Document Standards

The Common Origination and Disbursement System (COD) Technical Reference includes information for schools using the COD System.   School Participants use the XML Common Record to submit Pell Grant, TEACH Grant, and/or Direct Loan data to COD.

The 2017-2018 COD Technical Reference contains message classes, edits, record layouts, implementation guides, and supporting information for Pell Grant, TEACH and Direct Loan Users.

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How to Use This Technical Reference

The *2017-2018 COD Technical Reference* is an operational guide that informs schools, vendors, and third-party servicers how to transmit Pell Grant, TEACH Grant, and Direct Loan Origination and Disbursement data to the COD System.

In particular, this Technical Reference provides the record layout and data elements that are required for the COD System to successfully process submitted records as well as the record layout and data elements for responses that are returned to participants by the COD System.

The information provided in this Technical Reference is not intended to reflect all Federal regulations that govern the Pell Grant, TEACH Grant, and Direct Loan programs and with which all participants must comply. As such, schools, vendors, and third-party servicers must refer to these regulations and documents such as the *Federal Student Aid Handbook* and Dear Colleague Letters for guidance on regulatory compliance.

Document Structure

The *2016-2017 COD Technical Reference* is comprised of six separate volumes that contain key 2017-2018 development information for COD Users. To use the technical reference effectively, choose the appropriate volume for your needs. Each volume has its own table of contents and individual sections.

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Document Conventions

The *COD Technical Reference* update for the 2017-2018 Award Year features many new and exciting changes. The following design conventions have been applied to help distinguish between the information presented within this document.

Notes & Updates

Notes and updates are now placed in the margins, as well as important changes to system functionality.

Code Samples

All code samples, field names, and field values are now distinguished from regular text by their font face, `Courier New`. Extended snippets of code are presented in the following manner:

```
<DLLoanInformation AwardKey="1">
    <OriginationFeePercent>1.068</OriginationFeePercent>
    <InterestRebatePercent>0</InterestRebatePercent>
        <DisclosureStatementPrintCode>Y</DisclosureStatementPrintCode>
    <StudentLevelCode>1</StudentLevelCode>
    <FinancialAwardBeginDate>2016-09-01</FinancialAwardBeginDate>
    <FinancialAwardEndDate>2017-05-15</FinancialAwardEndDate>
    <AcademicYearBeginDate>2016-09-01</AcademicYearBeginDate>
    <AcademicYearEndDate>2017-05-15</AcadmicYearEndDate>
</DLLoanInformation>
```

Calculations

Calculations have been highlighted and are presented in the following manner:

Eligibilty Used Calculation

EU % = 100% × (Sum of Actual Disbursements of Award - DMCS Repayments of Award)

÷ Scheduled Award Amount

Viewing & Printing the Document

Updates to this document can be found posted on the following websites:

- FSA Download,
  https://www.fsadownload.ed.gov/CODTechRef1718.htm

    o Provides PDF format

- IFAP,

  http://ifap.ed.gov/ifap/byAwardYear.jsp?type=codtechref&display=single

    o Provides PDF format

Auto-Rotating

A number of documents in this Technical Reference will contain sections that are oriented differently, utilizing both landscape and portrait orientations to maximize usability. Some printers may not be automatically configured to print both orientations.

The user may have to configure the printer to auto-rotate the pages. This option can be set immediately before sending the document to the printer by selecting the "Auto-Rotate and Center" option:
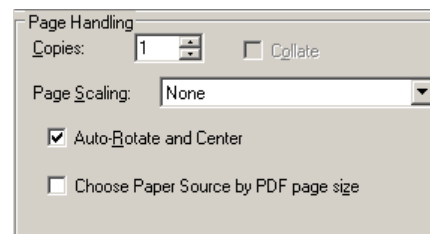
Printing Double-Sided

This document is best printed in black and white on a printer that is capable of printing double-sided. Double-sided printing will ensure the mirror-margins appear correctly.

Alternatively, if your printer is unable to print double-sided, you can make sure your document is printed properly by following these suggested steps:

1. Print all even pages of the document

2. Load the even pages into the printer.

3. Print all odd pages of the document.

It is helpful to determine the paper orientation required to print on both sides properly so that the odd pages are not on the same side as the even pages or upside-down.

Please note that printing odd pages first, then even pages, may result in the entire document being collated backwards.

COD School Relations

If you have any questions regarding the information contained in this document, please contact the COD School Relations Center at the following phone numbers:

- (800) 474-7268 for Grant assistance

- (800) 848-0978 for Direct Loan

The COD School Relations Center can also be contacted via live chat on COD Web, upon login.

Staff is available Monday through Friday, 8am-11pm Eastern Time. Or, please email COD Customer Service at CODSupport@ed.gov.