# Volume III
# Combination System Supplement

Common Origination and Disbursement
2009-2010 Technical Reference

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# Combination System Implementation Guide

VOLUME III
SECTION 1

*This section contains general overview information and guidance for schools and other agencies who use EDExpress in combination with third-party software and/or in-house systems to exchange Federal Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan program data with the COD System.*

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# Overview

Welcome to Volume III of the *Common Origination and Disbursement (COD) Technical Reference*, written for users with Federal Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, or William D. Ford Direct Loan systems used in combination with EDExpress for Windows 2009-2010 (the free software package provided by the U.S. Department of Education).

This volume of the *COD Technical Reference* provides guidance, edits, and record layouts for using EDExpress 2009-2010 in combination with your own system or vendor-provided software.

As an EDExpress user, you are a participant in the COD System's processing. As a COD System participant, also be sure to read *Volume II: Common Record Technical Reference* of the *2009-2010 COD Technical Reference*.

Each volume of the *2009-2010 COD Technical Reference* is available for download from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site located at fsadownload.ed.gov as well as the Information for Financial Aid Professionals Web site (IFAP) located at ifap.ed.gov, as needed.

## *The Higher Education Reconciliation Act of 2005 (the HERA)*

The Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171, created two Title IV grant programs—ACG and the National SMART Grant. The HERA also extends Federal Direct PLUS Loan (Direct PLUS) eligibility to graduate or professional students.

Note: The HERA provides for eligible graduate or professional students to receive Direct PLUS Loans on or after July 1, 2006. The HERA provision did not create a new loan program, but rather, allows a new type of borrower—an eligible graduate or professional student—to borrow under the existing Direct PLUS Loan Program. In EDExpress, a Direct PLUS loan for a graduate or professional student is referred to as a "Grad PLUS" loan.

For more information on EDExpress 2009-2010 enhancements related to the HERA, see "The Higher Education Reconciliation Act (the HERA) of 2005" appendix at the end of this section.

## *TEACH Grant and Other Regulatory Changes*

Through the College Cost Reduction and Access Act of 2007 (CCRAA), Congress created the TEACH Grant Program that provides grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. Eligible undergraduate and post-baccalaureate students may

receive up to an aggregate limit of $16,000 and graduate students may receive up to a graduate aggregate limit of $8,000 in TEACH Grants.

In exchange for receiving a TEACH Grant, students must agree to serve as a full-time teacher in a high need field in a public or private elementary or secondary school that serves low-income students. Recipients must teach for at least four academic years within eight calendar years of completing the program of study for which they received a TEACH Grant. If they don't complete this service obligation, all amounts of TEACH Grants received will be converted to a Federal Direct Unsubsidized Stafford Loan and interest charged from the date the grant(s) was disbursed.

Before receiving a TEACH Grant, a student must sign a TEACH Grant Agreement to Serve (ATS) for each year in which a TEACH Grant is awarded. The ATS explains the teaching service requirements that a student must meet in exchange for receiving a TEACH Grant, specifies the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the student's agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement, if he or she does not meet the requirements of the TEACH Grant Program. The ATS also provides information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan.

For more information on EDExpress 2009-2010 enhancements related to the TEACH Grant, see the TEACH Grant Appendix at the end of this section.

The CCRAA also made changes related to late Direct Loan disbursements and maximum loan period/academic year length for Direct Loans. A Direct Loan disbursement can be no more than 180 days past the loan period end date. The maximum length of the academic year and loan period have changed from 12 months to 36 months with a start date no later than 06/30/2010 or an end date no earlier than 07/01/2009.

## *What it Means to be a Combination User*

As a financial aid administrator (FAA) at a combination school, you are aware of how complicated the entire financial aid process can be to manage. The COD System improves the flow of financial aid processing and can streamline the workload in your financial aid office.

The COD System continues to function using the basic process of schools submitting records and receiving responses. You can use EDExpress in combination with your mainframe or third-party software to perform this task or part of this task with the COD System.

EDExpress continues to use flat American Standard Code for Information Interchange (ASCII) files to communicate with your external systems. You import flat ASCII files into EDExpress to load Pell, ACG, National SMART Grant, TEACH Grant, and Direct Loan data. In turn, EDExpress exports your data to the COD System in the required Extensible Markup Language (XML) format.

After your data is processed, the COD System sends a response in XML format that can be imported into EDExpress. You can then export the information you need to your mainframe or third-party software from EDExpress in the ASCII flat file format.

Schools planning to use EDExpress 2009-2010 to process Pell, ACG, National SMART Grant, TEACH Grant, or Direct Loan data must be enrolled as a participant with the COD System for the respective programs.

- You only need to enroll as a participant for Direct Loan, Pell, ACG, National SMART Grant, or TEACH Grant if you were not enrolled in the respective program in 2008-2009.

If you have any questions about enrolling with the COD System, contact the COD School Relations Center at (800) 474-7268 for Grants or (800)848-0978 for Direct Loans. You can also e-mail CODSupport@acs-inc.com.

## Organization of this Guide

This Implementation Guide is a reference to assist school FAAs who use EDExpress for Windows software in combination with their mainframe system or third-party software to process Pell, ACG, National SMART Grant, TEACH Grant, and Direct Loan data. This guide also assists schools in implementing changes for the COD System for the 2009-2010 award year.

The following sections in Volume III contain pertinent combination system information:

- Section 2: Combination System Message Classes
- Section 3: Combination System Record Layouts
- Section 4: Combination System Edits

# Enhancements and Changes to EDExpress for 2009-2010

EDExpress software has been enhanced to conform with annual changes to COD System, Pell, ACG, National SMART Grant, TEACH Grant, and Direct Loan processes. EDExpress provides a common setup feature for the Pell (including ACG and National SMART Grant); TEACH Grant and Direct Loan programs. Separate Pell (including ACG and National SMART Grant); TEACH Grant, and Direct Loan origination and disbursement windows display mutually exclusive data elements.

EDExpress Pell, ACG, National SMART Grant, TEACH Grant, and Direct Loan users are participants in the COD process for 2009-2010. They send and receive origination and disbursement data to and from the COD System using the Common Record XML format.

If your school uses EDExpress in combination with another system for some or all of your Pell, ACG, National SMART Grant, TEACH Grant, or Direct Loan processing, you should ensure that system has been modified for 2009-2010 to accommodate updates to fields and edits that are implemented within EDExpress. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference for the most current Pell, ACG, National SMART Grant, TEACH Grant, and Direct Loan Combination System record layouts used by EDExpress.

We have implemented a number of enhancements in EDExpress 2009-2010. These enhancements are listed below by module and software area:

## *Global*

The following enhancements have been made to EDExpress 2009-2010 Global functionality (applicable to all EDExpress releases and modules):

### General

- **Updated Cycle References and Message Classes** – We updated software labels, online help, reports, and other functionality throughout EDExpress to reference the 2009-2010 cycle. Message classes with cycle indicators are also updated for 2009-2010 in File Management (**Tools**, **Setup**, **Global**, **File Management**) and in various Import and Export dialog boxes throughout EDExpress.

- **Updated HERA Overview and TEACH Grant Help Topics** – We updated help topics available in Global, Application Processing, Packaging, and Query online help for 2009-2010 that provide detailed information and guidance on EDExpress changes related to the HERA and the TEACH Grant. The topics are titled “Academic Competitiveness Grant (ACG),” “National Science and Mathematics Access to Retain Talent (SMART) Grant,” “Graduate and Professional Student PLUS Loan (Grad PLUS),” “Other HERA Changes Overview,” and “Teacher Education Assistance for College and Higher Education Grant (TEACH Grant).” You can access the topics by clicking **Help**, **Help Topics** from the EDExpress menu bar,

selecting the **Index** tab, and typing the name of the topic you want to view.

## Import

- **Updated ED-Initiated Import Message Class for ACG Data File** – The 2009-2010 version of the ACG Data File (message class `ED2010OP`) can be imported and printed using the EDExpress Global ED Initiated import function. The ACG Data File contains ACG student self-identification data entered on FAFSA on the Web or FAA Access to CPS Online, or by calling the FSAIC, and can be used as part of eligibility determination and verification procedures. The report is print-only, and the data is not stored in the EDExpress database. You must define the ACG Data File message class in **Tools**, **Setup**, **Global**, **ED Initiated Imports** before you can import ACG Data Files you have received. A record layout for the ACG Data File is available in the Record Layouts section of the *2009-2010 Electronic Data Exchange (EDE) Technical Reference*, available on the FSAdownload Web site, located at fsadownload.ed.gov.

Due to a limitation in the number of comment codes that can be assigned to a given ISIR transaction, ACG-related comment codes may not always appear on the ISIR for ACG-eligible students. Be sure to check ACG Data Files (`ED2010OP`) for additional ACG eligibility information.

- **TEACH Grant Setup and Queries Added to Prior Year Import** – We updated the Prior Year import process to pull TEACH Grant setup parameters and queries from the EDExpress 2008-2009 database into EDExpress 2009-2010, reducing user entry time. In EDExpress 2009-2010, Release 1.0, you can pull forward Global Security Groups and File Management setup with TEACH Grant-specific settings, as well as the TEACH Grant fund code in Packaging Fund Maintenance. In EDExpress 2009-2010, Release 2.0, you will be able to pull forward TEACH Grant file formats, TEACH Grant queries, TEACH Grant System and School setup, and COD setup parameters that were modified in 2008-2009 to include TEACH Grant data with existing options for the Direct Loan, Pell Grant, ACG, and the National SMART Grant programs.

## Print

- **SSN Masking Implemented for Document Tracking and User-Defined Letters –** For increased security, EDExpress now masks the first five digits of students' Social Security Numbers (SSNs) with Xs and displays only the last four digits (such as XXXXX9999) on Document Tracking and User-Defined Letters.

## *Application Processing*

- **New TEACH Grant NSLDS Data Elements on ISIR Record** – New NSLDS data elements for the TEACH Grant are included in the 2009-2010 ISIR record. NSLDS data elements included in the ISIR record can be viewed in EDExpress from a student's record (**View**, **NSLDS**) or printed on the NSLDS report (**File**, **Print**, **App Express**, **NSLDS**).

See the 2009-2010 Summary of Changes to the Application Processing System Guide, available at fsadownload.ed.gov, for more detailed information on changes to NSLDS information for 2009-2010.

## *Packaging*

The following enhancements have been made to the EDExpress 2009-2010 Packaging module:

### Setup, Entry, Import, and Query

- **Housing Plans Values Updated** – To match the changes to the Housing Plans field on the 2009-2010 ISIR, we reordered the values available for selection for the Default Housing Plans field in Packaging System setup (Tools, Setup, Packaging, System). We also updated the values for the Housing Plans field on the Awards tab, in Packaging Multiple Entry and Query, and for the Housing Plans field in the Packaging Import External Add and Change record layout. The new field order and values are: 1 – On Campus, 2 – With Parent, and 3 – Off Campus (3 is the default for Packaging System setup).

  **Note:** For more detailed information on the revisions to the Packaging Import External Add and Change record layout for this change, see the *2009-2010 EDExpress Packaging Technical Reference*, available at fsadownload.ed.gov.

### Package, Repackage Process

- **Package, Repackage Processes Updated for ECASLA Loan Limits -** We updated the Package and Repackage processes to award unsubsidized Direct Loans (Aid Type U) according to the loan limit increases mandated in the Ensuring Continued Access to Student Loans Act of 2008 (ECASLA), Pub. L. 110-227.

  **Note**: This enhancement will not be implemented in the Packaging module until EDExpress 2009-2010, Release 2.0, which is scheduled for release in April 2009.

### Reports

- **SSN Masking Implemented for Award Letters** – For increased security, EDExpress now masks the first five digits of students' SSNs with Xs and displays only the last four digits (such as XXXXX9999) on the Offer and Notification versions of award letters and the missing document letter.

## *Direct Loan*

The following enhancements have been made to the EDExpress for Windows 2009-2010, Release 2.0 Direct Loan module:

### Origination

- **Direct Loan Origination Process, Data Edits Updated for ECASLA Loan Limits** – We updated the origination process and data entry edits to calculate and allow Direct Loan awards that are based on the loan limit increases mandated in the ECASLA. This change also impacts records created or modified using manual entry, multiple entry, and external import add (`DIEA10OP`) or external change (`DIEC10OP`) files.

The higher loan limits resulting from the ECASLA are shown in **bold** below; items followed by an asterisk (*) impact the EDExpress origination process and data entry edits:

The COD System will use the date of the earliest anticipated disbursement (Disbursement Release Indicator [DRI] = False) if there are no actual disbursements (DRI = True) when determining the appropriate loan limits to apply. The COD System will use the earliest actual disbursement, if both actual and anticipated disbursements exist for a loan, when determining the appropriate loan limits to apply.

- $3,500 in base subsidized/unsubsidized loans for first-year undergraduate dependent students (excluding students whose parents cannot borrow PLUS); **$2,000** for additional unsubsidized loans*
- $4,500 in base subsidized/unsubsidized loans for second-year undergraduate dependent students (excluding students whose parents cannot borrow PLUS); **$2,000** for additional unsubsidized loans*
- $5,500 in base subsidized/unsubsidized loans for third-year and beyond undergraduate dependent students (excluding students whose parents cannot borrow PLUS); **$2,000** for additional unsubsidized loans*
- $3,500 in base subsidized/unsubsidized loans for first-year undergraduate independent students and dependent students whose parents cannot borrow PLUS; **$6,000** for additional unsubsidized loans*
- $4,500 in base subsidized/unsubsidized loans for second-year undergraduate independent students and dependent students whose parents cannot borrow PLUS; **$6,000** for additional unsubsidized loans*
- $5,500 in base subsidized/unsubsidized loans for third-year and beyond undergraduate independent students and dependent students whose parents cannot borrow PLUS; **$7,000** for additional unsubsidized loans*
- $8,500 for graduate/professional base subsidized/unsubsidized loans; $12,000 for additional unsubsidized loans*
- $2,625 for preparatory coursework base subsidized/unsubsidized loans (for enrollment in an undergraduate program); **$6,000** for additional unsubsidized loans
- $5,500 for preparatory coursework base subsidized/unsubsidized loans (for enrollment in a graduate or professional program); $7,000 for additional unsubsidized loans*
- $5,500 for teacher certification base subsidized/unsubsidized loans; $7,000 additional unsubsidized loans*
- **$31,000** aggregate limit for subsidized/unsubsidized loans for dependent students (excluding students whose parents cannot borrow PLUS loans)
- **$57,500** aggregate limit for subsidized/unsubsidized loans for independent students and for dependent students whose parents cannot borrow PLUS loans
- $138,500 aggregate limit for subsidized/unsubsidized loans for graduate and professional students (including maximum of $65,500 in subsidized loans)

- **Counseling Type Indicator Added to Loan Entrance Counseling Results Import Report** – The import edit report for the Loan Entrance Counseling Results file (message class `DECFENOP`) displays the counseling type indicator that is now sent by Direct Loan Servicing for each record in the file. The counseling type indicator defines whether the record is a Stafford (subsidized or unsubsidized), or Grad PLUS loan. Counseling type indicator data is not stored in the EDExpress database and will not update entrance counseling information displayed on the Demo tab for impacted students.

## Setup

If you are originating loans in EDExpress 2009-2010 with an earliest disbursement date *before* July 1, 2009, you must change the Sub/Unsub Loan Fee Percentage field to 2.000 and the Sub/Unsub Interest Rebate Percentage field to 1.500 in Direct Loan School setup before originating those loans. If you want to subsequently originate loans with an earliest disbursement date *on or after* July 1, 2009 you must change the Sub/Unsub Loan Fee Percentage field back to 1.500 and the Sub/Unsub Interest Rebate Percentage field back to 1.000 in Direct Loan School setup before originating those loans.

- **Origination Fee Defaults to 1.5% for Subsidized and Unsubsidized Loans** – Provisions of the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171, reduced the origination fee charged to Direct Stafford Loan borrowers to 1.5 percent for loans, provided the earliest actual disbursement (Disbursement Release Indicator = True, or selected) is made on or after July 1, 2009. As a result, the Sub/Unsub Loan Fee Percentage in Direct Loan School setup (**Tools**, **Setup**, **COD**, **School**, **Direct Loan**) defaults to the reduced origination fee percentage of 1.5 percent for subsidized and unsubsidized loan records created in EDExpress 2009-2010. **Note:** There is no change in the Origination Fee Percentage for Direct PLUS loans; it remains at 4%.

There is no change in the Interest Rebate Percentage for Direct PLUS loans; it remains at 1.5 percent.

- **Interest Rebate Percentage Defaults to 1.0% for Subsidized and Unsubsidized Loans** – Changes in federal regulations reduced the interest rebate percentage calculated for Direct Stafford Loan borrowers to 1.0 percent for loans, provided the earliest actual disbursement (Disbursement Release Indicator = True, or selected) is made on or after July 1, 2009. As a result, the Sub/Unsub Interest Rebate Percentage in Direct Loan School setup (**Tools**, **Setup**, **COD**, **School**, **Direct Loan**) defaults to 1.000 percent for subsidized and unsubsidized loan records created in EDExpress 2009-2010.

  **Note**: If you import Prior Year User-Defined Queries, Setup and File Formats from EDExpress for 2008-2009 into EDExpress for 2009-2010 with the COD School (Direct Loan School) checkbox selected, be aware that the default value for the Sub/Unsub Loan Fee Percentage will be set to 2.000 unless you already changed the value to 1.500 in EDExpress 2008-2009 Direct Loan Setup. Additionally the Sub/Unsub Interest Rebate Percentage will be set to 1.500 unless you already changed the value to 1.000 in EDExpress 2008-2009 Direct Loan Setup. Make sure that you return the Sub/Unsub Loan Fee Percentage value in COD School setup (Direct Loan) to the 2009-2010 default of 1.500 and the Sub/Unsub Interest Rebate Percentage to the 2009-2010 default value of 1.000 before you originate any subsidized or unsubsidized loans with the earliest disbursement date on or after July 1, 2009.

  For more information on this change from a COD System processing perspective, see the "Disbursement Net Amount, Disbursement Fee Amount, and Interest Rebate Amount Calculations" section of *Volume II, Section 1: Implementation Guide* of this technical reference.

### Print

- **SSN Masking Implemented for Disclosure Statements** – For increased security, EDExpress now masks the first five digits of students' SSNs with Xs and displays only the last four digits (such as XXXXX9999) on the subsidized/unsubsidized, PLUS, and Grad PLUS versions of the Disclosure Statement.

## *TEACH Grant*

The following enhancements have been made to the EDExpress for Windows 2009-2010, Release 2.0 TEACH Grant module:

### Setup

- **TEACH Grant Setup Option Added to Require Entrance Interview Date Prior to Actual Disbursements** – We added a new field labeled "Entrance Interview Required Prior to Actual Disbursement?" to TEACH Grant School setup (**Tools**, **Setup**, **COD**, **School**, **TEACH**). If you select this option, EDExpress requires that the TEACH Grant Entrance Interview Date field be non-blank on a student record's Demo tab before you can save any TEACH Grant actual disbursements for the student.

### Import

- **Added Import, Storage, and Display of TEACH Grant Entrance Counseling Results Data Sent by COD System** – We updated EDExpress to import, store, and display data in the new TEACH Grant Counseling Acknowledgement (message class `CRAC10OP`) files sent by the COD System. If you select the new "Overwrite Existing TEACH Entrance Interview Date?" checkbox on the import dialog box (**File**, **Import**, **TEACH**), the import process overwrites TEACH Entrance Interview Date values on the Demo tab for impacted students with the data in the `CRAC10OP` file.
- **TEACH Grant ATS Discharge Report Import, Print Functionality Added** – We modified EDExpress to import and print the new TEACH Grant ATS Discharge Report sent by the COD System for the 2009-2010 award year under message class `ATSDISOP`. The report includes student identifier information, the ATS ID, the ATS Expiration Date, the discharge reason code, and the discharge reason code description.

## *Pell*

Other than rollover of cycle indicators and message classes, no major enhancements are planned for Pell Grant functionality in EDExpress 2009-2010 at this time. The following enhancements impact ACG and National SMART Grant functionality only:

## Entry, Import

- **ACG and National SMART Grant Data Edits Updated to Allow Eligible Noncitizens –** Provisions of the ECASLA extended ACG and National SMART Grant eligibility to eligible noncitizens. As a result, we updated origination data edits in the software to allow ACG and National SMART records to be saved with a Citizenship Status of 2. This change is applicable to records created or modified using manual entry, multiple entry, or external import.
- **National SMART Grant Data Edits Updated to Allow Five-Year Programs** – Provisions of the ECASLA extended National SMART Grant eligibility to students enrolled in five-year programs. As a result, we relaxed origination data edits in the software to allow National SMART Grant records to be saved with an Academic Year Level of 5 (5th year/Other Undergraduate). This change is applicable to records created or modified using manual entry, multiple entry, or external import.

# Business Rules

The following issues may affect your combination system:

- 2009-2010 COD Message Class Options
- 2009-2010 Updates to Valid Date Ranges
- Direct Loan Fields Required for Origination
- Direct Loan Ancillary Services (for example, where to mail an MPN)
- Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement

## *2009-2010 COD Message Class Options*

The COD System provides various message class options for sending and receiving Common Record data to and from the COD System. The 2009-2010 Common Record Message class options include:

- Non-program specific and non-award year specific (current `COMRECIN` and `COMRECOP`)
- Award year specific and non-program specific (Option selected by EDExpress)
- Program specific and non-award year specific
- Award year specific and program year specific

EDExpress 2009-2010 is using the award year specific message class option for sending and receiving Common Record data for Pell, ACG, National SMART Grant, TEACH Grant, and Direct Loan. These message classes are:

| 2009-2010 Message Class | Data Description |
|---|---|
| `CRAA10IN` | COD Common Record data sent to COD from EDExpress |
| `CRAA10OP` | COD Response from COD to EDExpress |
| `CRRC10OP` | COD Receipt from COD to EDExpress |

The award year specific message class option provides you the advantage of viewing the award year of the data within the Common Record file before importing the file into EDExpress. EDExpress is **not** using the options for program specific message classes.

In addition, the COD System sends all Web-generated and system-generated transactions such as a Pell negative disbursement or a Direct Loan MPN response to all schools in award year specific message classes.

All message classes used by 2009-2010 EDExpress are outlined for you in *Volume III, Section 2: Combination System Message Classes* of this technical reference.

All COD message classes are outlined in *Volume II, Section 2: COD Message Classes* of this technical reference.

## 2009-2010 Updates to Valid Date Ranges

Valid date ranges for Pell, ACG, National SMART Grant, TEACH Grant, and Direct Loan processing are updated for the 2009-2010 processing cycle. These updates affect EDExpress edits and valid field content. Below is the listing of updated 2009-2010 date ranges.

| Pell, ACG, and National SMART Grants | TEACH Grant | Direct Loan | Data Element | Date Range |
|---|---|---|---|---|
| ✓ | | | Enrollment Date | 01/01/2009 to 06/30/2010 |
| ✓ | | | Payment Period Start Date | 01/01/2009 to 06/30/2010 |
| ✓ | | | Disbursement Date | 01/01/2009 to 09/30/2015<br><br>**Note: Although EDExpress accepts any date on or after 01/01/2009, the valid 2009-2010 date range for Pell Grant, ACG and National SMART Grant disbursement records is the date the 2009-2010 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2015.** |
| | | ✓ | Award Begin Date | 06/30/2010 or earlier |
| | | ✓ | Award End Date | 07/01/2009 or later |
| | | ✓ | Academic Year Start Date | 06/30/2010 or earlier |
| | | ✓ | Academic Year End Date | 07/01/2009 or later |
| | | ✓ | Disbursement Date | 06/22/2007 to 12/26/2013 |
| | | ✓ | Date of Birth | 01/01/1910 to 12/31/2001 |
| | ✓ | | Enrollment Date | 01/01/2009 or later |
| | ✓ | | Pay Period Start Date | 01/01/2009 or later |
| | ✓ | | Disbursement Date | 01/01/2009 or later |

## *Direct Loan Fields Required for Origination*

Certain data must be present on a Direct Subsidized, Unsubsidized, PLUS or Grad PLUS Loan record before it can be originated in the EDExpress software. Listed below are the fields required for origination by loan type.

It may be possible to save (but not originate) a loan record without all of these fields.

| Field Name | Required for Origination of a PLUS | Required for Origination of a Grad PLUS | Required for Origination of a Sub/Unsub |
|---|---|---|---|
| Student's Last Name | ✓, if student's First Name is blank | ✓, if student's First Name is blank | ✓, if student's First Name is blank |
| Student's First Name | ✓, if student's Last Name is blank | ✓, if student's Last Name is blank | ✓, if student's Last Name is blank |
| Student's Permanent City | | ✓ | ✓ |
| Student's Permanent State | | ✓ | ✓ |
| Student's Current SSN | ✓ | ✓ | ✓ |
| Original SSN | ✓ | ✓ | ✓ |
| Student's Date of Birth | ✓ | ✓ | ✓ |
| Student's Citizenship Status | ✓ | ✓ | |
| Dependency Status | ✓ | ✓ | ✓ |
| CPS Transaction # | | | ✓ |
| School Code | ✓ | ✓ | ✓ |
| Loan ID | ✓ | ✓ | ✓ |
| Loan Amount Approved | ✓ | ✓ | ✓ |
| Disbursement Profile Code | ✓ | ✓ | ✓ |
| College Grade Level | ✓ | ✓ | ✓ |
| Loan Period End Date | ✓ | ✓ | ✓ |
| Loan Period Start Date | ✓ | ✓ | ✓ |
| Academic Year End Date | ✓ | ✓ | ✓ |
| Academic Year Start Date | ✓ | ✓ | ✓ |
| Student's Loan Default/Grant Overpayment | ✓ | | |
| Borrower's Loan Default/Grant Overpayment | ✓ | ✓ | ✓ |
| Borrower's Date of Birth | ✓ | | |
| Borrower's Permanent State | ✓ | | |
| Borrower's Current SSN | ✓ | | |
| Borrower's Permanent City | ✓ | | |
| Borrower's Permanent ZIP Code | ✓ | | |
| Borrower's First Name | ✓, if student's First Name is blank | | |
| Borrower's Last Name | ✓, if student's Last Name is blank | | |
| Borrower's Citizenship Status | ✓ | | |

## Direct Loan Ancillary Services

Borrowers of Direct Subsidized, Unsubsidized, PLUS and Grad PLUS loans can complete a paper MPN or an electronic MPN at http://dlenote.ed.gov. If a borrower completes the electronic MPN, an MPN Response (`CRPN10OP`) is sent to the appropriate school. If a borrower completes a paper MPN, the MPN can be mailed directly to the COD System or returned to the school to forward to the COD System. The COD System must receive and accept the MPN before the loan is booked.

Hardcopy MPNs mailed to the COD System by the school must be accompanied by a paper manifest that lists the borrower's name and MPN Identification (ID) for each MPN in the shipment. The paper manifest also provides a certification to be signed by an official at the school.

For 2009-2010, schools continue to send batches of MPNs with paper shipping manifests to the following addresses:

- Through Regular Mail

  US Department of Education
  P.O. Box 5692
  Montgomery, AL 36103-5692
  1-800-848-0978

- Through Overnight, Express, or Certified Mail

  US Department of Education
  201 TechnaCenter Drive
  Montgomery, AL 36117
  1-800-848-0978

More information on MPN processing can be found in *Volume II: Common Record Technical Reference* of this technical reference. You may want to become familiar with all volumes of the *2009-2010 COD Technical Reference* to gain a full understanding of the COD System.

MPNs for subsidized and unsubsidized loans, MPNs for PLUS loans and MPNs for Grad PLUS loans must be batched separately and a separate paper manifest created for each. Each document can contain up to 100 notes. Additionally, separate documents (manifests) must be created for each Direct Loan school code. The MPN Manifest option is available through the EDExpress Print process.

After a batch of MPNs is received in the mailroom, the notes are manually inspected for missing or incorrect information. A generic checklist is used. If there are errors or information is missing, the checklist is marked in the appropriate blank describing the error that needs to be corrected. The checklist and MPN are returned to the school or borrower, whichever is appropriate. If a note is rejected, a new MPN must be printed with the corrected data and resubmitted to the COD System.

After an MPN is processed by the COD System, you receive an MPN Response which includes the MPN status and can be used to update EDExpress.

## *Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement*

This section describes the EDExpress processes regarding Direct Loan MPN multi-year and single year notes, as well as the PLUS credit decision, and the disclosure statement.

MPNs, MPN Manifests, credit decisions, and disclosure statements for Grad PLUS loans are processed following the same rules and guidelines as PLUS loans for parent borrowers.

A revised Direct PLUS Loan MPN was available for users as of October 2007. EDExpress 2009-2010 Release 2.0 prints PLUS MPNs using the revised form. You should discontinue using the PLUS MPN addendum and all paper PLUS MPN forms printed prior to October 2007 and begin using the revised form immediately.

The same Direct PLUS MPN form is used for both Grad PLUS and PLUS loans. When you select the report type to print, the following statements print in Section A:

| Report Type | Printed Statement |
|---|---|
| MPN-PLUS | I am a Parent of a Dependent Undergraduate Student |
| MPN-Grad PLUS | I am a Graduate or Professional Student |

Refer to the Implementation Guide found in *Volume II: Common Record Technical Reference* of this technical reference for complete details regarding Direct Loan Master Promissory Notes.

## Determining the MPN Status for Subsidized/Unsubsidized Loans When Using the Multi-Year MPN Feature

For subsidized/unsubsidized loans processed using the multi-year feature, determining the MPN status is a two-step decision-making process within EDExpress.

First, EDExpress checks for other existing originated subsidized or unsubsidized loans for the student. When another loan exists within EDExpress for a student, EDExpress reviews the MPN status of the existing loan.

| IF... | THEN... |
|---|---|
| The MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (**A**, **P**, **S**, **M**, or **T**) | EDExpress updates the MPN status of the originating loan to **T**, assumes a valid MPN exists |
| The MPN status of the existing loan indicates no valid MPN exists (**R** or **N**) | EDExpress sets the MPN status of the originating loan to **R**, ready to print, and a new MPN can be printed |

**EDExpress MPN Statuses: N:** Not ready to print (Sub/Unsub only), **R:** Ready to print, **P:** Printed or request to print sent to COD, **S:** Signed & returned (available when current value is P), **M:** Manifested, **A:** MPN Accepted by COD, **X:** MPN Pending, **T:** Assumes MPN Exists (available when current value is **N**, **R**, **P**, **S** or **M**)

When no other loans for a student exist within EDExpress, EDExpress reviews the ISIR Direct Loan MPN flags if ISIRs were imported into EDExpress.

| IF... | THEN... |
|---|---|
| The ISIR Direct Loan MPN flag indicates an active MPN at the COD System (**A**) | EDExpress updates the MPN of the originating loan to **T**, assumes a valid MPN exists |
| The ISIR Direct Loan MPN flag is blank or indicates no valid MPN (**I**, **C**, **N**, or **U**) | EDExpress sets the MPN status of the originating loan to **R**, ready to print, and a new MPN can be printed |

**ISIR Direct Loan MPN Flag: A**: Active, **I:** Inactive, **C:** Closed, **N:** None or Unavailable, or **U:** Updated

## Determining the MPN Status for PLUS Loans When Using the Multi-Year MPN Feature

For PLUS and Grad PLUS loans processed using the multi-year feature, a school can set the MPN status to **T** either manually or through multiple entry in EDExpress. The MPN status of **T** is used to indicate you assume an MPN is on file at the COD System for the borrower. When the MPN status is set to **T**, EDExpress does not require the printing of an MPN for that PLUS or Grad PLUS loan. Upon importing the COD Response for an accepted PLUS or Grad PLUS loan, EDExpress is updated with the MPN status on file at the COD System.

## Single-Year MPN Feature

The single-year feature is available to all schools and requires that a new MPN must be completed by a borrower for each academic year. All schools **not** eligible to process MPNs using the multi-year feature must use the single-year feature. Schools eligible for the multi-year feature can opt to process MPNs using the single-year feature. The school's processing feature is updated in EDExpress setup and on the COD System Web site.

A single-year school must use an MPN generated at or for that school only. A single-year school can link multiple loans for the same academic year, for the same student, to the same MPN. The academic year start and academic year end dates must be the same on all loan records linked to a specific MPN.

On the Response, there is an MPN link indicator for subsidized/unsubsidized/PLUS/Grad PLUS loans. If the loan record has been linked to an MPN at the COD System, the MPN link indicator contains a `Y`. Loan records not linked to an MPN on file at the COD System have an `N`, in the MPN link indicator field.

## Determining the MPN Status When Using the Single-Year MPN Feature

When processing loans using the single-year feature, EDExpress looks for other originated loans for the student with the same academic year within EDExpress to determine the MPN status.

For schools implementing single-year functionality the ISIR Direct Loan MPN flag is not used in the process to determine if a new MPN should be printed since a previous year's MPN is not relevant.

| IF... | THEN... |
|---|---|
| No other loans exist for this student within EDExpress | EDExpress sets the MPN status of the originating loan to **R**, ready to print and a new MPN can be printed |
| Another loan exists and the academic year start and end dates do **not** match the loan being originated | EDExpress sets the MPN status of the originating loan to **R**, ready to print and a new MPN can be printed |
| Another loan exists and the academic year start and end dates match the loan being originated, EDExpress reviews the MPN status of the existing loan: | |
| If the MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (**A**, **P**, **S**, **M**, or **T**) | EDExpress updates the MPN status of the originating loan to **T** and assumes a valid MPN exists |
| If the MPN status of the existing loan indicates no valid MPN exists (**R** or **N**) | EDExpress sets the MPN status of the originating loan to **R**, ready to print, and a new MPN can be printed |

**N:** Not ready to print (sub/unsub only), **R:** Ready to print, **P:** Printed or request to print sent to COD, **S:** Signed & returned (available when current value is P), **M:** Manifested, **A:** MPN Accepted by COD, **X:** MPN Pending, **T:** Assumes MPN Exists (available when current value is **N**, **R**, **P**, **S** or **M**)

## Single-Loan MPN Feature

The single-loan MPN is an MPN linked to a PLUS or Grad PLUS loan that is accepted with an eligible endorser who has an approved credit decision. After an endorser is associated with a PLUS or Grad PLUS loan, the MPN linked to that PLUS or Grad PLUS loan cannot be linked to any other loans even if the school uses the multi-year MPN feature. The MPN status for a single-loan MPN is determined by the COD System.

When a PLUS or Grad PLUS loan with an endorser is linked to an MPN, the COD System returns an MPN status of accepted on the Response. After the single-loan MPN is established, it becomes an inactive MPN and no other loans can be linked to that same MPN. In addition, all other pending or active PLUS MPNs for the borrower become inactive at the COD System. Future ISIRs display an MPN status of inactive and a new MPN must be completed if the borrower wants to borrow a subsequent PLUS loan.

## *Importing the MPN Status from the COD System*

Both the Common Record Response (`CRAA10OP`) and the MPN Response (`CRPN10OP`) can contain the MPN status determined by the COD System for a loan record. When the loan is accepted by the COD System, the COD System links the loan to an existing MPN, if possible.

Upon import of the Common Record Response (`CRAA10OP`), EDExpress updates the MPN status of a loan record according to the following logic:

| IF<br>The COD System's MPN Status Imported is: | AND<br>EDExpress MPN Status is: | THEN<br>EDExpress Updates to: |
|---|---|---|
| A = Accepted MPN at the COD System | Any MPN status | A = Accepted by the COD System |
| R = Rejected or MPN not on file | T = MPN Exists * | R = Ready to print |
| X = Pending MPN at the COD System | T = MPN Exists * | R = Ready to print |

*** Note:** Upon import of a Common Record Response with a COD System MPN Status of **R** or **X**, the EDExpress loan record's MPN status is updated to **R** *only* if the loan record's existing MPN Status is **T**. If the EDExpress MPN Status is a value other than **T**, the record is not updated as a result of importing a Common Record Response with a COD System MPN Status of **R** or **X**.

Upon import of the MPN Response (`CRPN10OP`), EDExpress updates the MPN status of a loan as follows:

| IF<br>The COD System's MPN Status Imported is: | AND<br>EDExpress MPN Status is: | THEN<br>EDExpress Updates to: |
|---|---|---|
| A = Accepted MPN at the COD System | Any MPN status | A = Accepted by the COD System |
| R = Rejected or MPN not on file | M = Manifested *<br>*or*<br>T = MPN Exists * | R = Ready to print |
| X = Pending MPN at the COD System | M = Manifested *<br>*or*<br>T = MPN Exists * | X = Pending at the COD System |

*** Note:** When importing an MPN Response with a COD System MPN Status of **R**, the EDExpress loan record's MPN status is updated to **R** *only* if the loan record's existing MPN Status is **M** or **T**. When importing an MPN Response with a COD System MPN Status of **X**, the EDExpress loan record's MPN status is updated to **X** *only* if the loan record's existing MPN Status is **M**.

## Valid MPN

If at least one actual disbursement is not made on any of the loans linked to an MPN within twelve months, the MPN becomes inactive on the COD System.

An open MPN is valid for up to ten years from the date the MPN is received by the COD System if at least one actual disbursement is made within a year from the date the COD System received the MPN and the borrower has not closed the note.

The MPN Expiration Date is returned in the Common Record Response file (`CRAA10OP`) or the MPN Response file (`CRPN10OP`) by the COD

System. When the MPN Expiration Date exists in the imported response file, EDExpress displays the date on the Direct Loan Origination in the MPN Information section of the Loan Info tab.

To close an MPN a borrower must send a written request to Direct Loan Servicing or to the school. If the closed notification is received at the school, the school must forward the original documentation to the COD School Relations Center. Upon receipt of a written request, the COD System manually closes the MPN and sends a confirmation letter to the borrower. After an MPN has been closed, no new loans can be linked to it. Loans that are already linked to a closed MPN can continue to use that MPN for disbursement processing. A new MPN must be generated if new loans are to be originated. When a loan is processed by the COD System and all MPNs for the borrower on file at the COD System are closed, an MPN status of `R` (MPN not on file) is returned in the Response to the school.

## PLUS Credit Decision Status

Schools can perform a credit check for a PLUS loan for a parent borrower or a Grad PLUS borrower on the COD Web site. After the online credit check is complete, schools can enter a credit decision status of `A` (Credit approved) or `F` (Credit denied; credit decision received from COD web site) in EDExpress, depending on the results received.

When importing a Common Record Response (`CRAA10OP`) for a PLUS or Grad PLUS loan, the PLUS credit decision status for the loan is updated in EDExpress. A PLUS or Grad PLUS loan is not linked to an MPN until the borrower has an accepted PLUS credit decision status. PLUS credit decision statuses are:

`A` = Accepted
`D` = Denied, and
`P` = Pending

When a PLUS or Grad PLUS borrower requests a credit decision override or submits an Endorser Addendum, a Credit Decision Override Response (`CRCO10OP`) is generated by the COD System to communicate the updated credit decision status.

Valid values for the PLUS credit decision override code are:

`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

When the credit decision status is updated to "Accepted," the COD System attempts to link the PLUS or Grad PLUS loan to an MPN. If the loan is linked to an MPN, an MPN Response (`CRPN10OP`) is generated to communicate the updated MPN status. Upon importing the Credit Decision Override Response file, EDExpress updates the PLUS credit decision status for the PLUS or Grad PLUS loan. Upon importing the MPN Response file, EDExpress updates the MPN status for the PLUS or Grad PLUS loan.

**Requesting & Appealing a PLUS Credit Decision**

Refer to *Volume II: Common Record Technical Reference* of this technical reference for additional information.

## Generating Disclosure Statements

Disclosure Statements are required for all loan types (subsidized, unsubsidized, PLUS, and Grad PLUS loans) and can be printed by the COD System or a school.

**Generating Disclosure Statements**

Refer to the Implementation Guide found in *Volume II: Common Record Technical Reference* of this technical reference for more information.

EDExpress provides the capability to print Disclosure Statements for subsidized, unsubsidized, PLUS, and Grad PLUS loans. When the school prints a Disclosure Statement, the disclosure statement print indicator value of `O` = Onsite (school prints) within EDExpress is translated to a disclosure statement print code of `S` (school prints and sends to borrower) in the Common Record export file that you send to the COD System.

# System Options

To help you decide how best to incorporate EDExpress for Windows, consider the following questions.

| | |
|---|---|
| **Grant and Loan Volume** | How large is the grant and loan volume at your school? |
| **Available Resources** | How much of the following resources are available: staff, data processing resources, equipment, and money? |
| **Existing Systems** | What existing systems are in place and how easy are they to integrate? |
| **Time Constraints** | Is there enough time available to develop a system? |
| **Campus Communications** | Are there existing means of communication between offices involved in the Direct Loan Program or the Federal Grants Programs? (These offices could include financial aid and bursars.) |

The U.S. Department of Education gives you maximum flexibility in fashioning a system solution that best meets your school's needs. As a combination school, you should consider the following options:

## *EDExpress for Windows*

EDExpress for Windows is a comprehensive financial aid management system provided at no cost by the U.S. Department of Education.

The system is student-based and enables you to process federal application data, including loading and printing Institutional Student Information Records (ISIRs) received electronically from the CPS ISIR Datamart and viewing and correcting individual ISIRs through FAA Access to CPS Online.

It also computes student award packages, maintains funds, tracks file documents, generates reports, establishes Pell, ACG, National SMART Grant, TEACH Grant, and Direct Loan origination records, prints MPNs, and manages and reports Pell, ACG, National SMART Grant, TEACH Grant, and Direct Loan disbursement data.

EDExpress supports all the necessary tasks required to participate in the Pell Grant and Direct Loan programs, the ACG and National SMART Grant programs established by the HERA, and the TEACH Grant Program established by the CCRAA. Schools using this software can refer to the Desk References and or the online Help in EDExpress for assistance.

EDExpress and its desk references along with other documentation are located on the fsadownload.ed.gov Web site.

## *Combination EDExpress/Custom System*

You can use any of the processing functions provided by EDExpress in conjunction with external systems or software from another vendor.

EDExpress enables you to import data captured in other on-campus systems (for example, a financial aid packaging system). You can also export data needed by other on-campus systems (such as the school's business office) from the EDExpress database.

## Interface with Other Software Systems on Campus

Your other school computer systems, used for registration or accounting, are potential providers of data to EDExpress. EDExpress is designed to import data captured in other systems and reformatted according to specifications provided in this technical reference. Likewise, data in EDExpress can be exported for use in other on-campus systems.

## Benefits to Using EDExpress

If you currently use another system for Pell, ACG, National SMART Grant, TEACH Grant, and Direct Loan processing, consider that EDExpress 2009-2010:

- Is fully XML-compliant, allowing you to exchange data with the COD System
- Automatically translates flat files you import from your mainframe or third-party software and creates export files you can transmit to the COD System
- Can automatically convert XML records from the COD System to flat ASCII format, which you can then export for import into your mainframe or another system on campus
- Offers a powerful, structured query language (SQL)-based query function for extracting data
- Offers a user-friendly Windows interface
- Is proven to work well in combination with mainframe systems
- Is backed by expert technical support

## PC Requirements for EDExpress

For PC requirements, see the Installation Guide for EDExpress for Windows (year specific), located on the fsadownload.ed.gov Web site or contact CPS/SAIG Technical Support at CPSSAIG@ed.gov or

- (800) 330-5947
- (800) 511-5806 (TDD/TTY)

# The Basic Process for Combination Systems

As you review your processing methods and current use of EDExpress, or if you are considering using EDExpress, ask these questions:

- What is the source of my data?
- How will I synchronize updates to the data between EDExpress and the mainframe or my other financial aid management software?
- How will I synchronize updates to the data my office shares with other offices on campus?

Every combination school's processing environment is unique. As a simple example, the steps for processing Pell, ACG, National SMART Grant, TEACH Grant, and Direct Loan records with EDExpress and the COD System in a combination system environment could be similar to these:

1. In EDExpress, import an ASCII file of records from the mainframe using the Import External Add function.
2. Update records in EDExpress by importing an ASCII file from the mainframe using the Import External Change function.
3. For Direct Loan, create or verify MPNs if needed. These MPN statuses can come from the External Add or Change files.
4. Export the information from EDExpress (data is automatically translated to XML format) to the COD System for origination through the Student Aid Internet Gateway (SAIG).
5. Receive Common Records Receipts and Responses from the COD System through the SAIG.

   For Common Record Responses processed by the COD System and received through the SAIG mailbox, schools can receive a Full or Standard Response. However, EDExpress always requests and receives Full Responses from the COD System. A Full Response contains all the original tags sent by the school and the rejected data elements and reason codes. A Standard Response contains only the rejected data elements and reason codes.

   The request that EDExpress sends in the Common Record for a Full Response overrides the school's option set on the COD System's Web site. For example: If you set your school option to receive Standard Response and you send your data to the COD System using EDExpress, the COD System is going to return a Full Response.
6. Import the Receipts and Responses into EDExpress.
7. If the originations and MPNs were submitted successfully and accepted, disburse funds to the students.

The COD System sends one Response document for each Common Record document submitted.

**Web-Generated Responses**

All Web-generated Responses are Full Responses.

**Records, Layouts, and Processes**

For further information, please see *Volume II: Common Record Technical Reference* of this technical reference.

The Pell External Import Change process, which also applies to ACG and National SMART Grant records, only requires those fields that are to be modified and a few key fields to be imported into EDExpress. Any fields not modified are to be submitted as filler. The External Add/Change Record Layout allows filler in any non-modified field. For more information, refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

8. Use the Query function in EDExpress to extract student information from the records and print the information to a file for the bursar's office.

9. Export the updated records to an ASCII file from EDExpress using the Export External function.

10. Load the file of updated records to your mainframe or third-party software.

11. Make changes to the student records, if corrections are needed.

# Common Record Documents

## *Documents*

The origination and disbursement process begins when a participant in the COD System submits a Common Record to the COD System. For the 2009-2010 award year, the Common Record is submitted in one of two ways:

- Document submission
- Online submission using the COD System's Web site

Document submission is the option for EDExpress users.

EDExpress, in combination with EDconnect and the SAIG, enables users to participate in the COD System using the document submission process.

**Online Submission**

For questions regarding the online submission using the COD System's Web site, refer to *Volume II: Common Record Technical Reference* of this technical reference.

### Common Record Document Submission

All Common Record documents are submitted to the COD System's SAIG mailbox. The Enterprise Application Integration Bus (EAI Bus) performs periodic data pickups from the COD System's SAIG mailbox and transmits the Common Record data to the COD System.

EDExpress continues to export Pell, ACG, National SMART Grant, TEACH Grant, and Direct Loan files with document headers and trailers. The document header contains a Document ID that is unique to the export document.

**Transmitting to SAIG**

For more information regarding transmitting to SAIG, see the SAIG Host Communication Guide on the fsadownload.ed.gov Web site.

### The Document Integrity Rule

EDExpress requires document integrity. As a result, the COD System returns a corresponding response document for every Pell, ACG, National SMART Grant, TEACH Grant, or Direct Loan record submitted in a single document by the school. If a school submits a document with 1,000 Pell records, the COD System returns a response corresponding to only those 1,000 records. The response file always contains the same document ID originally submitted by the school.

### Tracking Document IDs

Schools should track document IDs on their systems. The EDExpress software provides document-level tracking capability through the Browse function located within the Tools menu option. You can track submissions to the COD System with the Document Activity grid through this system option. Submissions to the COD System can have Pell-only data, DL-only data, TEACH-only or any combination of Pell, TEACH and DL data.

ACG and National SMART Grant data can be included using existing Pell export options, while Grad PLUS loan data can be included as part of existing DL export options.

All document IDs transmitted to the COD System using EDExpress have the same format. The format is `CCYY-MM-DDTHH:mm:ss.ff99999999`.

The first segment of the document ID identifies the date the document was exported from EDExpress. The date is represented in `CCYY-MM-DD` format.

`CC` = Century

`YY` = Year

`MM` = Month

`DD` = Day

Next in the document ID is a `T` as a date/time separator followed by the document time identifying when the document was exported from EDExpress. The time is represented in a `HH:mm:ss.ff` format.

`HH` = Hour

`mm` = Minutes

`ss` = Seconds

`ff` = Hundredths of a second

The manifest document ID is also tracked in the Document Activity Grid but it uses the Reporting Entity ID, not the Source Entity ID.

The characters that follow reflect the school's assigned eight-digit Source Entity ID from the COD System setup. The Source Entity ID is randomly generated and assigned to schools by COD.

## Combination System Message Classes

*Volume III, Section 2: Combination System Message Classes*, of this technical reference provides the 2009-2010 Pell, ACG, National SMART Grant, TEACH Grant, and Direct Loan EDExpress message classes.

# Combination System Record Layouts

Interfacing your school's system with EDExpress for Windows reduces the effort of preparing data by importing student data from your existing systems into EDExpress. You can also take advantage of the built-in edits in EDExpress to ensure that your records contain valid data. After processing Pell, ACG, National SMART Grant, TEACH Grant, or Direct Loan records with EDExpress, you can create a customized export file to share the data with your school's other systems.

*Volume III, Section 3: Combination System Record Layouts* of this technical reference contains the record layouts that enable you to use EDExpress for Windows in combination with your school's software to process Pell Grant, ACG, National SMART Grant, TEACH Grant, and Direct Loan data.

## *Imports*

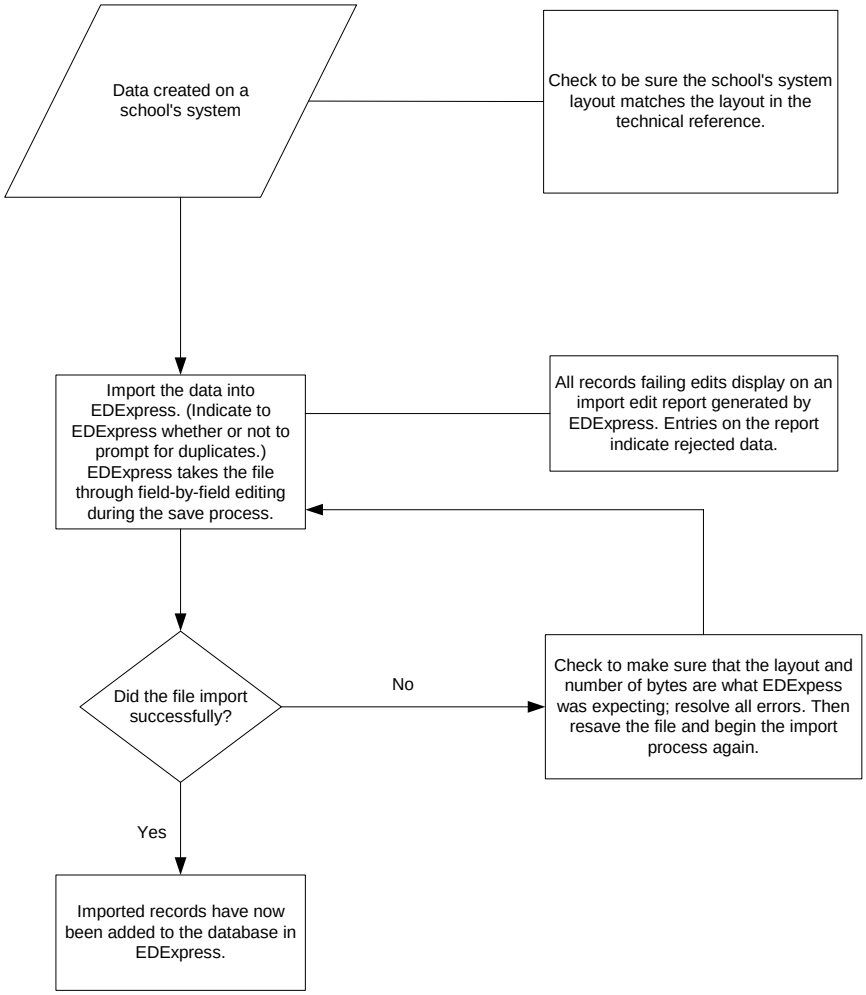
The import process enables you to quickly add and update both origination and disbursement records using a combination of EDExpress and your school's system or third-party software. Remember, to import data from another system to EDExpress, you must format the data according to the record layouts in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

EDExpress receives data from external systems without a header and trailer record but does require ASCII format, with the end of each record marked with carriage return/line feed characters (ASCII 13 and 10). After the last record there is no end of file marker (EOF), only the final carriage return/line feed marker.

If the file is incorrectly formatted without the carriage return/line feed, the import fails and the following error message displays: *Invalid Record Length*. You are given the record size of the import file.

The figure on the next page shows the External Import process.

**External Import**




## Import External Add or External Change Records

The basic steps for importing external data into EDExpress for Windows are:

1. Select **File**, **Import** from the menu bar.
2. Click the tab of the module you want to use, Pell, Direct Loan, or TEACH.
3. Click the down arrow on the import type box to display a list of file types to import.

4. Select the file type.

   For Pell, ACG, or National SMART Grant, choose **Origination Data – External** or **Disbursement Data – External**.

   For Direct Loan, choose **Loan Data – External Add** or **Loan Data – External Change**.

   For TEACH Grant, choose **External TEACH Grant Data**

5. Confirm that the default filename and data directory you established in setup appears in the **Import From** box.

   Or, if you want to import from a different filename, click the **File** button to locate and name the file, then click **OK**. EDExpress enters the filename in the box automatically.

6. Click **Printer**, **File**, or **Screen** as the report output destination.

   If you want to send the report to a file, click the **File** button to locate and name the file, then click **OK**. EDExpress enters the filename in the box automatically. Remember that if you print to a file, no hard copy prints on your printer. To print a hard copy, you need to either open the printed file and print *or* reimport the file and select **Printer** as your output destination.

7. Select the checkbox at the Prompt for Duplicates option if you want EDExpress to display the IDs for records that are duplicates of those already in your database. If you are importing external change records for Direct Loan, skip this step.

8. Click **OK** to import the file and send the report to the destination you chose. The Database Load Statistics dialog box appears.

9. Click **OK** to close the Database Load Statistics dialog box. If you chose screen as your output destination, use the scroll bars to view and click **OK** when you are finished.

10. Review the results. If errors occurred, correct them in your import file, resave the file, and import the file again.

## Prompt for Duplicates

If you want to be warned when EDExpress encounters a record in the database with the same ID as a record being imported, select the Prompt for Duplicates checkbox in the Import dialog box.

With the prompt for duplicates option selected, EDExpress prompts you for the following actions when it encounters a duplicate record:

If you do not select the prompt for duplicates checkbox, EDExpress automatically skips duplicate records.

- **Skip?** This option skips the current record and the import process advances to read the next record in the file. No updates are made to the current record.

- **Skip All?** This option skips the current record and all other duplicates without notification. No updates are made to any of the duplicate records that are found. EDExpress does not prompt you when it finds duplicates during the process

- **Update?** This option prompts you to update the current record and continues processing with the next record. The update option processes the current record, then advances to the next record and prompts you again when another duplicate record is found.
- **Update All?** This option updates the current record and all other duplicate records throughout the process without warning you of duplicate records found.

### Import Edits for Valid Values

As the import progresses, all records are passed through field-by-field edits. EDExpress checks each field for valid content. If any field fails an edit, the record is rejected. The fields causing the rejection and appropriate invalid value messages are displayed on the Import Edit report.

All records that successfully pass the valid values edits are saved in the EDExpress database.

### End-of-Entry Edits

During the External Import process, EDExpress passes the data through end-of-entry edits. If an edit is hit, an error message appears on the Import Edit report at the end of the process. You can also see "Invalid Value" errors on this same edit report. If this type of error appears, go to the data element in the record layout and refer to the valid values column for help in resolving the error.

### Correcting Errors

The import processes for TEACH Grant external data and Pell external data, which also applies to ACG and National SMART Grant records, only requires those fields that are to be modified and a few key fields to be imported into EDExpress. Any fields not modified are to be submitted as filler. The External Add Record Layout allows filler in any non-modified field. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Invalid or missing data must be updated on the external system. You must then recreate the External Add or Change record and reimport it into EDExpress.

If you are importing only to add previously rejected records, you can reuse the original import file after updating the rejected records. You do not need to remove the previously accepted records from the import file. EDExpress skips these records unless you select the prompt for duplicates checkbox to choose a different action.

As with the original import, the corrected records run through the edits again. If they pass all edits, EDExpress saves them in the database. The correction and reimport process can be repeated until all errors are resolved.

### Import Edit Report

An Import Edit report is created for each file of imported records. This report identifies rejected records and provides statistics on the number of records added in the database.

## *Pell External Imports*

This section contains information on processing Pell awards using EDExpress in combination with your school's system.

After you enter your Reporting and Attended Entity IDs and your Reporting and Attended Pell ID in EDExpress, you can import external origination or external disbursement files from another system. Records can be set to ready to batch when you import these external files.

## External Origination Add/Change Record

The Pell Grant, ACG, and National SMART Grant External Origination Add/Change record layout designates the data elements that are required for the origination record type. External automated systems use this layout to add and change origination award records in your EDExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the `PGEO10OP` message class so that it can be imported into EDExpress.

Changes to the Origination record use the same record layout and apply to the entire award period.

Note: The Pell External Import Change process, which also applies to ACG and National SMART Grant records, only requires those fields that are to be modified and a few key fields to be imported into EDExpress. Any fields not modified are to be submitted as filler. The External Add Record Layout is updated to allow filler in any non-modified field. Refer to *Volume III, Section 3: Combination System Record Layouts* in this technical reference.

## External Disbursement Add/Change Record

The Pell Grant, ACG, and National SMART Grant External Disbursement Add/Change record layout designates the data elements that are required for the disbursement record type. External automated systems use this layout to add and change disbursement records in your EDExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the `PGED10OP` message class so that it can be imported into EDExpress.

Use the same record layout to add new Pell Grant, ACG, and National SMART Grant disbursement records or modify existing disbursements for these grant types.

## Include Records in Next Document Submission

If you select Include Records in Next Document Submission? In the Import dialog box, EDExpress applies end-of-entry edits to the origination records. They are reviewed for the integrity of their content before they are saved in the Pell database. The origination status of all records that meet the conditions of all required edits is then set to `R` (ready to export).

Records that contain inadequate information are rejected and the import report displays the details of the failed edit condition. Users are not able to set the record to an `R` status until it is changed to conform to edit specifications.

If you do not select Include Records in Next Document Submission? You must use the multiple-entry feature in EDExpress or set the origination records to `R` one at a time. See the online Help in EDExpress for information on multiple entry.

Disbursement records that successfully pass valid field content edits are systematically added in the Pell database at the `R` (ready) status.

## Resolving Edits

To resolve field-by-field edits or data element edits, refer to the valid values column in the record layout and the End-of-Entry Edits table at the end of this section.

## Import Edit Report

The Import Edit report statistics reflect totals for all records for all grant types. For example, if your import file adds 10 Pell records, 10 ACG records, and 10 National SMART Grant records to EDExpress, the Import Edit report's Records Added field indicates 30 records.

At the completion of the import process, an Import Edit report is generated. The Import Edit report gives record level detail as well as summary information for the outcome of the import file. The following statuses are printed in summary at the end of the report:

| Row Heading | Description | Status |
|---|---|---|
| Records Added | Total of first time records added | A |
| Records Read | Total of all records read | N/A |
| Records Updated | Total of records changed | U |
| Records Rejected | Total of records with errors | E |
| Records Skipped | Total of records disregarded | S |

## *TEACH Grant External Imports*

See the *TEACH Grant Appendix* at the end of this section.

## *Direct Loan External Imports*

In the COD System process, the award ID is the loan ID.

This section contains information on importing and processing Direct Loans using EDExpress in combination with your school's system.

## External Import Add

See the External Import Add record layout in *Volume III, Section 3: Combination System Record Layouts* of this technical reference for layout and file creation specifications.

When importing new records into the Direct Loan database in EDExpress, you must create a file of borrower records according to a standard file layout. Create the file using the `DIEA10OP` message class so that it can be imported into EDExpress.

If the record passes reject editing and a loan ID is not specified in the import file, the loan record is added in the EDExpress database and a 21-digit loan ID is assigned. The loan ID is important to systems interfacing with EDExpress, because it is needed when making changes to existing records.

When a loan record is imported, EDExpress searches for records with an identical student SSN, loan type, program year, and Direct Loan school code. If there is no match, EDExpress assigns 001 as the loan sequence number.

### *More about the Loan Data Add File Layout*

Certain borrower information is required before you can save a loan record. This information includes data about the borrower such as the name and date of birth. In addition, it includes information specific to

the loan, such as the loan amount approved, loan period start and end dates, and assumed MPN status. When creating the import file, refer to and adhere to the column marked "Required Field to Save Record" in the External Import Loan Origination Add file (DIEA) record layout.

EDExpress automatically performs the origination process for all records containing all of the required origination fields. This step is performed during the import process for all records with a loan origination status of **N** (not ready to send to COD). For more information on origination record data that must be entered in EDExpress to perform the origination process for a given loan type, see the section "Direct Loan Fields Required for Origination" earlier in this document.

If your school chooses to fill field #1 with a pre-assigned loan ID, you can assign any loan sequence number (001 to 999). However, we strongly recommend that you start the loan sequence number creation with 001 and do not start with 101.

## External Import Change

This type of import enables you to submit changes from your school's systems to the EDExpress Direct Loan database. To do this, as with originations, you must create a file of borrower records according to a standard file layout. Use the External Import Change record layout and the table of Loan Origination Import Change Field Numbers to create your change record. These can be found in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Create the file using the `DIEC10OP` message class so that it can be imported into EDExpress.

Each record must contain the borrower's loan ID, the field number of the field to be updated, and the updated value.

To import most efficiently, you should import the records in Social Security Number order, and the fields to be updated within each change record should appear in numerical order. For example, if you are changing fields `S013` (borrower's telephone number) and `S101` (student's local address city), field `S013` should appear first in the change record, followed by field `S101`.

Each change record contains space for up to 10 data element changes. Multiple change records can be imported for a loan ID if more than 10 changes are required. When additional change records are included in the file for the same loan ID, the Sequence Number (position 22 to 26) must be incremented by one for each record.

### *Formatting Corrected Values*

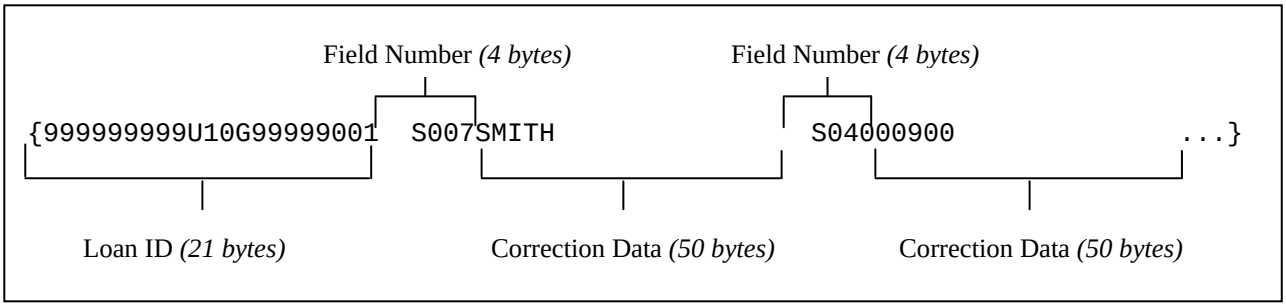
Corrected values must be left-justified within the 50-byte change value field. Numeric fields are left-justified and blank-filled up to the maximum number of positions for that field. For example, when correcting a five-byte numeric field to a value of "900," the correction record would display `00900` with 45 blank spaces.

### *Example*

Two changes are submitted to a loan record whose ID is `999999999U10G99999001`:

- A change in the borrower's last name to SMITH, and
- A change in the first anticipated disbursement gross amount to $900.

The following would be the contents of the change record excluding the create time, document number, and User ID fields at the end of the record:




## Importing Actual Disbursement Data into EDExpress

You can create a change record to import actual disbursement data from an external institutional system into EDExpress. To do this, use the External Import Change record layout (`DIEC10OP`) in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

The change record should include the following data elements:

| Field | Change Field Number |
|---|---|
| Loan ID | N/A |
| Sequence Number | N/A |
| Disbursement Number | D003 |
| Disbursement Date | D004 |
| Action Date | D009 |
| Action Type (Actual Disbursement) | D006 |
| Action Amount (Actual Disbursement) | D007 |
| Actual First Disbursement Change Flag | D008 |

### *Disbursement Action Types*

The gross, fee, interest rebate, and net amounts are sent to the COD System for all anticipated and actual disbursements. Disbursement records can be recorded in EDExpress by entering either actual gross or net amounts. EDExpress calculates the other amounts.

You indicate whether disbursements are entered using the gross amount or net amount in COD School setup, Direct Loan. After a disbursement is entered into EDExpress using a disbursement gross amount or a disbursement net amount, all disbursement records for that loan must be entered using the same method.

When entering an actual disbursement adjustment (date or amount), you also enter the disbursement number, the action date, and the action type

field. This field identifies whether the adjustment is for a disbursement date or amount and describes the disbursement amount you are entering.

The following chart describes the action types available.

| Description | Action Type |
|---|---|
| Enter **gross** or **net** amount of the disbursement | D |
| Enter **gross** or **net** amount of the adjustment | A |
| Use anticipated disbursement amounts to enter actual disbursement **gross** or **net** amounts to the disbursement grid.<br><br>(Only applicable when creating an actual disbursement with an External Change file (`DIEC10OP`). This Action Type is not applicable to manual entry.) | U |
| Enter **net adjustment amount** (positive or negative) of the adjustment | N |
| Enter adjusted disbursement date | Q |

### *Sequence of Disbursement Records*

Disbursement records should occur in the file grouped by loan ID. The records must be sorted within loan ID by disbursement number and disbursement sequence number using the previous disbursement sequence number for disbursement sequence numbers 66 to 90 (adjustments to disbursements created on the COD System Web site).

For example, a loan has one actual disbursement and two adjustments. The table below demonstrates the appropriate sort order for these disbursement transactions.

| | Disb Number | Disb Date | Disb Sequence Number | Previous Disb Sequence Number | Action Date |
|---|---|---|---|---|---|
| Disbursement | 01 | 09/10/2009 | 01 | | |
| First Adjusted Disbursement Amount | 01 | 09/10/2009 | 66 | 01 | 09/15/2009 |
| Second Adjusted Disbursement Date | 01 | 09/12/2009 | 02 | 66 | 10/01/2009 |

### *Inactive Loan Process (Adjustments to Zero)*

Individual disbursements and the loan amount approved can be adjusted to zero. This process provides you the flexibility to increase the loan by simply recording and sending the COD System an upward adjustment if the loan or disbursement is to be reactivated after being adjusted to zero.

If the sum of actual disbursements is changed to $0, EDExpress displays a message suggesting that you may also want to change the loan amount approved to $0.

When you select the inactive flag in EDExpress, a dialog box appears with two options.

| | |
|---|---|
| Option 1<br>Select the loan as inactive so it no longer appears on reports. | Loan Amount Approved – not adjusted<br>Anticipated Disbursement – not adjusted |
| Option 2<br>Select the loan as inactive so it no longer appears on reports and generates necessary change records to be exported to the COD System. | Loan Amount Approved – adjusted to zero<br>Anticipated Disbursement – adjusts ALL anticipated disbursements to zero |

The following scenarios demonstrate this process:

### Scenario A

School A needs to cancel an entire loan and no actual disbursements have been made.

1. Reduce the loan amount approved to $0 or select the loan as inactive and select the option to reduce the loan amount approved to $0.

The save process within EDExpress automatically reduces each anticipated disbursement to $0.

2. Save the record.
3. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

If you later decide to reactivate this loan:

4. Increase the loan amount approved to the appropriate amount, which automatically resets the inactive flag.
5. EDExpress automatically recalculates the anticipated disbursements.
6. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

### Scenario B

School B wants to cancel an entire loan, but actual disbursements have been made.

1. Adjust all actual disbursements to $0 and send in a Common Record that contains the adjusted disbursement record to the COD System.
2. At the same time, reduce the loan amount approved to $0 or select the loan as inactive and select the option to reduce the loan amount approved to $0.
3. Save the record.
4. Export a Common Record that contains the change to the loan amount approved.

If you later decide to reactivate this loan:

5. (As in Step 4 for Scenario A) Increase the loan amount approved to the appropriate amount. The current anticipated disbursements are **not** recalculated.

6. Enter new anticipated disbursements with new disbursement numbers.

7. Select the disbursement release indicator (DRI) and an actual disbursement record is sent to the COD System to report the new actual disbursement amounts.

### *Scenario C*

School C wants to only cancel individual actual disbursements but not inactivate the loan:

1. Adjust the individual actual disbursements to $0.

2. Export a Common Record that contains these adjusted disbursements to the COD System.

3. If you later decide to reactivate these disbursements, you must submit the new disbursement amounts and the new disbursement dates as two separate disbursement adjustment transactions.

4. Export the Common Records to the COD System to report the adjusted disbursement amounts and adjusted disbursement dates.

5. Next, enter the **new disbursement date** (Q type transaction) and export a Common Record to the COD System to report the adjusted disbursement date. The adjusted disbursement date transaction ensures that the interest calculation on the reactivated disbursement is calculated accurately.

### *Prompt for Duplicates*

If you selected the Prompt for Duplicates checkbox in the Import dialog box and EDExpress discovers a record with the same student SSN, loan type, program year, and DL code as on a record being imported, it proceeds according to the action you select. For example, when you select:

- Create New, EDExpress creates a new loan record and prompts you again when the next duplicate record is found. EDExpress assigns the next highest loan sequence number.

- Create All, EDExpress creates a new loan record when each instance of a duplicate record is found without further prompts. EDExpress assigns the next highest loan sequence number.

- Skip, EDExpress skips the duplicate record. The skipped record is counted on the Import Edit report as a skipped record.

- Skip All, EDExpress skips each instance of a duplicate record without further prompts. The skipped records are counted on the Import Edit report as skipped records.

### Loan Types in the Database

The EDExpress Direct Loan module maintains an internal loan type (G) unique to Grad PLUS origination records to differentiate between PLUS and Grad PLUS data in EDExpress functionality. This internal loan type is not submitted to the COD System. EDExpress uses the existing PLUS Loan identifier (P) when creating the Grad PLUS Loan ID.

EDExpress maintains separate records for each borrower loan type. For example, if a borrower is associated with a subsidized loan, unsubsidized loan, PLUS loan (as a parent borrower), and Grad PLUS loan, four records are imported to EDExpress, one for each loan type. For each imported record, a record is established in the Loan Origination database.

For subsidized, unsubsidized, and Grad PLUS loan types, the Loan Origination database maintains demographic information about the student borrower. Parent borrower and student demographic information is also maintained for PLUS loans.

### Importing Disbursement Profile Codes into EDExpress

Notes regarding importing disbursement profile codes into EDExpress:

- You can include a disbursement profile code without including the loan period start/end dates, academic year start/end dates, or the anticipated disbursement dates (disbursement profile code must already be included in your setup.)
- You can include a disbursement profile code with corresponding loan period start/end dates, academic year start/end dates, and anticipated disbursement dates (EDExpress adds this disbursement profile code, loan period start/end dates, academic year start/end dates, and anticipated disbursement dates to your setup.)
- You can include loan period start/end dates, academic year start/end dates, and anticipated disbursement dates, without a disbursement profile code. EDExpress creates a generic disbursement profile code in your setup.

## External Exports (Pell, TEACH, and Direct Loan)

**ACG, National SMART Grant and Grad PLUS fields**

ACG and National SMART Grant fields are available for selection under Pell File Format setup and are included in Pell External Export. The exported records are identified as Grant Type A for ACG and T for National SMART Grant, provided you select the Grant Type field as part of the Pell File Format you use for the export. In addition, Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type G (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan File Format you use for the export.

The Export function in EDExpress enables you to extract the data you need, in a format you create, for whatever purpose you choose. For example, when you receive responses for the disbursement records you send to the COD System, you can create ASCII files from the data that contains only the information needed by the business office to update student accounts.

Consider the following scenario for an External Export for Direct Loan information:

> The Admissions Office at your school is compiling confidential statistics on the student population, and they need some data on Direct Loan recipients. They want only a little information about each student, not the student's entire financial aid record, and they want to use the data on their mainframe computer. You find you can accommodate their request easily by exporting the data from EDExpress. You would follow these basic steps:

1. **Identify the fields** on the loan record that collect the information needed by the Admissions Office.

2. **Create a file format** that contains those fields using the File Formats tool in EDExpress. To create the file format first, you assign a code to the file format and enter a description so that you can identify it. Then you select the data fields you want to be included in the file format from a menu. (See "File Formats" later in this section and the online Help in EDExpress for information about creating and using file formats.)

3. **Export the data.** When you begin the export process, you can select the records you want to export using queries or selection criteria. You also select the format code so EDExpress knows what format to use. In other words, EDExpress exports exactly the data you specify from only the records you select. The data you export is always in ASCII format. The Admissions Office staff told you that having the file delimited by tabs would make moving the data onto their mainframe much simpler, so you select the tab delimited option in the Export to File dialog box and proceed with the export.

4. **Print the format** you used to export the data and give the printout to the administrators of the Admissions Office's computer system. The format lists the fields you selected. When the administrators match the format to the exported data, they can identify the data elements in each student's record.

The key points are to give the printed file format to the people receiving the data and to tell them that the file is in ASCII format.

## Header and Trailer Records

Because each school's system has unique requirements for importing data files, the export files created by EDExpress for use by external systems are created without header or trailer records attached. If needed, the appropriate header or trailer records must be created by your school's system upon import.

Also, these export files are created in ASCII format and the end of each record is delineated or marked with carriage return/line feed characters (ASCII 13 and 10). After the last record there is no end of file marker (EOF), only the final carriage return/line feed marker.

Remember that before you can export external data, you must first establish file formats to format the data for the external systems that will use it. Each file format is identified by a code. Select Tools from the EDExpress menu bar to access the File Format function.

## *File Formats*

File Formats is a utility in EDExpress that enables you to select the data fields and the order of the fields for a file to be exported to an external system. Before you can export external data, you must establish a file format for Pell data, TEACH data, or for Direct Loan data that is tailored to your external system.

ACG and National SMART Grant fields are included under Pell File Format setup.

Each file format is identified by a user-defined, two-character code and the specific fields you select in the File Formats dialog box. The order in which you select the fields displays in the Sequence column and indicates the sequence in which the fields appear in the exported file.

Files exported out of EDExpress using File Formats can be exported as standard fixed-length files or each field can be separated by a delimiter. When exporting a file, if you choose fixed-length, the system exports the file in a standard layout, with each field exported into a specific field position within the layout. If you choose comma, tab, or custom delimiter, EDExpress exports the file with each field separated by the chosen delimiter. Some systems may find it easier to import the file with a selected delimiter, rather than using a fixed-length layout for all exports.

## Create File Formats

The specific steps to create a file format in EDExpress follow.

ACG and National SMART Grant fields are included in Pell File Formats.

1. Select **Tools**, **File Formats** from the menu bar.
2. Click the module for which you want to create the file format.
3. (Optional) If you have previously created file formats, click **Add**.
4. Type a two-character format code for the file you are creating. The code must be unique.
5. Type a description of the format you are creating.
6. Click the down arrow on the right to scroll through the list of fields.

You are limited to selecting 255 fields at one time.

7. (Optional) If you want to select all the fields, click **Select All**.
8. (Optional) If you want to select specific fields, select the checkbox next to the fields you want to select.
9. Click the **Resequence** button to shift all selected fields to the top of the list for easy viewing. Click **OK** to continue.
10. Click **Save** to save the format, then click **OK** to continue.
11. (Optional) Click **Add** and repeat steps 3 through 10 to add more formats.
12. Click **OK** to return to the EDExpress main window.

For more information on file formats, see the online Help in EDExpress.

## Export Data to an External System

The specific steps to export data to an external system follow.

1. Select **File**, **Export** from the menu bar.
2. Click the tab for the module from which you are exporting data (Pell, Direct Loan, or TEACH).

3. Click the down arrow on the Export Type box to display and select from a list of data types to export.

   For Pell, select **External Export**.

   For TEACH, select **External Export**.

   For Direct Loan, select **External Loan Data**.

4. Confirm that the default filename and data directory you established in setup appears in the **Export To** box.

5. (Optional for Direct Loan) Set export status to `Y` (Yes), `N` (No), or `B` (Both). Export status refers to the export to external flag in the database. Choosing export status as `Y` in the Export dialog box exports all records with the export to external system flag set to `Y`. After the export process completes, this flag is set to `N`.

6. Type the code of the file format you want to use in the Format Code entry box in the lower portion of the window. (See "File Formats" in this section and the online Help in EDExpress for information about creating and using file formats.)

   Or, click the **ellipsis (...)** button to open the File Format grid and select a code from the list. Click the code you want to use, and then click **OK** to return to the Export dialog box.

7. (Optional) Click the **Select Delimiter** option and choose the delimiter method you want to use to separate the data in your file. If you chose to use a custom delimiter, type the character/string you want to use in the Custom Delimiter entry box.

8. (Optional) Click the **Selection Criteria** button to narrow the group of records you want to work with. When you are finished, click **OK**.

9. Click **OK** to export the file. EDExpress exports the file to the location shown in the Export To box, and an Export Statistics dialog box appears.

10. Click **OK** to close the Export Statistics dialog box.

### ACG, National SMART Grant and Grad PLUS fields

ACG and National SMART Grant fields selected in Pell File Formats are included in Pell External Export and are identified as Grant Type `A` and `T` (respectively), provided you select the Grant Type field as part of the Pell File Format you use for the export. In addition, Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type `G` (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan File Format you use for the export.

## *The Query Function*

EDExpress includes a powerful SQL-based query function that offers you much flexibility in locating and extracting information from the records in your database, for whatever purpose you require. It enables you to create files tailored with information just for the business office or to print reports that identify specific student populations.

General information on query follows. For more detailed query information, see the online Help in EDExpress.

### What is a Query?

A query is a request for certain records from your EDExpress database. It describes records meeting certain criteria that you specify. Queries are used in functions like print and export to select specific groups of student

records from all the records in the database. Some queries have fixed values, or you can enter different values each time you use the query.

## Why Create a Query?

Use a query any time you want to work with a subset of all the records in your database. For instance, you may want to print a list of seniors to whom you have disbursed Pell. Or, you might want to create unsubsidized loan records for all dependent students with parent's credit decisions of credit denied.

Entry fields specific to ACG and National SMART Grant records can be selected in Pell Query setup.

Queries are used in all modules of EDExpress to perform specific functions, such as printing and exporting. Generally, any time working with a subset of records makes sense, EDExpress provides the option to use a query. Queries are available in any dialog box where the Selection Criteria button is enabled.

## Simple Query Statements

A query statement has three components:

- Data field
- Operator
- Value

## Query Examples

### *Example of a Pell Grant Query*

If you want to find all students who are residents of Missouri, who received the maximum amount of Pell Grant funding, the query statement may look like this:

```
(STUDENT'S STATE OF LEGAL RESIDENCE = "MO")
 AND
(AWARD AMOUNT FOR ENTIRE YEAR = 4731)
```

### *Example of a TEACH Grant Query*

If you want to identify students whose TEACH Grant is not yet showing as booked in EDExpress, the query statement would look like this:

```
(BOOKED STATUS) = Blank
```

### *Example of a Direct Loan Query*

If you want to find all **first year students who have never attended college** with an approved loan amount of **less than 2,000**, the query statement may look like this:

```
(GRADE LEVEL IN COLLEGE – DL = "0")
AND
(LOAN AMOUNT APPROVED < 2000)
```

You can build queries like these easily in EDExpress by selecting fields, operators, and values from lists. Help for the valid values, for all fields, is available on the Query window.

### *Predefined Queries*

To get you started, EDExpress offers sets of queries that are commonly used in Pell Grant, TEACH Grant, Direct Loan, and the other modules of the software. You can use these predefined queries as they are, or you can use them as templates for building the queries that are most useful to your school and the way you process data.

See the online Help in EDExpress for a complete list of predefined queries.

### *Create a Query*

The specific steps to create a query in EDExpress follow.

1. Select **Tools**, **Query** from the EDExpress menu bar.
2. Click the tab of the module for which you want to create a query (Pell, TEACH, or Direct Loan.)
3. Click the **Add** button.
4. Type a descriptive title for the query.
5. Select a field from the field list. You can type the first few letters of the field name to find the field names that begin with those letters.
6. Click the down arrow in the operator field to select an operator.
7. Type a value for the field. Click the **Value Help** button to see the valid values for the field.

   If you want to be prompted for a value at the time you use the query, do not specify a value for the query statement. Instead, select the **Prompt at Execution** checkbox.
8. Click the **Append** button to add the query statement to the criteria box.
9. (Optional) Click the **And** button or the **Or** button to add another statement to the query. Repeat steps 5 through 8 until you have added all statements for the query, and then continue with step 10.
10. Click **Save** to save the query, then click **OK**.
11. Click **OK** to close the Query dialog box or click **Add** to create another query.

# Combination System Edits

*Volume III, Section 4* of this technical reference contains Pell Grant, ACG, National SMART Grant, TEACH Grant, and Direct Loan EDExpress edits. They are provided in a table format and are listed by edit number. The field name, condition, and message associated with each edit are also provided.

## *Example End-of-Entry Edits and Resolution Steps*

The following end-of-entry edits are commonly encountered whenever importing external origination or disbursement add data into the Pell Grant, TEACH Grant, and Direct Loan modules. Refer to these example edits for resolution help.

# Pell, ACG, and National SMART Grant

## *Origination End-of-Entry Edits*

| Edit | Description and Resolution Steps |
|---|---|
| 1200, 1205, 1209 to 1211, and 1213 | **Description:** For a Pell Grant record, EDExpress validates the student's award amount for the entire school year based on the student's EFC, academic calendar, cost of attendance, and enrollment status or weeks/hours used to calculate payment. If the award amount for the entire year in the External Origination Add file is greater than the EDExpress calculated amount, the record will not import.<br><br>**Resolution Steps:** Confirm each record has the correct award amount for the entire year in the External Add file.<br><br>Payment methodology and academic calendar – When calculating award amounts, you must use the correct payment methodology and academic calendar combination. EDExpress has a variety of edits that ensures consistent and accurate award amounts, provided the values are correct. |
| 1550 | **Description:** This edit results when the student's date of birth in the External Origination Add file is blank.<br><br>**Note:** This edit applies to Pell Grant, ACG, and National SMART Grant origination records.<br><br>**Resolution Steps:** Add the student's date of birth in CCYYMMDD format to the External Add file. |
| 1605 | **Description:** This edit results if you attempt to originate an ACG record with an Award Amount for the Entire School Year greater than $1300 and the Academic Year Level is 2.<br>Resolution Steps: Adjust the Award Amount for the Entire School Year on the ACG record to a value equal to or less than $1300. |
| 1610 | **Description:** This edit results if you attempt to originate a National SMART Grant record with an Award Amount for the Entire School Year greater than $4000.<br><br>**Resolution Steps:** Adjust the Award Amount for the Entire School Year on the National SMART Grant record to a value equal to or less than $4000. |
| 1620 | **Description:** This edit results if the grant type is ACG and the Academic Year Level is not blank, 0, 1, or 2.<br><br>**Resolution Steps:** Adjust the Academic Year Level to blank, 0, 1, or 2. |
| 1630 | **Description:** This edit results if the grant type is National SMART Grant and Academic Year Level is not blank, 3, 4, or 5.<br><br>**Resolution Steps:** Adjust the Academic Year Level to blank, 3, 4, or 5. |
| 1640 | **Description:** This edit results if you attempt to originate an ACG record with an Award Amount for the Entire School Year greater than $750 and the Academic Year Level is 0 or 1.<br><br>**Resolution Steps:** Adjust the Award Amount for the Entire School Year on the ACG record to a value equal to or less than $750. |
| 1650 | **Description:** This edit results if the grant type is ACG, the Eligibility/Payment Reason is 1, and the High School Program code is blank.<br><br>**Resolution Steps:** Enter a valid High School Program code or adjust the Eligibility/Payment Reason to 2 or 3. |
| 1670 | **Description:** This edit results if the grant type is ACG or National SMART Grant and the Citizenship Status is not blank, 1, or 2.<br><br>**Resolution Steps:** Adjust the Citizenship Status to blank, 1 or 2. |

# Pell, ACG, and National SMART Grant

## *Disbursement End-of-Entry Edits*

| Edit | Description and Resolution Steps |
|---|---|
| 1520, 1530, 1540 and 1660 | The U.S. Department of Education assigns a Funding Methodology to schools which determines when a school can disburse funds.<br><br>**Note:** Edit 1530 applies to Pell Grant disbursement records only. Edit 1660 applies to ACG and National SMART Grant disbursement records only. Edits 1520 and 1540 apply to Pell Grant, ACG, and National SMART Grant disbursement records.<br><br>**Note:** Although EDExpress accepts any date on or after 01/01/2009, the valid 2009-2010 date range for Pell Grant, ACG and National SMART Grant disbursement records is the date the 2009-2010 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2015.<br><br>**1520 – Description:** This edit applies to schools using one of the following funding methods: Just-in-Time Funding, Pushed Cash or Cash Monitoring 1 (CM1). The current date cannot be more than 7 days before the disbursement date.<br><br>**Resolution Steps:** To correct this edit, enter a Pell Grant, ACG or National SMART Grant disbursement date that falls between 01/01/2009 and 09/30/2015 and is no more than 7 days greater than the current date.<br><br>**1530 – Description:** This edit affects schools using the Advanced Pay funding method and the record is a Pell Grant. The current date cannot be more than 30 days before the disbursement date.<br><br>**Resolution Steps:** To correct this edit, enter a Pell Grant disbursement date that falls between 01/01/2009 and 09/30/2015 and is no more than 30 days greater than the current date.<br><br>**1540 – Description:** This edit applies to schools using the Cash Monitoring 2 or Reimbursement funding method. The current date cannot be greater than the disbursement date.<br><br>**Resolution Steps:** To correct this edit, enter a Pell Grant, ACG or National SMART Grant disbursement date that falls between 01/01/2009 and 09/30/2015 and matches the current date<br><br>**1660 – Description:** This edit affects schools using the Advanced Pay funding method and the record is an ACG or National SMART Grant. The current date cannot be more than 7 days before the disbursement date.<br><br>**Resolution Steps:** To correct this edit, enter an ACG or National SMART Grant disbursement date that falls between 01/01/2009 and 09/30/2015 and is no more than 7 days greater than the current date. |
| 1680 | **Description:** This edit occurs if the Award Amount for the Entire School Year is zero.<br>Note: This is a warning edit only and does not stop any save process based on only this edit.<br><br>**Resolution Steps:** If this is an initial award, this record will reject at COD, since zero is not an acceptable award amount on an initial submission. Enter the amount of the Pell Grant, ACG or National SMART Grant in the Award Amount for the Entire School Year field in the External Origination Data file. If this is a correction to an already accepted Pell Grant, ACG or National SMART Grant award and you are zeroing out the previous award amount, COD will accept this and does not need to be changed in the External Origination Data file. |

# TEACH Grant

## *Origination End-of-Entry Edits*

| Edit | Description and Resolution Steps |
|---|---|
| 5001 | **Description:** This edit occurs if Citizenship Status is equal to 3.<br><br>**Resolution Steps:** Change the citizenship status in the External TEACH Grant Data file to 1 (U.S. Citizen), 2 (Non-U.S. Citizen) or blank. |
| 5007 | **Description:** This edit results when the student's date of birth in the External TEACH Grant Data file is blank.<br><br>**Resolution Steps:** Add the student's date of birth in CCYYMMDD format to the External TEACH Grant Data file. |
| 5009 | **Description:** This edit occurs if the Award Amount for the Entire School Year is zero.<br>Note: This is a warning edit only and does not stop any save process based on only this edit.<br><br>**Resolution Steps:** If this is an initial award, this record will reject at COD, since zero is not an acceptable award amount on an initial submission. Enter the amount of the TEACH Grant in the Award Amount for the Entire School Year field in the External TEACH Grant Data file. If this is a correction to an already accepted TEACH award and you are zeroing out the previous award amount, COD will accept this and does not need to be changed in the TEACH Grant External Data file |

## *Disbursement End-of-Entry Edits*

| Edit | Description and Resolution Steps |
|---|---|
| 5102 | **Description:** This edit occurs if a new disbursement sequence is added and current actual disbursement # is not Accepted or Batched.<br><br>**Resolution Steps:** Actual disbursement must be Accepted or Batched before a change is applied to that actual disbursement. Export and transmit actual disbursements. |
| 5104 | **Description:** This edit occurs if the Amount Submitted and the Disbursement Date are the same as the previous Amount Submitted and Disbursement Date for this disbursement number.<br><br>**Resolution Steps:** Change either the Amount Submitted or the Disbursement Date for this disbursement sequence number in the External TEACH Grant Data file so that it is different than the previous disbursement sequence number. |
| 5105 | **Description:** This edit occurs if both the Submitted Amount and Disbursement Date are different than the Submitted Amount and Disbursement Date of the previous transaction for this disbursement number.<br><br>**Resolution Steps:** You may not change both the Submitted Amount and Disbursement Date fields in a single disbursement transaction. Change either the Submitted Amount or the Disbursement Date field in the External TEACH Grant Data file. |
| 5111 | **Description:** This edit occurs if the Funding Method from TEACH Grant School Setup is Advance or Cash Monitoring 1, the Disbursement Release Indicator is true, and current date is more than 7 days prior to the Disbursement Date.<br><br>**Resolution Steps:** Change the Disbursement Date in the External TEACH Grant Data file to be less than or equal to 7 days prior to the current date. |

# Direct Loan

## *Direct Loan General End-of-Entry Edits*

| Edit | Description and Resolution Steps |
|---|---|
| 1025 | **Description:** This edit occurs if the change record importing the borrower default on education loans is set to a Y and an actual disbursement exists.<br><br>**Resolution Steps:** EDExpress prompts you to adjust the actual disbursement to $0 (Disbursement tab) and set default on student loan to Y (Origination tab). Or, you can correct the Import Change file to include the correct data. After corrected, the changes are ready to send to COD. |
| 1180 | **Description:** This edit indicates the anticipated disbursement date is in error, because the dates imported were out of order.<br><br>**Resolution Steps:** You can correct this by ensuring that the anticipated disbursement dates in the import file are listed in ascending order by Disbursement Number. After the dates are corrected, you can reimport the data into EDExpress.<br><br>If you are importing an actual disbursement and receive this error, compare the date of the actual disbursement in the import file with the dates of the subsequent anticipated disbursement(s) in EDExpress. You can then either correct the date of the actual disbursement, if necessary and reimport the file, or you can update the dates of the subsequent anticipated disbursement(s) in EDExpress, send the change to the COD System, and then reimport the Import Change File with the actual disbursement information. |
| 1215 | **Description:** This edit looks at the inactive loan flag. If the inactive loan checkbox is selected, updates to actual disbursements are not allowed.<br><br>**Resolution Steps:** Review the inactive loan flag checkbox in the Loan Information box on the Loans tab. If the loan should be active, you can clear the inactive loan checkbox and then make changes to the disbursement fields. |

## *Direct Loan Origination End-of-Entry Edits*

| Edit | Description and Resolution Steps |
|---|---|
| 1010 | **Description:** You receive this error when the student's date of birth is the same as the parent's date of birth on a PLUS loan.<br><br>**Resolution Steps:** Correct either the student's date of birth or the parent's date of birth. |
| 1035 | **Description:** You receive this error if the dependency status = D for dependent and year in college is six or seven. Graduate students cannot be dependent.<br><br>**Resolution Steps:** Change either the dependency status or the year in college. |
| 1126 | **Description:** You receive this error when the loan period end date is more than 36 months past the loan period start date (must be less than or equal to 1095 days, or 1096 days if February 29th of a leap year falls within the dates)<br><br>**Resolution Steps:** Correct this error by adjusting the loan period start or end date. |
| 1135 | **Description:** You receive this error when the Academic Year End date is more than 36 months past the academic year start date (must be less than or equal to 1095 days, or 1096 days if February 29th of a leap year falls within the dates).<br><br>**Resolution Steps:** Correct this error by adjusting the academic year start or end date. |

# Direct Loan

## *Direct Loan MPN End-of-Entry Edits*

| Edit | Description and Resolution Steps |
|---|---|
| 1065 | **Description:** You receive this error:<br>If the MPN status is changed to S and the current MPN status is not P, or<br>If the current MPN status is not an R and the MPN print indicator is F, on-site custom system.<br>**Resolution Steps:** Change the status to P, then change the status to S. |
| 4006 | **Description:** You receive this error when the MPN status is changed to T and the current MPN status is not N, R, P, S, or M.<br>**Resolution Steps:** Change the current MPN status to R or P. Then, change the MPN status to T. |

# HERA Appendix

## The Higher Education Reconciliation Act (HERA) of 2005

The Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171, created two Title IV grant programs—the Academic Competitiveness Grant (ACG) and the National Science and Mathematics Access to Retain Talent Grant (National SMART Grant). The HERA also extended Federal Direct PLUS Loan (Direct PLUS) eligibility to graduate or professional students.

Origination and disbursement data for ACG, the National SMART Grant, and Grad PLUS are processed through the COD System using the COD Common Record and COD Common Record Response.

In the sections below we provide additional detail and guidance to EDExpress combination users regarding the ACG, National SMART Grant, and Grad PLUS loan, as well as other EDExpress enhancements related to the HERA.

The HERA provides for eligible graduate or professional students to receive Direct PLUS Loans on or after July 1, 2006. The HERA provision did not create a new loan program, but rather, allows a new type of borrower—an eligible graduate or professional student—to borrow under the existing Direct PLUS Loan Program. In EDExpress, a Direct PLUS loan for a graduate or professional student is referred to as a "Grad PLUS" loan.

## *Academic Competitiveness Grant (ACG)*

The Academic Competitiveness Grant (ACG), the first of two Title IV grant programs established by the HERA, is available to students attending at least half-time at degree-granting institutions who are Federal Pell Grant recipients and either U.S. citizens or eligible non-citizens.

All ACG functions performed in EDExpress use existing Pell Grant and COD software functionality, including tabs, menu options, and setup parameters. For example, ACG origination and disbursement data is entered and modified on the Pell Origination and Disburse tabs, respectively, and uses default information established under Pell School and COD System setup.

You can create ACG origination and disbursement records in EDExpress 2009-2010 using the external import record layouts provided in *Volume III, Section 3: Combination System Record Layouts* in this technical reference.

ACG origination and disbursement records are exported under the Pell module as part of the COD Common Record (`CRAA10IN`) export. Processed ACG data is returned by the COD System in the COD Common Record Response (`CRAA10OP`).

### EDExpress Setup Requirements for ACG

If you have already established your Pell School setup in EDExpress, no additional setup is required to process ACG origination and disbursement records. If you have not previously set up EDExpress for Pell, you must complete Pell School setup (**Tools, Setup, COD, School, Pell Payments**) and COD System setup (**Tools, Setup, COD, System**) before you can begin creating ACG records.

Cost of Attendance, while a required field in Pell School setup, is not taken into consideration for ACG.

- Pell School setup enables you to establish the schools for which you want to process ACG originations and disbursements and to specify certain settings that EDExpress will apply when processing ACG records.
- COD System setup enables you to identify the Source Entity ID and other default settings that will be used for ACG processing.

### Origination Add/Change - ACG

The Award ID for ACG records is two bytes shorter than the Award ID for Pell Grant records. The ACG Award ID is based on the student's original Social Security Number (SSN), the Grant Type (A for ACG), the award cycle indicator, the Attended Pell ID, and the origination sequence number.

You can add and modify ACG origination records in EDExpress using Pell Grant, ACG, and National SMART Grant External Origination Add/Change import (`PGEO10OP`) files. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference for the Pell Grant, ACG, and National SMART Grant External Origination Add/Change record layout.

In most cases, data required to add Pell Grant origination records are also required for ACG origination records. The following data elements are required by the COD System for ACG origination records:

- Grant Type (Field #36): Indicates whether you are creating a Pell, ACG, or National SMART Grant origination record.

- Academic Year Level (Field #37): Indicates student's class standing or grade level. Only a college year of 0, 1, or 2 is a valid value for an ACG at the COD System.

- Eligibility/Payment Reason (Field #38): Indicates the reason the school determined the student is eligible for ACG. Valid values are 1 (High School Program), 2 (AP/IB courses), 3 (coursework), or blank.

- High School Program (Field #39): Indicates the state high school program the student completed to qualify for ACG. This field is only required if you provide an Eligibility/Payment Reason (Field #38) of 1 (High School Program). Go to ED's IFAP Web site, located at ifap.ed.gov, for a list of valid high school programs and their values.

In addition to these four fields, other ACG origination fields you must provide to the COD System include the Award Amount for Entire School Year (Field #9), Enrollment Date (Field #14), and CPS Transaction Number (Field #18). The Pell Grant, ACG, and National SMART Grant External Origination Add/Change record layout in *Volume III, Section 3: Combination System Record Layouts* of this technical reference indicates valid values for the record layout fields used to add Pell, ACG, and National SMART records.

The ACG External Origination Change process uses the same record layout and message class (`PGEO10OP`) as the Pell Grant, ACG, and National SMART Grant External Origination Add. As with Pell Grant records, you are only required to provide the ACG origination fields and data that are to be modified, along with a few key fields (such as Award ID), for the file to be imported into EDExpress. Any fields not modified should be submitted as filler in your import file.

## Disbursement Add/Change - ACG

You can add and modify ACG disbursement records in EDExpress using Pell Grant, ACG, and National SMART Grant External Disbursement Add/Change import (`PGED10OP`) files. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference for the Pell Grant, ACG, and National SMART Grant External Disbursement Add/Change record layout.

All fields required to add or modify a Pell Grant disbursement record are also required to add or modify an ACG disbursement record. Use the following rules to add or modify ACG disbursement data with the Pell Grant, ACG, and National SMART Grant External Disbursement Add/Change import file:

- You must have an ACG origination record created in EDExpress for a student before you can add an ACG disbursement record for that student using a Pell Grant, ACG, and National SMART Grant External Disbursement Add/Change file.

- The ACG Award ID you provide for a student record in a Pell Grant, ACG, and National SMART Grant External Disbursement

Add/Change file must match the Award ID of that student's ACG origination record.

- You must have an ACG disbursement record created in EDExpress for a student record before you can modify that ACG disbursement using a Pell Grant, ACG, and National SMART Grant External Disbursement Add/Change file.

Although EDExpress accepts any date on or after 01/01/2009, the valid 2009-2010 date range for ACG disbursement records is the date the 2009-2010 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2015.

The valid 2009-2010 disbursement date range for ACG records is 1/1/2009 to 9/30/2015.

## ACG Electronic Statement of Account (ESOA)

You can import the ACG-specific version of the Electronic Statement of Account (ESOA) generated by the COD System by selecting **File, Import, Pell, Electronic Statement of Account**.

To view or print imported ACG ESOA reports, go to **File**, **Print**, **Pell**, select **ESOA** as the Report, then select **ACG** as the Grant Type. As with the Pell ESOA report, you can print ACG data from a single ESOA file (by Document ID) or all ESOA data for a particular Reporting Entity ID.

## *National SMART Grant*

The National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), the second of two Title IV grant programs established by the HERA, is available to students attending at least half-time at degree-granting institutions who are Federal Pell Grant recipients and U.S. citizens or eligible non-citizens.

As with the ACG, all National SMART Grant functions performed in EDExpress use existing Pell Grant and COD software functionality, including tabs, menu options, and setup parameters. For example, National SMART Grant origination and disbursement data is entered and modified on the Pell Origination and Disburse tabs, respectively, and uses default information established under Pell School and COD System setup.

You can create National SMART Grant origination and disbursement records in EDExpress 2009-2010 using the external import record layouts provided in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

National SMART Grant origination and disbursement records are exported under the Pell module as part of the COD System Common Record (`CRAA10IN`) export. Processed National SMART Grant data is returned by the COD System in the COD Common Record Response (`CRAA10OP`).

## EDExpress Setup Requirements for National SMART Grant

If you have already established your Pell School setup in EDExpress, no additional setup is required to process National SMART Grant origination and disbursement records. If you have not previously set up EDExpress for Pell, you must complete Pell School setup (**Tools**, **Setup**, **COD**, **School, Pell Payments**) and COD System setup (**Tools**, **Setup**,

**COD**, **System**) before you can begin creating National SMART Grant records.

- Pell School setup enables you to establish the schools for which you want to process National SMART Grant originations and disbursements and to specify certain settings that EDExpress will apply when processing National SMART Grant records.

- COD System setup enables you to identify the Source Entity ID and other default settings that will be used for National SMART Grant processing.

Cost of Attendance, while a required field in Pell School setup, is not taken into consideration for the National SMART Grant.

## Origination Add/Change – National SMART Grant

You can add and modify National SMART Grant origination records in EDExpress using Pell Grant, ACG, and National SMART Grant External Origination Add/Change import (`PGEO10OP`) files. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference for the Pell Grant, ACG, and National SMART Grant External Origination Add/Change record layout.

The Award ID for National SMART Grant records is two bytes shorter than the Award ID for Pell records. The National SMART Award ID is based on the student's original Social Security Number (SSN), the Grant Type (T for National SMART Grant), the award cycle indicator, the Attended Pell ID, and the origination sequence number.

In most cases, data required to add Pell Grant origination records are also required for National SMART Grant origination records. The following data elements are required by the COD System for National SMART Grant origination records:

- Grant Type (Field #36): Indicates whether you are creating a Pell Grant, ACG, or National SMART Grant origination record.

- Academic Year Level (Field #37): Indicates student's class standing or grade level. Only a college year of 3, 4, or 5 is a valid value for a National SMART Grant at the COD System.

- CIP Code (Field #40): Indicates the student's major, or Classification of Instruction Program (CIP) code, that justifies National SMART Grant eligibility. Go to ED's IFAP Web site, located at ifap.ed.gov, for a current list of eligible majors and their corresponding CIP Code.

In addition to these three fields, other National SMART Grant origination fields you must provide to the COD System in your file include the Award Amount for Entire School Year (Field #9), Enrollment Date (Field #14), and CPS Transaction Number (Field #18). The Pell Grant, ACG, and National SMART Grant External Origination Add/Change record layout in *Volume III, Section 3: Combination System Record Layouts* of this technical reference indicates valid values for the record layout fields used to add Pell, ACG, and National SMART Grant records.

The National SMART Grant External Origination Change process uses the same record layout and message class (`PGEO10OP`) as the Pell External Origination Add. As with Pell Grant records, you are only required to provide the National SMART Grant origination fields and data that are to be modified, along with a few key fields (such as Award ID), for the file to be imported into EDExpress. Any fields not modified should be submitted as filler in your import file.

## Disbursement Add/Change – National SMART Grant

You can add and modify National SMART Grant disbursement records in EDExpress using Pell Grant, ACG, and National SMART Grant External Disbursement Add/Change import (`PGED10OP`) files. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference for the Pell Grant, ACG, and National SMART Grant External Disbursement Add/Change record layout.

All fields required to add or modify a Pell Grant disbursement record are also required to add or modify a National SMART Grant disbursement record. Use the following rules to add or modify National SMART Grant data using the Pell Grant, ACG, and National SMART Grant External Disbursement Add/Change import file:

- You must have a National SMART Grant origination record created in EDExpress for a student record before you can add a National SMART Grant disbursement record for that student using a Pell Grant, ACG, and National SMART Grant External Disbursement Add/Change file.
- The National SMART Grant Award ID you provide for a student record in a Pell Grant, ACG, and National SMART Grant External Disbursement Add/Change file must match the Award ID of that student's National SMART Grant origination record.
- You must have a National SMART Grant disbursement record created in EDExpress for a student record before you can modify that National SMART Grant disbursement using a Pell Grant, ACG, and National SMART Grant External Disbursement Add/Change file.

Although EDExpress accepts any date on or after 01/01/2009, the valid 2009-2010 date range for National SMART Grant disbursement records is the date the 2009-2010 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2015.

The valid 2009-2010 disbursement date range for National SMART Grant records is 1/1/2009 to 9/30/2015.

## National SMART Grant Electronic Statement of Account (ESOA)

You can import the National SMART Grant-specific version of the Electronic Statement of Account (ESOA) generated by the COD System by selecting **File**, **Import**, **Pell**, **Electronic Statement of Account**.

To view or print imported National SMART Grant ESOA reports, go to **File**, **Print**, **Pell**, select **ESOA** as the Report, then select **National SMART Grant** as the Grant Type. As with the Pell ESOA report, you can print National SMART Grant data from a single ESOA file (by Document ID) or all ESOA data for a particular Reporting Entity ID.

## *Graduate PLUS Loans*

As a result of the HERA, graduate or professional students are now eligible to borrow under the Federal Direct PLUS Loan Program, effective with loans originated on or after July 1, 2006. The terms and conditions of the Direct Graduate and Professional Student PLUS Loan (Grad PLUS) are the same as those that apply to a PLUS loan made to parents of dependent undergraduates.

All Grad PLUS loan functions performed in EDExpress use existing Direct Loan and COD software functionality, including tabs, menu options, and default Direct Loan and COD setup and default settings. For example, Grad PLUS origination and disbursement data is entered and modified on the Direct Loan Origination and Disburse tabs and uses default information established under Direct Loan School and COD System setup.

As with PLUS loans, Grad PLUS loans are designated as a loan type P in the Loan ID generated when you originate.

Users can create Grad PLUS loan origination and disbursement records in EDExpress 2009-2010 using the external import record layouts provided in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Direct Loan print options enable you to print MPNs, MPN Manifests, and Disclosure Statements for Grad PLUS loan records separately from PLUS loan records.

Grad PLUS loan origination and disbursement data are exported under the Direct Loan module as part of the COD Common Record (`CRAA10IN`) export. Processed Grad PLUS loan data is returned by the COD System in the COD Common Record Response (`CRAA10OP`) and MPN Response (`CRPN10OP`) files.

## EDExpress Setup Requirements for Grad PLUS Loans

If you have already set up EDExpress to process loan records, no additional setup is necessary. If you have not previously set up and used EDExpress for processing loans, before processing Grad PLUS loan records you must set up the following EDExpress COD system options by selecting **Tools**, **Setup**, **COD**:

- **School.** Enables you to establish the schools for which you want to process Grad PLUS loans, as well as specify certain settings that EDExpress can apply when processing loan data. The PLUS Loan Fee Percentage and PLUS Interest Rebate Percentage apply to both the Grad PLUS loan and the PLUS loan.
- **System.** Enables you to identify the Source Entity ID, as well as certain other default settings for loan processing.
- **Disbursement.** Enables you to set up disbursement profile codes to store disbursement dates, academic years, and loan periods you use at your school. Like PLUS loans, Grad PLUS loans can have up to four disbursements.

## External Add – Grad PLUS Loans

You can add Graduate PLUS loan records to EDExpress 2009-2010 using Direct Loan External Import Loan Origination Add (`DIEA10OP`) files. Refer to *Volume III, Section 3: Combination System Record Layouts* in this technical reference for the updated Direct Loan External Import Loan Origination Add record layout.

In most cases, data required to add PLUS origination records are also required for Grad PLUS origination records, with some exceptions. Note the following:

- Loan Identifier (Field #1): As with PLUS loans, use Loan Type P in the Loan ID for Grad PLUS loans.
- Import Type Code (Field #2): Use Import Type Code GA to indicate you are creating a Grad PLUS origination record.
- Loan Type (Field #4): Use Loan Type G to indicate you are creating a Grad PLUS origination record.
- Borrower Demographic Fields (Field #7 through Field #20): The student is the borrower for Grad PLUS loans, so you only need to provide borrower information once in Field #7 through Field #20. You do not need to duplicate this information in the student demographic fields (Field #34 through Field #45) in your file.
- MPN ID (Field #76): As with PLUS loans, use Loan Type N in the MPN ID for Grad PLUS loans.
- CPS Transaction Number (Field #79): While a valid CPS Transaction Number (01-99) is not required by EDExpress for Grad PLUS origination records, you should ensure the student has a valid ISIR on file with the CPS.

For more information, see the External Import Loan Origination Add file (`DIEA10OP`) record layout in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

As with other loan types, EDExpress automatically performs the origination process for Grad PLUS records following import of an External Import Loan Origination Add file if the records contain all of the fields required for origination. For more information on origination record data that must be entered in EDExpress to perform the origination process for Grad PLUS records (and other loan types), see the section "Direct Loan Fields Required for Origination" earlier in this document.

## External Change – Grad PLUS Loans

You can modify Grad PLUS loan origination and disbursement records in EDExpress using Direct Loan External Import Change (`DIEC10OP`) files. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference for the Direct Loan External Change record layout and Direct Loan External Import Change Field Numbers.

The Direct Loan External Import Change process functions the same for Grad PLUS records as for other loan types. Each record in your Direct Loan External Import Change file must contain the borrower's loan ID, the field number of the field to be updated, and the updated value.

## Grad PLUS MPN and MPN Manifest

You can print Grad PLUS MPNs and Grad PLUS MPN Manifests separately from PLUS MPNs and PLUS MPN Manifests by selecting **File, Print, Direct Loan**.

As with PLUS loans, the Grad PLUS MPN ID uses N for the Loan Type.

The rules for multi-year use and expiration of the PLUS MPN are the same for both PLUS and Grad PLUS borrowers. The same MPN form is

used for both PLUS and Grad PLUS loan records, although the two loan types must be sent to the COD System in separate MPN Manifests.

MPN manifests containing Grad PLUS loans can be regenerated in EDExpress in the same manner as other loan types by clicking **File, Print, Direct Loan and selecting Manifest Document Regeneration**.

A revised Direct PLUS Loan MPN was available for users as of October 2007. EDExpress 2009-2010 Release 2.0 prints Grad PLUS MPNs using the revised form. You should discontinue using the PLUS MPN addendum and all paper PLUS MPN forms printed prior to October 2007 and begin using the revised form immediately.

The same Direct PLUS MPN form is used for both Grad PLUS and PLUS loans. When you select the report type to print, the following statements print in Section A:

| Report Type | Printed Statement |
|---|---|
| MPN-PLUS | I am a Parent of a Dependent Undergraduate Student |
| MPN-Grad PLUS | I am a Graduate or Professional Student |

## Grad PLUS Disclosure Statements

You can print Disclosure Statements for Grad PLUS loan records separately from Disclosure Statements for PLUS loan records by selecting **File, Print, Direct Loan**.

Your school can print Disclosure Statements onsite for your Grad PLUS borrowers or request that the COD System print and mail them to the borrower instead. For more information on setting up the Disclosure Print Indicator in EDExpress Direct Loan setup to indicate your preference, see the help topic "Disclosure Statement Print Indicator" in the EDExpress 2009-2010 software.

As with a PLUS loan, you cannot print a Grad PLUS Disclosure Statement in EDExpress unless the credit decision status is **A** (Credit approved), **C** (Credit overridden; new credit information provided), or **E** (Credit overridden; endorser OK).

ED has produced PDF versions of the Disclosure Statement documents.

- Print specifications for the PLUS Disclosure Statement are available in *Volume VI, Section 7: Print Specifications and Forms* of this technical reference.
- PDF versions of the PLUS Disclosure Statement are available on the Direct Loan Web site (ed.gov/offices/OSFAP/DirectLoan/mpn.html).

Plain Language Disclosures (PLDs) for PLUS is available to order. Word versions of the PLDs have also been produced.

- The paper PLDs are available for schools to order in bulk from the Federal Student Aid's online publication ordering system Web site (fsapubs.org/).

- Word versions of the PLDs are available on the Direct Loan Web site (ed.gov/offices/OSFAP/DirectLoan/mpn.html).

# Where to Get More Information

For more information regarding the HERA and the EDExpress software, the COD System, and other Federal Student Aid systems, consult the following:

- **2009-2010 COD Technical Reference, Volumes I, II, and VI**, available in the Technical References and Guides section of fsadownload.ed.gov.

- **Dear Partner/Colleague Letters** related to the HERA. Go to ED's Information for Financial Aid Professionals (IFAP) Web site, located at ifap.ed.gov, and look for the prominent link to HERA-related documents.

- **EDExpress for Windows 2009-2010, Release 1.0 and Release 2.0 Desk References** (HERA Addendums), available in the Software and Associated Documents section specific to EDExpress for Windows 2009-2010 on fsadownload.ed.gov.

- **CPS/SAIG Technical Support**. If you need technical support for EDExpress, call CPS/SAIG Technical Support at

  - (800) 330-5947

  - (800) 511-5806 - TDD/TTY

  Technical support representatives are available 8 a.m.–8 p.m. ET, Monday through Friday, excluding federal holidays. If you prefer, you can e-mail inquiries to CPSSAIG@ed.gov. A technical support specialist will respond to your e-mail within one business day.

- COD School Relations Center. If you have questions about the COD System, contact the COD School Relations Center at 800/4PGRANT (800/474-7268) for ACG, National SMART Grant, and Pell Grant or 800/848-0978 for Direct Loan. You can also e-mail CODSupport@acs-inc.com.

- **Federal Student Aid's Research and Customer Care Center (RCCC)**. If you have other questions regarding the HERA, contact the RCCC at (800) 433-7327 or (202) 275-5532 (fax). You can also e-mail the RCCC at fsa.customer.support@ed.gov. Hours are 9 a.m. to 5 p.m. ET, Monday through Friday, excluding federal holidays.

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# TEACH Grant Appendix

## Teacher Education Assistance for College and Higher Education Grant

The College Cost Reduction and Access Act (the CCRAA), Pub.L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009 award year. The TEACH Grant Program provides up to $4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan (Direct Loan) Program.

Before receiving a TEACH Grant, a student must complete a TEACH Grant Agreement to Serve (ATS), using the ATS Web site, for each year in which a TEACH Grant is awarded. The ATS Web site is located at teach-ats.ed.gov. The ATS explains the teaching service requirements that a student must meet in exchange for receiving a TEACH Grant, specifies the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the student's agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement, if he or she does not meet the requirements of the TEACH Grant Program. The ATS also provides information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan. The TEACH Grant Web site is teachgrant.ed.gov.

TEACH Grant functionality is installed as a separate module in EDExpress 2009-2010, Release 2.0, enabling you to create, export, and import TEACH Grant origination and disbursement records. You can also import ATS and Booking Notification Response files received from the COD System.

Origination and disbursement data for the TEACH Grant is processed through the COD System using the COD Common Record and COD Common Record Response (`CRAA10OP`). EDExpress enables you to export TEACH Grant origination and disbursement records separately or in the same Common Record file (`CRAA10IN`) with Direct Loan and Pell module records. You can also print reports and lists from the TEACH module, as well as print existing reports from the COD module that have been updated to include TEACH Grant data.

In the sections below we provide additional detail and guidance to EDExpress combination users regarding the TEACH Grant, as well as other EDExpress enhancements related to the TEACH Grant.

# EDExpress Setup Requirements for the TEACH Grant

## *COD Setup*

Before processing TEACH Grant records, you must set up the following COD system options. From the menu bar, select **Tools, Setup**, then choose COD.

- **School** – TEACH Grant School setup enables you to establish the school profile information and default options and settings that will apply when processing TEACH Grant origination and disbursement records. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **School**, **TEACH** to access School setup.

  The values for Funding Method are:

  - 1 (Advance Pay)
  - 2 (Cash Monitoring 1 – CM1)
  - 3 (Cash Monitoring 2 – CM2)
  - 4 (Reimbursement)

  Selecting the **Default School?** checkbox automatically fills the Add TEACH dialog box with the School OPE ID and Federal School Code that you enter in School Setup. It automatically fills the OPE ID and Federal School Code on the Import dialog box when importing Origination Data – ISIRs into TEACH, as well as on the Print dialog box for TEACH reports.

  If you want to calculate disbursements using pennies, select the **Calculate Amounts Using Pennies?** checkbox.

- **System** – The TEACH Grant section of System setup enables you to identify the Source Entity ID and other default settings that will be used for TEACH Grant processing. In COD System setup, you can elect to combine TEACH Grant, Pell Grant (including the ACG and National SMART Grant), and Direct Loan records when you export a COD Common Record file. You can override the Combine Files function from the Export dialog box when a COD Common Record file is exported. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **System** to access System setup.

- **Disbursement** – Disbursement setup enables you to establish disbursement profile codes for the TEACH Grant. Disbursement Profile setup is required prior to originating TEACH Grant records. You can establish disbursement profiles for TEACH Grants only or combine a profile with Pell Grant and/or Direct Loan. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **Disbursement** to access Disbursement Profile setup. You can enter up to 20 disbursements. The disbursement date must be on or after 01/01/2009.

Only the first six digits of the School OPE ID are required.

## Security Groups Setup

The Security Groups dialog box includes a tab for TEACH Grant security setup, enabling you to assign access privileges to specific TEACH Grant functions by groups of users. Select **Tools**, **Setup** from the menu bar, then choose **Global**, **Security Groups**.

## User Database Setup

The User Database (**Tools**, **Setup**, **Global**, **User Database**) in EDExpress can be used, for example, to track TEACH Grant award criteria. You could create "YES OR NO" fields for items such as students receiving comment code 281 on their ISIRs, students scoring above the 75th percentile on college admissions tests, or students maintaining a cumulative GPA of at least 3.25.

# Origination and Disbursement Add/Change

You can create or modify TEACH origination and actual disbursement records by importing an external TEACH Grant Data file. Follow the External TEACH Grant Data record layout (`TGED10OP`) in the 2009-2010 Common Origination and Disbursement (COD) Technical Reference, Volume III, Section 3 to create or modify an ASCII file of the required data and import the file into EDExpress. You should also refer to the TEACH Grant Data record layout for the relationship between the Disbursement Profile Code and disbursements. TEACH Grants can have up to 20 disbursements. Disbursement dates must be 01/01/2009 or later. Select File, Import from the menu bar, then choose TEACH, External TEACH Grant Data (TGED).

The technical reference is available for download in Adobe PDF format from ED's Federal Student Aid Download (FSAdownload) Web site at fsadownload.ed.gov.

## *Origination Data Elements*

The data elements for origination are:

- CPS Transaction #
- College Grade Level
- Enrollment Date
- Award Amount for Entire School Year
- Disbursement Profile Code
- Teacher Expert Indicator
- School Internal Sequence Number
- Origination Cross Reference

## Agreement to Serve (ATS)

Each year, the student must sign a TEACH Grant ATS electronically at this Department of Education Web site: teach-ats.ed.gov. The ATS cannot be printed from EDExpress. The TEACH Grant ATS specifies the terms and conditions by which a recipient must abide.

When the student completes an ATS online, an ATS Response file (`CRAT10OP`) is generated by the COD System and sent to the school's SAIG mailbox. ATS Responses indicate an accepted, rejected, or pending status. To import ATS Responses, select **File**, **Import** from the menu bar, then choose **TEACH**, **COD Common Record Response**. When you import this response file, EDExpress updates the ATS Information on the TEACH Grant origination record with the ATS ID and ATS Status (Accepted, Rejected, or Pending).

When you import an ATS Response file (`CRAT10OP`) containing ATS data for which there is no TEACH origination record in EDExpress, the Import Records Edit Report indicates that there is no matching TEACH origination. If the student is attending your school and you have verified the student is eligible to receive a TEACH Grant, create an origination record in EDExpress and submit it to COD. The ATS Status in EDExpress updates to **Accepted** after you import the COD Response file.

When you submit a TEACH Grant origination for which an accepted ATS already exists in the COD System, the ATS status is returned in the Origination Response file (`CRAA10OP`) indicating an accepted ATS is already on file and updates the ATS Status in EDExpress to **Accepted**.

When a TEACH Grant origination is received in the COD System for which no accepted ATS is on file, the ATS Status **Rejected** is returned in the Origination Response (`CRAA10OP`). After the ATS for that student's TEACH Grant award is received in the COD System, the ATS Response file (`CRAT10OP`) is created and returned to the school. When the school imports the file into EDExpress, the ATS ID is updated and the ATS Status is changed to **Accepted**.

# Where to Get More Information

- EDExpress for Windows 2009-2010 Online Help. For basic guidance and information on using the EDExpress software, select **Help, Help Topics** from the EDExpress menu bar. You can view the main list of EDExpress Help topics by module on the **Contents** tab or scroll through available Help topics on the **Index** tab.

- The TEACH Grant page of the U.S. Department of Education's (ED's) Web site Student Aid on the Web, located at teachgrant.ed.gov.

- The TEACH Agreement to Serve Web site, located at teach-ats.ed.gov.

- Electronic announcements and Dear Colleague letters related to the TEACH Grant. Go to ED's Information for Financial Aid Professionals (IFAP) Web site, located at ifap.ed.gov, and check the Electronic Announcements and Dear Partner/Colleague Letters sections under Letters & Bulletins.

- The *2009-2010 Common Origination and Disbursement (COD) Technical Reference* available in the Technical References and Guides section of fsadownload.ed.gov.

- If you need technical support for EDExpress, call CPS/SAIG Technical Support at:

  - (800) 330-5947

  - (800) 511-5806 (TDD/TTY)

  Technical support representatives are available 8 a.m. to 8 p.m. ET, Monday through Friday, excluding federal holidays. If you prefer, you can e-mail inquiries to CPSSAIG@ed.gov. A technical support specialist will respond to your e-mail within one business day.

- For questions regarding TEACH Grant processing or questions related to the Common Record layout, contact the COD School Relations Center at:

  - (800) 474-7268, for Grants

  - (800) 848-0978, for Direct Loans.

  You can also e-mail CODSupport@acs-inc.com.

- If you have other questions regarding the TEACH Grant, contact Federal Student Aid's Research and Customer Care Center (RCCC) at (800) 433-7327 or (202) 275-5532 (fax). You can also e-mail the RCCC at fsa.customer.support@ed.gov. Hours are 9 a.m. to 5 p.m. ET, Monday through Friday, excluding federal holidays.

# Combination System Message Classes

VOLUME III
SECTION 2

*This section contains the COD System message classes and EDExpress message classes used for the Federal Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan programs.*

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# Overview of Message Classes

This section contains the COD System message classes and EDExpress message classes for Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent (National SMART Grant) Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and Direct Loan. All message classes are named from the user perspective.

- The first four characters of the message class identify the type of data.
- The two numbers that follow refer to the cycle year.
- The last two characters of the message class identify the data as input (`IN`) sent to the processor or output (`OP`) received from the processor.
    - Files that are exported from EDExpress are assigned the letters `IN` within the message class.
    - Files that are imported into EDExpress are assigned the letters `OP` within the message class.

# Program-Specific EDExpress Message Classes

## *Pell Grant, ACG, and National SMART Grant Message Classes*

"N/A" in the Sent or Received by School or Document Type column indicates that this does not apply to this message class.

| Message Class | Sent or Received by School | Document Type | Data Type | Record Length |
|---|---|---|---|---|
| PGEO10OP | N/A | N/A | Pell Grant, ACG, and National SMART Grant External Origination Add/Change Record (from external source into EDExpress) | 350 |
| PGED10OP | N/A | N/A | Pell Grant, ACG, and National SMART Grant External Disbursement Add/Change Record (from external source into EDExpress) | 108 |

## *Direct Loan Message Classes*

"N/A" in the Sent or Received by School or Document Type column indicates that this does not apply to this message class.

| Message Class | Sent or Received by School | Document Type | Data Type | Record Length |
|---|---|---|---|---|
| DEER10IN | N/A | #F | External Loan Data (exports from EDExpress into an external source for combination schools) | N/A |
| DIEA10OP | N/A | #O | External Loan Origination Add File (imports from external source into EDExpress for combination schools) | 697 |
| DIEC10OP | N/A | #P | External Change Record (imports from external source into EDExpress for combination schools) | 580 |

## *TEACH Grant Message Classes*

"N/A" in the Sent or Received by School or Document Type column indicates that this does not apply to this message class.

| Message Class | Sent or Received by School | Document Type | Data Type | Record Length |
|---|---|---|---|---|
| TGED10OP | N/A | N/A | TEACH Grant External Data Add/Change Record (from external source into EDExpress) | 1105 |

# COD System Message Classes Used by EDExpress

## COD System Data Types

| Message Class | Sent or Received by School | Data Type | Record Format |
|---|---|---|---|
| CRAA10IN | Sent | COD System Data File | XML |
| CRAA10OP | Received | COD System Response | XML |
| CRRC10OP | Received | COD System Receipt | XML |
| CRWB10OP | Received | COD System Web-generated Response (generated by activity on the COD System Web site) | XML |
| CRND10OP | Received | Pell Grant, ACG, and National SMART Grant Negative Disbursement (system-generated) | XML |
| CRBN10OP | Received | Direct Loan and TEACH Grant Booking Notification | XML |
| CRCO10OP | Received | Direct Loan Credit Decision Override | XML |
| CRPN10OP | Received | Direct Loan Promissory Note Response | XML |
| CRPS10OP | Received | Direct Loan Payment to Servicing | XML |
| CRAT10OP | Received | ATS Note Acknowledgement | XML |
| CRAC10OP | Received | TEACH Grant Initial and Subsequent Counseling Acknowledgement | XML |

## COD System Pell Grant Reports

"N/A" in the Data Request Type column indicates that this does not apply to this message class.

| Message Class | Sent or Received by School | Data Type | Record Format | Data Request Type |
|---|---|---|---|---|
| PGRQ10IN | Sent | Pell Grant Data Requests | Fixed length | N/A |
| PGRA10OP | Received | Pell Grant Data Request Response | Fixed length | N/A |
| PGAS10OP | Received | Pell Grant Electronic Statement of Account (ESOA) | Fixed length | S |
| PGMR10OP | Received | Pell Grant Multiple Reporting Record (MRR) | Fixed length | M |
| PGRC10OP | Received | Pell Grant Reconciliation Report | Fixed length | R |
| PGYR10OP | Received | Pell Grant Year-to-Date Record | Fixed length | Y |
| PGSN10OP | Received | Pell Grant, ACG, and National SMART Grant SSN/Name/Date of Birth Change Report | Pre-formatted | N/A |
| PGTX10OP | Received | Pell Grant Text File | Text file | N/A |
| PGPD10OP | Received | Pell Grant Pending Disbursement Report | Pre-formatted | N/A |

## COD System Pell Grant Reports (continued)

| Message Class | Sent or Received by School | Data Type | Record Format | Data Request Type |
|---|---|---|---|---|
| PGFD10OP | Received | Pell Grant Funded Disbursement Report | Pre-formatted | N/A |
| PGVR10OP | Received | Pell Grant Verification Status Report | Pre-formatted | V |
| PGPR10OP | Received | Pell Grant POP Report | Pre-formatted | P |

## COD System ACG Reports

"N/A" in the Data Request Type column indicates that this does not apply to this message class.

| Message Class | Sent or Received by School | Data Type | Record Format | Data Request Type |
|---|---|---|---|---|
| AGRQ10IN | Sent | ACG Data Requests | Fixed length | N/A |
| AGRA10OP | Received | ACG Data Request Response | Fixed length | N/A |
| AGAS10OP | Received | ACG Electronic Statement of Account (ESOA) | Fixed length | S |
| AGMR10OP | Received | ACG Multiple Reporting Record (MRR) | Fixed length | M |
| AGRC10OP | Received | ACG Reconciliation Report | Fixed length | R |
| AGYR10OP | Received | ACG Year-to-Date Record | Fixed length | Y |
| PGSN10OP | Received | Pell Grant, ACG, and National SMART Grant SSN/Name/Date of Birth Change Report | Pre-formatted | N/A |
| AGTX10OP | Received | ACG Text File | Text file | N/A |
| AGPD10OP | Received | ACG Pending Disbursement Report | Pre-formatted | N/A |

## COD System National SMART Grant Reports

"N/A" in the Data Request Type column indicates that this does not apply to this message class.

| Message Class | Sent or Received by School | Data Type | Record Format | Data Request Type |
|---|---|---|---|---|
| SGRQ10IN | Sent | National SMART Grant Data Requests | Fixed length | N/A |
| SGRA10OP | Received | National SMART Grant Data Request Response | Fixed length | N/A |
| SGAS10OP | Received | National SMART Grant Electronic Statement of Account (ESOA) | Fixed length | S |
| SGMR10OP | Received | National SMART Grant Multiple Reporting Record (MRR) | Fixed length | M |
| SGRC10OP | Received | National SMART Grant Reconciliation Report | Fixed length | R |

## COD System National SMART Grant Reports (continued)

| Message Class | Sent or Received by School | Data Type | Record Format | Data Request Type |
|---|---|---|---|---|
| SGYR10OP | Received | National SMART Grant Year-to-Date Record | Fixed length | Y |
| PGSN10OP | Received | Pell Grant, ACG, and National SMART Grant SSN/Name/Date of Birth Change Report | Pre-formatted | N/A |
| SGTX10OP | Received | National SMART Grant Text File | Text file | N/A |
| SGPD10OP | Received | National SMART Grant Pending Disbursement Report | Pre-formatted | N/A |

## COD System Direct Loan Reports

| Message Class | Sent or Received by School | Data Type | Record Format |
|---|---|---|---|
| DIWR10OP | Received | 30 Day Warning Report | Pre-formatted |
| DIAA10OP | Received | Pending Disbursement List | Pre-formatted |
| DIAO10OP | Received | Funded Disbursement List | Pre-formatted |
| DSDF10OP | Received | School Account Statement (SAS)<br>(Loan Detail – Disbursement Level, can be used in conjunction with DL Tools) | Fixed length |
| DSLF10OP | Received | School Account Statement (SAS)<br>(Loan Detail – Loan Level, can be used in conjunction with DL Tools) | Fixed length |
| DUPLPFOP | Received | Duplicate Student Borrower Report | Pre-formatted |
| SNDCPFOP | Received | SSN/Name/Date of Birth Change Report | Pre-formatted |
| INACPFOP | Received | Inactive Loan Report | Pre-formatted |
| CODRBFOP | Received | Rebuild File (Used in conjunction with DL Tools) | Fixed length |
| DECFENOP | Received | Entrance Counseling Results From Servicing Web site | Fixed length |
| DLFFEXOP | Received | Exit Counseling Results From Servicing Web site | Fixed length |
| ED04DQOP | Received | Delinquent Borrowers Report | Pre-formatted |
| MPNDISOP | Received | MPN Discharge Report | Fixed Length |
| MPNINAOP | Received | Expired MPN Report | Fixed Length |
| MPNEXPOP | Received | MPNs Due to Expire Report | Fixed Length |

## COD System TEACH Grant Reports

| Message Class | Sent or Received by School | Data Type | Record Format |
|---|---|---|---|
| THMR10OP | Received | TEACH Grant Multiple Reporting Record (MRR) | Fixed length |
| THPD10OP | Received | Pending Disbursement List | Pre-formatted |
| THIGPFOP | Received | Inactive Grants Report | Pre-formatted |
| THSNPFOP | Received | SSN/Name/Date of Birth Change Report | Pre-formatted |
| THSM10OP | Received | School Account Statement (Monthly) | Comma-delimited |
| THSY10OP | Received | School Account Statement (Year-to-Date) | Comma-delimited |
| THRB10OP | Received | Rebuild File (Origination and Disbursement Detail) | Fixed-length |
| ATSDISOP | Received | ATS Discharge Report | Fixed-length |
| THFFEXOP | Received | TEACH Exit Counseling Results | Fixed-length |

# Combination System Record Layouts

VOLUME III
SECTION 3

*This section contains the record layouts that must be followed to import external files of Federal Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan program data into the EDExpress software. The Direct Loan External Export record layout is also included.*

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# Pell Grant, ACG, and National SMART Grant Combination Layouts

## *PGEO10OP: Pell Grant, ACG, and National SMART Grant External Origination Add/Change Record*

Under the Processing Notes/Edits column, "A" indicates the field is applicable for ACG, "P" indicates the field is applicable for Pell Grant, and "T" indicates the field is applicable for National SMART Grant.

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 23 | 23 | A/N | Award ID<br><br>Unique number used to identify an origination record in the EDExpress database | For Pell Grant records:<br>Format: 999999999XX201099999900<br><br>Where:<br>SSN = 001010001 to 999999999<br>Name Code = XX or blank (see Field #3 of this record layout for valid content of the Name Code)<br>Year Indicator = 2010<br>Valid Attended Pell ID = 999999<br>Orig Sequence Number = 00<br><br>For ACG or National SMART Grant records:<br>Format: 999999999X10999999001<br><br>Where:<br>SSN = 001010001 to 999999999<br>Grant Type = A (ACG) or T (National SMART Grant)<br>Year Indicator = 10<br>Valid Attended PELL ID = 999999<br>Origination Sequence Number = 001 to 999 | A/P/T<br><br>This field required when processing an External Change Record | Left |
| 2 | 24 | 32 | 9 | N | Original SSN<br><br>Student's SSN from original FAFSA | 001010001 to 999999999 | A/P/T | Left |
| 3 | 33 | 34 | 2 | A | Original Name Code<br><br>Student's name code from original FAFSA | Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Blank = No last name | A/P/T<br><br>Period, apostrophe and dash are only valid for the 2nd character of the Name Code. The first character must be a letter if Name Code is not blank. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 4 | 35 | 40 | 6 | N | Attended Campus Pell-ID<br><br>Pell-ID of attended campus<br><br>Institution must change award amounts for student at original attended campus as necessary | Valid Pell-ID | A/P/T<br><br>Change creates new origination record | Left |
| 5 | 41 | 45 | 5 | A/N | Filler | Blank | Reserved for future expansion | Left |
| 6 | 46 | 58 | 13 | A/N | Origination cross-reference<br><br>This field can contain any cross-reference information useful to the institution to identify student records internally | Institution defined<br><br>Any character except the pipe("\|") | A/P/T<br><br>No editing is applied | Left |
| 7 | 59 | 59 | 1 | A | Action Code<br><br>Code to indicate action to be taken | Will always be blank | Reserved for future expansion | Left |
| 8 | 60 | 67 | 8 | N | Award amount for entire school year<br><br>Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire grant award year | 0 to 9<br>Dollars and cents<br>Use leading zeros; do not include the $ sign or decimal point<br>Range = 00000000 to maximum award amount for the type of grant being imported. | A/P/T<br><br>For Pell Grant records, cannot exceed Total Payment Ceiling - award validation performed<br>Increases must be submitted to the COD System<br>Any change to origination data requires the Award Amount to be validated.<br>Refer to edits 1200, 1205, 1209, 1210, 1211, 1213 for Pell Grant records; 1605 and 1640 for ACG records; 1610 for National SMART Grant records and 1450 for all grant records.<br>Refer to Volume 6, Section 3: Pell Payment Schedule and Calculation Table of this technical reference. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 9 | 68 | 71 | 4 | A/N | Disbursement Profile Code<br><br>User-supplied code for disbursement profile | Uppercase A to Z<br>0 to 9<br>Blank | A/P/T | Left |
| 10 | 72 | 121 | 50 | A/N | E-mail Address 1<br><br>Student's e-mail address 1 | One and only one "at" sign (@) allowed.<br>Before the "at" sign:<br>At least one valid character<br>All characters in the range of ASCII 33 to 126, except for the following thirteen characters:<br>< > ( ) [ ] \ , ; : " @ \|<br>Period cannot be first, last or adjacent to another period<br>After the "at" sign:<br>At least one valid character<br>Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .)<br>Hyphen, underscore, and period cannot be first, last, or adjacent to a period<br>Can be blank | A/P/T | Left |
| 11 | 122 | 171 | 50 | A/N | E-mail Address 2<br><br>Student's e-mail address 2 | **One and only one "at" sign (@) allowed.**<br>Before the "at" sign:<br>At least one valid character<br>All characters in the range of ASCII 33 to 126, except for the following thirteen characters:<br>< > ( ) [ ] \ , ; : " @ \|<br>Period cannot be first, last or adjacent to another period<br>After the "at" sign:<br>At least one valid character<br>Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .)<br>Hyphen, underscore, and period cannot be first, last, or adjacent to a period<br>Can be blank | A/P/T | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 12 | 172 | 172 | 1 | A | Additional Eligibility Indicator<br><br>Indicates student is eligible to receive 200% of his or her scheduled Pell Grant award in a single award year. | Y = Yes, student is eligible<br>N = No, student is not eligible<br>Can be blank | P<br><br>When importing an origination external add, a blank value in this field equals N (No).<br><br>When importing an origination external change, a blank value in this field is ignored. | Left |
| 13 | 173 | 187 | 15 | N | Filler | Blank | Reserved for future expansion | Left |
| 14 | 188 | 195 | 8 | D | Enrollment Date<br><br>First date that the student was enrolled in an eligible program for the designated school year<br>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 2009-2010 funds, report the actual start date of the student's classes for that payment period | 20090101 to 20100630<br><br>CCYYMMDD | A/P/T | Left |
| 15 | 196 | 196 | 1 | A/N | Low Tuition and Fees code<br><br>Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table | For Pell Grant records:<br>Blank = Low tuition does not apply<br><br>For ACG and National SMART Grant records:<br>Blank | P | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 16 | 197 | 197 | 1 | A | Verification Status code<br><br>Status of verification of applicant data by the school | For Pell Grant records<br>V = Verified<br>W = Without Documentation<br>S = Selected, not verified<br>Can be blank<br><br>For ACG and National SMART Grant records:<br>Blank | P<br><br>Refer to edits 1302, 1303, and 1304 | Left |
| 17 | 198 | 198 | 1 | A | Incarcerated Federal Pell Recipient code<br><br>Students incarcerated in local penal institutions are not eligible to receive Federal Pell grants | For Pell Grant records:<br>Blank = Not incarcerated<br>Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible<br>N = No, if student previously reported as incarcerated, but is not or is no longer incarcerated<br><br>For ACG and National SMART Grant records:<br>Blank | P | Left |
| 18 | 199 | 200 | 2 | N | Transaction number<br><br>CPS-assigned transaction number from eligible ISIR or SAR used to calculate award | 01 to 99 | A/P/T<br><br>Changes to this field after associated disbursements are made, creates a new active origination record | Left |
| 19 | 201 | 205 | 5 | N | Expected Family Contribution (EFC)<br><br>Must equal the student's expected family contribution from the ISIR or SAR | For Pell Grant records:<br>00000 to 99999<br>Range = 00000 to EFC maximum<br><br>For ACG and National SMART Grant records:<br>Blank | P<br><br>Changes to this field after associated disbursements are made, creates a new active origination record<br>Refer to Volume 6, Section 3: Pell Payment Schedule and Calculation Table. | Left |
| 20 | 206 | 206 | 1 | N | Filler | Blank | Reserved for future expansion | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 21 | 207 | 207 | 1 | N | Academic Calendar<br><br>Calendar which applies to this student's educational program<br><br>**Used by EDExpress to calculate the Pell award and is for EDExpress internal school use only and is not sent to the COD System.** | For Pell Grant records:<br>1 = Institution uses nonstandard academic terms, and measures academic progress by credit hours<br>2 = Institution uses standard quarters and measures academic progress by credit hours<br>3 = Institution uses standard semesters and measures academic progress by credit hours<br>4 = Institution uses standard trimesters and measures academic progress by credit hours<br>5 = Institution measures academic progress by clock hours<br>6 = Institution does not use terms, but does measure academic progress by credit hours<br>Can be blank<br><br>For ACG and National SMART Grant records:<br>Blank | P<br><br>The Academic calendar dictates which Payment Methodology can be accepted, and the data elements required to calculate the student's award<br>Refer to Pell Grant Calculations Appendix for acceptable combinations | Left |
| 22 | 208 | 208 | 1 | N | Payment Methodology<br><br>Formula used to calculate the student's Federal Pell grant<br><br>**Used by EDExpress to calculate the Pell award and is for EDExpress internal school use only and is not sent to the COD System.** | For Pell Grant records:<br>1 to 5<br>Can be blank<br><br>See Pell Grant Calculations Volume VI, Section 3 for regulations covering which Academic calendars may use each specific formula<br><br>For ACG and National SMART Grant records:<br>Blank | P<br><br>The Payment Methodology that can be accepted is dictated by the Academic calendar<br>Refer to the Pell Grant Calculations Appendix for the data elements required for each Payment Methodology<br>Refer to edits 1000, 1001, 1002, 1003, 1004, 1005, 1006, and 1007 | Left |
| 23 | 209 | 215 | 7 | N | Cost of Attendance<br><br>Must equal or exceed minimum COA in the Federal Pell Grant Payment Schedule | For Pell Grant records:<br>0 to 9<br>Dollars and cents<br>Use leading zeros; do not include the $ sign or decimal point<br>Range = 0000000 to 9999999<br><br>For ACG and National SMART Grant records:<br>Blank | P<br><br>Used in award amount recalculation<br><br>Cents are not stored in EDExpress. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 24 | 216 | 216 | 1 | N | Enrollment Status<br><br>The student's enrollment status at the time you create or update the student record<br><br>**Used by EDExpress to calculate the Pell award and is for EDExpress internal school use only and is not sent to the COD System.** | For Pell Grant records:<br>Range for Payment Methodology 4: blank<br><br>Range for Payment Methodologies 1, 2, 3, and 5:<br>1 = Full-time<br>2 = 3/4-time<br>3 = 1/2-time<br>4 = Less than 1/2-time<br>5 = Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year<br><br>For ACG and National SMART Grant records:<br>1 = Full-time<br>2 = 3/4-time<br>3 = 1/2-time<br>4 = Less than 1/2-time<br>5 = Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year<br>Can be blank | A/P/T<br><br>Used in award amount validation for Pell Grant origination records.<br>See Pell Grant Calculations Volume VI, Section 3<br><br>Used for internal school use only for ACG and National SMART Grant records. This data is not sent to the COD System. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 25 | 217 | 218 | 2 | A | Weeks of instructional time used to calculate payment<br><br>**Used by EDExpress to calculate the Pell award and is for EDExpress internal school use only and is not sent to the COD System.** | For Pell Grant records:<br>Blank = Payment Methodology 1<br><br>Required for Payment Methodologies 2, 3, 4, or 5<br>Range for Payment Methodology 2 = 00 to 29<br>Range for Payment Methodology 3, 4, 5 = 00 to 78<br><br>For ACG and National SMART Grant records:<br>Blank | P<br><br>School determines this value based on the time required for the majority of its full-time students to complete the program of study or the academic year for the program of study, not student by student. See Pell Grant Calculations Volume VI, Section 3<br>Total Number of weeks on instructional time provided by this student's Program of Study during a full academic year<br>PM2 = Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms)<br>PM5 (academic calendars 1, 2, 3, 4) and PM3 = Total number of weeks of instructional time in all terms in academic year for student's program of study PM5 (academic calendar 6) and PM4 = The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 26 | 219 | 220 | 2 | A | Weeks of inst. time in program's definition of academic year<br><br>Total number of weeks of instructional time in the school's definition of a full academic year for this student's Program of Study<br><br>**Used by EDExpress to calculate the Pell award and is for EDExpress internal school use only and is not sent to the COD System.** | For Pell Grant records:<br>Blank = Payment Methodology 1.<br><br>Required for Payment Methodologies 2, 3, 4, or 5.<br>Range for Payment Methodologies 2, 3, or 5 = 30 to 78<br>Range for Payment Methodology 4 = 26 to 78<br><br>For ACG and National SMART Grant records:<br>Blank | P<br><br>Used in award amount validation<br>Refer to edits 1102 and 1103 | Left |
| 27 | 221 | 224 | 4 | A | Credit/Clock Hrs in Award Year<br><br>Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year<br><br>**Used by EDExpress to calculate the Pell award and is for EDExpress internal school use only and is not sent to the COD System.** | For Pell Grant records:<br>Ranges for:<br>Academic calendars 1, 2, 3, and 4 = Blank<br><br>Ranges for:<br>Academic calendar 5 = 0000 to 3120<br>Academic calendar 6 = 0000 to 0100<br><br>For ACG and National SMART Grant records:<br>Blank | P<br><br>Used in award amount validation<br>See Pell Grant Calculations Volume VI, Section 3 | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 28 | 225 | 228 | 4 | A | Credit/Clock hours in this student's program of study's academic year<br>Max Cr/Clk Hrs in Prg for Acad Yr<br><br>Total number of credit or clock hours in the institution's definition of a full academic year for this student's Program of Study<br><br>**Used by EDExpress to calculate the Pell award and is for EDExpress internal school use only and is not sent to the COD System.** | For Pell Grant records:<br>Ranges for:<br>Academic calendars 1, 2, 3, and 4 = Blank<br><br>Ranges for:<br>Academic calendar 5 = 0900 to 3120<br>Academic calendar 6 = 0024 to 0100<br><br>For ACG and National SMART Grant records:<br>Blank | P<br><br>Used in award amount validation<br>See Pell Grant Calculations Volume VI, Section 3<br>Refer to edits 1106, 1110, 1112, 1113, and 1114 | Left |
| 29 | 229 | 231 | 3 | A/N | School Internal Sequence Number<br><br>This is an internal sequence number the institution can define | Institution defined<br><br>Any character except the pipe("\|") | A/P/T<br><br>No editing will be performed on this field | Left |
| 30 | 232 | 258 | 27 | A | Filler | Leave blank | Reserved for future expansion | Left |
| 31 | 259 | 264 | 6 | N | Reporting Campus Pell-ID<br><br>Pell-ID of reporting campus | Valid Pell-ID | A/P/T | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 32 | 265 | 273 | 9 | A/N | Student Current SSN<br><br>Social Security Number, as altered by the student through CPS for the transaction number reported This field equals the original SSN if the student has not changed their SSN in the CPS Blank indicates this record could not be matched on Student ID or EFC during Federal Pell Grant processing | 001010001 to 999999999<br>Blank = Not matched | A/P/T | Left |
| 33 | 274 | 302 | 29 | A | Student Name<br><br>Student's full name as reported to the CPS for the Transaction Number reported | 0 to 9<br>Uppercase A to Z<br>Space<br>. (period)<br>' (apostrophe)<br>- (dash)<br>Blank (see Processing Notes/Edits)<br><br>(Only uppercase A to Z valid for middle initial) | A/P/T<br><br>Full name listed in order =<br>Last Name 01 to 16<br>First Name 17 to 28<br>Middle Initial 29<br><br>To add records:<br>The Last Name cannot be blank if the First Name is blank. The First Name cannot be blank if the Last Name is blank. Middle Initial can be blank.<br><br>To change existing records:<br>This field can be blank. | Left |
| 34 | 303 | 303 | 1 | A | CPS Verification Selection Code<br><br>Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction number reported | For Pell Grant records:<br>Blank = Not selected by CPS for verification<br>* = Selected by CPS for institution verification of applicant data<br><br>For ACG and National SMART Grant records:<br>Blank | P | Left |
| 35 | 304 | 311 | 8 | D | Student's Date of Birth<br><br>The date of birth of the student for this CPS transaction | 19000101 to 20011231<br><br>CCYYMMDD | A/P/T | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 36 | 312 | 325 | 14 | A | Grant Type<br><br>Type of grant for the origination | PELL GRANT<br>ACG<br>NATIONAL SMART | A/P/T | Left |
| 37 | 326 | 326 | 1 | A | Academic Year Level | For Pell Grant records:<br>Blank<br><br>For ACG origination records:<br>0 = 1st year/never attended college<br>1 = 1st year/attended college before<br>2 = 2nd year/sophomore<br><br>For National SMART Grant origination records:<br>3 = 3rd year/junior<br>4 = 4th year/senior<br>5 = 5th year other undergraduate | A/T<br>The Academic Year Level for ACG and National SMART Grant records may be reported differently than a student's grade level used for institutional and other Title IV program purposes. The Academic Year Level field represents the student's class standing or grade level. As explained in Volume II, Section 3, a school can use either 0 or 1 to indicate the academic level of a first-year student regardless of the student's previous college attendance. The COD System does not require or perform data edits on previous college attendance information. The option to use either 0 or 1 for first-year students allows a school the flexibility to provide academic level information as it is recorded in the school's system. | Left |
| 38 | 327 | 327 | 1 | A | Eligibility/Payment Reason Code<br><br>Student's eligibility payment reason code | For Pell Grant records:<br>Blank<br><br>For ACG origination records:<br>1 = High School Program<br>2 = AP/IB courses<br>3 = Coursework<br><br>For National SMART Grant origination records:<br>Blank | A | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 39 | 328 | 333 | 6 | A | High School Program | For Pell Grant records:<br>Blank<br><br>For ACG origination records:<br>AA0000 to ZZ9999<br>Can be blank if field #38, Eligibility/ Payment Reason Code, contains a 2 (AP/IB courses) or 3 (Coursework)<br><br>For National SMART Grant origination records:<br>Blank | A<br><br>Note: Refer to Volume VI, Section 9 – Rigorous Secondary School Programs of Study and Eligible Majors for applicable High School Program Codes. | Left |
| 40 | 334 | 339 | 6 | A | CIP Code | For Pell Grant records:<br>Blank<br><br>For ACG origination records:<br>Blank<br><br>For National SMART Grant origination records:<br>000000 to 999999 | T<br><br>(implied decimal between second and third position from the left) | Left |
| 41 | 340 | 344 | 5 | A | Filler | Blank | Reserved for future expansion | Left |
| 42 | 345 | 350 | 6 | A | Created Time<br><br>Time when the record was created<br>Supplied by the system | 000000 to 235959<br>Format is HHMMSS<br>HH = 00 to 23<br>MM = 00 to 59<br>SS = 00 to 59 | Field is required only for those schools which cannot have a blank field in the last field of a record | Left |
| | | **350** | | | **Total Length** | | | |

## PGED10OP: Pell Grant, ACG, and National SMART Grant External Disbursement Add/Change Record

Under the Processing Notes/Edits column, "A" indicates the field is applicable for ACG, "P" indicates the field is applicable for Pell Grant, and "T" indicates the field is applicable for National SMART Grant.

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 23 | 23 | A/N | Award ID<br><br>Unique number used to identify an origination record in the EDExpress database | For Pell Grant records:<br>Format: 999999999XX201099999900<br><br>Where:<br>SSN = 001010001 to 999999999<br>Name Code = XX or blank<br>Year Indicator = 2010<br>Valid Attended Pell ID = 999999<br>Orig Sequence Number = 00<br><br>For ACG or National SMART Grant records:<br>Format: 999999999X10999999001<br><br>Where:<br>SSN = 001010001 to 999999999<br>Grant Type = A (ACG) or T (National SMART Grant)<br>Year Indicator = 10<br>Valid Attended PELL ID = 999999<br>Origination Sequence Number = 001 to 999 | A/P/T<br><br>This field is required when processing an External Change Record | Left |
| 2 | 24 | 36 | 13 | A/N | Disbursement Cross-Reference<br><br>This field can contain any cross-reference information useful to the institution to identify student records internally | Institution defined<br><br>Any character except the pipe("\|") | A/P/T<br><br>The field can be used by the school to track each disbursement record (by reference number) to a payment period | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 3 | 37 | 37 | 1 | A | Action Type<br><br>Used to indicate the creation of an initial disbursement record (Sequence = 01) or type of adjustment (Sequence > 01) | A = Adjustment to amount on disbursement with Disbursement Release Indicator = True<br>B = Adjustment to amount AND adjustment to date on disbursement with Disbursement Release Indicator = True<br>Y = Adjustment to date on disbursement with Disbursement Release Indicator = True<br>Must be "B" when Sequence Number = 01 but can be "A," "B," or "Y" when Sequence Number > 01<br>Blank: Same as "B" but only when Sequence Number = 01. | A/P/T<br><br>A = Adjusted disbursement entered using new amount<br>B = Adjusted disbursement entered using new amount and new disbursement date for the associated disbursement<br>Y = The date is the new disbursement date for the associated disbursement | Left |
| 4 | 38 | 39 | 2 | N | Disbursement Number<br><br>Number of the disbursement per student for the Award Year | 01 to 20 | A/P/T | Left |
| 5 | 40 | 47 | 8 | N | Disbursement Amount<br><br>Amount of disbursement for student's payment period | 00000000 to 99999999<br><br>Dollars and cents<br>Use leading zeros; do not include the $ sign or decimal point | A/P/T<br><br>Total of all disbursement amounts cannot be greater than Award Amount. | Left |
| 6 | 48 | 48 | 1 | A/N | Disbursement Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | A/P/T | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 7 | 49 | 56 | 8 | D | Disbursement Date<br><br>Date this disbursement was or will be made to the student | 20090101 to 20150930<br><br>CCYYMMDD | A/P/T<br><br>Refer to edits 1520, 1530, and 1540 Current Date cannot be more than N (zero, seven, or 30) days prior to the Disbursement Date.<br><br>Although EDExpress accepts any date on or after 01/01/2009, the valid 2009-2010 date range for disbursement records is the date the 2009-2010 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2015. | Left |
| 8 | 57 | 64 | 8 | N | Payment Period Start Date<br><br>Beginning date of payment period | 20090101 to 20100630<br>Blank<br><br>CCYYMMDD | A/P/T<br><br>Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. | Left |
| 9 | 65 | 66 | 2 | N | Disbursement Sequence Number<br><br>Sequence number for the associated disbursement | 01 to 65 | A/P/T<br><br>66 to 99 are reserved for ED-system-generated disbursement sequence numbers | Left |
| 10 | 67 | 102 | 36 | A | Filler | Blank | Reserved for future expansion | Left |
| 11 | 103 | 108 | 6 | D | Created Time<br><br>Time when the record was created<br>Supplied by the system | 000000 to 235959<br>Format is HHMMSS<br>HH = 00 to 23<br>MM = 00 to 59<br>SS = 00 to 59 | Field is required only for those schools which cannot have a blank field in the last field of a record | Left |
| | | **108** | | | **Total Bytes** | | | |

# Direct Loan Combination Layouts

## *DIEA10OP: Direct Loan External Import Loan Origination Add File (Batch Type #0)*

Under the Required Field to Save Record Column, "G" indicates a required field for Grad PLUS, "S" indicates a required field for Subsidized/Unsubsidized loan and "P" indicates a required field for PLUS. Note: The minimum fields that are required to save the record are indicated, however, additional fields are required to originate the loan record.

| Field # | Start | End | Field Length | Required Field to Save Record | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|---|
| 1 | 1 | 21 | 21 | G/S/P | Loan Identifier | Example: 999999999X10X99999001<br><br>Student's Social Security Number = 001010001 to 999999999<br>Loan Type = X, where X equals:<br>S = Subsidized<br>U = Unsubsidized<br>P = PLUS/Grad PLUS<br>Program Year = 10 (for 2009-2010)<br>School Code = X00000 to X99999 where X = G or E<br>Loan Sequence Number: 001 to 999<br>If blank on External Import Add record, import process will create Loan ID | Left |
| 2 | 22 | 23 | 2 | G/S/P | Import Type Code | SA = Add Direct Subsidized<br>UA = Add Direct Unsubsidized<br>GA = Add Grad PLUS<br>PA = Add PLUS | Left |
| 3 | 24 | 32 | 9 | G/S/P | Original Social Security Number | 001010001 to 999999999 | Right |
| 4 | 33 | 33 | 1 | G/S/P | Loan Type | S = Subsidized<br>U = Unsubsidized<br>G = Grad PLUS<br>P = PLUS | Left |
| 5 | 34 | 39 | 6 | G/S/P | DL Code | X00000 to X99999 where X = G or E | Left |
| 6 | 40 | 41 | 2 | G/S/P | Program Year | 10 (for 2009-2010) | Right |
| 7 | 42 | 50 | 9 | G/S/P | Borrower's Current Social Security Number | 001010001 to 999999999 | Right |

| Field # | Start | End | Field Length | Required Field to Save Record | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|---|
| 8 | 51 | 66 | 16 | G/S* | Borrower's Last Name | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>A to Z in the first position<br>If non-blank, first position must contain a letter and second position must be non-numeric.<br>Spaces in first characters are valid, leading spaces will be trimmed.<br><br>*For Loan Type S, U, or G, Borrower's First or Borrower's Last Name must be non-blank to save the record. | Left |
| 9 | 67 | 78 | 12 | G/S * | Borrower's First Name | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>A to Z in the first position<br>If non-blank, first position must contain a letter and second position must be non-numeric.<br>Spaces in first characters are valid, leading spaces will be trimmed.<br><br>*For Loan Type S, U, or G, Borrower's First or Borrower's Last Name must be non-blank to save the record. | Left |
| 10 | 79 | 79 | 1 | | Borrower's Middle Initial | Uppercase A to Z<br>Can be blank | Left |

| Field # | Start | End | Field Length | Required Field to Save Record | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|---|
| 11 | 80 | 114 | 35 | | Borrower's Permanent Address | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>, (Comma) | Left |
| 12 | 115 | 130 | 16 | | Borrower's Permanent Address City | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>, (Comma)<br>If foreign address, city should contain city and country<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4 | Left |
| 13 | 131 | 132 | 2 | | Borrower's Permanent Address State | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4 | Left |
| 14 | 133 | 141 | 9 | | Borrower's Permanent Zip Code | 000000000 to 999999999<br>Spaces<br>Last 4 digits can be blank<br>If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT<br>EDExpress stores 00000 as the Borrower's Permanent Zip Code<br><br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4 | Left |
| 15 | 142 | 151 | 10 | | Borrower's Telephone Number | 0000000000 to 9999999999<br>Can be blank | Right |

| Field # | Start | End | Field Length | Required Field to Save Record | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|---|
| 16 | 152 | 171 | 20 | | Borrower's Driver's License Number | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>- (Dash)<br>* (Asterisk) but not in first position, entire field cannot consist of all asterisks<br>Can be blank | Left |
| 17 | 172 | 173 | 2 | | Borrower's Driver's License State | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4<br>Can be blank | Left |
| 18 | 174 | 181 | 8 | G/S/P | Borrower's Date of Birth | 19100101 to 20011231<br><br>CCYYMMDD | Date |
| 19 | 182 | 182 | 1 | | Borrower's Citizenship | 1 = U.S. Citizen<br>2 = Eligible Noncitizen<br>3 = Ineligible Noncitizen (valid only on Sub/Unsub loan origination records or Sub/Unsub loan change records)<br>Blank<br><br>Note: Grad PLUS/PLUS loans can be saved but not originated if this value is blank. | Right |
| 20 | 183 | 191 | 9 | | Borrower's Alien Registration Number | 000000000 to 999999999<br>Can be blank | Right |
| 21 | 192 | 192 | 1 | | Filler | Blank | Left |
| 22 | 193 | 193 | 1 | | Update Demographic Record Flag | Y = Yes<br>Blank = No | Left |
| 23 | 194 | 194 | 1 | | Student's College Grade Level | 0 = 1st year, never attended college<br>1 = 1st year, attended college before<br>2 = 2nd year/sophomore<br>3 = 3rd year/junior<br>4 = 4th year/senior<br>5 = 5th year other undergraduate<br>6 = 1st year graduate/professional<br>7 = Continuing graduate/professional | Right |

| Field # | Start | End | Field Length | Required Field to Save Record | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|---|
| 24 | 195 | 199 | 5 | G/S/P | Origination Fee Percentage | Numeric >= 0<br>Loan origination fee percentage<br>For Subsidized/Unsubsidized:<br>03000 for 3% (first disbursement prior to July 1, 2007)<br>02500 for 2.5% (first disbursement on or after July 1, 2007)<br>02000 for 2.0% (first disbursement on or after July 1, 2008)<br>01500 for 1.5% (first disbursement on or after July 1, 2009)<br>01000 for 1.0% (first disbursement on or after July 1, 2010)<br>For Grad PLUS/PLUS:<br>04000 for 4%<br>(implied decimal between second and third position from the left) | Right |
| 25 | 200 | 200 | 1 | | MPN Status | T = School assumes the student has an MPN on file at the COD System<br>S = MPN is signed<br>P = MPN is printed<br>Blank = School assumes the student does not have an MPN on file at the COD System or an MPN has not yet been printed (save as N when Sub/Unsub loans are added but not originated; save as R for all Grad PLUS/PLUS loans and Sub/Unsub loans that are added and originated)<br>MPN ID (field 77) must be entered when this field contains S or P<br>Blank is default | Left |
| 26 | 201 | 201 | 1 | | Disclosure Statement Print Indicator | N = School prints (save as O)<br>Y = COD System prints (save as S)<br>Blank = Use value in Direct Loan School setup | Left |
| 27 | 202 | 202 | 1 | | Borrower's Loan Default/Grant Overpayment | Y = Yes<br>N = No<br>Z = Overridden by School | Left |
| 28 | 203 | 203 | 1 | | Additional Unsub Preprofessional or Teacher Certification?<br>(Unsub only) | Y = Yes<br>Blank = No<br><br>Cannot be Yes when Additional Unsub Eligibility for Health Profession Programs? (field 31) contains Y (yes)<br><br>College Grade Level (field 23) must equal 5 | Left |
| 29 | 204 | 207 | 4 | | Filler | Blank | Left |
| 30 | 208 | 212 | 5 | | Loan Amount Approved | Numeric >= 0 | Right |

| Field # | Start | End | Field Length | Required Field to Save Record | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|---|
| 31 | 213 | 213 | 1 | | Additional Unsub Eligibility for Health Profession Programs (Unsub only) | Y = Yes<br>Blank = No<br><br>Cannot be Yes when Additional Unsub Preprofessional or Teacher Certification? (field 28) contains Y (yes) | Left |
| 32 | 214 | 214 | 1 | | Credit Decision Indicator (Grad PLUS/PLUS only) The results of a credit decision obtained by a school through the COD System Web site | A = Approved<br>F = Failed/denied<br>Can be blank | Left |
| 33 | 215 | 222 | 8 | | Credit Decision Date (Grad PLUS/PLUS only) The date a credit decision is obtained through the COD System Web site | 19000101 through the current date<br>Can be blank<br><br>CCYYMMDD | Right |
| 34 | 223 | 223 | 1 | | Disclosure Printed? Has a disclosure statement been printed by the school? | Y = Disclosure printed<br>N = Disclosure not printed or ready to reprint<br>Blank = EDExpress sets to N<br>Default is N | Left |
| 35 | 224 | 239 | 16 | P* | Student's Last Name (PLUS only) | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>If non-blank, first character must contain a letter and second character must be non-numeric<br>Spaces in first characters are valid, leading spaces will be trimmed<br><br>*For Loan Type P, Student's First or Student's Last Name must be non-blank to save. | Left |

| Field # | Start | End | Field Length | Required Field to Save Record | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|---|
| 36 | 240 | 251 | 12 | P* | Student's First Name (PLUS only) | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>If non-blank, first character must contain a letter<br>Spaces in first characters are valid, leading spaces will be trimmed<br><br>*For Loan Type P, Student's First or Student's Last Name must be non-blank to save. | Left |
| 37 | 252 | 252 | 1 | | Student's Middle Initial (PLUS only) | Uppercase A to Z<br>Can be blank | Left |
| 38 | 253 | 253 | 1 | | Student's Citizenship (PLUS only) | 1 = U.S. Citizen<br>2 = Eligible Noncitizen<br>Can be blank*<br><br>*PLUS loans can be saved but not originated if this value is blank. Blank is valid on Sub/Unsub/Grad PLUS Loan origination records or Sub/Unsub/Grad PLUS Loan change records. | Left |
| 39 | 254 | 262 | 9 | | Student's Alien Registration Number (PLUS only) | 000000000 to 999999999 | Left |
| 40 | 263 | 270 | 8 | P | Student's Date of Birth (PLUS only) | 19100101 to 20011231<br><br>CCYYMMDD | Date |
| 41 | 271 | 271 | 1 | | Student's Loan Default/Grant Overpayment (PLUS only) | Y = Yes<br>N = No<br>Z = Overridden by School | Left |
| 42 | 272 | 275 | 4 | | Disbursement Profile Code | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>Can be blank<br>If the first position is blank and the second position is filled, the value in the second position is stored in the first position in the database | Left |

| Field # | Start | End | Field Length | Required Field to Save Record | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|---|
| 43 | 276 | 310 | 35 | | Student's Local Address | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>, (Comma)<br>Can be blank<br>Local Address is not required, but if provided, record must contain at least two of the four Local Address fields | Left |
| 44 | 311 | 326 | 16 | | Student's Local Address City | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>, (Comma)<br>Can be blank<br>Local Address is not required, but if provided, record must contain at least two of the four Local Address fields | Left |
| 45 | 327 | 328 | 2 | | Student's Local Address State | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4<br>Can be blank<br>Local Address is not required, but if provided, record must contain at least two of the four Local Address fields | Left |

| Field # | Start | End | Field Length | Required Field to Save Record | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|---|
| 46 | 329 | 337 | 9 | | Student's Local Zip Code | 000000000 to 999999999<br>Spaces<br>Last 4 digits can be blank<br>Can be blank<br>If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT, EDExpress stores 00000 as the Zip Code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4<br>Local Address is not required, but if provided, record must contain at least two of the four Local Address fields | Left |
| 47 | 338 | 338 | 1 | | Dependency Status | I = Independent<br>D = Dependent<br><br>For PLUS loans made to parent borrowers, this value must be D.<br>For PLUS loans made to graduate/professional students, this value must be I.<br>In order to select the Additional Unsub Eligibility for Dependent Student? checkbox, this value must be D. | Left |
| 48 | 339 | 339 | 1 | | Additional Unsubsidized Loan Flag (Unsub only) | Y= Yes<br>N = No<br>Can be blank | Left |
| 49 | 340 | 389 | 50 | | Student's E-mail Address 1 | **One and only one "at" sign (@) allowed.**<br>Before the "at" sign:<br>At least one valid character<br>All characters in the range of ASCII 33 to 126, except for the following thirteen characters:<br>< > ( ) [ ] \ , ; : " @ \|<br>Period cannot be first, last or adjacent to another period<br>After the "at" sign:<br>At least one valid character<br>Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .)<br>Hyphen, underscore, and period cannot be first, last, or adjacent to a period<br>Can be blank | Left |

| Field # | Start | End | Field Length | Required Field to Save Record | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|---|
| 50 | 390 | 394 | 5 | G/S/P | Interest Rebate Percentage | Numeric > 0<br>For Subsidized/Unsubsidized:<br>01500 for 1.5% (first disbursement prior to July 1, 2009)<br>01000 for 1.0% (first disbursement on or after July 1, 2009)<br>00500 for 0.5% (first disbursement on or after July 1, 2010)<br>For Grad PLUS/PLUS:<br>01500 for 1.5%<br>(implied decimal between second and third position from the left) | Left |
| 51 | 395 | 402 | 8 | | Entrance Interview Date | 19000101 through the current date<br>Can be blank<br><br>CCYYMMDD | Date |
| 52 | 403 | 410 | 8 | | Academic Year Start Date | On or before 20100630<br>Cannot be blank if Disbursement Profile Code is blank<br>CCYYMMDD | Date |
| 53 | 411 | 418 | 8 | | Academic Year End Date | On or after 20090701<br>Cannot be blank if Disbursement Profile Code is blank<br>CCYYMMDD | Date |
| 54 | 419 | 426 | 8 | | Loan Period Start Date | On or before 20100630<br>Cannot be blank if Disbursement Profile Code is blank<br>CCYYMMDD | Date |
| 55 | 427 | 434 | 8 | | Loan Period End Date | On or after 20090701<br>Cannot be blank if Disbursement Profile Code is blank<br>CCYYMMDD | Date |
| 56 | 435 | 442 | 8 | | Signed MPN Received Date | 19000101 to 20991231<br>Must be blank unless the MPN Status is “S”<br>CCYYMMDD | Date |
| 57 | 443 | 450 | 8 | | 1st Disbursement Anticipated Date | 20070622 to 20131226<br>Cannot be blank if Disbursement Profile Code is blank<br>CCYYMMDD | Date |
| 58 | 451 | 458 | 8 | | 2nd Disbursement Anticipated Date | 20070622 to 20131226<br>Cannot be blank if Disbursement Profile Code is blank<br>Special schools only: Second Disbursement Anticipated Date is not required and this field can be blank if Disbursement Profile Code is blank<br>CCYYMMDD | Date |

| Field # | Start | End | Field Length | Required Field to Save Record | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|---|
| 59 | 459 | 466 | 8 | | 3rd Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD | Date |
| 60 | 467 | 474 | 8 | | 4th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD | Date |
| 61 | 475 | 482 | 8 | | 5th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |
| 62 | 483 | 490 | 8 | | 6th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |
| 63 | 491 | 498 | 8 | | 7th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |
| 64 | 499 | 506 | 8 | | 8th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |
| 65 | 507 | 514 | 8 | | 9th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |
| 66 | 515 | 522 | 8 | | 10th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |
| 67 | 523 | 530 | 8 | | 11th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |

| Field # | Start | End | Field Length | Required Field to Save Record | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|---|
| 68 | 531 | 538 | 8 | | 12th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |
| 69 | 539 | 546 | 8 | | 13th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |
| 70 | 547 | 554 | 8 | | 14th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |
| 71 | 555 | 562 | 8 | | 15th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |
| 72 | 563 | 570 | 8 | | 16th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |
| 73 | 571 | 578 | 8 | | 17th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |
| 74 | 579 | 586 | 8 | | 18th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |
| 75 | 587 | 594 | 8 | | 19th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |

| Field # | Start | End | Field Length | Required Field to Save Record | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|---|
| 76 | 595 | 602 | 8 | | 20th Disbursement Anticipated Date | 20070622 to 20131226<br>Can be blank<br>CCYYMMDD<br>(Sub/Unsub only) | Date |
| 77 | 603 | 623 | 21 | | MPN ID | Example: 999999999X10X99999001<br><br>Student's Social Security Number = 001010001 to 999999999<br>Loan Type = X, where X equals:<br>M = Sub/Unsub MPN<br>N = PLUS /Grad PLUS MPN<br><br>Program Year = 00 to 10<br>School Code = X00000 to X99999 where X = G or E<br>Loan Sequence Number = 001 to 999<br>Can be blank for all loan types when MPN Status is T or blank (is not S or P) | Left |
| 78 | 624 | 629 | 6 | | Created Time<br>Time when the record was created | 000000 to 235959<br>Format is HHMMSS<br>HH = 00 to 23<br>MM = 00 to 59<br>SS = 00 to 59<br>Can be blank | Left |
| 79 | 630 | 637 | 8 | | User Identifier Create | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>Can be blank | Right |
| 80 | 638 | 639 | 2 | | CPS Transaction Number | 01 to 99 for Sub/Unsub/Grad PLUS<br>Blank for PLUS (loan type = P); Can be blank for Grad PLUS (loan type = G)<br>A valid two character CPS transaction number<br>Note: Subsidized/Unsubsidized loans can be saved but not originated if this value is blank. | Left |

| Field # | Start | End | Field Length | Required Field to Save Record | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|---|
| 81 | 640 | 647 | 8 | | Loan Exit Counseling Completed Date | Format is CCYYMMDD<br>19000101 to 20991231<br>Can be blank<br><br>CCYYMMDD | Date |
| 82 | 648 | 697 | 50 | | Student's E-mail Address 2 | **One and only one "at" sign (@) allowed.**<br>Before the "at" sign:<br>At least one valid character<br>All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ \|<br>Period cannot be first, last or adjacent to another period<br>After the "at" sign:<br>At least one valid character<br>Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .)<br>Hyphen, underscore, and period cannot be first, last, or adjacent to a period<br>Can be blank | Left |
| | | **697** | | | **Total Bytes** | | |

## DIEC10OP: Direct Loan External Import Change Record (Batch Type #P)

The table below is a description of the External Import Change Record. This table represents the layout of the record that imports into EDExpress from external sources to change data on an origination record. A table listing the Import Change Table Values for the Change Field Transmit Numbers follows this record layout.

| Field # | Start | End | Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|
| 1 | 1 | 21 | 21 | Loan Identifier<br>Unique Identifier created at the time of origination | Example: 999999999X10X99999001<br><br>Student's Social Security Number = 001010001 to 999999999<br>Loan Type = X, where X equals:<br>S = Subsidized<br>U = Unsubsidized<br>P = PLUS/Grad PLUS<br>Program Year = 10 (for 2009-2010)<br>School Code = X00000 to X99999 where X = G or E<br>Loan Sequence Number = 001 to 999 | Left |
| 2 | 22 | 26 | 5 | Sequence Number<br>Sequence number of this change record | Numeric > 0 | Right |
| 3 | 27 | 30 | 4 | Change Field Number 01<br>Field number representing the first field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.) | See appropriate Loan Origination Import Change Field Numbers following the change layout | Left |
| 4 | 31 | 80 | 50 | Value 01<br>Value the field should be changed to | See appropriate value for Change Field Number in previous field | Left |
| 5 | 81 | 84 | 4 | Change Field Number 02<br>Field number representing the second field to be changed<br>(The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.) | See appropriate Loan Origination Import Change Field Numbers following the change layout<br>Can be blank | Left |
| 6 | 85 | 134 | 50 | Value 02<br>Value the field should be changed to | See appropriate value for Change Field Number in previous field<br>Can be blank | Left |

| Field # | Start | End | Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|
| 7 | 135 | 138 | 4 | Change Field Number 03<br>Field number representing the third field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.) | See appropriate Loan Origination Import Change Field Numbers following the change layout<br>Can be blank | Left |
| 8 | 139 | 188 | 50 | Value 03<br>Value the field should be changed to | See appropriate value for Change Field Number in previous field<br>Can be blank | Left |
| 9 | 189 | 192 | 4 | Change Field Number 04<br>Field number representing the fourth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.) | See appropriate Loan Origination Import Change Field Numbers following the change layout<br>Can be blank | Left |
| 10 | 193 | 242 | 50 | Value 04<br>Value the field should be changed to | See appropriate value for Change Field Number in previous field<br>Can be blank | Left |
| 11 | 243 | 246 | 4 | Change Field Number 05<br>Field number representing the fifth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.) | See appropriate Loan Origination Import Change Field Numbers following the change layout<br>Can be blank | Left |
| 12 | 247 | 296 | 50 | Value 05<br>Value the field should be changed to | See appropriate value for Change Field Number in previous field<br>Can be blank | Left |
| 13 | 297 | 300 | 4 | Change Field Number 06<br>Field number representing the sixth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.) | See appropriate Loan Origination Import Change Field Numbers following the change layout<br>Can be blank | Left |
| 14 | 301 | 350 | 50 | Value 06<br>Value the field should be changed to | See appropriate value for Change Field Number in previous field<br>Can be blank | Left |

| Field # | Start | End | Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|
| 15 | 351 | 354 | 4 | Change Field Number 07<br>Field number representing the seventh field to be changed<br>(The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.) | See appropriate Loan Origination Import Change Field Numbers following the change layout<br>Can be blank | Left |
| 16 | 355 | 404 | 50 | Value 07<br>Value the field should be changed to | See appropriate value for Change Field Number in previous field<br>Can be blank | Left |
| 17 | 405 | 408 | 4 | Change Field Number 08<br>Field number representing the eighth field to be changed<br>(The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.) | See appropriate Loan Origination Import Change Field Numbers following the change layout<br>Can be blank | Left |
| 18 | 409 | 458 | 50 | Value 08<br>Value the field should be changed to | See appropriate value for Change Field Number in previous field<br>Can be blank | Left |
| 19 | 459 | 462 | 4 | Change Field Number 09<br>Field number representing the ninth field to be changed<br>(The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.) | See appropriate Loan Origination Import Change Field Numbers following the change layout<br>Can be blank | Left |
| 20 | 463 | 512 | 50 | Value 09<br>Value the field should be changed to | See appropriate value for Change Field Number in previous field<br>Can be blank | Left |
| 21 | 513 | 516 | 4 | Change Field Number 10<br>Field number representing the tenth field to be changed<br>(The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.) | See appropriate Loan Origination Import Change Field Numbers following the change layout<br>Can be blank | Left |
| 22 | 517 | 566 | 50 | Value 10<br>Value the field should be changed to | See appropriate value for Change Field Number in previous field<br>Can be blank | Left |

| Field # | Start | End | Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|
| 23 | 567 | 572 | 6 | Created Time<br>Time when the record was created<br>This data is not stored in the EDExpress database | 000000 to 235959<br>Format is HHMMSS<br>HH = 00 to 23<br>MM = 00 to 59<br>SS = 00 to 59<br>Can be blank | Right |
| 24 | 573 | 580 | 8 | User Identifier Create<br>School use only field and not stored in the EDExpress database | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>Can be blank | Right |
| | | **580** | | **Total Bytes** | | |

## *Direct Loan, Origination External Import Change Field Numbers Sorted by Field Name Alphabetically*

This table provides the change number fields to use for the External Import Change Record for loan origination. This table is sorted alphabetically and is the same table that appears at the end of this section, which is sorted by DL Change Number.

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| S038 | 8 | 1st Disbursement Anticipated Date<br>Anticipated disbursement date for the 1st disbursement | 20070622 to 20131226<br>CCYYMMDD |
| S039 | 5 | 1st Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 1st disbursement | Numeric > = 0 |
| S048 | 8 | 2nd Disbursement Anticipated Date<br>Anticipated disbursement date for the 2nd disbursement | 20070622 to 20131226<br>CCYYMMDD |
| S049 | 5 | 2nd Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 2nd disbursement | Numeric > = 0 |
| S058 | 8 | 3rd Disbursement Anticipated Date<br>Anticipated disbursement date for the 3rd disbursement | 20070622 to 20131226<br>CCYYMMDD |
| S059 | 5 | 3rd Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 3rd disbursement | Numeric > = 0 |
| S068 | 8 | 4th Disbursement Anticipated Date<br>Anticipated disbursement date for the 4th disbursement | 20070622 to 20131226<br>CCYYMMDD |
| S069 | 5 | 4th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 4th disbursement | Numeric > = 0 |
| S130 | 8 | 5th Disbursement Anticipated Date<br>Anticipated disbursement date for the 5th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S131 | 5 | 5th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 5th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S134 | 8 | 6th Disbursement Anticipated Date<br>Anticipated disbursement date for the 6th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S135 | 5 | 6th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 6th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S138 | 8 | 7th Disbursement Anticipated Date<br>Anticipated disbursement date for the 7th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S139 | 5 | 7th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 7th disbursement | Numeric > = 0<br>(Sub/Unsub only) |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| S142 | 8 | 8th Disbursement Anticipated Date<br>Anticipated disbursement date for the 8th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S143 | 5 | 8th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 8th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S146 | 8 | 9th Disbursement Anticipated Date<br>Anticipated disbursement date for the 9th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S147 | 5 | 9th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 9th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S150 | 8 | 10th Disbursement Anticipated Date<br>Anticipated disbursement date for the 10th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S151 | 5 | 10th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 10th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S154 | 8 | 11th Disbursement Anticipated Date<br>Anticipated disbursement date for the 11th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S155 | 5 | 11th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 11th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S158 | 8 | 12th Disbursement Anticipated Date<br>Anticipated disbursement date for the 12th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S159 | 5 | 12th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 12th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S162 | 8 | 13th Disbursement Anticipated Date<br>Anticipated disbursement date for the 13th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S163 | 5 | 13th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 13th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S166 | 8 | 14th Disbursement Anticipated Date<br>Anticipated disbursement date for the 14th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S167 | 5 | 14th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 14th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S170 | 8 | 15th Disbursement Anticipated Date<br>Anticipated disbursement date for the 15th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S171 | 5 | 15th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 15th disbursement | Numeric > = 0<br>(Sub/Unsub only) |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| S174 | 8 | 16th Disbursement Anticipated Date<br>Anticipated disbursement date for the 16th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S175 | 5 | 16th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 16th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S178 | 8 | 17th Disbursement Anticipated Date<br>Anticipated disbursement date for the 17th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S179 | 5 | 17th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 17th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S182 | 8 | 18th Disbursement Anticipated Date<br>Anticipated disbursement date for the 18th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S183 | 5 | 18th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 18th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S186 | 8 | 19th Disbursement Anticipated Date<br>Anticipated disbursement date for the 19th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S187 | 5 | 19th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 19th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S190 | 8 | 20th Disbursement Anticipated Date<br>Anticipated disbursement date for the 20th disbursement | 20070622 to 20131226<br>(Sub/Unsub only)<br>CCYYMMDD |
| S191 | 5 | 20th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 20th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S122 | 8 | Academic Year End Date<br>Date the academic year ends at the institution | On or after 20090701<br>CCYYMMDD |
| S121 | 8 | Academic Year Start Date<br>Date the academic year starts at the institution | On or before 20100630<br>CCYYMMDD |
| D007 | 6 | Action Amount<br>Reported Disbursement Amount | -99999 to 099999 (leading zero can be blank)<br>Negative values only valid for Action Type = N |
| D009 | 8 | Action Date<br>Date the disbursement adjustment is made at the school | MMDDCCYY |
| D006 | 1 | Action Type<br>Type of disbursement entered | D = Disbursement (gross or net) amount<br>A = Adjusted disbursement (gross or net)<br>U = Use anticipated disbursement information (gross or net based on Direct Loan setup selected criteria)<br>N = Net adjusted amount (enter an adjusted disbursement by using the net adjusted amount)<br>Q = Adjusted disbursement date |
| D008 | 1 | Actual First Disbursement Change Flag<br>Indicates the first disbursement | C = Change the first disbursement from disbursement number 1 to a subsequent disbursement number |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| S123 | 1 | Additional Unsubsidized Eligibility for Dependent Student (unsub only)<br>Indicates whether or not there is additional unsubsidized eligibility for a dependent student | Y = Yes<br>N or blank = No |
| S110 | 1 | Additional Unsubsidized Eligibility for Health Profession Programs (unsub only)<br>This was formerly a HEAL Loan | Y = Yes<br>N or blank = No |
| S120 | 1 | Additional Unsub Preprofessional or Teacher Certification? (unsub only) | Y = Yes<br>N or blank = No |
| S019 | 9 | Borrower's Alien Registration Number<br>Borrower's alien registration number if eligible non-citizen | 000000001 to 999999999 |
| S018 | 1 | Borrower's Citizenship<br>Borrower's citizenship status | 1 = U.S. Citizen<br>2 = Eligible Noncitizen<br>3 = Ineligible Noncitizen (Valid for Grad PLUS/Sub/Unsub loan change records) |
| S016 | 8 | Borrower's Date of Birth<br>Borrower's date of birth | 19100101 to 20011231<br>CCYYMMDD |
| S107 | 8 | Borrower's Date of Birth Change Date<br>Date the Borrower's Date of Birth updated | 19000101 to 20991231<br>CCYYMMDD<br>If S016 is updated and this field is not included, EDExpress is updated with the current system date |
| S015 | 20 | Borrower's Driver's License Number<br>Borrower's driver's license number | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>- (Dash)<br>* (Asterisk) but not in first position, entire field cannot consist of all asterisks |
| S014 | 2 | Borrower's Driver's License State<br>Borrower's driver's license state | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4 |
| S006 | 12 | Borrower's First Name<br>Borrower's first name | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Space(s) |
| S007 | 16 | Borrower's Last Name<br>Borrower's last name | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>A to Z in the first position<br>If non-blank, first position must contain a letter and second position must be non-numeric.<br>Spaces in first characters are valid, leading spaces will be trimmed. |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| S022 | 1 | Borrower's Loan Default/ Grant Overpayment<br>Is the borrower in default on a Title IV loan or does the borrower owe a refund on a Title IV grant? | Y = Yes<br>N = No<br>Z = Overridden by School |
| S008 | 1 | Borrower's Middle Initial<br>Borrower's middle initial | Uppercase A to Z |
| S009 | 35 | Borrower's Permanent Address<br>First line of the borrower's permanent address | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>, (Comma)<br>Space(s) |
| S104 | 8 | Borrower's Permanent Address Change Date<br>Date the Borrower's Permanent Address updated | 19000101 to 20991231<br>CCYYMMDD<br>If Permanent Address field is updated and this field is not included, EDExpress is updated with the current system date |
| S010 | 16 | Borrower's Permanent Address City<br>Borrower's permanent address city | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>, (Comma)<br>Space(s) |
| S011 | 2 | Borrower's Permanent Address State<br>Borrower's permanent address state | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4 |
| S012 | 9 | Borrower's Permanent Zip Code<br>Borrower's permanent zip code | 000000000 to 999999999<br>Last 4 digits can be blank<br>If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code |
| S005 | 9 | Borrower's Social Security Number<br>Borrower's current Social Security Number | 001010001 to 999999999 |
| S106 | 8 | Borrower's Social Security Number Change Date<br>Date the Borrower's SSN updated | 19000101 to 20991231<br>CCYYMMDD<br>If S005 is updated and this field is not included, EDExpress is updated with the current system date |
| S013 | 10 | Borrower's Telephone Number<br>Borrower's home telephone number | 0000000000 to 9999999999 |
| S195 | 2 | CPS Transaction Number | 01 to 99<br>(Grad PLUS/Sub/Unsub only) |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| P011 | 8 | Credit Decision Date (Grad PLUS/PLUS only)<br>Indicates the date the credit decision was made | 19000101 through the current date<br>Can be blank<br>CCYYMMDD |
| P010 | 1 | Credit Decision Indicator (Grad PLUS/PLUS only)<br>Indicates the credit decision that was made | A = Approved<br>F = Failed/denied<br>Can be blank |
| S017 | 1 | Dependency Status<br>Dependency status of the student | I = Independent<br>D = Dependent |
| D004 | 8 | Disbursement Date<br>Date of the original disbursement or the previous "Q" transaction | 20070622 to 20131226<br>CCYYMMDD<br>This field cannot be updated for Action Type A |
| D003 | 2 | Disbursement Number<br>Disbursement number for the current disbursement transaction | 01 to 20 (Subsidized/Unsubsidized loan)<br>01 to 04 (Grad PLUS/PLUS) |
| S031 | 4 | Disbursement Profile Code<br>Code used by EDExpress to determine loan period start and end dates and appropriate disbursement dates | 0 to 9<br>Uppercase A to Z |
| S118 | 1 | Disclosure Printed?<br>Indicates whether or not a disclosure was printed using EDExpress | Y = Disclosure printed<br>N = Disclosure not printed |
| S115 | 1 | Disclosure Statement Print Indicator<br>Disclosure statement print option used for this record | Y = COD prints<br>N = School prints<br>Z = COD reprints |
| S109 | 8 | Entrance Interview Date<br>Indicates the date the student received entrance counseling | 19000101 to 20991231<br>CCYYMMDD |
| S193 | 5 | Interest Rebate Percentage<br>Percentage to be used for this record; for example, 01500 for 1.5% (implied decimal between the second and third position from the left) | Numeric > 0 |
| S029 | 5 | Loan Amount Approved<br>Total maximum amount for which the borrower is eligible | Numeric > = 0 |
| S108 | 8 | Loan Exit Counseling Completed Date | 19000101 to 20991231<br>CCYYMMDD |
| S090 | 1 | Loan Inactive Flag<br>Indicates the loan is inactive | Y = Yes<br>Blank = Reactivate the loan |
| S091 | 8 | Loan Inactive Flag Date<br>Indicates the date the loan was made inactive | 19000101 to 20991231<br>CCYYMMDD |
| S033 | 8 | Loan Period End Date<br>Date when classes end, as certified by the school for this specific loan | On or after 20090701<br>CCYYMMDD |
| S032 | 8 | Loan Period Start Date<br>Date when classes begin, as certified by the school for this specific loan | On or before 20100630<br>CCYYMMDD |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| S194 | 21 | MPN ID | Example: 999999999X10X99999001<br><br>Student's Social Security Number = 001010001 to 999999999<br>Loan Type = X, where X equals:<br>M = Sub/Unsub MPN<br>N = PLUS /Grad PLUS MPN<br><br>Program Year = 00 to 10<br>School Code = X00000 to X99999 where X = G or E<br>Loan Sequence Number = 001 to 999 |
| S083 | 1 | MPN Print Indicator<br>MPN print option used for this record | S = COD Prints (Send to Borrower)<br>R = COD Prints (Return to School)<br>O = On-site (EDExpress)<br>F = On-site (Custom System)<br>Z = COD Reprint (Send to Borrower)<br>V = COD Reprints (Send to School) (valid only on Loan Origination Change records) |
| S085 | 8 | MPN Received Date<br>Date on which the signed MPN was received from the borrower and verified by the school | 19000101 to 20991231<br>CCYYMMDD |
| S117 | 1 | MPN Status<br>The status of the MPN | T = Assumes the borrower has an open MPN at the COD System<br>S = MPN is signed<br>P = MPN is printed |
| S116 | 5 | Origination Fee Percentage<br>Origination fee percentage to be used for this record; for example, 04000 (implied decimal between the second and third position from the left) | Numeric > 0 |
| P008 | 9 | Student's Alien Registration Number (PLUS only)<br>Student's alien registration number, if eligible non-citizen | 000000001 to 999999999 |
| P007 | 1 | Student's Citizenship (PLUS only)<br>Student's citizenship status | 1 = U.S. Citizen<br>2 = Eligible Noncitizen<br>3 = Ineligible Noncitizen (valid only for PLUS loan change records) |
| S026 | 1 | Student's College Grade Level<br>Indicates the student's current college grade level in the program or college | 0 = 1st year, never attended college<br>1 = 1st year, attended college before<br>2 = 2nd year/sophomore<br>3 = 3rd year/junior<br>4 = 4th year/senior<br>5 = 5th year or more undergraduate<br>6 = 1st year graduate/professional<br>7 = Graduate/professional or beyond |
| P006 | 8 | Student's Date of Birth (PLUS only)<br>Student's date of birth on PLUS record | 19100101 to 20011231<br>CCYYMMDD |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| S126 | 50 | Student's E-mail Address 1<br>E-mail address of the student | **One and only one "at" sign (@) allowed.**<br>Before the "at" sign:<br>At least one valid character<br>All characters in the range of ASCII 33 to 126, except for the following thirteen characters:<br>< > ( ) [ ] \ , ; : " @ \|<br>Period cannot be first, last or adjacent to another period<br>After the "at" sign:<br>At least one valid character<br>Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .)<br>Hyphen, underscore, and period cannot be first, last, or adjacent to a period<br>Can be blank |
| S127 | 50 | Student's E-mail Address 2<br>E-mail address of the student | **One and only one "at" sign (@) allowed.**<br>Before the "at" sign:<br>At least one valid character<br>All characters in the range of ASCII 33 to 126, except for the following thirteen characters:<br>< > ( ) [ ] \ , ; : " @ \|<br>Period cannot be first, last or adjacent to another period<br>After the "at" sign:<br>At least one valid character<br>Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .)<br>Hyphen, underscore, and period cannot be first, last, or adjacent to a period<br>Can be blank |
| P003 | 12 | Student's First Name (PLUS only)<br>Student's first name | 0 to 9<br>Uppercase A to Z<br>' (Apostrophe)<br>- (Dash)<br>. (Period)<br>Space(s)<br>Left justified alpha character in the first position |
| P004 | 16 | Student's Last Name (PLUS only)<br>Student's last name | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>If non-blank, first character must contain a letter and second character must be non-numeric<br>Spaces in first characters are valid, leading spaces will be trimmed |
| P009 | 1 | Student's Loan Default/ Grant Overpayment (PLUS only)<br>Is the student in default on a Title IV loan or does the student owe a refund on a Title IV grant? | Y = Yes<br>N = No<br>Z = Overridden by School |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| S100 | 35 | Student's Local Address<br>Student's first line of the local address | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>, (Comma)<br>Space(s) |
| S105 | 8 | Student's Local Address Change Date<br>Date the Student's Local Address updated | 19000101 to 20991231<br>CCYYMMDD<br>If Local Address field is updated and this field is not included, EDExpress is updated with the current system date |
| S101 | 16 | Student's Local Address City<br>Student's local city | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>, (Comma)<br>Space(s) |
| S102 | 2 | Student's Local Address State<br>Student's local state | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4 |
| S103 | 9 | Student's Local Zip Code<br>Student's local zip code | 000000000 to 999999999<br>Last 4 digits can be blank<br>If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the zip code |
| P005 | 1 | Student's Middle Initial (PLUS only)<br>Student's middle initial | Uppercase A to Z |
| P002 | 9 | Student's Social Security Number<br>Student's Social Security Number (PLUS only) | 001010001 to 999999999 |

## *Direct Loan, Origination External Import Change Field Numbers Sorted by DL Change Number*

This table provides the change number fields to use for the External Import Change Record for loan origination. This table is sorted by DL Change Number and is the same table that appears at the beginning of this section, which is sorted alphabetically.

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| D003 | 2 | Disbursement Number<br>Disbursement number for the current disbursement transaction | 01 to 20 (Subsidized/Unsubsidized loan)<br>01 to 04 (Grad PLUS/PLUS) |
| D004 | 8 | Disbursement Date (formerly Transaction Date)<br>Date of the original disbursement or the previous "Q" transaction | 20070622 to 20131226<br>CCYYMMDD<br>This field cannot be updated for Action Type A |
| D006 | 1 | Action Type<br>Type of disbursement entered | D = Disbursement (gross or net, based on DL setup selected criteria)<br>A = Adjusted Disbursement (gross or net)<br>U = Use Anticipated Disbursement Information (gross or net, based on DL setup selected criteria)<br>N = Net Adjustment Amount (enter an adjusted disbursement by using the net adjusted amount)<br>Q = Adjusted Disbursement Date |
| D007 | 6 | Action Amount<br>Reported disbursement amount | -99999 to 099999 (leading zero can be blank)<br>Negative values only valid for Action Type = N |
| D008 | 1 | Actual First Disbursement Change Flag<br>Indicates the first disbursement | C = Change the first disbursement from disbursement number 1 to a subsequent disbursement number |
| D009 | 8 | Action Date<br>Date the disbursement adjustment is made at the school | MMDDCCYY |
| P002 | 9 | Student's Social Security Number<br>Student's Social Security Number (PLUS only) | 001010001 to 999999999 |
| P003 | 12 | Student's First Name (PLUS only)<br>Student's first name | 0 to 9<br>Uppercase A to Z<br>' (Apostrophe)<br>- (Dash)<br>. (Period)<br>Space(s)<br>Left justified with an A to Z in the first position |
| P004 | 16 | Student's Last Name (PLUS only)<br>Student's last name | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>If non-blank, first character must contain a letter and second character must be non-numeric<br>Spaces in first characters are valid, leading spaces will be trimmed |
| P005 | 1 | Student's Middle Initial (PLUS only)<br>Student's middle initial | Uppercase A to Z |
| P006 | 8 | Student's Date of Birth (PLUS only)<br>Student's date of birth on PLUS record | 19100101 to 20011231<br>CCYYMMDD |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| P007 | 1 | Student's Citizenship (PLUS only)<br>Student's citizenship status | 1 = U.S. Citizen<br>2 = Eligible Noncitizen<br>3 = Ineligible Noncitizen (valid only for PLUS Loan change records) |
| P008 | 9 | Student's Alien Registration Number (PLUS only)<br>Student's alien registration number, if eligible non-citizen | 000000001 to 999999999 |
| P009 | 1 | Student's Loan Default/Grant Overpayment (PLUS only)<br>Is the student in default on a Title IV loan or does the student owe a refund on a Title IV grant? | Y = Yes<br>N = No<br>Z = Overridden by School |
| P010 | 1 | Credit Decision Indicator (Grad PLUS/PLUS only)<br>Indicates the credit decision that was made | A = Approved<br>F = Failed/denied<br>Can be blank |
| P011 | 8 | Credit Decision Date (Grad PLUS/PLUS only)<br>Indicates the date the credit decision was made | 19000101 through the current date<br>Can be blank<br>CCYYMMDD |
| S005 | 9 | Borrower's Social Security Number<br>Borrower's current Social Security Number | 001010001 to 999999999 |
| S006 | 12 | Borrower's First Name<br>Borrower's first name | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Space(s) |
| S007 | 16 | Borrower's Last Name<br>Borrower's last name | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>A to Z in the first position<br>If non-blank, first position must contain a letter and second position must be non-numeric.<br>Spaces in first characters are valid, leading spaces will be trimmed. |
| S008 | 1 | Borrower's Middle Initial<br>Borrower's middle initial | Uppercase A to Z |
| S009 | 35 | Borrower's Address<br>First line of the borrower's address | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>, (Comma)<br>Space(s) |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| S010 | 16 | Borrower's Permanent Address City<br>Borrower's permanent address city | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>, (Comma)<br>Space(s) |
| S011 | 2 | Borrower's Permanent Address State<br>Borrower's permanent address state | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4 |
| S012 | 9 | Borrower's Permanent Zip Code<br>Borrower's permanent zip code | 000000000 to 999999999<br>Last 4 digits can be blank<br>If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the zip code |
| S013 | 10 | Borrower's Telephone Number<br>Borrower's home telephone number | 0000000000 to 9999999999 |
| S014 | 2 | Borrower's Driver's License State<br>Borrower's driver's license state | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4 |
| S015 | 20 | Borrower's Driver's License Number<br>Borrower's driver's license number | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>- (Dash)<br>* (Asterisk) but not in first position, entire field cannot consist of all asterisks |
| S016 | 8 | Borrower's Date of Birth<br>Borrower's date of birth | 19100101 to 20011231<br>CCYYMMDD |
| S017 | 1 | Dependency Status<br>Dependency status of the student | I = Independent<br>D = Dependent |
| S018 | 1 | Borrower's Citizenship<br>Borrower's citizenship status | 1 = U.S. Citizen<br>2 = Eligible Noncitizen<br>3 = Ineligible Noncitizen (valid for Subsidized/Unsubsidized loan change records) |
| S019 | 9 | Borrower's Alien Registration Number<br>Borrower's alien registration number if eligible non-citizen | 000000000 to 999999999 |
| S022 | 1 | Borrower's Loan Default/ Grant Overpayment<br>Is the borrower in default on a Title IV loan or does the borrower owe a refund on a Title IV grant? | Y = Yes<br>N = No<br>Z = Overridden by School |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| S026 | 1 | Student's College Grade Level<br>Indicates the student's current college grade level in the program or college | 0 = 1st year, never attended college<br>1= 1st year, attended college before<br>2 = 2nd year/sophomore<br>3 = 3rd year/junior<br>4 = 4th year/senior<br>5 = 5th year or more undergraduate<br>6 = 1st year graduate/professional<br>7 = Graduate/professional or beyond |
| S029 | 5 | Loan Amount Approved<br>Total maximum amount for which the borrower is eligible | Numeric > = 0 |
| S031 | 4 | Disbursement Profile Code<br>Code used by EDExpress to determine loan period start and end dates and appropriate disbursement dates | 0 to 9<br>Uppercase A to Z |
| S032 | 8 | Loan Period Start Date<br>Date when classes begin, as certified by the school for this specific loan | On or before 20100630<br>CCYYMMDD |
| S033 | 8 | Loan Period End Date<br>Date when classes end, as certified by the school for this specific loan | On or after 20090701<br>CCYYMMDD |
| S038 | 8 | 1st Disbursement Anticipated Date<br>Anticipated disbursement date for the 1st disbursement | 20070622 to 20131226<br>CCYYMMDD |
| S039 | 5 | 1st Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 1st disbursement | Numeric > = 0 |
| S048 | 8 | 2nd Disbursement Anticipated Date<br>Anticipated disbursement date for the 2nd disbursement | 20070622 to 20131226<br>CCYYMMDD |
| S049 | 5 | 2nd Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 2nd disbursement | Numeric > = 0 |
| S058 | 8 | 3rd Disbursement Anticipated Date<br>Anticipated disbursement date for the 3rd disbursement | 20070622 to 20131226<br>CCYYMMDD |
| S059 | 5 | 3rd Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 3rd disbursement | Numeric > = 0 |
| S068 | 8 | 4th Disbursement Anticipated Date<br>Anticipated disbursement date for the 4th disbursement | 20070622 to 20131226<br>CCYYMMDD |
| S069 | 5 | 4th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 4th disbursement | Numeric > = 0 |
| S083 | 1 | MPN Print Indicator<br>MPN print option used for this record | S = COD Prints (Send to Borrower)<br>R = COD Prints (Return to School)<br>O = On-site (EDExpress)<br>F = On-site (Custom System)<br>Z = COD Reprint (Send to Borrower)<br>V = COD Reprints (Sends to School) (valid only on Loan Origination Change records) |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| S085 | 8 | MPN Received Date<br>Date on which the signed MPN was received from the borrower and verified by the school | 19000101 to 20991231<br>CCYYMMDD |
| S090 | 1 | Loan Inactive Flag<br>Indicates the loan is inactive | Y = Yes<br>Blank = Reactivate the loan |
| S091 | 8 | Loan Inactive Flag Date<br>Indicates the date the loan was made inactive | 19000101 to 20991231<br>CCYYMMDD |
| S100 | 35 | Student's Local Address<br>Student's first line of the local address | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>, (Comma)<br>Space(s) |
| S101 | 16 | Student's Local Address City<br>Student's local city | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>, (Comma)<br>Space(s) |
| S102 | 2 | Student's Local Address State<br>Student's local state | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4 |
| S103 | 9 | Student's Local Zip Code<br>Student's local zip code | 000000000 to 999999999<br>Last 4 digits can be blank<br>If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the zip code |
| S104 | 8 | Borrower's Permanent Address Change Date<br>Date the Borrower's Permanent Address updated | 19000101 to 20991231<br>CCYYMMDD<br>If Permanent Address field is updated and this field is not included, EDExpress is updated with the current system date |
| S105 | 8 | Student's Local Address Change Date<br>Date the Student's Local Address updated | 19000101 to 20991231<br>CCYYMMDD<br>If Local Address field is updated and this field is not included, EDExpress is updated with the current system date |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| S106 | 8 | Borrower's SSN Change Date<br>Date the Borrower's SSN updated | 19000101 to 20991231<br>CCYYMMDD<br>If S005 is updated and this field is not included, EDExpress is updated with the current system date |
| S107 | 8 | Borrower's Date of Birth Change Date<br>Date the Borrower's Date of Birth updated | 19000101 to 20991231<br>CCYYMMDD<br>If S016 is updated and this field is not included, EDExpress is updated with the current system date |
| S108 | 8 | Loan Exit Counseling Completed Date | 19000101 to 20991231<br>CCYYMMDD |
| S109 | 8 | Loan Entrance Interview Date<br>Indicates the date the student received entrance counseling | 19000101 to 20991231<br>CCYYMMDD |
| S110 | 1 | Additional Unsubsidized Eligibility for Health Profession Programs (Unsub only)<br>Indicates that the borrower is receiving an additional unsubsidized loan amount for a Health Profession Program | Y = Yes<br>N or blank = No |
| S115 | 1 | Disclosure Statement Print Indicator<br>Disclosure statement print option used for this record | Y = COD prints<br>N = School prints<br>Z = COD reprints |
| S116 | 5 | Origination Fee Percentage<br>Origination fee percentage to be used for this record; for example, 04000 (implied decimal between the second and third position from the left) | Numeric > 0 |
| S117 | 1 | MPN Status<br>The status of the MPN | T = Assumes the borrower has an open MPN at the COD System<br>S = MPN is signed<br>P = MPN is printed |
| S118 | 1 | Disclosure Printed?<br>Indicates whether or not a disclosure was printed using EDExpress | Y = Disclosure printed<br>N = Disclosure not printed |
| S120 | 1 | Additional Unsub Preprofessional or Teacher Certification? (unsub only) | Y = Yes<br>N or blank = No |
| S121 | 8 | Academic Year Start Date<br>Date the academic year starts at the institution | On or before 20100630<br>CCYYMMDD |
| S122 | 8 | Academic Year End Date<br>Date the academic year ends at the institution | On or after 20090701<br>CCYYMMDD |
| S123 | 1 | Additional Unsubsidized Eligibility for Dependent Student (Unsubsidized only)<br>Indicates that the dependent student is receiving additional unsubsidized loan eligibility | Y = Yes<br>N or blank = No |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| S126 | 50 | Student's E-mail Address 1<br>E-mail address of the student | **One and only one "at" sign (@) allowed.**<br>Before the "at" sign:<br>At least one valid character<br>All characters in the range of ASCII 33 to 126, except for the following thirteen characters:<br>< > ( ) [ ] \ , ; : " @ \|<br>Period cannot be first, last or adjacent to another period<br>After the "at" sign:<br>At least one valid character<br>Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .)<br>Hyphen, underscore, and period cannot be first, last, or adjacent to a period<br>Can be blank |
| S127 | 50 | Student's E-mail Address 2<br>E-mail address of the student | **One and only one "at" sign (@) allowed.**<br>Before the "at" sign:<br>At least one valid character<br>All characters in the range of ASCII 33 to 126, except for the following thirteen characters:<br>< > ( ) [ ] \ , ; : " @ \|<br>Period cannot be first, last or adjacent to another period<br>After the "at" sign:<br>At least one valid character<br>Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .)<br>Hyphen, underscore, and period cannot be first, last, or adjacent to a period<br>Can be blank |
| S130 | 8 | 5th Disbursement Anticipated Date<br>Anticipated disbursement date for the 5th disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |
| S131 | 5 | 5th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 5th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S134 | 8 | 6th Disbursement Anticipated Date<br>Anticipated disbursement date for the 6th disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |
| S135 | 5 | 6th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 6th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S138 | 8 | 7th Disbursement Anticipated Date<br>Anticipated disbursement date for the 7th Disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |
| S139 | 5 | 7th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 7th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S142 | 8 | 8th Disbursement Anticipated Date<br>Anticipated disbursement date for the 8th disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| S143 | 5 | 8th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 8th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S146 | 8 | 9th Disbursement Anticipated Date<br>Anticipated disbursement date for the 9th disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |
| S147 | 5 | 9th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 9th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S150 | 8 | 10th Disbursement Anticipated Date<br>Anticipated disbursement date for the 10th disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |
| S151 | 5 | 10th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 10th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S154 | 8 | 11th Disbursement Anticipated Date<br>Anticipated disbursement date for the 11th disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |
| S155 | 5 | 11th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 11th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S158 | 8 | 12th Disbursement Anticipated Date<br>Anticipated disbursement date for the 12th disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |
| S159 | 5 | 12th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 12th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S162 | 8 | 13th Disbursement Anticipated Date<br>Anticipated disbursement date for the 13th disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |
| S163 | 5 | 13th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 13th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S166 | 8 | 14th Disbursement Anticipated Date<br>Anticipated disbursement date for the 14th disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |
| S167 | 5 | 14th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 14th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S170 | 8 | 15th Disbursement Anticipated Date<br>Anticipated disbursement date for the 15th disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |
| S171 | 5 | 15th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 15th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S174 | 8 | 16th Disbursement Anticipated Date<br>Anticipated disbursement date for the 16th disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |
| S175 | 5 | 16th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 16th disbursement | Numeric > = 0<br>(Sub/Unsub only) |

| DL Change Number | Field Length | Field Name/Description | Valid Field Content |
|---|---|---|---|
| S178 | 8 | 17th Disbursement Anticipated Date<br>Anticipated disbursement date for the 17th disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |
| S179 | 5 | 17th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 17th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S182 | 8 | 18th Disbursement Anticipated Date<br>Anticipated disbursement date for the 18th disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |
| S183 | 5 | 18th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 18th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S186 | 8 | 19th Disbursement Anticipated Date<br>Anticipated disbursement date for the 19th disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |
| S187 | 5 | 19th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 19th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S190 | 8 | 20th Disbursement Anticipated Date<br>Anticipated disbursement date for the 20th disbursement | 20070622 to 20131226<br>CCYYMMDD<br>(Sub/Unsub only) |
| S191 | 5 | 20th Disbursement Anticipated Gross Amount<br>Anticipated gross amount for the 20th disbursement | Numeric > = 0<br>(Sub/Unsub only) |
| S193 | 5 | Interest Rebate Percentage<br>Interest Rebate Percentage to be used for this record; for example, 01500 for 1.5% (implied decimal between the second and third position from the left) | Numeric > 0 |
| S194 | 21 | MPN ID | Example: 999999999X10X99999001<br><br>Student's Social Security Number = 001010001 to 999999999<br>Loan Type = X, where X equals:<br>M = Sub/Unsub MPN<br>N = PLUS /Grad PLUS MPN<br><br>Program Year = 00 to 10<br>School Code = X00000 to X99999 where X = G or E<br>Loan Sequence Number = 001 to 999 |
| S195 | 2 | CPS Transaction Number | 01 to 99<br>(Grad PLUS/Sub/Unsub only) |

# DEER10IN: Direct Loan External Export

## Combined Demo, User-Defined fields, Loan (including PLUS), Anticipated and Actual Fields

The External Export is first sorted by record type and then within the record type it is sorted alphabetically.

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 2 | RECORD TYPE A | A = Demographic table fields<br>Fields listed under record type A are mostly fields from the Demographic tab in EDExpress and are student data fields | Left |
| 2 | Active Transaction | 01 to 99<br>Can be blank | Right |
| 8 | Active Transaction Date<br>Date active ISIR transaction was updated on the database | 19000101 to 20991231<br>CCYYMMDD | Date |
| 8 | Active Transaction ID<br>User ID that updated active ISIR transaction | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percentage)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>Can be blank | Right |
| 8 | Add Date (Demo)<br>Date record was added to database | 19000101 to 20991231<br>CCYYMMDD | Date |
| 6 | Add Time (Demo)<br>Time record was added to database | Format is HHMMSS<br>000000 to 235959<br>HH = 00 to 23<br>MM = 00 to 59<br>SS = 00 to 59 | Right |
| 8 | Add User ID (Demo)<br>User ID which added the record | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percentage)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>Can be blank | |
| 9 | Alien Registration Number<br>Student's alien registration number | 0 to 9<br>000000001 to 999999999<br>Can be blank | |
| 1 | Citizenship Status - Demo<br>Student's citizenship status | 1 = U.S. Citizen<br>2 = Eligible Noncitizen<br>3 = Ineligible Noncitizen | |

**Direct Loan Combination Layouts**

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 9 | Current SSN<br>Student's current SSN | 001010001 to 999999999 | |
| 8 | Date of Birth - Demo<br>Student's date of birth | 19100101 to 20011231<br>CCYYMMDD | |
| 8 | Date of Birth Change Date<br>Date the Student's Date of birth updated | 19000101 to 20991231<br>CCYYMMDD | |
| 1 | Dependency Status - Demo<br>Dependency status of the student | D = Dependent with Primary EFC<br>I = Independent with Primary EFC | |
| 1 | Document Status<br>Status of packaged document | B = Documents still needed for both packaging and verification<br>C = All documents are satisfied (included documents required for both packaging and verification)<br>V = Documents still needed for verification<br>P = Documents still needed for packaging<br>O = Other documents needed but not required for packaging or verification<br>D = Documents received but not reviewed (if document is required for packaging, this status prevents the record from being packaged but excludes the document from the Missing Documents Letter)<br>Blank = Status not determined | Left |
| 20 | Driver's License #<br>Student's driver's license number | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>- (Dash)<br>* (Asterisk) but not in first position, entire field cannot consist of all asterisks<br>Can be blank | Left |
| 2 | Driver's License State<br>Student's driver's license state code | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4<br>Can be blank | Left |
| 50 | E-mail Address 1<br>Student's e-mail address | One and only one "at" sign (@) allowed.<br>Before the "at" sign:<br>At least one valid character<br>All characters in the range of ASCII 33 to 126, except for the following thirteen characters:<br>< > ( ) [ ] \ , ; : " @ \|<br>Period cannot be first, last or adjacent to another period<br>After the "at" sign:<br>At least one valid character<br>Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .)<br>Hyphen, underscore, and period cannot be first, last, or adjacent to a period<br>Can be blank | Right |

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 50 | E-mail Address 2<br>Student's e-mail address | One and only one "at" sign (@) allowed.<br>Before the "at" sign:<br>At least one valid character<br>All characters in the range of ASCII 33 to 126, except for the following thirteen characters:<br>< > ( ) [ ] \ , ; : " @ \|<br>Period cannot be first, last or adjacent to another period<br>After the "at" sign:<br>At least one valid character<br>Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .)<br>Hyphen, underscore, and period cannot be first, last, or adjacent to a period<br>Can be blank | Right |
| 12 | First Name - Demo<br>Student's first name | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Can be blank | Left |
| 1 | Has Document Tracking Record | Y = Yes<br>N = No<br>Can be blank | Left |
| 1 | Has Loan Record | Display a Y if this student has at least one record on the loan database table; otherwise, display N | Left |
| 1 | Has Notes Record | Y = Yes<br>N = No<br>Can be blank | Left |
| 1 | Has NSLDS Record | Y = Yes<br>N = No<br>Can be blank | Left |
| 1 | Has Packaging Record | Y = Yes<br>N = No<br>Can be blank | Left |
| 1 | Has PELL Record | Y = Yes<br>N = No<br>Can be blank | Left |
| 1 | Has TEACH Record | Y = Yes<br>N = No<br>Can be blank | Left |
| 1 | ISIR DL GRAD PLUS MPN Flag | A = Valid MPN on file at the COD System<br>C = Closed MPN at the COD System<br>I = Inactive MPN at the COD System<br>N = Valid MPN not on file at the COD System<br>Can be blank | Left |
| 1 | ISIR DL PLUS MPN Flag | A = Valid MPN on file at the COD System<br>C = Closed MPN at the COD System<br>I = Inactive MPN at the COD System<br>N = Valid MPN not on file at the COD System<br>Can be blank | Left |

**Direct Loan Combination Layouts**

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 1 | ISIR DL Sub/Unsub MPN Flag | A = Valid MPN on file at the COD System<br>C = Closed MPN at the COD System<br>I = Inactive MPN at the COD System<br>N = Valid MPN not on file at the COD System<br>Can be blank | Left |
| 8 | Last Mailed Date<br>Document Tracking date of last mailing | 19000101 to 20991231<br>Can be blank<br>CCYYMMDD | Date |
| 16 | Last Name - Demo<br>Student's last name | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>' (Apostrophe)<br>. (Period)<br>- (Dash)<br>Can be blank | Left |
| 8 | Legal Residence Date - Demo<br>Date the student became legal resident of state in which they reside | 19000101 to 20991231<br>Can be blank<br>CCYYMMDD | Date |
| 2 | Letter Count<br>Count of how many letters have printed per record | 00 to 99 | Right |
| 8 | Loan Entrance Interview Date<br>The date the student completed entrance interview counseling | 19000101 through the current date<br>Can be blank<br>CCYYMMDD | Date |
| 8 | Loan Exit Counseling Date<br>The date the student completed loan exit counseling | 19000101 through the current date<br>Can be blank<br>CCYYMMDD | Date |
| 35 | Local Address<br>First line of student's local mailing address | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>, (Comma)<br>Can be blank | Left |
| 8 | Local Address Change Date<br>Date the Student's Local Address updated | 19000101 to 20991231<br>CCYYMMDD | Date |

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 16 | Local City<br>Student's local city | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>, (Comma)<br>Can be blank | Left |
| 10 | Local Phone<br>Student's local home telephone number | 0000000000 to 9999999999<br>Can be blank | Right |
| 2 | Local State<br>Student's local state code | Uppercase A to Z<br>Valid postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4<br>Can be blank | Left |
| 9 | Local Zip Code<br>Student's local zip code | 000000000 to 999999999<br>Can be blank or last 4 digits can be blank<br>If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code | Left |
| 1 | Middle Initial – Demo<br>Student's middle initial | Uppercase A to Z<br>Can be blank | Left |
| 2 | Name ID<br>First two characters of student's last name | 0 to 9<br>Uppercase A to Z<br>Space(s)<br>' (Apostrophe)<br>. (Period)<br>- (Dash)<br>Can be blank | Left |
| 9 | Original SSN – Demo<br>Student's original Social Security Number used to process the loan | 001010001 to 999999999 | Right |
| 35 | Permanent Address - Demo<br>First line of the student's permanent mailing address | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>#  (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>, (Comma)<br>Can be blank | Left |
| 8 | Permanent Address Change Date<br>Date Student's Permanent Address updated | 19000101 to 20991231<br>CCYYMMDD | Date |

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 16 | Permanent City - Demo<br>Student's permanent mailing address city | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percentage)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>, (Comma)<br>Can be blank | Left |
| 10 | Permanent Phone Number - Demo<br>Student's permanent home telephone number | 0000000000 to 9999999999<br>Can be blank | Right |
| 2 | Permanent State - Demo<br>Student's permanent state | Uppercase A to Z<br>Valid postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4<br>Can be blank | Left |
| 9 | Permanent Zip Code - Demo<br>Student's permanent zip code | 000000000 to 999999999<br>Last 4 digits can be blank<br>If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the zip code | Left |
| 2 | Previous Transaction | 01 to 99 | Right |
| 1 | Record Source<br>Origin of Demo record data | M = Manual Entry<br>I = ISIR Import<br>P = External Import Add, Packaging<br>E = External Import Add, Pell<br>L = External Import Add, Direct Loan<br>H = External Import Add, TEACH<br>D = External Import, Demographic Data<br>Y = Prior Year Demographic Import<br>R = Direct Loan Rebuild Import<br>O = Pell Origination Acknowledgement – regular<br>W = Pell Origination Acknowledgement – web<br>X = Pell YTD<br>Z = TEACH Rebuild<br>Can be blank | Left |
| 20 | School Use | Valid field content is any keyboard character | Left |
| 8 | Social Security Number Change Date<br>Date the student's Social Security Number changed last | 19000101 to 20991231<br>CCYYMMDD | Date |
| 2 | Student's State of Legal Residence - Demo<br>Student's state of legal residence | Uppercase A to Z<br>Valid postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4<br>Can be blank | Left |
| 2 | Trans Paid On<br>Transaction Paid On | 01 to 99<br>Can be blank | Right |
| 2 | Transaction #<br>Number of the transaction | 00 to 99<br>Can be blank | Right |

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 8 | Update Date (Demo)<br>Date update occurred on database | 19000101 to 20991231<br>CCYYMMDD | Date |
| 8 | Update ID (Demo)<br>User ID which updated the record in database | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percentage)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>Can be blank | Right |
| 6 | Update Time (Demo)<br>Time record was last updated on database | Format is HHMMSS<br>000000 to 999999<br>HH = 00 to 23<br>MM = 00 to 59<br>SS = 00 to 59 | Right |
| 1 | Verification Status Code | W = Without Documentation<br>V = Verified<br>S = Selected, not verified<br>Can be blank | Left |
| 2 | RECORD TYPE B | B = User-defined database<br>Record Type B is used for user defined-database fields you have created | Left |
| N | User Defined Database Field 1 to Field NN | If the user-defined field type is:<br>Text = Any valid keyboard character<br>Date = Format is CCYYMMDD<br>Number = Only numeric characters<br>Yes/No = Only Y or N | Left |
| 2 | RECORD TYPE D | D = Loan Table fields<br>Fields listed under record type D are data fields mostly from the Loan tab in EDExpress | Left |
| 8 | Academic Year End Date | On or after 20090701<br>CCYYMMDD | Date |
| 8 | Academic Year Start Date | On or before 20100630<br>CCYYMMDD | Date |
| 8 | Add Date (Loan)<br>Date the record was added to the database | 19000101 to 20991231<br>CCYYMMDD | Date |
| 8 | Add ID (Loan)<br>User ID which added record to database | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percentage)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>Can be blank | Left |

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 6 | Add Time (Loan)<br>Time the record was added to database | Format is HHMMSS<br>000000 to 999999<br>HH = 00 to 23<br>MM = 00 to 59<br>SS = 00 to 59 | Right |
| 1 | Additional Unsubsidized Eligibility for Dependent Student<br>If yes, this student is eligible to receive additional unsubsidized loan funds | Y = Yes<br>Blank = No | Left |
| 1 | Additional Unsubsidized Eligibility for Health Profession Programs<br>If yes, this student is eligible to receive additional unsubsidized loan funds | Y = Yes<br>Blank = No | Right |
| 1 | Additional Unsub Preprofessional or Teacher Certification? | Y = Yes<br>Blank = No | Right |
| 8 | Booked Date<br>Date the loan was booked at the COD System | 19000101 to 20991231<br>CCYYMMDD | Date |
| 24 | Booked Document ID<br>Document ID for this document | Example: CCYYMMDDHHmmssff99999999<br><br>Date Document Created = CCYYMMDD<br>Time Document Created = HHmmssff<br>Source Entity ID = 99999999 | Left |
| 1 | Booked Status | A = Booked<br>R = Unbooked | Left |
| 1 | Credit Decision<br>Grad PLUS/PLUS credit flag indicates the results of the credit check | A = Credit approved<br>N = Credit denied; need endorser<br>C = Credit overridden new credit information provided<br>D = Credit denied; endorser not ok<br>E = Credit overridden; endorser ok<br>F = Credit failed on Web site request<br>X = Credit pending | Left |
| 8 | Credit Decision Date<br>Original date of the credit decision from the COD System | 19000101 to 20991231<br>CCYYMMDD | Date |
| 8 | Credit Decision Update Date<br>Date the credit decision was updated in EDExpress | 19000101 to 20991231<br>CCYYMMDD | Date |
| 1 | Dependency Status – DL (Loan)<br>Dependency status of the student | D = Dependent with Primary EFC<br>I = Independent with Primary EFC<br>Can be blank | Left |
| 6 | DL Code<br>DL code<br>Also identifies school originating loan record | 0 to 9<br>Uppercase A to Z<br>X00000 to X99999 where X = G or E | Left |
| 4 | Disbursement Profile Code<br>Code used by EDExpress to determine loan period start and end dates and appropriate disbursement dates | 0 to 9<br>Uppercase A to Z | Left |
| 1 | Disclosure Printed<br>Has a disclosure statement been printed by the school? | Y = Disclosure printed<br>N = Disclosure not printed or ready to reprint<br>Default is N | Left |

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 1 | Disclosure Statement Print Indicator<br>Should the COD System print a Disclosure Statement for this student? | S = COD prints<br>O = School prints<br>Z = COD reprints | Left |
| 9 | Endorser Amount | 0 to 999999999<br>Can be blank | Right |
| 1 | Export to the COD System<br>Flag indicating if record has been exported to the COD System | Y = Yes<br>N = No | Right |
| 1 | Export to External System<br>Flag indicating if the record is exported to an external system | Y = Yes<br>N = No | Right |
| 1 | Grade Level in College - DL<br>Indicates the student's current college grade level in the program or college | 0 = 1st year, never attended college<br>1 = 1st year, attended college before<br>2 = 2nd year/sophomore<br>3 = 3rd year/junior<br>4 = 4th year/senior<br>5 = 5th year or more undergraduate<br>6 = 1st year graduate/professional<br>7 = Graduate/professional or beyond | Right |
| 8 | Inactive Date<br>Date loan was made inactive | 19000101 to 20991231<br>Can be blank<br>CCYYMMDD | Date |
| 1 | Inactive Flag<br>Flag indicating if loan is inactive | Y = Yes<br>N = No | Left |
| 6 | Interest Rebate Percentage | Numeric > = 0<br>1.5% is exported as 01.500<br>1.0% is exported as 01.000 | Right |
| 5 | Loan Amount Approved<br>Total maximum amount for which the borrower is eligible | Numeric > = 0 | Right |
| 6 | Loan Fee Percentage<br>Loan origination fee percentage for this record | Numeric > = 0<br>4% is exported as 04.000<br>2% is exported as 02.000<br>1.5% is exported as 01.500<br>1% is exported as 01.000 | Right |
| 21 | Loan ID (Loan)<br>Unique identifier created at the time of origination | Example: 999999999X10X99999001<br><br>Student's Social Security Number = 01110001 to 999999999<br>Loan Type = X, where X equals:<br>S = Subsidized<br>U = Unsubsidized<br>P = PLUS/Grad PLUS<br>Program Year = 10 (for 2009-2010)<br>School Code = X00000 to X99999 where X = G or E<br>Loan Sequence Number = 001 to 999 | Left |
| 8 | Loan Origination Date<br>Date the loan was originated | 19000101 to 20991231<br>CCYYMMDD | Date |
| 8 | Loan Period End Date<br>Date when classes end, as certified by the school for this specific loan | On or after 20090701<br>CCYYMMDD | Date |

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 8 | Loan Period Start Date<br>Date when classes begin, as certified by the school for this specific loan | On or before 20100630<br>CCYYMMDD | Date |
| 1 | Loan Status<br>Status of the loan | N = Not ready<br>R = Ready<br>B = Batched<br>E = Error<br>A = Accepted | Left |
| 1 | Loan Type<br>Type of loan record | S = Subsidized<br>U = Unsubsidized<br>G = Grad PLUS<br>P = PLUS | Left |
| 24 | MPN Accepted Document ID<br>Document ID that contained the MPN sent to the COD System | Example: CCYYMMDDHHmmssff99999999<br><br>Date Document Created = CCYYMMDD<br>Time Document Created = HHmmssff<br>Source Entity ID = 99999999<br>Can be blank | Left |
| 8 | MPN Acknowledgement Date<br>Date on which the COD System acknowledged the physical MPN | 19000101 to 20991231<br>Can be blank<br>CCYYMMDD | Right |
| 8 | MPN Expiration Date | CCYYMMDD | Right |
| 21 | MPN ID<br>MPN ID on the MPN accepted by the COD System | Example: 999999999X10X99999001<br><br>Student's Social Security Number = 001010001 to 999999999<br>Loan Type = X, where X equals one of the following:<br>M = Sub/Unsub MPN<br>N = PLUS /Grad PLUS MPN<br><br>Program Year = 00 to 10<br>School Code = X00000 to X99999 where X = G or E<br>Loan sequence number = 001 to 999<br>Can be blank | Right |
| 8 | MPN Manifest Date<br>Date on which manifest is printed | 19000101 to 20991231<br>CCYYMMDD | Right |
| 24 | MPN Manifest Document ID<br>Document ID number which contained the MPN sent to the COD System | Example: CCYYMMDDHHmmssff99999999<br><br>Date Document Created = CCYYMMDD<br>Time Document Created = HHmmssff<br>Source Entity ID = 99999999<br>Can be blank | Left |
| 8 | MPN Print Date<br>Date the MPN was printed | 19000101 to 20991231<br>Can be blank<br>CCYYMMDD | Right |
| 1 | MPN Print Indicator<br>MPN print option used for this record | S = COD prints (send to borrower)<br>R = COD prints (return to school)<br>O = On-site (EDExpress)<br>F = On-site (Custom system)<br>Z = COD reprint (send to borrower)<br>V = COD reprint (send to school) (valid only on loan origination change records) | Left |

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 8 | MPN Received Date<br>Date on which the signed MPN was received from the borrower and verified by the school | 19000101 to 20991231<br>CCYYMMDD | Date |
| 1 | MPN Status<br>Status of the MPN with the COD System | A = Accepted or Valid MPN at the COD System<br>T = School assumes the student has an MPN on file at the COD System<br>R = Ready to Print<br>X = Pending at the COD System<br>N = Not Ready to Print<br>S = Signed<br>P = Printed or Request to print sent to the COD System<br>M = Manifested | Left |
| 24 | Origination Change Document ID<br>Document number containing the change record sent to the COD System | Example: CCYYMMDDHHmmssff99999999<br><br>Date Document Created = CCYYMMDD<br>Time Document Created = HHmmssff<br>Source Entity ID = 999999999 | Left |
| 24 | Origination Document ID<br>Document ID which contained the loan origination record sent to the COD System | Example: CCYYMMDDHHmmssff99999999<br><br>Date Document Created = CCYYMMDD<br>Time Document Created = HHmmssff<br>Source Entity ID = 999999999 | Left |
| 21 | Origination Reject Codes | 0 to 9<br>Uppercase A to Z<br>See COD Reject Code Table in Volume II, Section 4 – Edits | Left |
| 8 | Parent Borrower's Address Change Date<br>Date the parent borrower's address change was effective | 19000101 to 20991231<br>Can be blank<br>CCYYMMDD<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Date |
| 9 | Parent Borrower's Alien Registration #<br>Parent borrower's alien registration number, if eligible non-citizen | 000000001 to 999999999<br>Can be blank<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Right |
| 1 | Parent Borrower's Citizenship Status<br>Parent borrower's citizenship status | 1 = U.S. Citizen (or U.S. national)<br>2 = Eligible Noncitizen<br>3 = Ineligible Noncitizen<br>Can be blank<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Right |
| 9 | Parent Borrower's Current SSN<br>Parent borrower's current Social Security number | 001010001 to 999999999<br>Can be blank<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Right |
| 8 | Parent Borrower's Date of Birth<br>Date of the parent borrower's birth | 19090101 to 20001231<br>Can be blank<br>CCYYMMDD<br>(Always blank for a Grad PLUS/ Sub/Unsub loan) | Date |
| 8 | Parent Borrower's Date of Birth Change Date<br>Date the parent borrower's date of birth changed | 19000101 to 20991231<br>Can be blank<br>CCYYMMDD<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Date |

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 12 | Parent Borrower's First Name<br>Parent borrower's first name | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Space(s)<br>Can be blank<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Left |
| 16 | Parent Borrower's Last Name<br>Parent borrower's last name | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Space(s)<br>Can be blank<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Left |
| 20 | Parent Borrower's License #<br>Parent borrower's driver's license number | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>* (Asterisk) but not in first position, entire field cannot consist of all asterisks<br>Space(s)<br>Can be blank<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Left |
| 2 | Parent Borrower's License State<br>State the parent borrower's driver's license is issued | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4<br>Can be blank<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Left |
| 1 | Parent Borrower's Loan Default/Grant Overpayment<br>Is the Parent in default on a Title IV loan or does the Parent owe a refund on a Title IV grant? | Y = Yes<br>N = No<br>Z = Overridden by school<br>Can be blank<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Left |
| 1 | Parent Borrower's Middle Initial<br>Parent borrower's middle initial | Uppercase A to Z<br>Can be blank<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Left |
| 35 | Parent Borrower's Permanent Address<br>First line of the parent borrower's permanent address | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>, (Comma)<br>Can be blank<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Left |

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 16 | Parent Borrower's Permanent City<br>Parent borrower's permanent city | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>, (Comma)<br>Can be blank<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Left |
| 10 | Parent Borrower's Permanent Phone Number<br>Parent borrower's home telephone number | 0000000000 to 9999999999<br>Can be blank<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Right |
| 2 | Parent Borrower's Permanent State<br>Parent borrower's permanent state of residence | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4<br>Can be blank<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Left |
| 9 | Parent Borrower's Permanent Zip Code<br>Parent borrower's permanent zip code | 000000000 to 999999999<br>Spaces<br>Last 4 digits can be blank<br>Can be blank<br>(Always blank for a Grad PLUS/Sub/Unsub loan)<br>If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the zip code | Left |
| 8 | Parent Borrower's SSN Change Date<br>Date the parent borrower's Social Security Number changed last | 19000101 to 20991231<br>Can be blank<br>CCYYMMDD<br>(Always blank for a Grad PLUS/Sub/Unsub loan) | Date |
| 4 | Program Year<br>Academic year in which the loan is borrowed | 0910 | Right |
| 1 | Record Source – DL<br>Origin of record data | M = Manual Entry<br>I = ISIR Import<br>E = External Import Add, Direct Loan<br>P = Packaging Import<br>R = Rebuild | Left |
| 1 | Student's Loan Default/Grant Overpayment<br>Is the student in default on a Title IV loan or does the student owe a refund on a Title IV grant? | Y = Yes<br>N = No<br>Z = Overridden | Left |
| 9 | Student's Original SSN<br>Student's original Social Security Number used to process the loan | 001010001 to 999999999 | Right |
| 2 | Transaction # - DL | 01 to 99<br>Can be blank | Left |
| 8 | Transmit Date<br>Date that data was transmitted to the COD System | 19000101 to 20991231<br>CCYYMMDD | Right |
| 2 | Transmit Number<br>Transmission number | 00 to 99 | Right |

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 8 | Update Date (Loan)<br>Date record was updated on database | 19000101 to 20991231<br>CCYYMMDD | Date |
| 8 | Update ID (Loan)<br>User ID which updated the record on database | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percentage)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>Can be blank | Right |
| 6 | Update Time (Loan)<br>Time the last update was made to record | Format is HHMMSS<br>000000 to 999999<br>HH = 00 to 23<br>MM = 00 to 59<br>SS = 00 to 59 | Right |
| 2 | Record Type M | M = Actual Disbursement Table fields<br>Fields listed under Record Type M are for actual disbursement fields from the Disbursement tab | Left |
| 8 | Action Date | Format is CCYYMMDD | Date |
| 8 | Actual Disbursement Date<br>Date activity occurred | 20070622 to 20131226<br>CCYYMMDD | Date |
| 24 | Actual Disbursement Document ID<br>Document ID that contained the disbursement record sent to the COD System or the Document ID generated by the COD System for the Booking Notification, Payment to Servicing, Rebuild | Example: CCYYMMDDHHmmssff99999999<br><br>Date Document Created = CCYYMMDD<br>Time Document Created = HHmmssff<br>Source Entity ID = 99999999 | Left |
| 1 | Actual Disbursement Export to External | Y = Yes<br>N = No | Left |
| 5 | Actual Disbursement Gross Amount<br>Actual gross amount (in dollars) of the disbursement | Numeric > = 0 | Right |
| 5 | Actual Disbursement Interest Rebate Amount<br>Actual interest rebate (in dollars) of the disbursement | Numeric > = 0 | Right |
| 5 | Actual Disbursement Loan Fee Amount<br>Actual loan fee (in dollars) of the disbursement | Numeric > = 0 | Right |
| 6 | Actual Disbursement Net Adjustment Amount<br>Actual net amount (in dollars) of the adjustment to the disbursement | -99999 to 99999 | Right |
| 5 | Actual Disbursement Net Amount<br>Actual net amount (in dollars) of the disbursement | Numeric > = 0 | Right |
| 2 | Actual Disbursement Number<br>Disbursement number for the current disbursement transaction | 01 to 20 | Right |
| 21 | Actual Disbursement Reject Codes | 0 to 9<br>Uppercase A to Z<br>See COD Reject Code Table – Volume II, Section 4 – Edits | Left |

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 6 | Actual Disbursement School Code<br>DL code, also identifies school originating loan record | X00000 to X99999 where X = G or E | Left |
| 4 | Actual Disbursement Sequence Number<br>Sequence number that determines the order in which the disbursements are processed | 0000 to 9999<br>Can be blank | Right |
| 1 | Actual Disbursement Status<br>Status of disbursement activity | N = Not ready to send to the COD System<br>R = Ready to send to the COD System<br>B = Batched<br>A = Accepted by the COD System<br>E = Rejected by the COD System | Left |
| 1 | Actual Disbursement Type<br>Type of disbursement activity that occurred | D = Disbursement amount<br>A = Adjusted disbursement amount<br>Q = Adjusted disbursement date<br>P = Servicing refund | Left |
| 1 | First Disbursement Flag<br>Changed first actual disbursement flag from disbursement #1 to a subsequent disbursement number | C = Changed first actual disbursement flag<br>Can be blank | Left |
| 21 | Loan ID (Actual Disbursement)<br>Unique identifier created at the time of origination | Example: 999999999X10X99999001<br><br>Student's Social Security Number = 001010001 to 999999999<br>Loan Type = X, where X equals:<br>S = Subsidized<br>U = Unsubsidized<br>P = PLUS/Grad PLUS<br>Program Year = 10 (for 2009-2010)<br>School Code = X00000 to X99999 where X = G or E<br>Loan sequence number = 001 to 999 | Left |
| 2 | RECORD TYPE N | N = Anticipated disbursement table fields<br>Fields listed under Record Type N are for anticipated disbursement fields from the Disbursement tab | Left |
| 8 | Anticipated Disbursement Date<br>Date activity is expected to occur | 20070622 to 20131226<br>CCYYMMDD | Date |
| 6 | Anticipated Disbursement Direct Loan School Code<br>DL Code, also identifies school originating loan record | X00000 to X99999 where X = G or E | Left |
| 1 | Anticipated Disbursement Export to External Flag | Y = Yes<br>N = No | Left |
| 5 | Anticipated Disbursement Fee Amount<br>Anticipated loan fee (in dollars) associated with the disbursement | Numeric > = 0 | Right |
| 5 | Anticipated Disbursement Gross Amount<br>Anticipated gross amount (in dollars) of the disbursement | Numeric > = 0 | Right |
| 5 | Anticipated Disbursement Interest Rebate Amount<br>Anticipated interest rebate (in dollars) associated with the disbursement | Numeric > = 0 | Right |

**Direct Loan Combination Layouts**

| Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|
| 21 | Anticipated Disbursement Loan ID<br>Unique identifier created at the time of origination | Example: 999999999X10X99999001<br><br>Student's Social Security Number = 001010001 to 999999999<br>Loan type = X, where X equals:<br>S = Subsidized<br>U = Unsubsidized<br>P = PLUS/Grad PLUS<br>Program year = 10 (for 2009-2010)<br>School code = X00000 to X99999 where X = G or E<br>Loan sequence number = 001 to 999 | Left |
| 5 | Anticipated Disbursement Net Amount<br>Anticipated net amount (in dollars) of the disbursement | Numeric > = 0 | Right |
| 2 | Anticipated Disbursement Number<br>Disbursement number for the current disbursement transaction | 01 to 20 | Right |
| 1 | Disbursement Release Indicator<br>Indicates an actual disbursement | True = Y (yes)<br>False = N (no) | Left |

## DECFENOP: Entrance Counseling Results

| Field # | Start | End | Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|
| 1 | 1 | 9 | 9 | Borrower's Social Security Number | 001010001 to 999999999 | Right |
| 2 | 10 | 17 | 8 | Borrower's Date of Birth | CCYYMMDD | Date |
| 3 | 18 | 33 | 16 | Borrower's Last Name | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Space(s)<br>Left justified with an A to Z in the first position | Left |
| 4 | 34 | 45 | 12 | Borrower's First Name | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Space(s)<br>Left justified with an A to Z in the first position | Left |
| 5 | 46 | 46 | 1 | Borrower's Middle Initial | Uppercase A to Z<br>Can be blank | Left |
| 6 | 47 | 54 | 8 | Completion Date | CCYYMMDD | Date |
| 7 | 55 | 60 | 6 | Completion Time | 000000 to 235959<br>Format is HHMMSS<br>HH = 00 to 23<br>MM = 00 to 59<br>SS = 00 to 59 | Right |
| 8 | 61 | 61 | 1 | Rights and Responsibilities Acknowledgement | Y = Yes<br>N = No | Left |
| 9 | 62 | 62 | 1 | Counseling Type Indicator | S = Stafford<br>P = Grad PLUS | Left |
| 10 | 63 | 80 | 19 | Filler | For ED Use only | Left |
| | | **80** | | **Total Bytes** | | |

## DLFFEXOP: Exit Counseling Results

| Field # | Start | End | Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|
| 1 | 1 | 9 | 9 | Borrower's Social Security Number | 001010001 to 999999999 | Right |
| 2 | 10 | 17 | 8 | Borrower's Date of Birth | CCYYMMDD | Date |
| 3 | 18 | 33 | 16 | Borrower's Last Name | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Space(s)<br>Left justified with an A to Z in the first position | Left |
| 4 | 34 | 45 | 12 | Borrower's First Name | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Space(s)<br>Left justified with an A to Z in the first position | Left |
| 5 | 46 | 46 | 1 | Borrower's Middle Initial | Uppercase A to Z<br>Can be blank | Left |
| 6 | 47 | 54 | 8 | Exit Counseling Completion Date | CCYYMMDD | Date |
| 7 | 55 | 62 | 8 | Exit Counseling Completion Time | Format is HHMMSSNN<br>HH = 00 to 23<br>MM = 00 to 59<br>SS = 00 to 59<br>NN = 00 to 99 | Time |
| 8 | 63 | 65 | 3 | Borrower's Acknowledgement of Rights and Responsibilities | Yes or No | Left |
| 9 | 66 | 90 | 25 | Borrower's Current Street Address Line 1 | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |
| 10 | 91 | 115 | 25 | Borrower's Current Street Address Line 2 | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |

| Field # | Start | End | Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|
| 11 | 116 | 131 | 16 | Borrower's Current Address City | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |
| 12 | 132 | 133 | 2 | Borrower's Current Address State Code | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4 | Left |
| 13 | 134 | 142 | 9 | Borrower's Current Address Zip Code | 000000000 to 999999999<br>Spaces<br>Last 4 digits can be blank | Left |
| 14 | 143 | 152 | 10 | Borrower's Current Home Telephone Number | 0000000000 to 9999999999<br>Can be blank | Left |
| 15 | 153 | 154 | 2 | Borrower's Driver License State Code | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4<br>Can be blank | Left |
| 16 | 155 | 174 | 20 | Borrower's Driver's License Number | 0 to 9<br>Uppercase A to Z<br>- (Dash)<br>* (Asterisk)<br>Can be blank | Left |
| 17 | 175 | 199 | 25 | Employer's Name | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>- (Dash)<br>* (Asterisk)<br>Can be blank | Left |
| 18 | 200 | 224 | 25 | Employer's Street Address Line 1 | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |

| Field # | Start | End | Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|
| 19 | 225 | 249 | 25 | Employer's Street Address Line 2 | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash )<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |
| 20 | 250 | 265 | 16 | Employer's City | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |
| 21 | 266 | 267 | 2 | Employer's State Code | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4<br>Can be blank | Left |
| 22 | 268 | 276 | 9 | Employer's Zip Code | 000000000 to 999999999<br>Spaces<br>Last 4 digits can be blank | Left |
| 23 | 277 | 286 | 10 | Employer's Telephone Number | 0000000000 to 9999999999<br>Can be blank | Left |
| 24 | 287 | 311 | 25 | Reference Name - 1 | Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A to Z in the first position | Left |
| 25 | 312 | 336 | 25 | Reference 1 - Street Address Line 1 | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |

| Field # | Start | End | Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|
| 26 | 337 | 361 | 25 | Reference 1 - Street Address Line 2 | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |
| 27 | 362 | 377 | 16 | Reference 1 - City | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |
| 28 | 378 | 379 | 2 | Reference 1 - State Code | Uppercase A to Z<br>A valid two-letter postal code<br>the State/Country/Jurisdiction Codes table in Volume VI Section 4<br>Can be blank | Left |
| 29 | 380 | 388 | 9 | Reference 1 - Zip Code | 000000000 to 999999999<br>Spaces<br>Last 4 digits can be blank | Left |
| 30 | 389 | 398 | 10 | Reference 1 - Telephone Number | 0000000000 to 9999999999<br>Can be blank | Left |
| 31 | 399 | 423 | 25 | Reference Name - 2 | Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A to Z in the first position | Left |
| 32 | 424 | 448 | 25 | Reference 2 - Street Address Line 1 | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |

| Field # | Start | End | Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|
| 33 | 449 | 473 | 25 | Reference 2 - Street Address Line 2 | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |
| 34 | 474 | 489 | 16 | Reference 2 - City | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |
| 35 | 490 | 491 | 2 | Reference 2 - State Code | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4<br>Can be blank | Left |
| 36 | 492 | 500 | 9 | Reference 2 - Zip Code | 000000000 to 999999999<br>Spaces<br>Last 4 digits can be blank | Left |
| 37 | 501 | 510 | 10 | Reference 2 - Telephone Number | 0000000000 to 9999999999<br>Can be blank | Left |
| 38 | 511 | 535 | 25 | Next of Kin - Name | 0 to 9<br>Uppercase A to Z<br>. (period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A to Z in the first position | Left |
| 39 | 536 | 560 | 25 | Next of Kin - Street Address Line 1 | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |

| Field # | Start | End | Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|
| 40 | 561 | 585 | 25 | Next of Kin - Street Address Line 2 | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |
| 41 | 586 | 601 | 16 | Next of Kin - City | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |
| 42 | 602 | 603 | 2 | Next of Kin - State Code | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4<br>Can be blank | Left |
| 43 | 604 | 612 | 9 | Next of Kin - Zip Code | 000000000 to 999999999<br>Spaces<br>Last 4 digits can be blank | Left |
| 44 | 613 | 622 | 10 | Next of Kin - Telephone Number | 0000000000 to 9999999999<br>Can be blank | Left |
| 45 | 623 | 647 | 25 | Borrower's Permanent Street Address Line 1 | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |
| 46 | 648 | 672 | 25 | Borrower's Permanent Street Address Line 2 | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>\# (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |

**Direct Loan Combination Layouts**

| Field # | Start | End | Field Length | Field Name/Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|
| 47 | 673 | 688 | 16 | Borrower's Permanent Address City | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |
| 48 | 689 | 690 | 2 | Borrower's Permanent Address State Code | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes in Volume VI, Section 4 | Left |
| 49 | 691 | 699 | 9 | Borrower's Permanent Zip Code | 000000000 to 999999999<br>Spaces<br>Last 4 digits can be blank | Left |
| 50 | 700 | 709 | 10 | Borrower's Permanent Telephone Number | 0000000000 to 9999999999<br>Can be blank | Left |
| 51 | 710 | 710 | 1 | Borrower's Rights and Responsibilities Media Type | P = Paper<br>E = Electronic | Left |
| | | **710** | | **Total Bytes** | | |

# TEACH Grant Combination Layouts

## *TGED10OP: TEACH Grant External Data Add/Change Record*

This record layout is used to add and change TEACH Grant data (origination/disbursement) records.

Under the Processing Notes/Edits column, "A" indicates the field is required to add a TEACH Grant record, and "C" indicates the field is required to change a TEACH record.

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 21 | 21 | A/N | Award ID<br><br>Unique number used to identify an origination record in the EDExpress database | Format:<br>999999999H10999999001<br>Where:<br>SSN = 001010001 to 999999999<br>TEACH Grant Type = H<br>Year Indicator = 10<br>Valid OPE ID (1st 6 digits) = 999999<br>Award Sequence Number = 001 to 999 | A/C | Left |
| 2 | 22 | 30 | 9 | N | Original SSN<br><br>Student's SSN from original FAFSA for this school year. | 001010001 to 999999999 | A | Left |
| 3 | 31 | 36 | 6 | A/N | School OPE ID<br><br>First six characters of the school OPE ID | 000000 to 999999 | A | Left |
| 4 | 37 | 49 | 13 | A/N | Origination cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined.<br><br>Any character except the pipe("\|") | | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 5 | 50 | 56 | 7 | N | Award amount for the entire school year<br><br>Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire TEACH Grant award year. | Dollars and cents. Use leading zeros; do not include the $ sign or decimal point<br><br>Range: 0000000 to maximum award amount for a TEACH Grant | A<br><br>Refer to Volume 2, Section 3: Common Record Layout, field 65 of this technical reference for maximum amount for a TEACH Grant. | Left |
| 6 | 57 | 60 | 4 | A/N | Disbursement Profile Code<br><br>User-supplied code for profile being created | A to Z<br>0 to 9<br>A minimum of one character must be entered and first character cannot be blank | A<br>**Notes:**<br>If this code is in COD Disbursement setup and this record:<br>contains disbursement data, the data from the file is saved to the TEACH Grant record in EDExpress.<br>does not contain disbursement data, disbursements are created for the TEACH Grant record based on the Disbursement Profile Code in COD Disbursement setup.<br><br>If this code is not in COD Disbursement setup and this record contains disbursement data, the Disbursement Profile Code is created in COD Disbursement setup with the code provided in this field and disbursement data from the file. The disbursement data from the record is also saved to the student's TEACH Grant record in EDExpress. | Left |
| 7 | 61 | 62 | 2 | N | Transaction number<br><br>CPS-assigned transaction number from the eligible ISIR or SAR used to calculate the student's award. | 01 to 99 | A | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 8 | 63 | 63 | 1 | A/N | College Grade Level<br><br>Student's college grade level | 0 = 1st year/never attended college<br>1 = 1st year/attended college before<br>2 = 2nd year/sophomore<br>3 = 3rd year/junior<br>4 = 4th year/senior<br>5 = 5th year/other undergraduate<br>6 = 1st year/ graduate/professional<br>7 = Continuing graduate/ professional or beyond<br>Blank | A | Left |
| 9 | 64 | 71 | 8 | D | Enrollment Date<br><br>Enrollment date for the student. | CCYYMMDD<br><br>20090101 or later | A | Left |
| 10 | 72 | 74 | 3 | A/N | School Internal Sequence Number<br><br>This is an internal sequence number. | A to Z<br>0 to 9 | | Left |
| 11 | 75 | 75 | 1 | A | Enrollment status<br><br>The student's enrollment status at the time you create or update the student record. | 1 = Full-time<br>2 = 3/4-time<br>3 = 1/2-time<br>4 = Less than 1/2-time<br>5 = Other<br>Or Blank | Used for internal school use only for TEACH Grant records. This data is not sent to the COD System. | Left |
| 12 | 76 | 76 | 1 | A | Teacher Expert Indicator | Y = Yes, Teacher Expert<br>N = No, not a Teacher Expert<br>Blank = No | | Left |
| 13 | 77 | 82 | 6 | A/N | Federal School Code<br><br>School code entered at TEACH School setup | X00000 to X99999<br>(where "X" may be 0 (zero), B, E, or G)<br>Blank | A | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 14 | 83 | 98 | 16 | A | Student Last Name<br><br>Student's last name as reported to the CPS for the transaction number reported. | 0 to 9<br>Uppercase A to Z<br>Space<br>. (period)<br>, (apostrophe)<br>- (dash) | A (See note)<br><br>Note: The Last Name cannot be blank if the First Name is blank. The First Name cannot be blank if the Last Name is blank.<br>Refer to edit 5005. | Left |
| 15 | 99 | 110 | 12 | A | Student First Name<br><br>Student's first name as reported to the CPS for the transaction number reported. | 0 to 9<br>Uppercase A to Z<br>Space<br>. (period)<br>, (apostrophe)<br>- (dash) | A (See note)<br><br>Note: The Last Name cannot be blank if the First Name is blank. The First Name cannot be blank if the Last Name is blank.<br>Refer to edit 5005. | Left |
| 16 | 111 | 111 | 1 | A | Student Middle Initial<br><br>Student's middle name as reported to the CPS for the transaction number reported. | Uppercase A to Z | | Left |
| 17 | 112 | 119 | 8 | D | Student's Date of Birth<br><br>The date of birth of the student for this CPS transaction. | 19000101 to 20011231<br><br>CCYYMMDD | A | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 18 | 120 | 169 | 50 | A/N | Email Address 1<br><br>Student's email address 1. | One and only one "at" sign (@) allowed<br>Before the "at" sign:<br>At least one valid character<br>All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ \|<br>Period cannot be first, last or adjacent to another period<br>After the "at" sign:<br>At least one valid character<br>Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .)<br>Hyphen, underscore, and period cannot be first, last, or adjacent to a period<br>Can be blank | | Left |
| 19 | 170 | 219 | 50 | A/N | Email Address 2<br><br>Student's email address 2. | One and only one "at" sign (@) allowed<br>Before the "at" sign:<br>At least one valid character<br>All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ \|<br>Period cannot be first, last or adjacent to another period<br>After the "at" sign:<br>At least one valid character<br>Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .)<br>Hyphen, underscore, and period cannot be first, last, or adjacent to a period<br>Can be blank | | Left |
| 20 | 220 | 227 | 8 | D | TEACH Entrance Interview Date<br><br>The TEACH entrance interview date | Format: CCYYMMDD<br><br>19000101 to 20991231 | | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 21 | 228 | 228 | 1 | A/N | Citizenship<br><br>The student's citizenship status | 1 = U.S. Citizen<br>2 = Eligible Noncitizen<br>Or Blank | A | Left |
| 22 | 229 | 237 | 9 | A/N | ARN<br><br>The student's Alien Registration Number | 000000001 to 999999999<br>Can be blank | Required if Citizenship (field 21) is 2. Refer to edit 5006. | Left |
| 23 | 238 | 272 | 35 | A/N | Address<br><br>The student's local address | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>, (Comma)<br>Can be blank | Refer to edits 5003 and 5004. | Left |
| 24 | 273 | 288 | 16 | A/N | City<br><br>The student's local city | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>, (Comma)<br>Can be blank | Refer to edits 5003 and 5004. | Left |
| 25 | 289 | 290 | 2 | A/N | State<br><br>The student's local state | Uppercase A to Z<br>A valid two-letter postal code<br>See ED PC Software Functional Standards Design Document, Appendix, Table 6<br>Can be blank | Refer to edits 5003 and 5004. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 26 | 291 | 299 | 9 | A/N | Zip code<br><br>The student's local zip code | 0 to 9<br>Space(s)<br>Last 4 digits may be blank<br>Can be blank | Refer to edits 5003 and 5004. | Left |
| 27 | 300 | 319 | 20 | | Filler | Must be blank | Reserved for future use. | Left |
| 28 | 320 | 332 | 13 | A/N | Disbursement 01 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 29 | 333 | 334 | 2 | N | Disbursement 01 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Refer to the Processing Notes/Edits column of the Disbursement Profile Code (field 6 of TEACH Grant External Add/Change Record) for information regarding relationship between Disbursement Profile Code and disbursements.<br><br>Cannot be blank if one of the fields within disbursement number 01 is non-blank. | Left |
| 30 | 335 | 342 | 8 | D | Disbursement 01 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 01 is non-blank. | Left |
| 31 | 343 | 349 | 7 | N | Disbursement 01 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 01 is non-blank. | Left |
| 32 | 350 | 357 | 8 | N | Payment Period Start Date 01<br><br>Beginning date of payment period | 20090101or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 33 | 358 | 358 | 1 | A/N | Disbursement 01 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 34 | 359 | 371 | 13 | A/N | Disbursement 02 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 35 | 372 | 373 | 2 | N | Disbursement 02 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 02 is non-blank | Left |
| 36 | 374 | 381 | 8 | D | Disbursement 02 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 02 is non-blank | Left |
| 37 | 382 | 388 | 7 | N | Disbursement 02 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 02 is non-blank | Left |
| 38 | 389 | 396 | 8 | N | Payment Period Start Date 02<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 39 | 397 | 397 | 1 | A/N | Disbursement 02 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 40 | 398 | 410 | 13 | A/N | Disbursement 03 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 41 | 411 | 412 | 2 | N | Disbursement 03 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 03 is non-blank | Left |
| 42 | 413 | 420 | 8 | D | Disbursement 03 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 03 is non-blank | Left |
| 43 | 421 | 427 | 7 | N | Disbursement 03 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 03 is non-blank | Left |
| 44 | 428 | 435 | 8 | N | Payment Period Start Date 03<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 45 | 436 | 436 | 1 | A/N | Disbursement 03 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 46 | 437 | 449 | 13 | A/N | Disbursement 04 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 47 | 450 | 451 | 2 | N | Disbursement 04 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 04 is non-blank | Left |
| 48 | 452 | 459 | 8 | D | Disbursement 04 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 04 is non-blank | Left |
| 49 | 460 | 466 | 7 | N | Disbursement 04 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 04 is non-blank | Left |
| 50 | 467 | 474 | 8 | N | Payment Period Start Date 04<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 51 | 475 | 475 | 1 | A/N | Disbursement 04 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 52 | 476 | 488 | 13 | A/N | Disbursement 05 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 53 | 489 | 490 | 2 | N | Disbursement 05 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 05 is non-blank | Left |
| 54 | 491 | 498 | 8 | D | Disbursement 05 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 05 is non-blank | Left |
| 55 | 499 | 505 | 7 | N | Disbursement 05 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 05 is non-blank | Left |
| 56 | 506 | 513 | 8 | N | Payment Period Start Date 05<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 57 | 514 | 514 | 1 | A/N | Disbursement 05 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 58 | 515 | 527 | 13 | A/N | Disbursement 06 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 59 | 528 | 529 | 2 | N | Disbursement 06 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 06 is non-blank | Left |
| 60 | 530 | 537 | 8 | D | Disbursement 06 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 06 is non-blank | Left |
| 61 | 538 | 544 | 7 | N | Disbursement 06 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 06 is non-blank | Left |
| 62 | 545 | 552 | 8 | N | Payment Period Start Date 06<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 63 | 553 | 553 | 1 | A/N | Disbursement 06 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 64 | 554 | 566 | 13 | A/N | Disbursement 07 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 65 | 567 | 568 | 2 | N | Disbursement 07 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 07 is non-blank | Left |
| 66 | 569 | 576 | 8 | D | Disbursement 07 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 07 is non-blank | Left |
| 67 | 577 | 583 | 7 | N | Disbursement 07 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 07 is non-blank | Left |
| 68 | 584 | 591 | 8 | N | Payment Period Start Date 07<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 69 | 592 | 592 | 1 | A/N | Disbursement 07 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 70 | 593 | 605 | 13 | A/N | Disbursement 08 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 71 | 606 | 607 | 2 | N | Disbursement 08 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 08 is non-blank | Left |
| 72 | 608 | 615 | 8 | D | Disbursement 08 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 08 is non-blank. | Left |
| 73 | 616 | 622 | 7 | N | Disbursement 08 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 08 is non-blank . | Left |
| 74 | 623 | 630 | 8 | N | Payment Period Start Date 08<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 75 | 631 | 631 | 1 | A/N | Disbursement 08 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 76 | 632 | 644 | 13 | A/N | Disbursement 09 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 77 | 645 | 646 | 2 | N | Disbursement 09 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 09 is non-blank | Left |
| 78 | 647 | 654 | 8 | D | Disbursement 09 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 09 is non-blank | Left |
| 79 | 655 | 661 | 7 | N | Disbursement 09 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 09 is non-blank | Left |
| 80 | 662 | 669 | 8 | N | Payment Period Start Date 09<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 81 | 670 | 670 | 1 | A/N | Disbursement 09 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 82 | 671 | 683 | 13 | A/N | Disbursement 10 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 83 | 684 | 685 | 2 | N | Disbursement 10 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 10 is non-blank | Left |
| 84 | 686 | 693 | 8 | D | Disbursement 10 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 10 is non-blank | Left |
| 85 | 694 | 700 | 7 | N | Disbursement 10 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 10 is non-blank | Left |
| 86 | 701 | 708 | 8 | N | Payment Period Start Date 10<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 87 | 709 | 709 | 1 | A/N | Disbursement 10 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 88 | 710 | 722 | 13 | A/N | Disbursement 11 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 89 | 723 | 724 | 2 | N | Disbursement 11 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 11 is non-blank | Left |
| 90 | 725 | 732 | 8 | D | Disbursement 11 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 11 is non-blank | Left |
| 91 | 733 | 739 | 7 | N | Disbursement 11 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 11 is non-blank | Left |
| 92 | 740 | 747 | 8 | N | Payment Period Start Date 11<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 93 | 748 | 748 | 1 | A/N | Disbursement 11 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 94 | 749 | 761 | 13 | A/N | Disbursement 12 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 95 | 762 | 763 | 2 | N | Disbursement 12 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 12 is non-blank | Left |
| 96 | 764 | 771 | 8 | D | Disbursement 12 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 12 is non-blank | Left |
| 97 | 772 | 778 | 7 | N | Disbursement 12 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 12 is non-blank. | Left |
| 98 | 779 | 786 | 8 | N | Payment Period Start Date 12<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 99 | 787 | 787 | 1 | A/N | Disbursement 12 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 100 | 788 | 800 | 13 | A/N | Disbursement 13 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 101 | 801 | 802 | 2 | N | Disbursement 13 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 13 is non-blank | Left |
| 102 | 803 | 810 | 8 | D | Disbursement 13 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 13 is non-blank | Left |
| 103 | 811 | 817 | 7 | N | Disbursement 13 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 13 is non-blank. | Left |
| 104 | 818 | 825 | 8 | N | Payment Period Start Date 13<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 105 | 826 | 826 | 1 | A/N | Disbursement 13 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 106 | 827 | 839 | 13 | A/N | Disbursement 14 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 107 | 840 | 841 | 2 | N | Disbursement 14 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 14 is non-blank | Left |
| 108 | 842 | 849 | 8 | D | Disbursement 14 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 14 is non-blank | Left |
| 109 | 850 | 856 | 7 | N | Disbursement 14 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 14 is non-blank | Left |
| 110 | 857 | 864 | 8 | N | Payment Period Start Date 14<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 111 | 865 | 865 | 1 | A/N | Disbursement 14 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 112 | 866 | 878 | 13 | A/N | Disbursement 15 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 113 | 879 | 880 | 2 | N | Disbursement 15 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 15 is non-blank | Left |
| 114 | 881 | 888 | 8 | D | Disbursement 15 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 15 is non-blank | Left |
| 115 | 889 | 895 | 7 | N | Disbursement 15 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 15 is non-blank | Left |
| 116 | 896 | 903 | 8 | N | Payment Period Start Date 15<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 117 | 904 | 904 | 1 | A/N | Disbursement 15 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 118 | 905 | 917 | 13 | A/N | Disbursement 16 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 119 | 918 | 919 | 2 | N | Disbursement 16 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 16 is non-blank. | Left |
| 120 | 920 | 927 | 8 | D | Disbursement 16 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 16 is non-blank | Left |
| 121 | 928 | 934 | 7 | N | Disbursement 16 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 16 is non-blank | Left |
| 122 | 935 | 942 | 8 | N | Payment Period Start Date 16<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 123 | 943 | 943 | 1 | A/N | Disbursement 16 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 124 | 944 | 956 | 13 | A/N | Disbursement 17 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 125 | 957 | 958 | 2 | N | Disbursement 17 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 17 is non-blank | Left |
| 126 | 959 | 966 | 8 | D | Disbursement 17 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 17 is non-blank | Left |
| 127 | 967 | 973 | 7 | N | Disbursement 17 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 17 is non-blank. | Left |
| 128 | 974 | 981 | 8 | N | Payment Period Start Date 17<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 129 | 982 | 982 | 1 | A/N | Disbursement 17 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 130 | 983 | 995 | 13 | A/N | Disbursement 18 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 131 | 996 | 997 | 2 | N | Disbursement 18 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 18 is non-blank | Left |
| 132 | 998 | 1005 | 8 | D | Disbursement 18 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 18 is non-blank. | Left |
| 133 | 1006 | 1012 | 7 | N | Disbursement 18 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 18 is non-blank | Left |
| 134 | 1013 | 1020 | 8 | N | Payment Period Start Date 18<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 135 | 1021 | 1021 | 1 | A/N | Disbursement 18 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 136 | 1022 | 1034 | 13 | A/N | Disbursement 19 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 137 | 1035 | 1036 | 2 | N | Disbursement 19 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 19 is non-blank | Left |
| 138 | 1037 | 1044 | 8 | D | Disbursement 19 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 19 is non-blank. | Left |
| 139 | 1045 | 1051 | 7 | N | Disbursement 19 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 19 is non-blank | Left |
| 140 | 1052 | 1059 | 8 | N | Payment Period Start Date 19<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 141 | 1060 | 1060 | 1 | A/N | Disbursement 19 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 142 | 1061 | 1073 | 13 | A/N | Disbursement 20 cross-reference<br><br>This field can contain any cross reference information useful to the institution to identify student records internally. | Institution defined<br><br>Any character except the pipe("\|") | The field can be used by the school to track each disbursement record (by reference number) to a payment period. | Left |
| 143 | 1074 | 1075 | 2 | N | Disbursement 20 Sequence Number<br><br>Sequence number for the associated disbursement. | 01 to 65 | 66 to 99 are reserved for ED-system-generated disbursement sequence numbers<br><br>Cannot be blank if one of the fields within disbursement number 20 is non-blank | Left |
| 144 | 1076 | 1083 | 8 | D | Disbursement 20 Date<br><br>Date this disbursement was or will be made to the student. | 20090101 or later<br><br>CCYYMMDD | Refer to edits 5111, 5112<br><br>Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.<br><br>Cannot be blank if one of the fields within disbursement number 20 is non-blank | Left |
| 145 | 1084 | 1090 | 7 | N | Disbursement 20 Amount<br><br>Amount of disbursement for student's payment period. | 0000000 to 9999999<br><br>Dollars and cents Use leading zeros; do not include the $ sign or decimal point | Cannot be greater than Award Amount.<br><br>Cannot be blank if one of the fields within disbursement number 20 is non-blank | Left |
| 146 | 1091 | 1098 | 8 | N | Payment Period Start Date 20<br><br>Beginning date of payment period | 20090101 or later<br><br>CCYYMMDD | Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117. | Left |

| Field # | Start | End | Field Length | Type | Field Name/Description | Valid Field Content | Processing Notes/Edits | Justify |
|---|---|---|---|---|---|---|---|---|
| 147 | 1099 | 1099 | 1 | A/N | Disbursement 20 Release Indicator<br><br>Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record | 1 = Yes (checked)<br>Blank = No (unchecked) | | Left |
| 148 | 1100 | 1105 | 6 | A | Created Time<br><br>Time when the record was created. Supplied by the system. | 000000 to 235959<br>Format is HHMMSS<br>HH = 00 to 23<br>MM = 00 to 59<br>SS = 00 to 59 | Field is required only for those schools which cannot have a blank field in the last field of a record | Left |
| | | **1105** | | | **Total Record Length** | | | |

# Combination System Edits

VOLUME III
SECTION 4

*This section lists the end-of-entry data edits applied by the EDExpress software to data imported or entered for the Federal Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan programs.*

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# Pell Grant, ACG, and National SMART Grant EDExpress Edits

Under the Grant Type column, "A" indicates the edit is applicable for ACG, "P" indicates the edit is applicable for Pell Grant, and "T" indicates the edit is applicable for National SMART Grant.

| Edit | Field Name | Condition | Message | Grant Type |
|---|---|---|---|---|
| 1000 | Payment Methodology | If Payment Methodology = 1<br>**AND**<br>Academic Calendar = 1, 5, or 6 | Academic Calendar must be<br>2 = Quarter,<br>3 = Semester, or<br>4 = Trimester<br>for Payment Methodology 1 (Formula 1) | P |
| 1001 | Payment Methodology | If Payment Methodology = 2<br>**AND**<br>Academic Calendar = 1, 5, or 6 | Academic Calendar must be<br>2 = Quarter,<br>3 = Semester, or<br>4 = Trimester<br>for Payment Methodology 2 (Formula 2) | P |
| 1002 | Payment Methodology | If Payment Methodology = 3<br>**AND**<br>Academic Calendar = 5 or 6 | Academic Calendar must be<br>1 = Credit Hour,<br>2 = Quarter,<br>3 = Semester, or<br>4 = Trimester<br>for Payment Methodology 3 (Formula 3) | P |
| 1003 | Payment Methodology | If Payment Methodology = 4<br>**AND**<br>Academic Calendar = 1, 2, 3, or 4 | Academic Calendar must be<br>5 = Clock Hour, or<br>6 = Credit Hour w/o Terms<br>for Payment Methodology 4 (Formula 4) | P |
| 1004 | Payment Methodology | If Payment Methodology = 5<br>**AND**<br>Academic Calendar = 5 | Academic Calendar must be<br>1 = Credit Hour,<br>2 = Quarter,<br>3 = Semester,<br>4 = Trimester, or<br>6 = Credit Hour without Terms<br>for Payment Methodology 5 (Formula 5) | P |
| 1005 | Payment Methodology | If Payment Methodology = 1<br>**AND**<br>Weeks used to calculate payment is not equal to blank | Weeks of Instructional Time Used to Calculate Payment must be blank for Payment Methodology 1 (Formula 1). | P |
| 1006 | Payment Methodology | If Payment Methodology = 1<br>**AND**<br>Weeks in program academic year is not equal to blank | Weeks of Instructional Time in Program's Definition of Academic Year must be blank for Payment Methodology 1 (Formula 1). | P |

| Edit | Field Name | Condition | Message | Grant Type |
|---|---|---|---|---|
| 1007 | Payment Methodology | If Payment Methodology = 5<br>**AND**<br>Enrollment Status = 1, 2, or 5 | Enrollment Status must be 3 (Half Time) or 4 (Less than ½ Time) for Payment Methodology 5 (Formula 5). | P |
| 1100 | Weeks of Instructional Time Used to Calculate Payment | If Payment Methodology = 2<br>**AND**<br>Weeks used to calculate payment > 29 | Valid Range is 00 to 29 when Payment Methodology is 2 (Formula 2). | P |
| 1101 | Weeks of Instructional Time Used to Calculate Payment | If weeks used to calculate payment > Weeks in Program Academic Year | Weeks of Instructional Time Used to Calculate Payment cannot exceed Weeks of Instructional Time in Program's Definition of Academic Year. | P |
| 1102 | Weeks of Instructional Time in Program's Definition of an Academic Year | If Payment Methodology = 2, 3, or 5<br>**AND**<br>Weeks of Instructional Time in Program's Definition of an Academic Year is blank **OR** range is not between 30 and 78 | Valid range is 30 to 78 when Payment Methodology = 2 (Formula 2), 3 (Formula 3), or 5 (Formula 5). | P |
| 1103 | Weeks of Instructional Time in Program's Definition of an Academic Year | If Payment Methodology = 4<br>**AND**<br>Weeks of Instructional Time in Program's Definition of an Academic Year is blank **OR** range is not between 26 and 78 | Valid range is 26 to 78 when Payment Methodology = 4 (Formula 4). | P |
| 1104 | Weeks of Instructional Time Used to Calculate Payment | If Weeks of Instructional Time Used to Calculate Payment is blank<br>**AND**<br>Weeks of Instructional Time in Program's Definition of an Academic Year is not blank | Both Weeks of Instructional Time Used to Calculate Payment and Weeks of Instructional Time in Program's Definition of an Academic Year must be blank or both must have values. | P |
| 1106 | Credit/Clock Hours in This Student's Program of Study's Academic Year | If Credit/Clock Hours in This Student's Program of Study's Academic Year is blank<br>**AND**<br>Credit/Clock Hours Used to Calculate Payment is not blank | Both Credit/Clock Hours in This Student's Program of Study's Academic Year and Credit/Clock Hours Used to Calculate Payment must be blank or both must have values. | P |
| 1107 | Credit/Clock Hours Used to Calculate Payment | If Credit/Clock Hours Used to Calculate Payment is blank<br>**AND**<br>Credit/Clock Hours in This Student's Program of Study's Academic Year is not blank | Both Credit/Clock Hours in This Student's Program of Study's Academic Year and Credit/Clock Hours Used to Calculate Payment must be blank or both must have values. | P |
| 1110 | Credit/Clock Hours in This Student's Program of Study's Academic Year | If Academic Calendar = 5<br>**AND**<br>Credit/Clock Hours in This Student's Program of Study's Academic Year < 900 **OR** Credit/Clock Hours in This Student's Program of Study's Academic Year > 3120 | Credit/Clock Hours in This Student's Program of Study's Academic Year has a valid range of 0900 to 3120 for Academic Calendar 5 (Clock hour). | P |
| 1111 | Credit/Clock Hours Used to Calculate Payment | If Academic Calendar = 6<br>**AND**<br>Credit/Clock Hours Used to Calculate Payment > 100 | Hours/Credits Paid this Year has a valid range of 0000 to 0100 for Academic Calendar 6 (Credit Hour without terms). | P |

| Edit | Field Name | Condition | Message | Grant Type |
|---|---|---|---|---|
| 1112 | Credit/Clock Hours in This Student's Program of Study's Academic Year | If Payment Methodology = 1, 2, or 3<br>**AND**<br>Credit/Clock Hours in This Student's Program of Study's Academic Year is not blank | Field must be blank if Payment Methodology =<br>1 (Formula 1),<br>2 (Formula 2), or<br>3 (Formula 3) | P |
| 1113 | Credit/Clock Hours in This Student's Program of Study's Academic Year | If Academic Calendar = 1, 2, 3, or 4<br>**AND**<br>Credit/Clock Hours in This Student's Program of Study's Academic Year is not blank | Credit/Clock Hours in this student's Program of Study's Academic Year must be blank when academic calendar is not<br>5 (Clock hour), or<br>6 (Credit hour without terms). | P |
| 1114 | Credit/Clock Hours in This Student's Program of Study's Academic Year | If Academic Calendar = 6<br>**AND**<br>(Credit/Clock Hours in This Student's Program of Study's Academic Year < 24 or Credit/Clock Hours in This Student's Program of Study's Academic Year > 100) | Credit/Clock Hours in this student's Program of Study's Academic Year must be greater than or equal to 24 and less than or equal to 100. | P |
| 1120 | Credit/Clock Hours Used to Calculate Payment | If Hours/Credits Paid from Year > Credit/Clock Hours in This Student's Program of Study's Academic Year | Credit/Clock Hours used to Calculate Payment cannot exceed Credit/Clock Hours in this student's Program of Study's Academic Year. | P |
| 1121 | Credit/Clock Hours Used to Calculate Payment | If Academic Calendar = 1, 2, 3, or 4<br>**AND**<br>Credit/Clock Hours Used to Calculate Payment is not blank | Credit/Clock Hours in this student's Program of Study's Academic year must be blank when Academic Calendar is not 5 (Clock Hour) or 6 (Credit Hour without Terms). | P |
| 1200 | Award Amount for Entire School Year | If Payment Methodology = 1<br>**AND**<br>Enrollment Status = 1, or Enrollment Status = 2, or Enrollment Status = 3, or Enrollment Status = 4, or Enrollment Status = 5<br>**AND**<br>Award Amount for Entire School Year > Scheduled Federal Pell Grant | Award amount exceeds payment amount ceiling. | P |
| 1205 | Award Amount for Entire School Year | If Payment Methodology = 2 or 3<br>**AND**<br>Enrollment Status is 1, 2, 3, 4, or 5<br>**AND**<br>Award Amount for Entire School Year > Total Payment Ceiling | Award Amount exceeds payment amount ceiling. | P |

| Edit | Field Name | Condition | Message | Grant Type |
|---|---|---|---|---|
| 1209 | Award Amount for Entire School Year | If Payment Methodology = 4<br>**AND**<br>Award Amount for Entire School Year > Result of two formulas below<br>(Scheduled Federal Pell Grant for EFC COA * Weeks Used to Calculate Payment) / Weeks in Program Academic Year<br>(Result of first formula * Hours/Credits Paid from Year) / Hours/Credits in Program Academic Year | Award Amount exceeds payment amount ceiling. | P |
| 1210 | Award Amount for Entire School Year | If Payment Methodology = 5<br>**AND**<br>Academic Calendar = 6<br>**AND**<br>Award Amount for Entire School Year > Result of two formulas below<br>(Annual Pell Grant award at half-time or less than half-time * Weeks Used to Calculate Payment) / Weeks in Program Academic Year<br>(Result of first formula * Hours/Credits Paid from Year) / Hours/Credits in Program Academic Year | Award Amount exceeds payment amount ceiling. | P |
| 1211 | Award Amount for Entire School Year | If Enrollment Status = 3<br>**AND**<br>Payment Methodology = 5<br>**AND**<br>Academic Calendar = 1, 2, 3, or 4<br>**AND**<br>(Award Amount for Entire School Year) > (Annual award at half-time * Weeks Used to Calculate Pell Student) / Weeks in Program Academic Year | Award Amount exceeds payment amount ceiling. | P |
| 1211 (Cont.) | | **OR**<br>If Enrollment Status = 4<br>**AND**<br>Payment Methodology = 5<br>**AND**<br>Academic Calendar = 1, 2, 3, or 4<br>**AND**<br>(Award Amount for Entire School Year) > (Annual award at less than half-time * Weeks Used to Calculate Pell Student) / Weeks in Program Academic Year | Award Amount exceeds payment amount ceiling. | P |
| 1213 | Award Amount for Entire School Year | If (Award Amount for Entire School Year) > Payment ceiling | Award Amount exceeds remaining eligibility. | P |

| Edit | Field Name | Condition | Message | Grant Type |
|---|---|---|---|---|
| 1302 | Verification Status Code | If the Verification Status Code = W<br>**AND**<br>The Disbursement Release Indicator = True<br>**AND**<br>The Disbursement 1, Sequence 1 amount is greater than 50% of the Scheduled Award on the Pell Grant Origination record | Verification Status Code = W. The Disbursement Amount is greater than 50% of the Scheduled Award Amount.<br><br>**Note:** The COD System only accepts one disbursement of up to 50% of the scheduled award with a verification status = W. | P |
| 1303 | Verification Status Code | If the Verification Status Code = W<br>**AND**<br>The Disbursement Release Indicator = True for Sequence 01 and Sequence > 01<br>**AND**<br>The Disbursement 1, Sequence > 1 adjustment amount is greater than the Disbursement 1, Sequence 1 amount | Verification Status Code = W. The Disbursement Amount is greater than the Disbursement 1, Sequence 1 Disbursement Amount.<br><br>**Note:** The COD System accepts only one disbursement of up to 50% of the scheduled award with a verification status = W. | P |
| 1304 | Verification Status Code | If the Verification Status Code = W<br>**AND**<br>The Disbursement Release Indicator = True<br>**AND**<br>The Disbursement # is greater than 1 | Verification Status Code = W. The Disbursement Release Indicator can only be selected for the first disbursement.<br><br>**Note:** The COD System accepts only one disbursement of up to 50% of the scheduled award with a verification status = W. | P |
| 1400 | Enrollment Status | If Payment Methodology = 4 (Formula 4)<br>**AND**<br>Enrollment Status is non-blank | Field must be blank for Payment Methodology 4 (Formula 4). | P |
| 1450 | Award Amount for Entire School Year | If Award Amount for Entire School Year < Total Disbursement Amount | Total Disbursement Amount exceeds Award Amount for entire school year. | A/P/T |
| 1470 | Reporting Entity ID | If the Reporting Entity ID associated with the reporting campus is blank | Reporting Entity ID (Institution Setup) cannot be blank. | A/P/T |
| 1475 | Attended Entity ID | If the Attended Entity ID associated with the reporting campus is blank | Attended Entity ID (Institution Setup) cannot be blank. | A/P/T |
| 1500 | Submitted Amount | If the Disbursement Date is non-blank<br>**AND**<br>Submitted Amount is blank | Disbursement Date and Submitted Amount must both be non-blank. | A/P/T |
| 1510 | Disbursement Date | If the Disbursement Date is blank<br>**AND**<br>Submitted Amount is non-blank | Disbursement Date and Submitted Amount must both be non-blank. | A/P/T |

| Edit | Field Name | Condition | Message | Grant Type |
|---|---|---|---|---|
| 1520 | Disbursement Date | If Funding Method from Pell School setup is Just in Time, Pushed Cash, or Cash Monitoring 1<br>**AND**<br>Disbursement Release Indicator is true<br>**AND**<br>Current date is more than seven days before the Disbursement Date | Current date cannot be more than 7 days prior to the Disbursement date. | A/P/T |
| 1530 | Disbursement Date | If Funding Method from Pell School setup is Advance Pay<br>**AND**<br>Disbursement Release Indicator is true<br>**AND**<br>Current date is more than 30 days before the Disbursement Date | Current date cannot be more than 30 days prior to the Disbursement Date. | P |
| 1535 | Enrollment Status | If Enrollment Status is blank<br>**AND**<br>Payment Methodology is 1, 2, 3, or 5<br>**AND**<br>Academic Calendar is not equal to 5 or 6 | Enrollment Status is required for Payment Methodologies 1, 2, 3, and 5. | P |
| 1540 | Disbursement Date | If Funding Method from Pell School setup is Cash Monitoring 2 or Reimbursement<br>**AND**<br>Disbursement Release Indicator is true<br>**AND**<br>Current date is more than zero days before the Disbursement Date | Current Date cannot be more than 0 days prior to the Disbursement Date. | A/P/T |
| 1550 | Date of Birth | If the student's Date of Birth is blank | Student's Date of Birth (Demo tab) cannot be blank. | A/P/T |
| 1560 | Funding Method | If the Disbursement Release Indicator is true<br>**AND**<br>Funding Method associated with the reporting campus is blank | Reporting Campus Funding Method (Institution Setup) cannot be blank. | P |
| 1570 | Sequence Number | If the Disbursement Sequence Number being added is not the next available sequential sequence number for a particular disbursement | Disbursement Sequence Number must be the next available number. | A/P/T |
| 1575 | Sequence Number | If the sequence number is 60<br><br>**Note:** This is a warning edit only. | You have reached or exceeded your 60th disbursement sequence. You are only allowed to save a maximum of 65 disbursement sequences. | A/P/T |
| 1580 | Submitted Amount | If the Disbursement Sequence Number is 01<br>**AND**<br>Disbursement Release Indicator is false<br>**AND**<br>Document ID is blank<br>**AND**<br>Disbursement Amount is zero | Disbursement Amount cannot be equal to zero for Disbursement Sequence Number 01. | A/P/T |

| Edit | Field Name | Condition | Message | Grant Type |
|---|---|---|---|---|
| 1585 | Submitted Amount | If the Disbursement Amount is blank or less than or equal to zero for Sequence Number 01<br>**AND**<br>Disbursement Release Indicator is true (selected) | Disbursement Amount is less than or equal to zero for Disbursement Sequence Number 01. | A/P/T |
| 1595 | Sequence Number | If the sequence number being added is greater than 65 and the Document ID is blank | More than 65 disbursement sequences are not allowed. | A/P/T |
| 1600 | Disbursement Profile Code | If the Award Amount for Entire School Year on an origination record is equal to zero or blank<br>**AND**<br>The user attempts to add a Disbursement Profile to that record<br>**OR**<br>If the Award Amount for Entire School Year on an origination record is greater than zero (and non-blank)<br>**AND**<br>A Disbursement Profile has already been saved for that record<br>**AND**<br>The user attempts to change the Award Amount for Entire School Year on that record to zero or blank | Disbursement Profile Code must be blank when Award Amount for Entire School Year is blank or 0. | A/P/T |
| 1605 | Award Amount for Entire School Year | If the Award Amount for Entire School Year is greater than $1300<br>**AND**<br>Academic Year Level is 2 | Award Amount for Entire School Year exceeds maximum ACG award amount when Academic Year Level is 2. | A |
| 1610 | Award Amount for Entire School Year | If the Award Amount for Entire School Year is greater than $4000 | Award Amount for Entire School Year exceeds maximum National SMART award amount. | T |
| 1620 | Academic Year Level | If grant type is ACG and Academic Year Level is not blank, 0, 1, or 2 | Academic Year Level must be blank, 0, 1 or 2. | A |
| 1630 | Academic Year Level | If grant type is National SMART Grant and Academic Year Level is not blank, 3, 4, or 5 | Academic Year Level must be blank, 3, 4, or 5. | T |
| 1640 | Award Amount for Entire School Year | If the Award Amount for Entire School Year is greater than $750<br>**AND**<br>Academic Year Level is 0 or 1 | Award Amount for Entire School Year exceeds maximum ACG award amount when Academic Year Level is 0 or 1. | A |
| 1650 | High School Program | If Eligibility/Payment Reason is 1 and High School Program is blank | High School Program cannot be blank when Eligibility/Payment Reason is 1. | A |
| 1660 | Disbursement Date | If Funding Method from Pell School setup is Advance Pay<br>**AND**<br>Disbursement Release Indicator is true<br>**AND**<br>Current date is more than 7 days prior to the Disbursement Date | Current date cannot be more than 7 days prior to the Disbursement Date. | A/T |

| Edit | Field Name | Condition | Message | Grant Type |
|---|---|---|---|---|
| 1670 | Citizenship Status | If Citizenship Status is not 1, 2, or blank | Citizenship Status must be 1, 2, or blank. | A/T |
| 1680 | Award Amount for Entire School Year | The Award Amount for Entire School Year is zero.<br><br>**Note:** This is a warning edit only. | If this is an initial award, this record will reject at COD, since zero is not an acceptable award amount on an initial submission. If this is a correction and you are zeroing out a previous award amount, COD will accept this. | A/P/T |
| 9997 | DRI (Disbursement Release Indicator) | If the Sequence number is > 01 and the DRI is not True | The disbursement release indicator must be set for sequences 02 to 65. | A/P/T |
| 9998 | Origination Status | If the disbursement is a new disbursement<br>**AND**<br>The Origination Status of the origination record is N (Not ready) | Disbursements are not allowed when the Origination Status is Not Ready. | A/P/T |

# Direct Loan EDExpress Edits

| Edit | Field Name | Condition | Message |
|---|---|---|---|
| 0117 | Loan Amount Approved<br>Anticipated Gross Amount<br>Actual Gross Amount | When creating initial actual disbursements or updating anticipated disbursements on a loan that has not been exported, the sum of the actual and anticipated gross disbursements does not equal the loan amount approved | If a loan has not been exported the sum of its Actual and Anticipated gross disbursements must equal the Loan Amount Approved. |
| 1010 | Parents Date of Birth | PLUS (Loan Type = P) only<br>If Student's Date of Birth = Parent's Date of Birth | Parent's date of birth cannot be the same as the student's date of birth. |
| 1025 | Borrower Default on Education Loans | If changed to Y (Y = Yes in default on education loans) and an actual disbursement(s) exist | All current and future disbursements must be adjusted to $0 prior to changing default status to Y (Yes). |
| 1035 | Dependency Status | If Dependency Status = D (Dependent)<br>**AND**<br>Year in College = 6 or 7 | Graduate students cannot be dependent. |
| 1045 | Loan Amount Approved | If Loan Amount Approved is entered<br>**AND**<br>Dependency Status **OR** College Grade Level are blank | Loan amount approved cannot be entered unless dependency status and college grade level are present. |
| 1050 | Loan Amount Approved | For Grad PLUS/PLUS loans, if the Loan Amount Approved is modified to be greater than the approved Endorser Amount<br>**AND**<br>The Credit Decision is E (credit overridden based on approved endorser) | Loan Amount Approved cannot exceed the Endorser Amount. |
| 1055 | Loan Amount Approved | **Note:** This edit is not applicable when a loan contains one or more Type P (Servicing Refund) disbursement records in the actual disbursement table<br><br>For records where:<br>Loan Type = S<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag is blank<br>Dependency Status = D<br>Grade Level = 0 or 1<br>Loan Amount Approved > 3500 | The Loan Amount Approved for this loan exceeds annual loan limits for this student.<br>Maximum Loan Amount 99999, where 99999 is equal to the amount exceeded in condition to the left. |
| | | **OR**<br>Loan Type = U<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag is blank<br>Dependency Status = D<br>Grade Level = 0 or 1<br>Loan Amount Approved > 5500 | |

| Edit | Field Name | Condition | Message |
|---|---|---|---|
| 1055 (Cont.) | Loan Amount Approved | **OR**<br>For records where:<br>Loan Type = S<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag is blank<br>Dependency Status = D<br>Grade Level = 2<br>Loan Amount Approved > 4500 | |
| | | **OR**<br>For records where:<br>Loan Type = U<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag is blank<br>Dependency Status = D<br>Grade Level = 2<br>Loan Amount Approved > 6500 | |
| | | **OR**<br>For records where:<br>Loan Type = S<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag is blank<br>Additional Unsub Preprofessional or Teacher Certification is blank<br>Dependency Status = D<br>Grade Level = 3, 4, or 5<br>Loan Amount Approved > 5500 | |
| | | **OR**<br>For records where:<br>Loan Type = U<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag is blank<br>Additional Unsub Preprofessional or Teacher Certification is blank<br>Dependency Status = D<br>Grade Level = 3, 4, or 5<br>Loan Amount Approved > 7500 | |

| Edit | Field Name | Condition | Message |
|---|---|---|---|
| 1055 (Cont.) | Loan Amount Approved | **OR**<br>For records where:<br>Loan Type = U<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag = Y<br>Dependency Status = D<br>Grade Level = 0 or 1<br>Loan Amount Approved > 9500 | |
| | | **OR**<br>For records where:<br>Loan Type = U<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag = Y<br>Dependency Status = D<br>Grade Level = 2<br>Loan Amount Approved > 10500 | |
| | | **OR**<br>For records where:<br>Loan Type = U<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag = Y<br>Additional Unsub Preprofessional or Teacher Certification is blank<br>Dependency Status = D<br>Grade Level = 3, 4, or 5<br>Loan Amount Approved > 12500 | |
| | | **OR**<br>For records where:<br>Loan Type = U<br>Health Professions Programs Flag = Y<br>Additional Unsub Flag is blank<br>Dependency Status = D<br>Grade Level = 4 or 5<br>Loan Amount Approved > 22167 | |
| 1055 (Cont.) | Loan Amount Approved | **OR**<br>For records where:<br>Loan Type = U<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag is blank<br>Dependency Status = I<br>Grade Level = 0 or 1<br>Loan Amount Approved > 9500 | |

| Edit | Field Name | Condition | Message |
|---|---|---|---|
| | | **OR**<br>For records where:<br>Loan Type = S<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag is blank<br>Dependency Status = I<br>Grade Level = 0 or 1<br>Loan Amount Approved > 3500 | |
| | | **OR**<br>For records where:<br>Loan Type = U<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag is blank<br>Dependency Status = I<br>Grade Level = 2<br>Loan Amount Approved > 10500 | |
| | | **OR**<br>For records where:<br>Loan Type = S<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag is blank<br>Dependency Status = I<br>Grade Level = 2<br>Loan Amount Approved > 4500 | |
| | | **OR**<br>For records where:<br>Loan Type = U<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag is blank<br>Additional Unsub Preprofessional or Teacher Certification is blank<br>Dependency Status = I<br>Grade Level = 3, 4, or 5<br>Loan Amount Approved > 12500 | |
| 1055 (Cont.) | Loan Amount Approved | **OR**<br>For records where:<br>Loan Type = S<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag is blank<br>Dependency Status = I<br>Grade Level = 3, 4, or 5<br>Loan Amount Approved > 5500 | |

| Edit | Field Name | Condition | Message |
|---|---|---|---|
| | | **OR**<br>For records where:<br>Loan Type = U<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag is blank<br>Dependency Status = I<br>Grade Level = 6 or 7<br>Loan Amount Approved > 20500 | |
| | | **OR**<br>For records where:<br>Loan Type = S<br>Health Professions Programs Flag is blank<br>Additional Unsub Flag is blank<br>Dependency Status = I<br>Grade Level = 6 or 7<br>Loan Amount Approved > 8500 | |
| | | **OR**<br>For records where:<br>Loan Type = U<br>Health Professions Programs Flag = Y<br>Additional Unsub Flag is blank<br>Dependency Status = I<br>Grade Level = 6 or 7<br>Loan Amount Approved > 47167 | |
| 1055 (Cont.) | Loan Amount Approved | **OR**<br>For records where:<br>Loan Type = U<br>Health Professions Programs Flag is blank<br>Additional Unsub Preprofessional or Teacher Certification = Y<br>Additional Unsub Flag is blank<br>Dependency Status = I<br>Grade Level = 5<br>Loan Amount Approved > 12500 | |

| Edit | Field Name | Condition | Message |
|---|---|---|---|
| | | **OR**<br>For records where:<br>Loan Type = U<br>Health Professions Programs Flag is blank<br>Additional Unsub Preprofessional or Teacher Certification = Y<br>Additional Unsub Flag = Y or is blank<br>Dependency Status = D<br>Grade Level = 5<br>Loan Amount Approved > 12500 | |
| 1065 | MPN Status | If MPN Status is changed to S<br>**AND**<br>The current MPN Status is not P<br><br>**OR**<br><br>The current MPN Status is not R<br>**AND**<br>The MPN Print Indicator is F | MPN Status cannot be changed to S (Signed) from any status other than P (Printed) or from any status other than R (Ready) when the MPN Print Indicator is F (On-site - Custom System). |
| 1080 | Borrower Signed MPN Date | If Borrower Signed MPN Date is changed to blank<br>**AND**<br>MPN Status is not changed to T | Date Signed MPN Received cannot be changed to blank unless MPN Status is changed to T (MPN Exists). |
| 1085 | Borrower Signed MPN | If MPN Status is not equal to A, S, M, or X<br>**AND**<br>Signed MPN Received Date is non-blank<br><br>**OR**<br><br>If MPN Status is S<br>**AND**<br>Signed MPN Received Date is blank | MPN Status must be Signed, Manifested, Pending, or Accepted when Signed MPN Received Date is non-blank.<br>Signed MPN Received Date is required on signed MPNs. |
| 1086 | Borrower Signed MPN Date | If Borrower Signed MPN Date is in the future | Borrower Signed MPN Date cannot be in the future. |
| 1090 | Borrower's Citizenship | If Loan Type = P (PLUS)<br>**AND**<br>Borrower's Citizenship is changed to blank | Citizenship cannot be blank. |
| 1095 | Reporting Entity<br>Attended Entity | If the Reporting Entity ID associated with the School Code indicated on the DL record being edited is blank<br>**OR**<br>Attended Entity ID associated with the School Code indicated on the DL record being edited is blank | The Reporting and Attended Entity IDs associated with the School Code listed on this loan cannot be blank. |

| Edit | Field Name | Condition | Message |
|---|---|---|---|
| 1100 | Borrower's Citizenship | If Borrower's Citizenship = 3<br>**AND**<br>Loan Type = PLUS (P) | The Borrower's Citizenship Status cannot be 3 (Not Eligible) for a PLUS loan. |
| 1125 | Loan Period End Date | If Loan Period End Date is less than or equal to Loan Period Start Date | Loan Period Start Date must be prior to Loan Period End Date. |
| 1126 | Loan Period End Date | If Loan Period End Date is more than 36 months past the Loan Period Start Date (must be less than or equal to 1095 days, or 1096 days if February 29th of a leap year falls within the dates) | WARNING – COD may reject this record as Loan Period may not be greater than 36 months. |
| 1135 | Academic Year End Date<br>Academic Year Start Date<br>Loan Period End Date<br>Loan Period Start Date | If Academic Year End Date is more than 36 months past the Academic Year Start Date (must be less than or equal to 1095 days, or 1096 days if February 29th of a leap year falls within the dates) | WARNING – COD may reject this record as Academic Year may not be greater than 36 months. |
| 1136 | Academic Year End Date | If Loan Period Start Date is less than Academic Year Start Date<br>**OR**<br>If Loan Period End Date is greater than Academic Year End Date | Loan Period must be within Academic Year. Review Loan Period Start and End Dates and Academic Year Start and End Dates. |
| 1150 | CPS Transaction # | If a Subsidized or Unsubsidized loan record is being saved and the CPS Transaction # equals 00. | Loan was not created because the CPS Transaction # field must contain a value in the range of 01 to 99 when creating a subsidized or unsubsidized loan record. |
| 1180 | Disbursement-Anticipated Date | If Anticipated Disbursement Dates are not in ascending order by Disbursement Number<br>**AND**<br>The First Disbursement Flag has not been selected on any Anticipated Disbursement.<br>Disable when the First Disbursement Flag is selected on a record | Anticipated disbursement dates must be in ascending order. |
| 1195 | Date | If the transaction date entered is before the transaction date of the first Actual Disbursement on the database<br>**OR**<br>The Actual Disbursement with the First Disbursement Flag = C, if one exists (Use the transaction with Type D [Disbursement, Gross or Net, based on DL Setup selected criteria], unless a Type Q [Adjusted Disbursement Date] transaction exists. If Type Q transaction exists, use the date of the Type Q transaction most recently stored in EDExpress.) | Actual Disbursement Date entered cannot be prior to the 1st Actual Disbursement Date. |
| 1205 | Funding Method | If the Funding Method for the School Code listed on a record is blank<br>**AND**<br>Actual disbursements are being added | Funding Method cannot be blank for School Code listed on this loan record. |
| 1210 | Disbursement Sequence Number | If 65 transaction sequences exist for an actual disbursement number and another sequence for that disbursement number is added | You may only have 65 transaction sequences for each disbursement. |

| Edit | Field Name | Condition | Message |
|---|---|---|---|
| 1215 | Action Type | If Inactive flag is Y<br>**AND**<br>Actual disbursements added | This Loan is currently Inactive. You must remove the Inactive Flag before making any disbursements. |
| 1220 | Action Type | If Action Type U is entered<br>**AND**<br>A disbursement record already exists for this disbursement | Actual disbursement record already exists for this disbursement. |
| 2000 | Disbursement-Anticipated Date | If Anticipated Disbursement date entered is more than 10 days before Loan Period Start Date | Anticipated Disbursement date #N cannot be more than 10 days prior to Loan Period Start Date. |
| 2001 | Date | If Actual Disbursement Date entered is more than 10 days before Loan Period Start Date | WARNING – The COD System may reject this record since Actual Disbursement date #N cannot be more than 10 days prior to Loan Period Start Date. |
| 2002 | Date | If an Actual Disbursement is being saved or an Anticipated Disbursement is being released when the current date is more than:<br>Seven days before the Disbursement Date when the COD System Funding Method for the School associated with the loan is Pushed Cash, Advanced Pay or CM1<br>**OR**<br>Zero days before the Disbursement Date when the COD System Funding Method for the school associated with the loan is CM2 or Reimbursement | The number of days prior to the disbursement date entered is greater than that allowed by the Funding Method chosen. |
| 2010 | Anticipated Detail fields | If Anticipated Disbursement Date is not present<br>**AND**<br>Any other anticipated disbursement detail is present | Anticipated Disbursement #N detail fields cannot be completed without an Anticipated Disbursement Date. |
| 3000 | Action Type | If the PLUS Credit Decision indicator is blank, N, X, D, or F<br>**AND**<br>Any Action Type is entered<br>(Grad PLUS/PLUS only) | Actual Disbursement #N cannot be made with a blank, Pending or Credit Denied Credit Decision status on a Grad PLUS or PLUS loan. |
| 3042 | Action Type | If Disbursement Type Q<br>**AND**<br>Current Disbursement Number is not Accepted or Batched | Disbursement must be Accepted or Batched before a disbursement date change is applied to that Disbursement. |

| Edit | Field Name | Condition | Message |
|---|---|---|---|
| 3044 | Date | If Disbursement Type Q date for first actual disbursement<br>**OR**<br>Actual disbursement with First Disbursement Flag = C is after any other Disbursement (Type D) Date<br>If any subsequent disbursement contains a Type Q transaction, edit against the date of the Type Q transaction most recently stored in EDExpress.<br>**Example:**<br>Disb #1 original date: 1/15/2010<br>Q for Disb #1 date: 1/20/2010<br>Disb #2 date: 1/18/2010 | Adjusted Disbursement Date of the 1st disbursement cannot be after a subsequent Disbursement #N date. |
| 3050 | Action Amount | If an actual disbursement type of D is being created<br>**AND**<br>Disbursement Amount is equal to zero | Actual Disbursement Amount #N cannot be equal to zero. |
| 3051 | Action Amount | If Action Amount gross is same as previous gross amount for this disbursement number | You cannot enter an action amount where the Gross Amount is the same as the previous transaction for this disbursement number. |
| 3055 | Action Disbursement Number | If Action Disbursement Number is greater than 01<br>**AND**<br>Actual Disbursement 01 does not exist | Disbursement number 01 must be entered before this disbursement. |
| 3070 | Action Type | If the user attempts to save a transaction type A, N, or Q as an actual disbursement's first transaction | First transaction type for disbursement #(N) cannot be A, N, or Q. |
| 3075 | Date | If Actual Disbursement Date = Disbursement Date of the previous internal sequence number of the actual disbursement | WARNING – You are saving a Q type disbursement where the Disbursement Date is equal to the Disbursement Date of the previous transaction for this Actual Disbursement. |
| 3080 | Date | If Actual Disbursement Date entered is greater than current date plus seven days | Actual disbursement #N cannot be more than 7 days in the future. |
| 3085 | Date | If Actual Disbursement Date is blank | Blank is not a valid value for the Actual Disbursement Date field. |
| 3090 | Actual Gross Amount | Condition 1: MPN status is N, R, or P<br>**AND**<br>Condition 2: Origination Status is N<br>**AND**<br>Condition 3: Entered amount is changed and saved as non-zero<br>Edit displays if conditions 1 and 3 are true **OR** 2 and 3 are true | MPN must be signed prior to entering Actual Disbursement #N. |
| 3100 | Action Type | If Action Type entered is A or N<br>**AND**<br>Date entered is before date on Actual Disbursement (type D) | Adjustment cannot be prior to actual disbursement. |

| Edit | Field Name | Condition | Message |
|---|---|---|---|
| 3105 | Date | If the Action Date is 181 days or more greater than the Loan Period End Date | WARNING – This Disbursement Date is more than 180 days past the Loan Period End Date and will be rejected by the COD system. |
| 3900 | Actual Gross Amount | If an Actual Disbursement Gross Amount is less than zero | Actual gross disbursement amount must be greater than or equal to 0 (zero). |
| 3911 | Actual Gross Amount | Total gross amount of the Actual Disbursements cannot exceed the Endorser Amount or the Loan Amount Approved, whichever is less. | Actual gross disbursement total may not exceed the Loan Amount Approved or Endorser Amount. |
| 3914 | Actual Gross Amount | When the loan is marked inactive<br>**AND**<br>Sum of Actual Gross Amounts >0 | You must first adjust all Actual Disbursements to $0 before you can mark this loan inactive. |
| 3995 | Actual Gross Amount | If Loan Type is Sub or Unsub<br>**AND**<br>Require Entrance Interview flag is checked in system setup<br>**AND**<br>College Grade Level = 0 or 1<br>**AND**<br>Loan Entrance Interview Date on Demo is blank | Actual disbursements cannot be saved without an Entrance Interview for Grade Level 0 or 1. |
| 4000 | Anticipated Disbursement Number | If Loan Type is PLUS or Grad PLUS<br>**AND**<br>Anticipated Disbursement Numbers greater than or equal to five exist | PLUS or Grad PLUS loans can only contain 4 Anticipated Disbursements. |
| 4001 | Borrower Current SSN | PLUS only<br>If PLUS (Loan Type = P) Borrower's Current SSN is the same as the Student's Current SSN | Parent's Current SSN cannot be the same as the Student's Current SSN. |
| 4002 | Anticipated Disbursement Number | If less than two anticipated disbursement records exist for a loan and the school is not a Special School | WARNING – the COD System may reject this record since less than 2 Anticipated Disbursements exist and you have not indicated you are a Special School in System Setup. |
| 4003 | Disbursement Profile Code | If the Disbursement Profile Code is changed<br>**AND**<br>Loan Status is A or B | The Disbursement Profile Code cannot be changed when the loan status is Accepted or Batched. |
| 4004 | Date | If the disbursement is flagged as the "first"<br>**AND**<br>The Action Date is greater than the date of any other disbursement<br>Compare to other transactions with Type D, unless a Type Q transaction exists<br>If Type Q transaction exists, use the date of the Type Q transaction with the highest sequence number | Actual Disbursement #N must have the earliest disbursement date since it is flagged as the "first" disbursement. |
| 4005 | Date of Birth | If the Student's Date of Birth is not 19100101 to 20011231 | Student's Date of Birth must be between 01/01/1910 and 12/31/2001. |

| Edit | Field Name | Condition | Message |
|---|---|---|---|
| 4006 | MPN | If MPN Status is changed to T<br>**AND**<br>The current MPN Status is not N, R, P, S, or M | MPN Status cannot be changed to T (Exists) when the current status is not N, R, P, S, or M. |
| 4007 | Local Zip Code<br>Local Address State | Student's Local Zip Code is non-blank **AND**<br>Local State is blank<br>**OR**<br>Student's local address state is non-blank **AND** is not "AB," "BC," "CN," "FC," "MB," "MX," "NB," "NF," "NL," "NS," "NT," "NU," "ON," "PE," "PQ," "QC," "SK," or "YT"<br>**AND**<br>Zip Code is blank | Student's Local Address State should not be blank.<br>**OR**<br>Student's Local Zip Code should not be blank. |
| 4008 | Local Address | If only one of the local address fields is non-blank | At least two Local Address fields must be populated. |
| 4009 | Student's Name | Student's First Name is blank<br>**AND**<br>Student's Last Name is blank | Student's First and Last Names cannot both be blank. |
| 4010 | Parent's Name | Parent's First Name is blank<br>**AND**<br>Parent's Last Name is blank<br>**AND**<br>Origination Status is not N<br>(N/A to Imports) | Parent's First and Last Names cannot both be blank. |
| 4011 | Current SSN | If PLUS (Loan Type = P) Borrower's Current SSN is changed to blank<br>**AND**<br>Origination Status is not N | Parent's Current SSN cannot be changed to blank after the loan is originated. |
| 4012 | First Disbursement Flag | If the First Disbursement Flag = C<br>**AND**<br>Disbursement Status of Actual Disbursement 01 is not A (Accepted) | Actual Disbursement 01 must be accepted before a subsequent Actual Disbursement can be flagged as the "First" Actual Disbursement. |
| 4013 | Student's Alien Registration Number (ARN) | If Student's ARN is blank<br>**AND**<br>Student's Citizenship Status = 2 | Student's ARN cannot be blank when Student's Citizenship Status = 2 (Eligible Non-citizen). |
| 4014 | Parent's Alien Registration Number (ARN) | If Parent's ARN is blank<br>**AND**<br>Parent's Citizenship Status = 2 | Parent's ARN cannot be blank when Parent's Citizenship Status is 2 (Eligible Non-citizen). |
| 4015 | Inactive Disbursement Profile Codes | If Disbursement Profile Code from Disbursement Profile imported from the prior year has not been updated (inactive) | Disbursement Profile Code is currently inactive. Update the Disbursement profile associated with this Disbursement Profile Code in Disbursement Setup to make it active. |

| Edit | Field Name | Condition | Message |
|---|---|---|---|
| 4025 | Grade Level for Grad PLUS | If Grade Level less than or equal to 5 for a Grad PLUS loan (Loan Type = G) | Grade Level must be 6 or higher for Grad PLUS loans. |
| 4030 | Additional Unsub Preprofessional or Teacher Certification? | If Additional Unsub Preprofessional or Teacher Certification = Y<br>**AND**<br>Grade level is not equal to 5 | Additional Unsub Preprofessional or Teacher Certification field cannot be selected when grade level is not = 5. |
| 4035 | Additional Unsub Eligibility for Health Profession Programs | If Additional Unsub Eligibility for Health Profession Programs = Y<br>**AND**<br>Grade level is not equal to 4, 5, 6, or 7 | Additional Unsub Eligibility for Health Profession Programs field can not be selected when grade level is not 4, 5, 6, or 7. |
| 4040 | Additional Unsub Eligibility for Health Profession Programs<br>Additional Unsub Preprofessional or Teacher Certification | If Additional Unsub Eligibility for Health Profession Programs = Y<br>**AND**<br>Additional Unsub Preprofessional or Teacher Certification = Y on the same loan record | The Additional Unsub Eligibility for Health Profession Programs and the Additional Unsub Preprofessional or Teacher Certification fields can not both be selected on the same loan. |

# TEACH Grant EDExpress Edits

| Edit | Field Name | Condition | Message |
|---|---|---|---|
| 5001 | Citizenship | If Citizenship Status equal to 3 | The Citizenship Status may not be 3 (Not Eligible) for a TEACH Grant. |
| 5003 | Local City<br>Local State | If Student's Local Zip Code is not blank<br>**AND**<br>Local State is blank<br><br>**OR**<br><br>If Student's local address state is not blank **AND**<br>is not "CN," "MX," "FC," "AB", "BC", "MB", "NB", "NF", "NL", "NS", "NT", "NU", "ON", "PE", "PQ", "QC", "SK" or "YT"<br>**AND**<br>Zip Code is blank | Student's Local Address State should not be blank.<br>**OR**<br>Student's Local Zip Code should not be blank. |
| 5004 | Local Address<br>Local City<br>Local State<br>Local Zip Code | If only one of the local address fields is non-blank | At least two Local Address fields must be populated. |
| 5005 | Last Name<br>First Name | If Student's First and Last Name are blank | Student's First and Last Names cannot both be blank. |
| 5006 | ARN | If Student's Alien Registration Number (ARN) = Blank when Student's Citizenship Status = 2 | Student's Alien Registration Number may not be blank when Student's Citizenship Status is 2 (Eligible Non-citizen). |
| 5007 | Date of Birth | If the student's Date of Birth is blank | Student's Date of Birth (Demo tab) cannot be blank. |
| 5009 | Award Amount | If the Award Amount is zero<br><br>**Note: This is a warning edit only.** | The Award Amount for the Entire School Year is zero. If this is an initial award, this record will reject at COD, since zero is not an acceptable award amount on an initial submission. If this is a correction and you are zeroing out a previous award amount, COD will accept this. |
| 5100 | Disbursement Amount<br>Award Amount | If creating initial actual disbursements or updating anticipated disbursements on an award that has not been exported<br>**AND**<br>The sum of the Actual and Anticipated disbursements does not equal the Award Amount for Entire School Year for the origination | If the Award has not been exported, the sum of its Actual and Anticipated disbursements must equal the Amount Approved for the origination. |

| Edit | Field Name | Condition | Message |
|---|---|---|---|
| 5101 | Disbursement Sequence Number | If 65 transaction sequences exist for an actual disbursement number and another sequence for that disbursement number is added | You may only have 65 transaction sequences for each disbursement. |
| 5102 | Disbursement Sequence Number | If a new disbursement sequence is added<br>**AND**<br>Current actual disbursement # is not Accepted or Batched | Actual Disbursement must be Accepted or Batched before a change is applied to that Actual Disbursement. |
| 5103 | Disbursement Amount | If sequence 01 of the actual disbursement is being created and amount is equal to zero | Actual Disbursement Amount #N (nn) may not be equal to zero. |
| 5104 | Disbursement Amount | If the Amount Submitted and the Disbursement Date are the same as a previous Amount Submitted and Disbursement Date for this disbursement number | The Amount Submitted and the Disbursement Date may not be the same as the previous transaction for this disbursement number. |
| 5105 | Disbursement Amount<br>Disbursement Date | If the Submitted Amount and Disbursement Date are different than the Submitted Amount and Disbursement Date of the previous transaction for this disbursement number | You may not change both the Submitted Amount and Disbursement Date fields in a single disbursement transaction. |
| 5106 | Disbursement | If the Disbursement Number is greater than one (01) and disbursement 01 does not exist | Disbursement Number 01 must be entered before this disbursement. |
| 5107 | Disbursement Sequence Number | If a new disbursement sequence is added<br>**AND**<br>Current disbursement sequence is an anticipated disbursement | Adjustment not allowed based on Disbursement Release Indicator or Disbursement Status of the last Disbursement Sequence/Adjustment. |
| 5108 | Disbursement Date | Attempting to save an actual disbursement subsequent to and with a date prior to the actual disbursement 01's date,<br>**AND**<br>Disbursement 01 is not equal to A | Actual disbursement 01 must be accepted before a subsequent actual disbursement with an earlier date can be saved. |
| 5109 | Disbursement Amount<br>Award Amount | If Award Amount for Entire School Year < Total Disbursement amount | Total Disbursement Amount exceeds Award Amount for Entire School Year. |
| 5110 | Disbursement Date | An anticipated disbursement is saved with a date earlier than the previous anticipated disbursement. | Anticipated disbursements must be entered in chronological order. |
| 5111 | Disbursement Date<br>Funding Method | If Funding Method from TEACH School Setup is Advance or Cash Monitoring 1<br>**AND**<br>Disbursement Release Indicator is true<br>**AND**<br>Current date is more than 7 days before the Disbursement Date | Current date cannot be more than 7 days prior to the Disbursement date. |

| Edit | Field Name | Condition | Message |
|---|---|---|---|
| 5112 | Disbursement Date Funding Method | If Funding Method from TEACH School setup is Cash Monitoring 2 or Reimbursement<br>**AND**<br>Disbursement Release Indicator is true<br>**AND**<br>Current date is more than zero days before the disbursement date | Current date cannot be more than 0 days prior to the Disbursement date. |
| 5113 | Disbursement Sequence Number | If the sequence number being added is not the next available sequential sequence number for a particular disbursement | Sequence Number must be the next available number. |
| 5114 | Disbursement Sequence Number | If the sequence number is 60<br><br>**Note:** This is a warning edit only | You have reached or exceeded your 60th disbursement sequence. You are only allowed to save a maximum of 65 disbursement sequences. |
| 5115 | Disbursement Release Indicator | If the Sequence number is > 01<br>**AND**<br>DRI is not True (checked) | The Disbursement Release Indicator must be set for sequences 02 – 65. |
| 5116 | Disbursement Origination Status | If the disbursement is a new disbursement<br>**AND**<br>Origination status of the Origination Record is N | Disbursement Record can't be added if the Origination is at a "not ready" status. |
| 5117 | Payment Period Start Date | If the Payment Period Start Date is blank on an actual disbursement (DRI = true)<br>**AND**<br>Ineligible during Award Year is set to TRUE on the TEACH School Profile<br>**AND**<br>Disbursement Status is not equal to A, B, or D | Payment Period Start Date must be non-blank. |
| 5118 | Disbursement Amount | If Entrance Interview Required Prior to Disbursement in TEACH School Setup is True (checked)<br>**AND**<br>TEACH Entrance Interview Date is blank<br>**AND**<br>An actual disbursement (DRI = True) is added. | Actual Disbursements may not be saved without an Entrance Interview date. |