

Volume VII, Section 3- COD Phase-In Participant Test Cases for Phase II

Introduction

A Phase-In Participant uses fixed-length record layouts to submit Pell Grant and/or Direct Loan origination and disbursement data to the COD System over the Student Aid Internet Gateway (SAIG). Conversely, a Full Participant uses the Common Record in XML format to submit Pell Grant and/or Direct Loan origination and disbursement data to the COD System.

Pell Grant Phase-In Participants should refer to the *2003-2004 COD Technical Reference, Volume III - Pell Grant Phase-In Participant Technical Reference* for record layouts and processes.

Direct Loan Phase-In Participants should refer to the *2003-2004 COD Technical Reference, Volume IV - Direct Loan Phase-In Participant Technical Reference* for record layouts and processes.

Beginning in award year 2003-2004, Schools have the option to choose to process with COD as a Full Participant for one program (e.g. Direct Loan) and process with COD as a Phase-In Participant for the other program (e.g. Pell Grant). As a result, schools can choose to participate in COD School Testing as a Full Participant for one program (e.g. test as a Full Participant for Direct Loan) and a Phase-In Participant for the other program (e.g. test as a Phase-In Participant for Pell Grant). Additionally, schools can choose to participate in COD School Testing for only one program and not participate in testing for the other program.

Schools that choose to participate in COD School Testing as Phase-In Participants can test with the structured test cases described in this guide and will receive from COD fixed-length Acknowledgments files.

Test Data Sent from Schools to COD

This section provides an overview of the different records Phase-In Participants send to COD during the school testing process. Each type of record and its general functionality are described below. General test conditions are also discussed.

Origination Records

To initiate processing, the school sends origination records to the COD System via the SAIG, using the following message classes:

- DTSF04IN (Batch Type #D) for Direct Subsidized and Unsubsidized Loan
- DTPF04IN (Batch Type #PF) for Direct PLUS Loan
- PTOR04IN (Batch Type #O) for Pell Grants

The origination records contain personal information, including name, address, college grade level, anticipated disbursement information, and so on. The records are validated, processed and Origination Acknowledgments are returned to the school. This acknowledgment notifies the school of the acceptance or rejection of each award origination.

Testing with the predefined test data covers the origination of the following seven student scenarios:

- Three Pell Grants
- One Direct Subsidized loan
- One Direct Unsubsidized loan
- One Direct Subsidized and Unsubsidized loan
- One Direct PLUS loan

The record layouts for the origination records are provided in the *Volume III, Section 3 - Pell Grant Phase-In Participant Technical Reference* and the *Volume IV, Section 3 - Direct Loan Phase-In Participant Technical Reference*.

Disbursement Records

When a school makes actual disbursements to students, it must notify COD. This information is communicated to COD when the school sends actual Disbursement Records via the SAIG. These records inform COD of different types of disbursement activities, including adjustments to disbursement amounts and dates. These records are sent to COD using the Disbursement Record Layout, message classes:

- DTSD04IN (Batch Type #H) for Direct Loan (Subsidized, Unsubsidized, and PLUS)
- PTDR04IN (Batch Type #D) for Pell Grants

COD performs edits on disbursement records and returns a Disbursement Acknowledgment to the school. The Disbursement Acknowledgment indicates whether each Disbursement Record has been accepted or rejected.

Testing with the predefined test data covers the following types of disbursement records:

- Actual disbursements
- Adjustments to actual disbursement amounts
- Adjustments to actual disbursement dates

The record layouts for the actual Disbursement Records are provided in the *Volume III, Section 3 - Pell Grant Phase-In Participant Technical Reference* and the *Volume IV, Section 3 - Direct Loan Phase-In Participant Technical Reference*.

Change Records

After an origination record has been processed and accepted by COD, a school may update or modify the origination record data. For Direct Loan, the school updates the origination data by submitting a Loan Origination Change record. For Pell Grant, the school submits an updated Origination record.

Change Records are sent to COD using message classes:

- DTSC04IN (Batch Type #E) for Direct Loan (subsidized, unsubsidized, and PLUS)
- PTOR04IN (Batch #O) for Pell Grants

COD validates each change record, updates the COD database, and returns an Acknowledgment. For Direct Loan, COD returns a Change Acknowledgment to the school. For Pell Grant, COD returns an Origination Acknowledgment.

Testing with the predefined test data covers changes to student demographic data and award amounts.

The record layout for the Direct Loan Origination Change Record is provided in *Volume IV, Section 3 - Direct Loan Phase-In Participant Technical Reference*. The record layout for the Origination Record is provided in the *Volume III, Section 3 - Pell Grant Phase-In Participant Technical Reference*

Test Data Received by the Schools from COD

This section provides an overview of the different record types that are received by a school from COD during the test process.

Origination Acknowledgment

The Origination Acknowledgment notifies a school of the acceptance or rejection of each origination record sent within a specific batch of records. This acknowledgment is sent using one of the following message classes:

- DTSF04OP (Batch Type #D) for Direct Subsidized and Unsubsidized Loans
- DTPF04OP (Batch Type #PF) for Direct PLUS Loans
- PTOA04OP (Batch Type #O) for Pell Grants

Note: For Pell Grant, an Origination Acknowledgment is also sent to notify a school of the acceptance or rejection of a change to origination data.

The record layouts for the Origination Acknowledgment are provided in the *Volume III, Section 3 - Pell Grant Phase-In Participant Technical Reference* and the *Volume IV, Section 3 - Direct Loan Phase-In Participant Technical Reference*.

Disbursement Acknowledgment

The Disbursement Acknowledgment notifies a school of the acceptance or rejection of each actual disbursement activity record sent within a specific batch of records. This acknowledgment is sent using the message classes of:

- DTOD04OP (Batch Type #H) for Direct Loan (subsidized, unsubsidized, and PLUS)
- PTDA04OP (Batch Type #D) for Pell Grants

The record layouts for the Disbursement Acknowledgment are provided in *Volume III, Section 3 - Pell Grant Phase-In Participant Technical Reference* and the *Volume IV, Section 3 - Direct Loan Phase-In Participant Technical Reference*.

Change Acknowledgment

For Direct Loan, the Loan Origination Change Acknowledgment notifies a school of the acceptance or rejection of each change to origination data sent in on a Loan Origination Change Record. For Pell Grant, an Origination Acknowledgment is sent to notify a school of the acceptance or rejection of a change to origination data sent in on an Origination Record.

These acknowledgments are sent using the message classes:

- DTOC04OP (Batch Type #E) for Direct Loans (Subsidized, Unsubsidized, and PLUS)
- PTOA04OP (Batch Type #O) for Pell Grants

The record layout for the Loan Origination Change Acknowledgment is provided in the *Volume IV, Section 3 - Direct Loan Phase-In Participant Technical Reference*. The record layout for the Pell Origination Acknowledgment is provided in the *Volume III, Section 3 - Pell Grant Phase-In Participant Technical Reference*.

Test Execution

In this section, record profiles are described for each award tested during the process. Use these test scripts in conjunction with the record layouts detailed in the *Volume III, Section 3 - Pell Grant Phase-In Participant Technical Reference and Volume IV, Section 3 - Direct Loan Phase-In Participant Technical Reference*. Specific data are defined, and step-by-step instructions for executing the test are provided. Below is a checklist of the major steps in the testing process:

Testing Checklist		
Step	Task	Task Completed
1	Schedule test dates with the COD School Relations Center for manual verification (Phase I)	
2	Prepare a test environment using a Test Destination Mailbox and Test Message Classes.	
3	Prepare the school test environment for the logical COD future system date identified by the COD School Test Team.	
4	Schedule test dates with the COD School Relations Center for structured application testing (Phase II).	
5	Receive a Technical Readiness Call from COD School Relations Center.	
6	Prepare the test data (received from COD) for Submission Cycle 1 using the test School Institution Code.	
7	Send the test batch to the COD test mailbox (TG75891 SAIG).	
8	Receive notification from COD that the acknowledgments are on the SAIG. Pull the acknowledgments into the school system.	
9	Validate data and expected results.	
10	Call the COD School Relations Center to confirm results before proceeding.	
11	Repeat steps 5 through 9 for Submission Cycle 2.	
12	Receive notification from COD that the testing cycle is complete.	
13	<p>If the school is not using a test environment, reset the school's system defaults for production, and verify that all test grants/loans are deleted or adjusted to \$0.</p> <p>Reset the system date to the correct current date.</p> <p>Note: If the school does not reset the defaults, it may cause errors to the production data.</p>	

Test Loan Profiles

Case #1: Student 1 applies for a Pell Grant. This student is a fourth-year student (Grade level = 4), and is eligible for a Pell Grant. The first submission contains the Pell origination record. The school receives a reject origination Acknowledgment due to an invalid student date of birth. This case is not included in the second submission cycle.

Case #2: Student 2 applies for a Pell Grant. This student is a second-year student (Grade level = 2), and is eligible for a Pell Grant. The first submission contains the Pell origination record. The student is awarded \$850. The second submission includes an updated origination record sent with a change in the student's enrollment date and includes an actual disbursement record for the Pell award.

Case #3: Student 3 applies for a Pell Grant. This student is an incoming first-year student (Grade level = 0), and is eligible for a Pell Grant. The first submission contains the Pell origination record. The student is awarded \$4000. The second submission includes the actual disbursement record.

Case #4: Student 4 applies for a Direct Subsidized Loan. This student is a second-year student (Grade level = 2), and the loan is for \$3,225. The first submission contains the loan origination record. The second submission includes an origination change record for the student's permanent address and the includes a first actual disbursement record.

Case #5: Student 5 applies for a Direct Unsubsidized Loan. This student is an undergraduate student (Grade level = 4), and the loan is for \$3,225. The first submission contains the loan origination record. The second submission includes an origination change record for a decrease of the loan amount approved and the anticipated disbursements and includes the first actual disbursement record.

Case #6: Student 6 applies for a Direct Subsidized Loan and an Unsubsidized Loan. This student is a second-year student (Grade level = 2). The first submission contains a loan origination record for a \$2000 subsidized loan and a loan origination record for a \$1500 unsubsidized loan. This case is not included in the second submission cycle.

Case #7: Student 7's parent applies for a PLUS Loan. This student is a second-year student (Grade level = 2). The first submission contains a loan origination record for a \$2000 PLUS loan. This case is not included in the second submission cycle.

NOTE: For school testing, the Pell Award Amounts are based on the 2002-2003 Pell Payment Schedule because the 2003-2004 Pell Payment Schedule was not available at time test cases were created.

Creating Unique Social Security Numbers

Because there are a large number of schools participating in this test, it is desirable to have unique Social Security numbers (SSNs) submitted for each school's test records. The following formula is recommended to generate the SSNs for the school's test batch. The ISIRs that COD provides contains the last five characters of the school's TG mailbox number as the first five numbers of each SSN. For example, if a school's TG mailbox number is TG77778 and the test data defines a SSN of ###-##-0001, it would use 777-78-0001.

Note: These students will already be created for you and sent by e-mail. The last four digits of the SSNs may vary from the below Matrix, but the COD School Relations Center will provide this information prior to testing.

Student Profile Matrix

Student Profile Matrix				
Student Number	Award Type	Student SSN	First Submission	Second Submission
1 (Send)	Pell	###-##-0001	Pell Origination Record	N/A
1 (Receive)	Pell	###-##-0001	Pell Origination Acknowledgment – Reject	N/A
2 (Send)	Pell	###-##-0002	Pell Origination Record	Updated Pell Origination Record (student's enrollment date) Pell Actual Disbursement
2 (Receive)	Pell	###-##-0002	Pell Origination Acknowledgment	Origination Acknowledgment Disbursement Acknowledgment

Student Profile Matrix				
Student Number	Award Type	Student SSN	First Submission	Second Submission
3 (Send)	Pell	###-##-0003	Pell Origination Record	Pell Actual Disbursement Record
3 (Receive)	Pell	###-##-0003	Pell Origination Acknowledgment	Disbursement Acknowledgment
4 (Send)	Direct Loan (Subsidized)	###-##-0004	Loan Origination Record	Loan Origination Change Record (update to student permanent address) Actual Disbursement Record
4 (Receive)	Direct Loan (Subsidized)	###-##-0004	Loan Origination Acknowledgment	Loan Origination Change Acknowledgment Disbursement Acknowledgment
5 (Send)	Direct Loan (Unsubsidized)	###-##-0005	Loan Origination Record	Loan Origination Change Record (Update loan amount approved and anticipated disbursement amounts) Actual Disbursement Record

Student Profile Matrix				
Student Number	Award Type	Student SSN	First Submission	Second Submission
5 (Receive)	Direct Loan (Unsubsidized)	###-##-0005	Loan Origination Acknowledgment	Loan Origination Change Acknowledgment Disbursement Acknowledgment
6 (Send)	Direct Loan (Unsubsidized)	###-##-0006	Loan Origination Record	N/A
6 (Receive)	Direct Loan (Unsubsidized)	###-##-0006	Loan Origination Acknowledgment	N/A
7 (Send)	PLUS Loan	###-##-0007	Loan Origination Record	N/A
7 (Receive)	PLUS Loan	###-##-0007	Loan Origination Acknowledgment	N/A

Preparing the Test Environment

It is necessary to define separate, independent regions for test and production data. Before proceeding with testing, a school must verify that the method defined is valid and that any test batch created does not mix with live production data within a school's environment.

Schools should verify that the system date has been changed from the current date to the future date communicated by customer service. Verification of the COD logical date for each school testing date is required. This date must also be used to create the input file(s).

Setting System Defaults

For the Testing Process, any defaults in a school's system should be set as follows:

- **Institution Code = individual school code**

▪ **For Pell:**

- Cost of Attendance = 9000
- Enrollment Status = 1 (Full-time)
- Academic Calendar = 3 (Semesters)
- Payment Methodology = Formula 1
- Estimated Disbursement Date #1 = 07/02/2003
- Estimated Disbursement Date #2 = 07/15/2003

Note: For school testing, the Pell Award Amounts are based on the 2003-2004 Pell Payment Schedule because the 2003-2004 Pell Payment Schedule was not available at time test cases were created.

▪ **For Direct Loan:**

- Promissory Note Print Options = Promissory note prints on-site at school
- Disclosure Statement Print Option = COD prints and sends to borrower
- Subsidized/Unsubsidized Fee Percentage = 3.00 %
- PLUS Fee Percentage = 4.00%
- Interest Rebate Percentage = 1.50 %
- First Disbursement Date = 07/07/2003
- Second Disbursement Date = 07/15/2003
- Loan Period Start Date = 07/02/2003
- Loan Period End Date = 07/01/2004
- Student's Academic Year Start Date = 07/02/2003
- Student's Academic Year End Date = 07/01/2004

Note: The loan period start and end dates must be equal to or within the Student's academic year start and end dates.

First Submission Cycle

In the first submission cycle, a school originates three Pell Grants and five Direct Loans. If a school does not participate in Pell, it may skip ahead to case #4. Conversely, if a school does not participate in Direct Loans, skip test cases 4-6.

- Three Pell Grants
- One Direct Subsidized loan
- One Direct Unsubsidized loan
- One Direct Subsidized and Unsubsidized loan
- One PLUS Loan

Once the loans are originated, a school creates two files (batches) to be sent to COD:

First Submission Cycle File One			
File Description	Batch Type	Message Class	Number of Records in File Detail
Pell Origination Record	#O	PTOR04IN	3
Full Loan (Subsidized/Unsubsidized) Origination Record	#D	DTSF04IN	4
Full Loan (PLUS) Origination Record	#PF	DTPF04IN	1

COD processes the files, and the school will receive two files from COD in return:

First Submission Cycle File Two			
File Description	Batch Type	Message Class	Number of Records in File Detail
Pell Origination Acknowledgment	#O	PTOA04OP	3
Full Loan (Subsidized/Unsubsidized) Origination Acknowledgment	#D	DTSF04OP	5
Full Loan (PLUS) Origination Acknowledgment	#PF	DTPF04OP	1

The following steps assist a school in completing these tasks:

Case #1—Pell Grant	
Step	Action/Input
1	<p>Create a Pell Origination for Student #1 with an SSN = ###-##-0001, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student is 777-78-0001.</p>
2	<p>If you have loaded the provided Test ISIR file, some of the following data for this Pell transmission may already be available in your system.</p> <p>Verify the data in your system agrees with the test data outlined below adding</p>

Case #1—Pell Grant	
Step	Action/Input
	<p>or updating data to your system whenever necessary.</p> <p>Student data:</p> <p>Student's Current SSN: "###-##-0001"</p> <p>Student's Date of Birth: "01/01/1982"</p> <p>Student's Last Name: "Test1"</p> <p>Student's First Name: "Student"</p> <p>Student's Middle Initial: "P"</p> <p>Award specific data:</p> <p>Origination ID: (on ISIR)</p> <p>Original SSN: "###-##-0001"</p> <p>Original Name Code: (on ISIR)</p> <p>Attended Campus Pell-ID: ##### (school code)</p> <p>Award Amount for entire school year: "4000"</p> <p>Estimated Disbursement Date #1: "07/02/2003"</p> <p>Estimated Disbursement Date #2: "07/15/2003"</p> <p>Enrollment Date: "07/01/2003"</p> <p>Transaction #: "01"</p> <p>Expected Family Contribution (EFC): "0"</p> <p>(Secondary EFC is NOT used in this test case)</p> <p>Academic Calendar: "3" (semesters)</p> <p>Payment Methodology: "1"</p> <p>Cost of Attendance: 9000</p> <p>Enrollment Status: "1" (full-time)</p>
3	Save the record in your system.

Case #2—Pell Grant	
Step	Action/Input
4	<p>Create a Pell Origination for Student #2 with an SSN = ###-##-0002, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student is 777-78-0002.</p>
5	<p>If you have loaded the provided Test ISIR file, some of the following data for this Pell transmission may already be available in your system.</p> <p>Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.</p> <p>Student data:</p> <ul style="list-style-type: none"> Student's Current SSN: "###-##-0002" Student's Date of Birth: "02/02/1983" Student's Last Name: "Test2" Student's First Name: "Student" Student's Middle Initial: "P" <p>Award specific data:</p> <ul style="list-style-type: none"> Origination ID: (on ISIR) Original SSN: "###-##-0002" Original Name Code: (on ISIR) Attended Campus Pell-ID: ##### (school code) Award Amount for entire school year: "850" Estimated Disbursement Date #1: "07/02/2003" Estimated Disbursement Date #2: "07/15/2003" Enrollment Date: "07/01/2003" Transaction #: "01" Expected Family Contribution (EFC): "3119" (Secondary EFC is NOT used in this test case) Academic Calendar: "3" (semesters)

Case #2—Pell Grant	
Step	Action/Input
	Payment Methodology: “1” Cost of Attendance: 9000 Enrollment Status: “1” (full-time)
6	Save the record in your system.

Case #3—Pell Grant	
Step	Action/Input
7	<p>Create a Pell Origination for Student #3 with an SSN = ###-##-0003, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student is 777-78-0003.</p>
8	<p>If you have loaded the provided Test ISIR file, some of the following data for this Pell transmission may already be available in your system.</p> <p>Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.</p> <p>Student data:</p> <ul style="list-style-type: none"> Student's Current SSN: "###-##-0003" Student's Date of Birth: "03/03/1983" Student's Last Name: "Test3" Student's First Name: "Student" Student's Middle Initial: "P" <p>Award specific data:</p> <ul style="list-style-type: none"> Origination ID: (on ISIR) Original SSN: "###-##-0003" Original Name Code: (on ISIR) Attended Campus Pell-ID: ##### (school code) Award Amount for entire school year: "4000" Estimated Disbursement Date #1: "07/02/2003" Estimated Disbursement Date #2: "07/15/2003" Enrollment Date: "07/01/2003" Transaction #: "01" Expected Family Contribution (EFC): "0" (Secondary EFC is NOT used in this test case) Academic Calendar: "3" (semesters)

Case #3—Pell Grant	
Step	Action/Input
	Payment Methodology: “1” Cost of Attendance: 9000 Enrollment Status: “1” (full-time)
9	Save the record in your system.
10	<p>This is the last Pell record to be created for transmission to COD. The data file for the Pell records can be prepared now. The file should use the message class PTOR04IN with a batch type of #O.</p> <p>Once this file has been created, compare it with the expected results provided by the COD School Relations Center. (The record layout for this file is provided in Volume III, Section III of the 2003-2004 COD Technical Reference.)</p>

Case #4—Subsidized Loan	
Step	Action/Input
11	<p>Create a Subsidized Loan Origination record for Student #4 with an SSN = ###-##-0004, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student will be 777-78-0004.</p>
12	<p>Verify that the Loan ID created by the system is correct. For the aforementioned example, the Loan ID should be 777780004S04G77778001.</p>
13	<p>If you have loaded the provided Test ISIR file, some of the following data for this subsidized loan transmission may already be available in your system.</p> <p>Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.</p> <p>Student data:</p> <p>Student's Last Name: "Test4"</p> <p>Student's First Name: "Student"</p> <p>Student's Middle Initial: "S"</p> <p>Student's Permanent Address: "4 Main Street" "Newark, NJ 07112"</p> <p>Student's Telephone Number: "444-444-4444"</p> <p>Student's E-mail Address: "Test4@testing.edu"</p> <p>Student's Birth Date: "04/04/1981"</p> <p>Student's Citizenship: "1"(U.S. Citizen)</p> <p>Student's Alien Registration Number: "blank"</p> <p>Student's Default on Education Loans: "N" (No, not in default)</p> <p>Student's College Grade Level: "2" (2nd year, sophomore)</p> <p>Dependency Status: "D"</p>
14	<p>Loan-specific data:</p> <p>Loan Period Start Date: "07/02/2003"</p> <p>Loan Period End Date: "07/01/2004"</p> <p>Loan Amount: "3225"</p>

Case #4—Subsidized Loan	
Step	Action/Input
	<p>(Student's) Academic Year Start Date: "07/02/2003"</p> <p>(Student's) Academic Year End Date: "07/01/2004"</p> <p>Note: If a school's system does not automatically generate a loan origination date, the school must enter a loan origination date on its record layout. Otherwise, COD rejects the origination record.</p>
15	<p>Anticipated Disbursement data:</p> <p>1st Anticipated Disbursement Date: "07/07/2003"</p> <p>1st Anticipated Disbursement Gross Amount "1613"</p> <p>Disbursement Fee Amount: "48"</p> <p>Interest Rebate Amount: "24"</p> <p>Disbursement Net Amount "1589"</p> <p>2nd Anticipated Disbursement Date: "07/15/2003"</p> <p>2nd Anticipated Disbursement Gross Amount: "1612"</p> <p>Disbursement Fee Amount: "48"</p> <p>Interest Rebate Amount: "24"</p> <p>Disbursement Net Amount "1588"</p>
16	Save the record on your system.

Case #5—Unsubsidized Loan	
Step	Action/Input
17	<p>Create an Unsubsidized Loan Origination record for Student #5 with an SSN = ###-##-0005, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student is 777-78-0005.</p>
18	<p>Verify that the Loan ID created by the system is correct. For the aforementioned example, the Loan ID should be 777780005U04G77778001.</p>
19	<p>If you have loaded the provided Test ISIR file, some of the following data for this unsubsidized loan transmission may already be available in your system.</p> <p>Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.</p> <p>Student data:</p> <ul style="list-style-type: none"> Student's Last Name: "Test5" Student's First Name: "Student" Student's Middle Initial: "S" Student's Permanent Address: "5 Main Street" "Newark, NJ 07112" Student's Telephone Number: "555-55-5555" Student's E-mail Address: "Test5@testing.edu" Student's Birth Date: "05/05/1979" Student's Citizenship: "1" (U.S. Citizen) Student's Alien Registration Number: "blank" Student's Default on Education Loans: "N" (No, not in default) Student's College Grade Level: "4" (4th year, senior) Dependency Status: "I"
20	<p>Loan-specific data:</p> <ul style="list-style-type: none"> Loan Period Start Date: "07/02/2003" Loan Period End Date: "07/01/2004" Loan Amount: "3225"

Case #5—Unsubsidized Loan	
Step	Action/Input
	<p>(Student's) Academic Year Start Date: "07/02/2003"</p> <p>(Student's) Academic Year End Date: "07/01/2004"</p> <p>Note: If a school's system does not automatically generate a loan origination date, the school must enter a loan origination date on its record layout. Otherwise, COD rejects the origination record.</p>
21	<p>Anticipated Disbursement data:</p> <p>1st Anticipated Disbursement Date: "07/07/2003"</p> <p>1st Anticipated Disbursement Gross Amount: "1613"</p> <p>Disbursement Fee Amount: "48"</p> <p>Interest Rebate Amount: "24"</p> <p>Disbursement Net Amount: "1589"</p> <p>2nd Anticipated Disbursement Date: "07/15/2003"</p> <p>2nd Anticipated Disbursement Gross Amount: "1612"</p> <p>Disbursement Fee Amount: "48"</p> <p>Interest Rebate Amount "24"</p> <p>Disbursement Net Amount: "1588"</p>
22	Save the record to your system.

Case #6—Subsidized and Unsubsidized Loan	
Step	Action/Input
23	<p>Create a Subsidized Loan Origination record for Student #6 with an SSN = ###-##-0006, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student is 777-78-0006.</p>
24	<p>Verify that the Loan ID created by the system is correct. For the aforementioned example, the Loan ID should be 777780006S04G77778001.</p>
25	<p>If you have loaded the provided Test ISIR file, some of the following data for this subsidized loan transmission may already be available in your system.</p> <p>Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.</p> <p>Student data:</p> <p>Student's Last Name: "Test6"</p> <p>Student's First Name: "Student"</p> <p>Student's Middle Initial: "S"</p> <p>Student's Permanent Address: "6 Main Street" "Fort Lauderdale, FL 33301"</p> <p>Student's Telephone Number: "666-66-6666"</p> <p>Student's E-mail Address: "Test6@testing.edu"</p> <p>Student's Birth Date: "06/06/1981"</p> <p>Student's Citizenship: "1" (U.S. Citizen)</p> <p>Student's Alien Registration Number: "blank"</p> <p>Student's Default on Education Loans: "N" (No, not in default)</p> <p>Student's College Grade Level: "2" (2nd year, sophomore)</p> <p>Dependency Status: "D"</p>
26	<p>Loan-specific data:</p> <p>Loan Period Start Date: "07/02/2003"</p> <p>Loan Period End Date: "07/01/2004"</p> <p>Loan Amount: "2000"</p> <p>(Student's) Academic Year Start Date: "07/02/2003"</p>

Case #6—Subsidized and Unsubsidized Loan	
Step	Action/Input
	<p>(Student's) Academic Year End Date: "07/01/2004"</p> <p>Note: If a school's system does not automatically generate a loan origination date, the school must enter a loan origination date on its record layout. Otherwise, COD rejects the origination record.</p>
27	<p>Anticipated Disbursement data:</p> <p>1st Anticipated Disbursement Date: "07/07/2003"</p> <p>1st Anticipated Disbursement Gross Amount: "1000"</p> <p>Disbursement Fee Amount: "30"</p> <p>Interest Rebate Amount: "15"</p> <p>Disbursement Net Amount: "985"</p> <p>2nd Anticipated Disbursement Date: "07/15/2003"</p> <p>2nd Anticipated Disbursement Gross Amount: "1000"</p> <p>Disbursement Fee Amount: "30"</p> <p>Interest Rebate Amount "15"</p> <p>Disbursement Net Amount: "985"</p>
28	Save the record to your system.
29	<p>Create an Unsubsidized Loan Origination record for Student #6 with an SSN = ###-##-0006, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student is 777-78-0006.</p>
30	<p>Verify that the Loan ID created by the system is correct. For the aforementioned example, the Loan ID should be 777780006U04G77778001.</p>
31	<p>If you have loaded the provided Test ISIR file, some of the following data for this unsubsidized loan transmission may already be available in your system.</p> <p>Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.</p> <p>Student data:</p> <p>Student's Last Name: "Test6"</p>

Case #6—Subsidized and Unsubsidized Loan	
Step	Action/Input
	<p>Student's First Name: "Student"</p> <p>Student's Middle Initial: "S"</p> <p>Student's Permanent Address: "6 Main Street" "Fort Lauderdale, FL 33301"</p> <p>Student's Telephone Number: "666-66-6666"</p> <p>Student's E-mail Address: "Test6@testing.edu"</p> <p>Student's Birth Date: "06/06/1981"</p> <p>Student's Citizenship: "1" (U.S. Citizen)</p> <p>Student's Alien Registration Number: "blank"</p> <p>Student's Default on Education Loans: "N" (No, not in default)</p> <p>Student's College Grade Level: "2" (2nd year, sophomore)</p> <p>Dependency Status: "D"</p>
32	<p>Loan-specific data:</p> <p>Loan Period Start Date: "07/02/2003"</p> <p>Loan Period End Date: "07/01/2004"</p> <p>Loan Amount: "1500"</p> <p>(Student's) Academic Year Start Date: "07/02/2003"</p> <p>(Student's) Academic Year End Date: "07/01/2004"</p> <p>Note: If a school's system does not automatically generate a loan origination date, the school must enter a loan origination date on its record layout. Otherwise, COD rejects the origination record.</p>
33	<p>Anticipated Disbursement data:</p> <p>1st Anticipated Disbursement Date: "07/07/2003"</p> <p>1st Anticipated Disbursement Gross Amount: "750"</p> <p>Disbursement Fee Amount: "22"</p> <p>Interest Rebate Amount: "11"</p> <p>Disbursement Net Amount: "739"</p> <p>2nd Anticipated Disbursement Date: "07/15/2003"</p>

Case #6—Subsidized and Unsubsidized Loan	
Step	Action/Input
	<p>2nd Anticipated Disbursement Gross Amount: “750”</p> <p>Disbursement Fee Amount: “22”</p> <p>Interest Rebate Amount “11”</p> <p>Disbursement Net Amount: “739”</p>
34	Save the record to your system.
35	The data file for the three subsidized and two unsubsidized loans can be prepared now. The file should use message class DTSTF04IN with a batch type of #D. Once this file has been created, compare it with the expected results provided by the COD School Relations Center.

Case #7 PLUS Loan	
Step	Action/Input
36	<p>Create a PLUS Loan Origination record for Student #7 with a student SSN = ###-##-0007, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>The parent's SSN = ### - ## -0707</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student is 777-78-0007.</p>
37	<p>Verify that the Loan ID created by the system is correct. For the aforementioned example, the Loan ID should be 777780007P04G77778001.</p> <p>Note: For a PLUS loan, the SSN in the loan ID is the student's and not the parent borrower's SSN.</p>
38	<p>Borrower data:</p> <p>Borrower SSN: ###-##-0707</p> <p>Borrower Last Name: "Test7"</p> <p>Borrower First Name: "Parent"</p> <p>Borrower Middle Name: "P"</p> <p>Borrower Permanent Address: "7 Main Street"</p> <p>"Fort Lauderdale, FL 33301"</p> <p>Borrower Telephone Number : "777-777-7777"</p> <p>Borrower Date of Birth: "1952/07/07"</p> <p>Borrower Citizenship: "1" (U.S. Citizen)</p> <p>Borrower Alien Registration Number: "blank"</p> <p>Borrower Default/Grant Overpayment "N"</p>
39	<p>If you have loaded the provided Test ISIR file, some of the following data for this PLUS loan transmission may already be available in your system.</p> <p>Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.</p>

Case #7 PLUS Loan	
Step	Action/Input
	<p>Student data:</p> <p>Student's Last Name: "Test7"</p> <p>Student's First Name: "Student"</p> <p>Student's Middle Initial: "S"</p> <p>Student's Permanent Address: "7 Main Street" "Fort Lauderdale, FL 33301"</p> <p>Student's Telephone Number: "777-777-7777"</p> <p>Student's E-mail Address: "Test7@testing.edu"</p> <p>Student's Birth Date: "07/07/1981"</p> <p>Student's Citizenship: "1" (U.S. Citizen)</p> <p>Student's Alien Registration Number: "blank"</p> <p>Student's Default on Education Loans: "N" (No, not in default)</p> <p>Student's College Grade Level: "2" (2nd year, sophomore)</p> <p>Dependency Status: "D"</p>
40.	<p>Loan-specific data:</p> <p>Loan Period Start Date: "07/02/2003"</p> <p>Loan Period End Date: "07/01/2004"</p> <p>Loan Amount: "2000"</p> <p>(Student's) Academic Year Start Date: "07/02/2003"</p> <p>(Student's) Academic Year End Date: "07/01/2004"</p> <p>Note: If a school's system does not automatically generate a loan origination date, the school must enter a loan origination date on its record layout. Otherwise, COD rejects the origination record.</p>
41.	<p>Anticipated Disbursement data:</p> <p>1st Anticipated Disbursement Date: "07/07/2003"</p> <p>1st Anticipated Disbursement Gross Amount: "1000"</p> <p>Disbursement Fee Amount: "40"</p> <p>Interest Rebate Amount: "15"</p>

Case #7 PLUS Loan	
Step	Action/Input
	<p>Disbursement Net Amount: "975"</p> <p>2nd Anticipated Disbursement Date: "07/15/2003"</p> <p>2nd Anticipated Disbursement Gross Amount: "1000"</p> <p>Disbursement Fee Amount: "40</p> <p>Interest Rebate Amount "15</p> <p>Disbursement Net Amount: "975"</p>
42.	Save the record to your system.
43.	The data file for the PLUS loan can be prepared now. The file should use the message class: DTPF04IN with a Batch Type of PF. Once this file is created, compare it with the expected results provided by the COD School Relations Center.

Send Files to COD	
Step	Action/Input
36	Transmit the three data files to COD via the SAIG. It is important to send the same files (PTOR04IN, DTSF04IN, and DTPF04IN) created in steps 10, 35 and 43 if the school participates in both Pell and Direct Loans programs.
37	The COD system processes the records transmitted to COD (PTOR04IN, DTSF04IN and DTPF04IN). Acknowledgments are placed on the SAIG to be retrieved by the school.

Receive Acknowledgments from COD	
Step	Action/Input
38	Import the Pell Origination Acknowledgment into the school's system. The message class should be PTOA04OP, and the batch type should be #O. Compare the file with the expected results provided by the COD School Relations Center.
39	Import the two Direct Loan Full Loan Origination Acknowledgments into the school's system. The message class should be DTSF04OP and DTPF04OP, and the batch type should be #D and #PF. Compare the files with the expected results provided by the COD School Relations Center. Note: In addition to the loan status, this Acknowledgment provides the MPN Status and MPN Indicator for each loan record.
40	COD verifies the results and the successful completion of the first submission cycle. The school should not proceed to the second submission cycle until it receives a verification call from COD regarding Cycle 1.

Second Submission Cycle

In the second submission cycle, the school performs the following steps:

- Submit updates to the Pell origination record for Student #2
- Create Pell disbursement records for Student #2 and #3.
- Create Direct Loan change records for Student #4, and #5.
- Create Direct Loan first actual disbursement records for Student #4 and #5.

Note: Student #1, Student #6, and Student #7 are not part of Cycle 2.

If a school does not participate in Pell, it may skip ahead to case #4. Conversely, if a school does not participate in Direct Loans, skip test cases 4-7.

Once the school creates the additional origination records, change records, and the actual disbursement records, it generates four files (batches) to be sent to COD:

Files Sent to COD			
File Description	Batch Type	Message Class	Number of Records in File Detail
Pell Origination	#O	PTOR04IN	1
Pell Disbursement	#D	PTDR04IN	2
DL Loan Origination Change Record	#E	DTSC04IN	2
DL Disbursement Record	#H	DTSD04IN	3

COD processes the files and sends the school five files:

Files Processed by COD			
File Description	Batch Type	Message Class	Number of Records in File Detail
Pell Origination Acknowledgment	#O	PTOA04OP	1
Pell Disbursement Acknowledgment	#D	PTDA04OP	2
DL Loan Origination Change Acknowledgment	#E	DTOC04OP	2
DL Disbursement Acknowledgment	#H	DTOD04OP	3

The following steps assist the school in completing these tasks:

Steps for Schools	
Step	Action/Input
0	<p>For the purpose of this test, promissory notes and promissory note acknowledgments are not generated. During Cycle 1, COD simulated MPNs on file for these students and the loan records were linked to the notes. The MPN status was returned in Cycle 1 on the DL Loan Origination Acknowledgment.</p> <p>Case # 1 (Pell) and Case #6 and Case #7 (Direct Loan) are NOT in Cycle 2.</p>

Case #2—Pell	
Step	Action/Input
1	Retrieve the Pell record for student ###-##-0002.
2	Update Enrollment Date: "07/15/2003"
3	Create a Pell Disbursement #1: Origination ID: (on ISIR) Disbursement Reference Number: "01" Debit/Credit Indicator Flag: "P" (positive) Disbursement Amount: "425.00" Disbursement Date: "07/02/2003" Payment Period Start Date "07/01/2003"
4	Save the record in your system.

Case #3—Pell	
Step	Action/Input
5.	Retrieve the Pell record for student ###-##-0003.
6.	Create a Pell Disbursement #1: Origination ID: (on ISIR) Disbursement Reference Number: "01" Debit/Credit Indicator Flag: "P" (positive) Disbursement Amount: "2000.00" Disbursement Date: "07/02/2003" Payment Period Start Date "07/01/2003"
7.	Save the record in your system.

Case #4—Subsidized Loan	
Step	Action/Input
8.	Retrieve the Subsidized record for student ###-##-0004.
9.	<p>Create a Loan Origination Change record for this loan.</p> <p>Change the permanent address:</p> <p style="text-align: center;">From: “4 Main Street” To: “4 Moved Street”</p> <p style="text-align: center;">From: “Newark” To: “Portland”</p> <p style="text-align: center;">From: “NJ” To: “OR”</p> <p style="text-align: center;">From: “07112” To: “97232”</p>
10.	<p>Create a Disbursement Record for the first actual disbursement:</p> <p>Disbursement Number: “1”</p> <p>Disbursement Activity: “D”</p> <p>Transaction Date: “07/07/2003”</p> <p>Disbursement Sequence Number: “01”</p> <p>1st Disbursement Gross Amount: “1613”</p> <p>Fee Amount: “48”</p> <p>Interest Rebate Amount: “24”</p> <p>Disbursement Net Amount: “1589”</p>
11.	Save the record to your system.

Case #5—Unsubsidized Loan																									
Step	Action/Input																								
12.	Retrieve the Unsubsidized record for student ###-##-0005.																								
13.	<p>Create a Loan Origination Change record for this loan.</p> <p>Change the Loan Amount Approved: From: 3225 To: 2800</p> <p>Change the first anticipated disbursement:</p> <table> <tr> <td>Gross Amount</td> <td>From: “1613”</td> <td>To: “1400”</td> </tr> <tr> <td>Fee Amount</td> <td>From: “48”</td> <td>To: “42”</td> </tr> <tr> <td>Interest Rebate Amount:</td> <td>From: “24”</td> <td>To: “21”</td> </tr> <tr> <td>Net Amount:</td> <td>From: “1589”</td> <td>To: “1379”</td> </tr> </table> <p>Change the second anticipated disbursement as follows:</p> <table> <tr> <td>Disbursement Gross Amount:</td> <td>From: “1612”</td> <td>To: “1400”</td> </tr> <tr> <td>Fee Amount:</td> <td>From: “48”</td> <td>To: “42”</td> </tr> <tr> <td>Interest Rebate Amount:</td> <td>From: “24”</td> <td>To: “21”</td> </tr> <tr> <td>Net Amount:</td> <td>From: “1588”</td> <td>To: “1379”</td> </tr> </table>	Gross Amount	From: “1613”	To: “1400”	Fee Amount	From: “48”	To: “42”	Interest Rebate Amount:	From: “24”	To: “21”	Net Amount:	From: “1589”	To: “1379”	Disbursement Gross Amount:	From: “1612”	To: “1400”	Fee Amount:	From: “48”	To: “42”	Interest Rebate Amount:	From: “24”	To: “21”	Net Amount:	From: “1588”	To: “1379”
Gross Amount	From: “1613”	To: “1400”																							
Fee Amount	From: “48”	To: “42”																							
Interest Rebate Amount:	From: “24”	To: “21”																							
Net Amount:	From: “1589”	To: “1379”																							
Disbursement Gross Amount:	From: “1612”	To: “1400”																							
Fee Amount:	From: “48”	To: “42”																							
Interest Rebate Amount:	From: “24”	To: “21”																							
Net Amount:	From: “1588”	To: “1379”																							
14.	Save the record to your system before proceeding.																								
15.	<p>Create a Disbursement Record for the first actual disbursement:</p> <table> <tr> <td>Disbursement Number:</td> <td>“1”</td> </tr> <tr> <td>Disbursement Activity:</td> <td>“D”</td> </tr> <tr> <td>Transaction Date:</td> <td>“07/07/2003”</td> </tr> <tr> <td>Disbursement Sequence Number:</td> <td>“01”</td> </tr> <tr> <td>1st Disbursement Gross Amount:</td> <td>“1400”</td> </tr> <tr> <td>Fee Amount:</td> <td>“42”</td> </tr> <tr> <td>Interest Rebate Amount:</td> <td>“21”</td> </tr> <tr> <td>Net Amount:</td> <td>“1379”</td> </tr> </table>	Disbursement Number:	“1”	Disbursement Activity:	“D”	Transaction Date:	“07/07/2003”	Disbursement Sequence Number:	“01”	1 st Disbursement Gross Amount:	“1400”	Fee Amount:	“42”	Interest Rebate Amount:	“21”	Net Amount:	“1379”								
Disbursement Number:	“1”																								
Disbursement Activity:	“D”																								
Transaction Date:	“07/07/2003”																								
Disbursement Sequence Number:	“01”																								
1 st Disbursement Gross Amount:	“1400”																								
Fee Amount:	“42”																								
Interest Rebate Amount:	“21”																								
Net Amount:	“1379”																								
16.	Save the record to your system.																								

Send Files to COD	
Step	Action/Input
17.	The data files for the Pell Originations can be prepared now. The file should use message class PTOR04IN with a batch type of #O.
18.	The data files for the Pell Disbursements can be prepared now. The file should use message class PTDR04IN with a batch type of #D.
19.	The data files for the DL Loan Origination Change Records can be prepared now. The file should use message class DTSC04IN with a batch type of #E.
20.	The data files for the DL Disbursement Records can be prepared now. The file should use message class DTSD04IN with a batch type of #H.
21.	Transmit the four data files to COD via the SAIG.
22.	The records transmitted to COD are processed by the COD System. Acknowledgments are placed on the SAIG for the school to retrieve.

Receive Acknowledgments from COD	
Step	Action/Input
23.	Import the Pell Origination Acknowledgment into the school's system. The message class should be PTOA04OP, and the batch type should be #O.
24.	Import the Pell Disbursement Acknowledgment into the school's system. The message class should be PTDA04OP, and the batch type should be #D.
25.	Import the DL Loan Origination Change Acknowledgment into the school's system. The message class should be DTOC04OP, and the batch type should be #E.
26.	Import the DL Disbursement Acknowledgment into the school's system. The message class should be DTOD04OP, and the batch type should be #H.
27.	Contact the COD School Relations Center to verify the results and successful completion of the second submission cycle.

Wrap-Up

This section describes the final steps associated with the testing process and provides some suggestions for the school during the conversion to a production status.

Notification of Results

The COD School Relations Center notifies the contact person at the participating school of the results of each test submission cycle. If problems are discovered, a retest is scheduled. The contact person should be available during the testing period to assist, analyze problems, and coordinate any follow-up tests that may be required.

Schools should contact the COD School Relations Center if test results are not received or communicated when expected.

Preparing School Database for Production

The school should clean out the system (for example, remove all test data) before sending production data.

Warning: Ensure that the system date is changed back to the current date and that message classes and destinations have been changed from 'test' to 'production.'

Warning: All test data must be removed from a school's system prior to beginning actual processing and before sending production (live) data to COD.

Warning: Test Message Classes and the Test Destination Mailbox CANNOT be used to process production data.

Note: Pell Grant production data is processed using the Pell Grant production message classes outlined in the *Volume III, Section II of the 2003-2004 COD Technical Reference*. Direct Loan production data is processed using the Direct Loan production message classes outlined in the *Volume IV, Section II of the 2003-2004 COD Technical Reference*.