

Repayment Information

Chapter 3.2

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Repayment Information

What is repayment information?

Repayment information is a default management tool provided to schools through the National Student Loan Data System (NSLDS). NSLDS provides, on a monthly basis, school-specific repayment information regarding students who

- ❖ have obtained Federal Family Education Loans (FFELs) and/or William D. Ford Federal Direct Loans (Direct Loans) to attend the school and
- ❖ have entered into repayment on the loans in the first 12 months of the most recent 24-month period.

All schools that participate in any of the Title IV Student Financial Assistance (SFA) programs and have students who meet the above criteria may access the repayment information.

Repayment information is provided solely as a service to help schools track loans and correct errors associated with loans that recently entered into repayment. The information does not represent a school's cohort default rate. The U.S. Department of Education (the Department) will continue to calculate cohort default rates at the prescribed intervals and will base the cohort default rate calculation on data that is in NSLDS at the time of the calculation.

What are the benefits of reviewing repayment information?

Repayment information can assist schools in a number of ways:

- ❖ Repayment information allows schools to monitor when borrowers enter repayment. Schools that monitor borrowers' repayment status can use the information to make sure that the borrowers who have just entered repayment are aware of all of the possible repayment options that are available. This information can help a borrower avoid default.
- ❖ Repayment information helps schools ensure the data reported to NSLDS is accurate. Schools that monitor borrowers' repayment and default status can contact data managers as errors occur instead of waiting until the release of the draft cohort default rates to correct inaccuracies.

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The repayment information does not provide information regarding a borrower's delinquency status. For more information about a borrower's possible delinquency status, a school should contact the data manager for information about the borrower's loan.

What types of repayment information are available?

Repayment information is available in a summary format or in a detailed file format.

What is summary repayment information?

The summary format provides a school with

- ❖ the number of borrowers who entered into repayment in the first 12 months of the most recent 24-month period and
- ❖ the number of borrowers who entered into repayment in the first 12 months of the most recent 24-month period and defaulted or met other specified conditions during the most recent 24-month period.

A school will be able to access the summary repayment information associated with up to 17 different 24-month periods. For example, in February 2004 a school decides to request summary repayment information. Figure 3.2.1 details the 24-month periods for which the school can request summary repayment information.

Figure 3.2.1

Sample 24-Month Periods

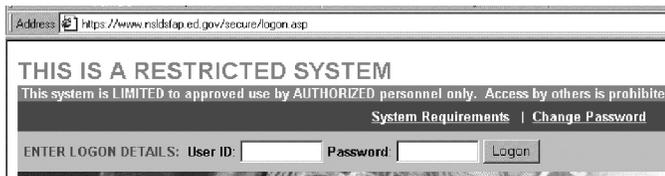
24-Month Periods Available to School in February 2004

February 1, 2002 to January 31, 2004
January 1, 2002 to December 31, 2003
December 1, 2001 to November 30, 2003
November 1, 2001 to October 31, 2003
October 1, 2001 to September 30, 2003
September 1, 2001 to August 31, 2003
August 1, 2001 to July 31, 2003
July 1, 2001 to June 30, 2003
June 1, 2001 to May 31, 2003
May 1, 2001 to April 30, 2003
April 1, 2001 to March 31, 2003
March 1, 2001 to February 28, 2003
February 1, 2001 to January 31, 2003
January 1, 2001 to December 31, 2002
December 1, 2000 to November 30, 2002
November 1, 2000 to October 31, 2002
October 1, 2000 to September 30, 2002

How does a school obtain summary repayment information?

Summary repayment information is available from the Department’s NSLDS Web site. To access a school’s summary repayment information, an individual at the school must have an NSLDS User ID. To obtain an NSLDS User ID, contact CPS/WAN Technical Support at 1-800-330-5947.

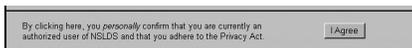
Step 1: Log onto the Department’s NSLDS Web site at www.nsls-fap.ed.gov by entering the user's NSLDS User ID and password and clicking “Logon.”



The NSLDS Web site can also be accessed through

<http://sfa4schools.sfa.ed.gov/>

Step 2: Read the Privacy Act statement and confirm that you are an authorized user of NSLDS and that you will adhere to the Privacy Act by clicking “I Agree.”



Step 3: Once logged onto NSLDS, select the “Org” tab at the top of the screen.



Step 4: Under the Org tab select “Repayment Information.”



Step 5: View the school’s summary repayment information.

The following information reflects the current repayment status of certain borrowers in FFEL and Direct loan programs who attended a school during a specific period. This information has no relationship to the calculation of draft or official cohort default rates for a school and will not be used in that process. This data is provided solely for informational purposes and may not be used in any administrative procedure. The information reported is based on information provided by the Guaranty Agency that guaranteed the loan or by the Direct Loan Servicer.

Numerator Date Range	Denominator Date Range	FFEL Num	FFEL Denom	%	DL Num	DL Denom	%	Dual Num	Dual Denom	%	Date Processed
09/1998-08/2000	09/1998-08/1999	23	1031	2.2	52	2751	1.8	71	3056	2.3	09/23/2000
08/1998-07/2000	08/1998-07/1999	23	1031	2.2	41	2753	1.4	61	3059	1.9	08/26/2000
07/1998-06/2000	07/1998-06/1999	22	1049	2.0	20	2843	0.7	42	3167	1.3	07/29/2000
06/1998-05/2000	06/1998-05/1999	29	1129	2.5	31	2601	1.1	56	2953	1.8	06/24/2000
05/1998-04/2000	05/1998-04/1999	29	1127	2.5	32	2605	1.2	57	2956	1.9	05/27/2000
04/1998-03/2000	04/1998-03/1999	28	1171	2.3	36	2679	1.3	60	3051	1.9	04/29/2000
03/1998-02/2000	03/1998-02/1999	29	1191	2.4	36	2536	1.4	59	2962	1.9	03/25/2000
02/1998-01/2000	02/1998-01/1999	28	1185	2.3	33	2526	1.3	55	2927	1.8	02/26/2000
01/1998-12/1999	01/1998-12/1998	25	1181	2.1	33	2528	1.3	52	2929	1.7	01/29/2000
12/1997-11/1999	12/1997-11/1998	44	1318	3.3	63	2311	2.7	95	2760	3.4	01/25/2000

What is detailed repayment information?

The detailed file format provides a school with

- ❖ a listing of the borrowers tallied in the summary format and
- ❖ information about each of the relevant loans for each borrower included on the report.

This information is the same type of data provided on a school's cohort default rate loan record detail report.

The detailed file format repayment information is only available for the most recent 24-month period. That is, a school can request detailed repayment information only for the 24-month period that ends on the last day of the month before the month in which the school makes the request. For example, in February 2004 a school decides to request detailed repayment information. The school may only request information for the 24-month period that began on February 1, 2002 and ended on January 31, 2004. Because a school can only request a detailed file format for the most recent 24-month period, it is important that a school monitor its repayment information on a monthly basis and, if desired, download the most recent detailed file format on a monthly basis. A school should move or rename the detailed file after it is downloaded or the file will be written over the next time the school downloads a detailed file.

How can a school obtain detailed repayment information?

Detailed file format repayment information is requested using the Department's NSLDS Web site. The NSLDS Web site can also be accessed through

<http://sfa4schools.sfa.ed.gov/>

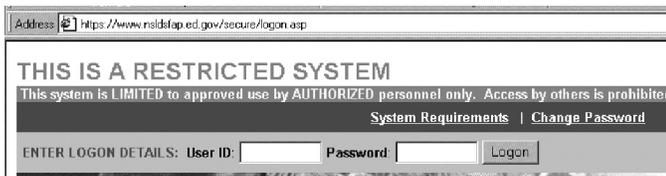
Once the request has been made via the NSLDS Web site, the detailed file format is delivered to the Title IV WAN mailbox associated with the NSLDS User ID making the request. EDconn32 software is used to download the detailed file format from the user's Title IV WAN mailbox. Therefore, in order to request detailed file format repayment information, the requestor must have an NSLDS User ID, a Title IV WAN account, and EDconn32 software.

There are two types of NSLDS User IDs: an online services User ID and an online services and batch User ID. Because both User IDs have Title IV WAN mailboxes, both can be used to request detailed repayment information. However, if the online services only User ID is used, the

detailed file format will be placed in the mailbox associated with that User ID and not in the mailbox associated with the online services and batch User ID. To obtain additional information, contact CPS/WAN Technical Support at 1-800-330-5947.

The following provides a step-by-step description of how to request and download the detailed file format repayment information.

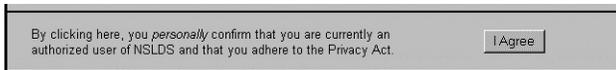
Step 1: Log onto the Department’s NSLDS Web site at www.nsls-fap.ed.gov by entering the user's NSLDS User ID and password and clicking “Logon.”



The NSLDS Web site can also be accessed through

<http://sfa4schools.sfa.ed.gov/>

Step 2: Read the Privacy Act statement and confirm that you are an authorized user of NSLDS and that you will adhere to the Privacy Act by clicking “I Agree.”



Step 3: Once logged onto NSLDS, select the “Report” tab at the top of the screen.



Step 4: Under the Report function, click on the blue number box to the left side of the screen for the “School Repayment Info Loan Detail.”



Step 5: Select either “Extract” or “Report.” This option will determine the format of the file that is provided. An extract allows a school to customize the data. Schools can query and sort the repayment information based on the school’s individual needs. A report can be accessed using standard word processing software.

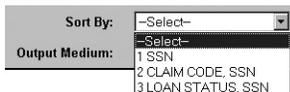


Step 6: Make a Loan Selection. This option will determine which loans are included in the file that is provided.



- ❖ The selection "ALL" will generate a detailed file that contains all of the loans included in the denominator only and numerator only reports.
- ❖ The selection "DENOMINATOR ONLY" will generate a detailed file that contains all of the loans that entered repayment during the first 12 months of the most recent 24-month period and did not default during the most recent 24-month period.
- ❖ The selection "NUMERATOR ONLY" will generate a detailed file that contains only those loans that entered repayment during the first 12 months of the most recent 24-month period and defaulted during the most recent 24-month period.

Step 7: Select the appropriate Sort By option. This option will determine the order of the borrowers if the school elects to receive a report file. However, an option must be entered, even if the school has requested an extract file.



- ❖ The selection "SSN" will sort the borrowers in Social Security Number order.
- ❖ The selection "CLAIM CODE, SSN" will sort the borrowers by claim code and then by Social Security Number.
- ❖ The selection "LOAN STATUS, SSN" will sort the borrowers by loan status code and then by Social Security Number.

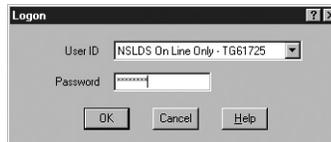
Step 8: Read the statement regarding the content of the file requested and click "Submit."

Step 9: Verify that the information is correct and click "Confirm."

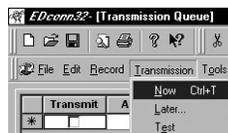
Step 10: A message will appear indicating the request was successfully submitted.

Step 11: Before downloading the file from the Title IV WAN mailbox associated with the NSLDS User ID that made the request, verify that the Title IV WAN mailbox has been successfully converted to receive data via the Student Aid Internet Gateway. If the Title IV WAN mailbox in question has not been successfully converted or if you are unsure if the Title IV WAN mailbox has been successfully converted to the Student Aid Internet Gateway, contact CPS/WAN Technical Support at 1-800-330-5947.

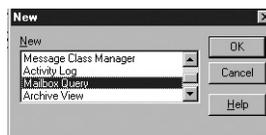
Step 12: Log onto the EDconn32 software using the User ID associated with the NSLDS User ID that made the request for repayment information.



Step 13: Select "Now" from the Transmission menu.



Step 14: Once EDconn32 has finished processing the Transmission Now request, select "Mailbox Query" from the New option on the File menu.



Step 15: EDconn32 will provide a list of those files that are available for download. From the list of files available to be downloaded, identify the repayment information that was requested.

Move to TQ	Message Class	Item Number	Description	Size
<input type="checkbox"/>	DCR980P	00316893326621767	DRAFT 98 RATE EXTRACT	10500
<input type="checkbox"/>	DCR980P	00316893326644762	DRAFT 98 RATE REPORT	10500

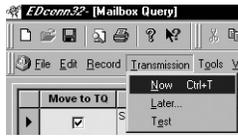
The message classes for repayment information consist of eight digits:

- ❖ SHNOTEOP for extract files
- ❖ SHNOTROP for report files

Step 16: Place a check mark in the Move to TQ column next to the message class associated with the requested repayment information.

Move to TQ	Message Class	Item Number	Description
<input checked="" type="checkbox"/>	SHNOTEOP	003174289626373376	REPAYMENT HISTORY - EXTRACT
<input checked="" type="checkbox"/>	SHNOTROP	003174289630110077	REPAYMENT HISTORY - REPORT

Step 17: Select “Now” from the Transmission menu. EDconn32 will download the file to the designated directory.



Step 18: Access the file from the directory that was designated to receive the downloaded file. A school should move or rename the detailed file after it is downloaded or the file will be written over the next time the school downloads a detailed file. For questions about the Title IV WAN mailbox or downloading files, contact CPS/WAN Technical Support at 1-800-330-5947.

After completing these steps, a school can return to Step 5 and select the other option if the school so wishes. That is, a school that selects an extract at Step 5 can return to that step and select a report.

How does a school read a detailed repayment information extract file?

The layout of the repayment information extract file follows the layout of the electronic loan record detail report extract file. See Chapter 2.4, “Loan Record Detail Report Tools,” for a guide to the extract file.

How soon will repayment information be available after a request is made?

If the repayment information is requested before 10 a.m. EST, the file should be available by the end of that business day. If the repayment information is requested after 10 a.m. EST, the file should be available by the next business day.

Is repayment information subject to the Privacy Act?

Because repayment information contains personal identification information about borrowers who received loans under the FFEL and Direct Loan programs, the Privacy Act of 1974 and the Family Educational Rights and Privacy Act (FERPA) apply to all repayment information. State and local laws and regulations may also govern the use of this material. Recipients should take appropriate steps to ensure that this material is used and discarded properly.