb Sched for EFC/COA	Same as Annual award
		2,3,4	3 ½ time	Blank	Blank	Blank	Blank	Same as above	From ½ time Disb Sched for EFC/COA	Same as Annual award
		2,3,4	4 LT ½ time	Blank	Blank	Blank	Blank	Same as above	From LT ½ Disb Sched for EFC/COA	Same as Annual award
		2,3,4	5 Other	Blank	Blank	Blank	Blank	Same as above	Same as SFPG	Same as Annual award

Legend: LT = Less than; LE = Less than or equal to; GT = Greater than; GE = Greater than or equal to.

Regulation Reference	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
	All Programs	All Programs	Term Program Only	Clock hour programs, or Credit hour programs without terms	Clock hour programs, or Credit hour programs without terms	Terms and Nonterm programs not using Formula 1	Terms and Nonterm programs not using Formula 1			
	Payment Methodology	Academic Calendar	Enrollment Status	Hours/Credits expected to complete – Paid from this award year	Hours/Credits in program's academic year definition	Weeks used to calculate payment	Week's in program's academic year	Scheduled Federal Pell Grant	Annual Award	Ceiling on Expected Total Payment (aka Award amount)
690.63 thru 690.67	2 Student enrolled in eligible program: (a) that measures progress in credit hours; (b) that uses standard terms; (c) in which the fall through spring terms (i) are less than 30 weeks of instructional time; AND (ii) the program did not receive a waiver of the 30 week minimum	2,3,4	1 Full-time	Blank	Blank	Numeric & LE (g) & LT 30	Numeric & GE 30 & LE 78	From Payment Schedule for EFC/COA	Same as SFPG	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year
		2,3,4	2 ¾ time	Blank	Blank	Numeric & LE (g) & LT 30	Numeric & GE 30 & LE 78	Same as above	From ¾ Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year
		2,3,4	3 ½ time	Blank	Blank	Numeric & LE (g) & LT 30	Numeric & GE 30 & LE 78	Same as above	From ½ time Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year

		2,3,4	4 LT ½ time	Blank	Blank	Numeric & LE (g) & LT 30	Numeric & GE 30 & LE 78	Same as above	From LT ½ Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year
		2,3,4	5 Other	Blank	Blank	Numeric & LE (g) & LT 30	Numeric & GE 30 & LE 78	Same as above	Same as SFPG	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year

Legend: LT = Less than; LE = Less than or equal to; GT = Greater than; GE = Greater than or equal to.

Regulation Reference	(a) All Programs Payment Methodology	(b) All Programs Academic Calendar	(c) Term Program Only Enrollment Status	(d) Clock hour programs, or Credit hour programs without terms Hours/Credits expected to complete – Paid from this award year	(e) Clock hour programs, or Credit hour programs without terms Hours/Credits in program's academic year definition	(f) Terms and Nonterm programs not using Formula 1 Weeks used to calculate payment	(g) Terms and Nonterm programs not using Formula 1 Week's in program's academic year	(h) Scheduled Federal Pell Grant	(i) Annual Award	(j) Ceiling on Expected Total Payment (aka Award amount)
690.63 thru 690.67	3 Student enrolled in eligible program: (a) that measures progress in credit hours; (b) that uses terms (standard or nonstandard)	1,2,3,4	1 Full-time	Blank	Blank	Numeric & LE (g)	Numeric & GE 30 & LE 78	From Payment Schedule for EFC/COA	Same as SFPG	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year
		1,2,3,4	2 ¾ time	Blank	Blank	Numeric & LE (g)	Numeric & GE 30 & LE 78	Same as above	From ¾ Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year
		1,2,3,4	3 ½ time	Blank	Blank	Numeric & LE (g)	Numeric & GE 30 & LE 78	Same as above	From ½ time Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year
		1,2,3,4	4 LT ½ time	Blank	Blank	Numeric & LE (g)	Numeric & GE 30 & LE 78	Same as above	From LT ½ Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year
		1,2,3,4	5 Other	Blank	Blank	Numeric & LE (g)	Numeric & GE 30 & LE 78	Same as above	Same as SFPG	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year

Legend: LT = Less than; LE = Less than or equal to; GT = Greater than; GE = Greater than or equal to.

Regulation Reference	(a) All Programs	(b) All Programs	(c) Term Program Only	(d) Clock hour programs, or Credit hour programs without terms	(e) Clock hour programs, or Credit hour programs without terms	(f) Terms and Nonterm programs not using Formula 1	(g) Terms and Nonterm programs not using Formula 1	(h)	(i)	(j)
	Payment Methodology	Academic Calendar	Enrollment Status	Hours/Credits expected to complete – Paid from this award year	Hours/Credits in program's academic year definition	Weeks used to calculate payment	Week's in program's academic year	Scheduled Federal Pell Grant	Annual Award	Ceiling on Expected Total Payment (aka Award amount)
690.63 thru 690.67	4 Student enrolled in eligible program: (a) that measures progress in clock hours; or (b) that measures progress in credit hours BUT DOES NOT HAVE TERMS	5	Blank	Numeric & LE (e)	Numeric & GE 900 & LE 3120	Numeric & LE (g)	Numeric & GE 30 & LE 78	From Payment Schedule for EFC/COA	Same as SFPG	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year; (Results * Hours expected to complete – Paid from this award year)/Hours in program's academic year definition
		6	Blank	Numeric & LE (e)	Numeric & GE 24 & LE 100	Numeric & LE (g)	Numeric & GE 30 & LE 78	Same as above	Same as SFPG	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year; (Results * Hours expected to complete – Paid from this award year)/Hours in program's academic year definition

Legend: LT = Less than; LE = Less than or equal to; GT = Greater than; GE = Greater than or equal to.

Regulation Reference	(a) All Programs	(b) All Programs	(c) Term Program Only	(d) Clock hour programs, or Credit hour programs without terms	(e) Clock hour programs, or Credit hour programs without terms	(f) Terms and Nonterm programs not using Formula 1	(g) Terms and Nonterm programs not using Formula 1	(h) Scheduled Federal Pell Grant	(i) Annual Award	(j) Ceiling on Expected Total Payment (aka Award amount)
	Payment Methodology	Academic Calendar	Enrollment Status	Hours/Credits expected to complete – Paid from this award year	Hours/Credits in program's academic year definition	Weeks used to calculate payment	Week's in program's academic year			
690.63 thru 690.67	5 Student enrolled in eligible program; nonresidential portion by correspondence and NOT USING TERMS	6	3 ½ time	Numeric & LE (e)	Numeric & GE 24 & LE 100	Numeric & LE (g)	Numeric & GE 30 & LE 78	From Payment Schedule for EFC/COA	From ½ time Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year; (Results * Credits expected to complete – Paid from this award year)/Credits in program's academic year definition

Legend: LT = Less than; LE = Less than or equal to; GT = Greater than; GE = Greater than or equal to.

Regulation Reference	(a) All Programs	(b) All Programs	(c) Term Program Only	(d) Clock hour programs, or Credit hour programs without terms	(e) Clock hour programs, or Credit hour programs without terms	(f) Terms and Nonterm programs not using Formula 1	(g) Terms and Nonterm programs not using Formula 1	(h)	(i)	(j)
	Payment Methodology	Academic Calendar	Enrollment Status	Hours/Credits expected to complete – Paid from this award year	Hours/Credits in program's academic year definition	Weeks used to calculate payment	Week's in program's academic year	Scheduled Federal Pell Grant	Annual Award	Ceiling on Expected Total Payment (aka Award amount)
690.63 thru 690.67	5, continued Student enrolled in eligible program; nonresidential portion by correspondence and USING TERMS	1,2,3,4	3 ½ time	Blank	Blank	Numeric & LE (g)	Numeric & GE 30 & LE 78	From Payment Schedule for EFC/COA	From ½ time Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year;
		1,2,3,4	4 LT ½ time	Blank	Blank	Numeric & LE (g)	Numeric & GE 30 & LE 78	Same as above	From LT ½ time Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year;

Legend: LT = Less than; LE = Less than or equal to; GT = Greater than; GE = Greater than or equal to.

Appendix J – Glossary

Actual Disbursement Record

A Common 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 drawdown or FedWire/ACH or substantiate money already made available to the school. They must be submitted with a payment trigger set to "Y". An Actual Disbursement Record refers only to Pell Grant and Direct Loan Awards.

Attended School Entity Identifier

The location where the student will be attending classes for which Federal Financial Aid funds are being used.

Award

An Award refers to the amount of money given to a student for a given award year. Awards are designated by program, (ie. Direct Loan, Pell Grant or campus-based programs).

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

Central Processing System (CPS)

This is the ED 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.

Changes

Corrections made to a previously submitted Common Record are referred to as Changes.

Common Origination and Disbursement (COD) Process

The COD Process is a common process integrated with a system designed to support origination, disbursement and reporting.

Common Origination and Disbursement (COD) System

The COD System is a technical solution designed to accommodate the COD Process for Pell Grant and Direct Loan funding and campus-based reporting.

Common Record

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

Complex Element

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

```
<home_address>
  <street>1 Country Drive</street>
  <city>Small Town</city>
  <state>VA</state>
  <zip>11111</zip>
</home_address>
<work_address>
  <street>1 Main Street</street>
  <city>Big City</city>
  <state>VA</state>
  <zip>22222</zip>
```

</work_address>

Through the nesting of street, city, state, and zip code information in the home_address and work_address complex elements, the information is logically grouped and the meaning of each group of address information is very clear. Complex elements can contain other complex elements so many levels of nesting and organization are possible.

CPS Transaction Number

A transaction number from an eligible SAR.

Direct Loan Program

A Federal program where the government provides four types of education loans to student and parent borrowers:

- Federal Direct Stafford Loan (subsidized, for students)
- Federal Direct Unsubsidized Stafford Loan (for students)
- Federal Direct PLUS Loan (for parents)
- Federal Direct Consolidation Loan (for students and parents)

These loans, which are referred to collectively as Direct Loans, are guaranteed by the 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.

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.

EAI Bus

See Enterprise Application Integration BUS

Edit Only Records

Edit Only Records are records sent as edits only, and are not intended to request or report funds.

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.

Enterprise Application Integration Bus (EAI Bus)

This system acts as a bridge between schools and the COD System. It transmits information from schools to COD and vice versa. Schools send information to the EAI Bus via Direct Loan and Pell Grant Origination and Disbursement records or Common Records. The EAI Bus sends origination and disbursement information to the COD System.

Enterprise Wide

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

Entity Identifier

Unique identifier for each data exchange partner.

Expected Family Contribution (EFC)

The figure that indicates how much of a 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.

Full Participant

A Full Participant is a school that will be submitting the Common Record in the new XML format to COD for origination and disbursement of the Pell Grant and Direct Loan programs over the Student Aid Internet Gateway (SAIG). This is instead of submitting the multiple layouts in fixed file formats, or "legacy records".

Instance of Award

Multiple awards may be reported on a single Common Record. Each Instance of Award refers to each award that may be present on a single Common Record.

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.

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.

Payment to Servicer Amount

Amount of payment sent to the Servicer by the borrower within 120 days of the disbursement date.

Payment Trigger Flag

The Payment Trigger Flag is a field 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).

Performance Based Organization (PBO)

Performance Based Organization is an organization based on the principle that it is held accountable for producing measurable results that customers value. In return, the organization is given unusual flexibility in how it can pursue those results.

Phase-in Participant

The Phase-In Participant is a school that communicates with COD over the Student Aid Internet Gateway using the “legacy” record formats defined in the Direct Loan and Pell Grant RFMS Technical Reference documents. This is instead of using the Common Record in XML to communicate with COD.

Postsecondary Education Participants System (PEPS)

PEPS is the system that provides the Recipient Financial Management System (RFMS), and now the COD system, with school eligibility information.

Potential Overaward Project (POP)

Federal Pell Grant recipients are allowed to receive a maximum of one full Scheduled Pell Grant (SPG) during an award year. The COD System is programmed to calculate the percentage of SPG used each time a school reports a

recipient's award. Any amount exceeding 100 percent of a full SPG represents an overaward and is disallowed.

Processing Termination

COD Process termination occurs when a Common Record designated as an Actual Disbursement substantiates a draw down.

Program Specific

In the context of the edits, some edits performed in the COD System are program specific. They apply only to Direct Loans, such as loan limits, or only to Pell Grants.

Real-time

Describes an application that requires a program or process to respond immediately, typically on-line while an operator waits for the response or update. The alternative is batch processing which is done for high volumes and does not require the operator to wait for each response.

Reasonability Checks

Checks that confirm information is within prescribed parameters to allow posting to the COD database (e.g., date of birth is numeric and between 19901231 and 19020101).

Receipt

The COD System returns a receipt after it performs an XML Schema check. The receipt is sent to the Full Participant after the Common Record is received by the COD System, but before actual processing of the Common Record.

Response

The Common Record sent back to the school after processing is complete. This Common Record contains updated information including edit comments and rejects, if necessary.

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:

```
<simple_element_name>text for this simple element</simple_element_name>
```

SFA

Office of Student Financial Assistance.

Student Aid Report (SAR)

After the student's application is received by the processing system, the processor will produce a Student Aid Report (SAR). The SAR will report the information from the student's application and, if there are no questions or problems with the application, the SAR will report the Expected Family Contribution (EFC), the number used in determining the eligibility for federal student aid. The EFC will appear in the upper right-hand portion of the student's SAR. The results will be sent to the student and to the schools that he or she listed on the application.

Substantiate

The act of accounting for funds already drawn. In the COD Process, schools can substantiate funds by sending in an Actual Disbursement Record (where the payment trigger is set to "Y") detailing disbursement amount and date.

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.

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 ED. Title IV programs consist of:

- Academic Achievement Incentive Scholarship Program
- Pell Grants
- FSEOGs
- FWS
- Federal Perkins Loans
- Federal Direct Student Loans
- FFEL Program
- Federal Consolidation Loans
- Gaining Early Awareness and Readiness for Undergraduates Program (GEAR-UP)
- LEAP
- Robert C. Byrd Honors Scholarships

Trading Partner

Two parties that exchange electronic data. Those parties that do not exchange data through the COD System can use the Common Record as a means of data exchange. These organizations are known as trading partners. Examples of

trading partners are: FFEL partners and schools; state grant agencies and schools, alternative loan partners and schools.

Verification Status Code

A field by which the school can inform SFA that they have paid a Pell Grant without supporting documentation for a student who was selected for verification.

The Verification Status Codes are:

- V Verified
- W Without Documentation

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.