



COD Processing Update

May 22, 2014

NEWS/UPDATES

- **Memorial Day Federal Holiday (5/14/14)**

Monday, May 26, 2014 is the Memorial Day federal holiday.

- The COD School Relations Center will be closed.
- The Common Origination and Disbursement (COD) System will accept and process data from schools and send back responses/acknowledgments on Monday, May 26, 2014, but schools will not be able to receive any federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, May 27, 2014.

Complete information regarding processing and customer service hours for the COD System and other Federal Student Aid/Department of Education call centers on the holiday is posted in a [May 14, 2014 Electronic Announcement](#) on the IFAP Web site.

- **2014-2015 COD System Peak Processing Reminders (5/22/14)**

In June 2014, we will begin a peak processing period for the 2014-2015 Award Year.

In a [May 22, 2014 Electronic Announcement on the IFAP Web site](#), Federal Student Aid provides COD System peak processing reminders to assist schools with planning and processing.

Thank you for your patience and understanding during this peak processing period.

- **TEACH Grant Closeout Information for 2013-2014 Award Year (5/22/14)**

The Teacher Education Assistance for College and Higher Education Grant (TEACH), closeout deadline for the 2013-2014 Award Year is **Tuesday, September 30, 2014**. This is the last processing day of the award year, so all school data must be received and accepted by this date, and any necessary funds must be requested in G5, for this information to be included in a school's final Ending Cash Balance for the year. To be considered successfully closed out, the school must—

- Reconcile to an Ending Cash Balance (Net Drawdowns – Total Net Booked Disbursements) of \$0 and Total Net Unbooked Disbursements of \$0, as reflected on your monthly TEACH Grant School Account Statement (SAS) Report and in your school's internal records.



For initial operational guidance about what closeout means and the tools a school can use to complete it, refer to the [May 22, 2014 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site.

- **COD System Warning Edit 211 (5/20/14)**

Since the April 2014 COD System implementation, many schools may have received COD Warning Edit 211 (Failure of Full Schema Enforcement). As a reminder, this warning edit is intended to help schools and software providers identify and fix invalid XML, but still allow the data to be processed by the COD System. Eventually, Federal Student Aid will reject batches sent with invalid XML and the data will not be processed by the COD System.

Since the cause of invalid XML can vary widely, Federal Student Aid cannot provide specific XML error(s) in the response when returning Warning Edit 211. However, some examples of common errors are:

- Submitting tags out of order
- Submitting a string longer than the posted maximum length value specified by the COD XML Schema
- Submitting an integer or decimal outside of the posted value range specified by the COD XML Schema
- Neglecting to submit a required tag within a complex element (for example, <City> in the <PermanentAddress> block)
- Submitting tag names that do not match the COD XML Schema (tag names are case-sensitive)

In addition, Federal Student Aid has posted guidance about using an XML validator tool to help schools identify XML errors. This guidance is posted on the IFAP Web site in a document titled “COD XML Schema Validation Instructions.”

When using an XML validator tool, schools should keep a few things in mind:

- Use of an XML validator tool is optional and a school will need to find the right XML validator tool based on its individual circumstances. Some schools may need to work directly with their technical staff or software provider to select an XML validator tool.
- In some cases, a school can download an XML validator tool to a computer. In other cases, a school can upload files to a Web-based XML validator tool. If a school opts to use a Web-based XML validator tool and it has to upload files to run the validation, for security purposes, the school should use test data for the file upload.
- Federal Student Aid has validated the published COD XML Schema with some of the independent XML validator tools available, including XMLSpy, www.xmlvalidation.com, and XML Notepad 2007.



Finally, schools using a software vendor should consult with that vendor for additional assistance. In many cases, a school may need to ensure it is using the latest version of the chosen product.

Additional information about the COD XML Schema can be found on the IFAP Web site at <https://ifap.ed.gov/ifap/codXMLSchema.jsp>. For additional questions about COD System processing or the COD XML Schema, contact the COD School Relations Center.

- **Keep School Contact Information Current in the COD System (5/16/14)**

We remind schools and third party servicers that contact information in the COD System must be kept current. Contact information is extremely important for us to be able to reach the right people at the school, particularly about program-specific issues. The e-mail addresses for the President, Financial Aid Administrator, Pell Grant Financial Aid Officer, and Direct Loan Financial Aid Officer are used to deliver time-sensitive materials and critical COD processing information to the school.

Having current contact information for the Pell Grant Financial Aid Officer and Direct Loan Financial Aid Officer is most critical for a school that is an additional location to a main campus. The information allows us to contact those officers directly at the additional location rather than needing to contact the main campus.

For more information on updating School Contact Information, please refer to [the December 20, 2012 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site.](#)

- **Operational Updates and COD System Readiness for Direct Loan Origination Fee Percent Increases (5/9/14)**

In [Dear Colleague Letter \(GEN-14-10\)](#) Federal Student Aid noted increased origination fees for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans (for both parent and graduate student borrowers) with a first disbursement on or after October 1, 2014 and before October 1, 2015. In [May 9, 2014 Electronic Announcement](#), Federal Student Aid provides operational updates and information about COD System readiness for processing Direct Loans with the new origination fees.

- **Import Capability for Direct Loan Rebuild File for DL Tools Users Available Late June 2014 (4/30/14)**

As noted in an April 2, 2014 Electronic Announcement, Federal Student Aid added 12 additional fields to the Direct Loan (DL) Rebuild File as part of the April 11-14, 2014 COD System implementation. As a result, any DL Rebuild files produced after April 14, 2014 cannot be imported in to DL Tools for Windows, Release 13.0 because that version of the software does not include the additional fields. (Due to changing implementation schedules, the COD System update for the DL Rebuild File was implemented earlier than the DL Tools update.) Schools using DL Tools to import the DL Rebuild File can begin to do so when DL Tools, Release 14.0 is available in late June 2014.

Federal Student Aid apologizes for any inconvenience this issue may cause schools. If you have questions, contact the COD School Relations Center.



- **Upcoming EExpress for Windows 2014-2015 Releases and Direct Loan and TEACH Grant Functionality (3/28/14)**

In advance of the mid-April 2014 posting of EExpress for Windows 2014-2015, Release 2.0, Federal Student Aid has posted an Electronic Announcement that highlights the William D. Ford Federal Direct Loan (Direct Loan) and Teacher Education Assistance for College and Higher Education (TEACH) Grant functionality that a school can **use** in Release 2.0 and clarifies the software features a school will need to **defer** using until it installs EExpress 2014-2015, Release 3.0, currently scheduled for posting in June 2014.

For complete information, refer to the [March 27, 2014 Electronic Announcement](#) posted to the IFAP Web site.

CURRENT ISSUES

DIRECT LOANS

There are no Direct Loan-related issues at this time.

GRANTS

There are no Grant-related issues at this time.