

# COD/DL & StudentLoans.gov (SLG)

Robert Berry

U.S. Department of Education



## Agenda

### **COD/DL Update**

- COD Spring 2012 Direct Loan Recap
- COD Release 11.1 Direct Loan Recap
- COD Release 11.1.1 Direct Loan Recap
- COD Release 11.2 Direct Loan Update
- COD Release 12.0 Direct Loan Update

### **SLG/COD Update**

### **Resources**

### **Questions**

# COD Spring 2012 Direct Loans Recap

During Spring 2012, the COD System implemented the following functionality to address legislative changes to repayment incentives, i.e.:

- Edits in place for validation of a ***Direct Subsidized or Unsubsidized*** Loan Earliest Disbursement Date (EDD) against the submitted interest rebate
- Loan Origination Fee remains 1.0%

## COD Spring 2012 Direct Loans Recap

During Spring 2012, the COD System implemented functionality to accept upfront interest rebate values of 0% or 1.5% on Parent and Graduate/Professional Student Direct PLUS Loan

- EDD on or after July 1, 2012 upfront interest rebate percentage 0%
- EDD on or before June 30, 2012 upfront interest rebate percentage 1.5%
- NO CHANGE TO ORIGINATION FEE...4.0%

# Interest Rebate Percentage Report

PLUS only

5/12/12 –  
First  
Report

Discontinued  
In  
November

	A	B	C	D	E	F	G
	Student Social Security Number	Award ID	Award Year	Amount Issued	Amount Posted	Earliest Disbursement Date	Interest Rebate Percent
1							
2	4E+07	xxxxxxxxxP13G999999001	2013	32000	0	8/24/2012	1.5
3	1E+08	xxxxxxxxxP13G999999001	2013	28818	0	8/24/2012	1.5
4	2E+08	xxxxxxxxxP13G999999001	2013	28000	0	9/24/2012	1.5
5	2E+08	xxxxxxxxxP13G999999001	2013	6000	0	8/24/2012	1.5
6	2E+08	xxxxxxxxxP13G999999001	2013	22000	0	8/24/2012	1.5
7	2E+08	xxxxxxxxxP13G999999001	2013	27818	0	8/24/2012	1.5
8	2E+08	xxxxxxxxxP13G999999001	2013	20000	0	8/24/2012	1.5
9	2E+08	xxxxxxxxxP13G999999001	2013	25000	0	8/24/2012	1.5
10	3E+08	xxxxxxxxxP13G999999001	2013	30000	0	8/24/2012	1.5
11	3E+08	xxxxxxxxxP13G999999001	2013	21000	0	8/24/2012	1.5
12	3E+08	xxxxxxxxxP13G999999001	2013	26818	0	8/24/2012	1.5
13	3E+08	xxxxxxxxxP13G999999001	2013	28000	0	8/24/2012	1.5

INTEREST REBATE PERCENTAGE (CSV)

Ready 100%

## COD Release 11.1 Direct Loans Recap

On July 8, 2012 COD Release 11.1 implemented the following functionality

- Graduate and Professional Students' loss of Eligibility for Direct Subsidized Loans
- Automated extended processing requests for the Direct Loan Program
- Implemented Financial Awareness Counseling Tool (FACT) on StudentLoans.gov

## COD Release 11.1 Direct Loans Recap

Due to Legislative modifications, Graduate and Professional Students are no longer eligible for Direct Subsidized Loans

- COD will reject Graduate and Professional Student Direct Subsidized Loans with an Award Begin Date on or after July 1, 2012
  - Grade Levels 6 & 7
- Does **NOT** impact annual loan limit of \$20,500 in Unsubsidized dollars

## **COD Release 11.1 Direct Loans Recap**

Direct Loan Extended Processing requests for closed award years can be made via COD

- Similar request process as Grants
- Once logged into COD Web, click on School menu then “Request Post Deadline/Extended Processing” link
- Direct Loan is now available in the Program dropdown menu



# COD Release 11.1 Direct Loans Recap

U.S. DEPARTMENT OF EDUCATION  
COMMON ORIGATION & DISBURSEMENT

FSA  
FEDERAL  
STUDENT AID

Person School Batch Award Services User Program Admin

► School Search

▼ School Information

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
- Funding Info
- Summary Financial Info
- Refunds of Cash
- Cash Activity
- Events
- Memos
- Message List
- Yearly Totals
- Relationships
- Balance Confirmation
- Request Post Deadline/Extended Processing
- Correspondence
- Report Selection

► Post Deadline Proc

► School Workflows

Request Post Deadline/Extended Processing [? HELP](#)

**DOANE COLLEGE**

Complete the fields below. Click "Submit" to submit the request for Post Deadline Processing. The fields marked with an asterisk (\*) are required.

\*Request Extended Processing for Award Year '12-'13

\*Request Extended Processing for Program DIRECT LOAN

\*Requestor Name

\*Requestor Email Address

\*Requestor Phone Number

\*Reason Code

\*Explain why you will need Extended Processing

\*Do not include Personally Identifiable Information (PII) data in this field (i.e. SSNs, award identifiers, etc.).

\*Request Date January 22 2013

**SUBMIT**

Jan 22 2013 14:30 EST Home Privacy Act Links Contact Us Today's Update Help Glossary Log Off

# Financial Awareness Counseling Objective

Financial Awareness Counseling on **StudentLoans.gov** was developed to:

- Provide a centralized, online source of financial literacy information for students
- Assist borrowers in making informed postsecondary funding decisions
- Provide schools with educational resources about federal student aid
- Support the government-wide efforts to improve financial capability in the US through the Financial Literacy Education Commission

# Financial Awareness Counseling Functionality Overview

On July 7, 2012, the Financial Awareness Counseling (FAC) was made available on StudentLoans.gov

- Available whether signed in or not
- Signed-in students view their financial information from NSLDS
- Does not replace Entrance Counseling requirement

# Financial Awareness Counseling

*Each module has been designed to communicate key financial management concepts to increase students' financial literacy.*

**Understand  
Your Loans**

**Manage  
Your  
Spending**

**Plan to  
Repay**

**Avoid  
Default**

**Make  
Finances  
a Priority**

- ✓ Your Student Loans
- ✓ Loan Basics
- ✓ Free Money First
- ✓ Types of Student Loans

- ✓ Manage Your Spending while in School
- ✓ Live Within Your Means
- ✓ Borrow Smart

- ✓ Estimate What You will Owe, Spend & Earn
  - Monthly Expenses
  - Monthly Income
- ✓ Understand Repayment

- ✓ Avoiding Default
- ✓ Postpone or Lower Your Payments
- ✓ Forgive or Cancel Your Debts
- ✓ Delinquency & Default

- ✓ Plan for the Future
- ✓ Your Income & Taxes
- ✓ Your Credit & Identity
- ✓ Credit Cards & Other Borrowing

## COD Release 11.1 Direct Loans Recap

Schools can choose to receive Financial Awareness Counseling acknowledgements via the “Options” screen on the COD website.

- “Y” or “N”
- Daily or on-demand
- “Y” and daily are the default settings

## COD Release 11.1.1 DL Recap

Electronic IBR application with an IRS data retrieval function on the StudentLoans.gov website

- Intent - meet the business need to increase the efficiency and take-up rate of placing and maintaining borrowers on the IBR plan
- Utilizes similar IRS data retrieval capability currently available for FAFSA on the Web to allow IBR applicants to retrieve and transfer income information into their online IBR application

# COD Release 11.2 Direct Loans Update

With COD Release 11.2 on November 9, 2012 COD will implement

- Final modifications/edits for ending eligibility for upfront Direct Loan interest rebates on Direct PLUS Loans
  - COD system will edit on EDD and interest rebate percentage on submitted loan origination data
- Retirement of Warning Edit 111

## COD Release 11.2 Direct Loans Update

Direct Parent or Graduate Student PLUS Loan will reject:

- If the EDD is on or after July 1, 2012 and the interest rebate percentage is greater than 0%
- If the EDD is on or before June 30, 2012 and the interest rebate percentage is any other value than 1.5%
- Origination Fee remains at 4%



# Interest Rebate Percentage Report

PLUS only

5/12/12 –  
First  
Report

Discontinued  
In  
November

	A	B	C	D	E	F	G
	Student Social Security Number	Award ID	Award Year	Amount Issued	Amount Posted	Earliest Disbursement Date	Interest Rebate Percent
1							
2	4E+07	xxxxxxxxxP13G999999001	2013	32000	0	8/24/2012	1.5
3	1E+08	xxxxxxxxxP13G999999001	2013	28818	0	8/24/2012	1.5
4	2E+08	xxxxxxxxxP13G999999001	2013	28000	0	9/24/2012	1.5
5	2E+08	xxxxxxxxxP13G999999001	2013	6000	0	8/24/2012	1.5
6	2E+08	xxxxxxxxxP13G999999001	2013	22000	0	8/24/2012	1.5
7	2E+08	xxxxxxxxxP13G999999001	2013	27818	0	8/24/2012	1.5
8	2E+08	xxxxxxxxxP13G999999001	2013	20000	0	8/24/2012	1.5
9	2E+08	xxxxxxxxxP13G999999001	2013	25000	0	8/24/2012	1.5
10	3E+08	xxxxxxxxxP13G999999001	2013	30000	0	8/24/2012	1.5
11	3E+08	xxxxxxxxxP13G999999001	2013	21000	0	8/24/2012	1.5
12	3E+08	xxxxxxxxxP13G999999001	2013	26818	0	8/24/2012	1.5
13	3E+08	xxxxxxxxxP13G999999001	2013	28000	0	8/24/2012	1.5

INTEREST REBATE PERCENTAGE (CSV)

Ready 100%

# COD Release 11.2 Direct Loans Update

## Warning Edit 111 Retirement

- Applies to all award years
- The edit was meant to encourage sending loan records to COD at least 5 days before the first disbursement date so COD disclosure statements would arrive with the borrower before the disbursement
- Too many problems trying to get it to work as intended
- Gone for 2013/2014 and forward

Edit #	Message
111	First Actual Disbursement was submitted less than 5 days prior to the first disbursement date without an indication that the school printed/provided a disclosure statement

# COD Release 12.0 Direct Loans Update

COD Release 12.0 - March 8, 2013

- Award Year 2013-14 New Award Year Set-Up
- Direct Loan and TEACH School Account Statement (SAS) disbursement detail available On Demand

## StudentLoans.gov (SLG)

The StudentLoans.gov Homepage provides user:

- Sign In capability to allow access to all functions
  - Entrance Counseling
  - Master Promissory Note (MPN)
  - Direct PLUS Loan Request
  - Financial Awareness Counseling
  - Endorser Direct PLUS Loan
  - Electronic IBR Application
- Access to Financial Aid tools and resources
- Ability to view the website in English or Spanish

# StudentLoans.gov Homepage & Login


## Manage My Direct Loan

Sign In

Use your PIN to sign in  
[Why am I signing in?](#)

- Entrance Counseling
- Sign Master Promissory Note
- Complete PLUS Request Process
- Financial Awareness Counseling
- Endorse Direct PLUS Loan
- Electronic IBR Application

Visit the PIN site if you are a new user or have forgotten your PIN.



**StudentLoans.gov**

This site is your source for information from the U.S. Department of Education about how to manage your student loans.

## Learn More

- » Find Information about Student Aid Programs
- » Recent Changes to the Student Aid Programs
- » Interest Rate Change for New Direct Subsidized Loans
- » Direct Loan Overview
- » What you Need for Direct Loans

## Tools and Resources

- » Apply for PIN
- » FAFSA
- » Financial Awareness Counseling
- » Exit Counseling
- » Special Direct Consolidation
- » Direct Loan Consolidation
- » My Financial Aid History

## Managing Repayment

- » Repaying Your Loans
- » Repayment Plans & Calculators
- » Trouble Making Payments?
- » Loan Discharge
- » Public Service Loan Forgiveness
- » Teacher Loan Forgiveness
- » Loan Servicers

## Sign In

Social Security Number

First Two (2) Characters of Last Name

Date of Birth (mm/dd/yyyy)

PIN

If you do not have a pin, please visit the [PIN site](#).

## Homepage & Login

The screenshot shows the StudentLoans.gov homepage. The top section features a 'Manage My Direct Loan' box on the left with a 'Sign In' button and a list of functions: Entrance Counseling, Sign Master Promissory Note, Complete PLUS Request Process, Financial Awareness Counseling, Endorse Direct PLUS Loan, and Electronic IBR Application. A red bracket groups these functions. To the right is a large banner with a photo of four students and the text 'StudentLoans.gov' and 'This site is your source for information from the U.S. Department of Education about how to manage your student loans.' Below the banner are three columns of links: 'Learn More' (Find Information about Student Aid Programs, Recent Changes to the Student Aid Programs, Interest Rate Change for New Direct Subsidized Loans, Direct Loan Overview, What you Need for Direct Loans), 'Tools and Resources' (Apply for PIN, FAFSA, Financial Awareness Counseling, Exit Counseling, Special Direct Consolidation, Direct Loan Consolidation, My Financial Aid History), and 'Managing Repayment' (Repaying Your Loans, Repayment Plans & Calculators, Trouble Making Payments?, Loan Discharge, Public Service Loan Forgiveness, Teacher Loan Forgiveness, Loan Servicers). Red boxes highlight 'What you Need for Direct Loans' and 'Loan Servicers'. Red lines connect the 'Recently re-ordered these functions based on school feedback' box to the 'Sign In' button and the 'Tools and Resources' column. Another red line connects the 'Many resources do not require sign in' box to the 'What you Need for Direct Loans' link.

**Manage My Direct Loan**

**Sign In** Use your PIN to sign in  
[Why am I signing in?](#)

- Entrance Counseling
- Sign Master Promissory Note
- Complete PLUS Request Process
- Financial Awareness Counseling
- Endorse Direct PLUS Loan
- Electronic IBR Application

*Visit the PIN site if you are a new user or have forgotten your PIN.*

**StudentLoans.gov**

This site is your source for information from the U.S. Department of Education about how to manage your student loans.

**Learn More**

- » Find Information about Student Aid Programs
- » Recent Changes to the Student Aid Programs
- » Interest Rate Change for New Direct Subsidized Loans
- » Direct Loan Overview
- » What you Need for Direct Loans

**Tools and Resources**

- » Apply for PIN
- » FAFSA
- » Financial Awareness Counseling
- » Exit Counseling
- » Special Direct Consolidation
- » Direct Loan Consolidation
- » My Financial Aid History

**Managing Repayment**

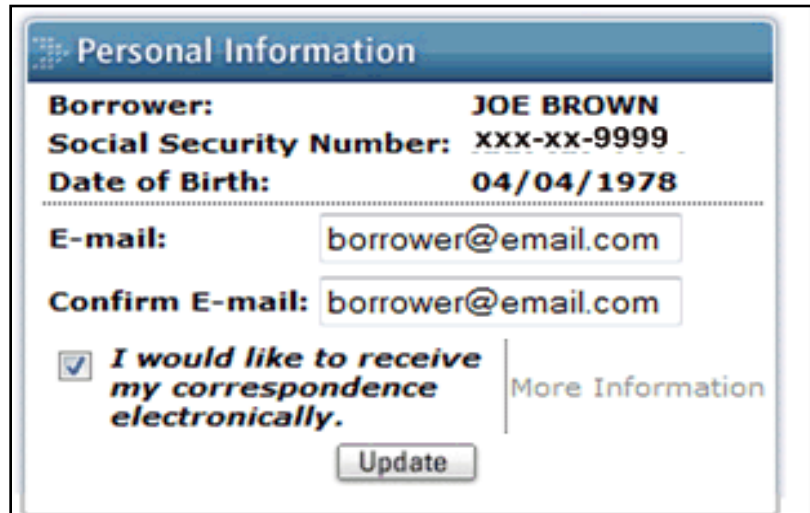
- » Repaying Your Loans
- » Repayment Plans & Calculators
- » Trouble Making Payments?
- » Loan Discharge
- » Public Service Loan Forgiveness
- » Teacher Loan Forgiveness
- » Loan Servicers

Recently re-ordered these functions based on school feedback

Many resources do not require sign in



## StudentLoans.gov – Personal Information



The screenshot shows a web form titled "Personal Information" with a blue header. The form contains the following fields and options:

- Borrower:** JOE BROWN
- Social Security Number:** xxx-xx-9999
- Date of Birth:** 04/04/1978
- E-mail:** borrower@email.com
- Confirm E-mail:** borrower@email.com
- ☒ *I would like to receive my correspondence electronically.*
- [More Information](#)
- 

Personal  
Information is  
based on PIN data

Updates must be  
made through the  
PIN website

## COD School Options for SLG

Participation Options for StudentLoans.gov available on School Options page of COD website:

Non-award year specific options:

- Entrance Counseling - participation
- Electronic Master Promissory Note - participation
  - LOR Required to Complete eMPN
  - eMPN message to borrowers
- Financial Awareness Counseling options

Award year specific options:

- Parent PLUS Application
- Grad PLUS Application



## COD Options Non Award Year Specific

<b>StudentLoans.gov School Options (Non-Award Year Specific)</b>	
<b>eMPN Participation:</b>	Y
<b>LOR Required to complete eMPN:</b>	N
<b>eMPN Message:</b>	School message to borrower
<b>Electronic Entrance Counseling Participant:</b>	Y
<b>Receive Responses for Financial Awareness Counseling:</b>	Y
<b>Financial Awareness Counseling Response Frequency:</b>	On-Demand
<b>School Name: (Applies to all StudentLoans.gov processes):</b>	State University
<b>Associated States: (Applies to all StudentLoans.gov processes):</b>	IDAHO

# Entrance Counseling

Students are advised to verify school participation.

School participation  
selection available  
on COD School  
Options page

## Complete Entrance Counseling

Entrance Counseling will walk you through the Direct Loan process and explain your rights and responsibilities as a borrower. If you have not previously received a particular loan type (subsidized/unsubsidized or PLUS), under the Direct Loan Program or Federal Family Education Loan (FFEL) Program, the Federal Government requires you to complete loan counseling to ensure that you understand the responsibilities and obligations you are assuming.

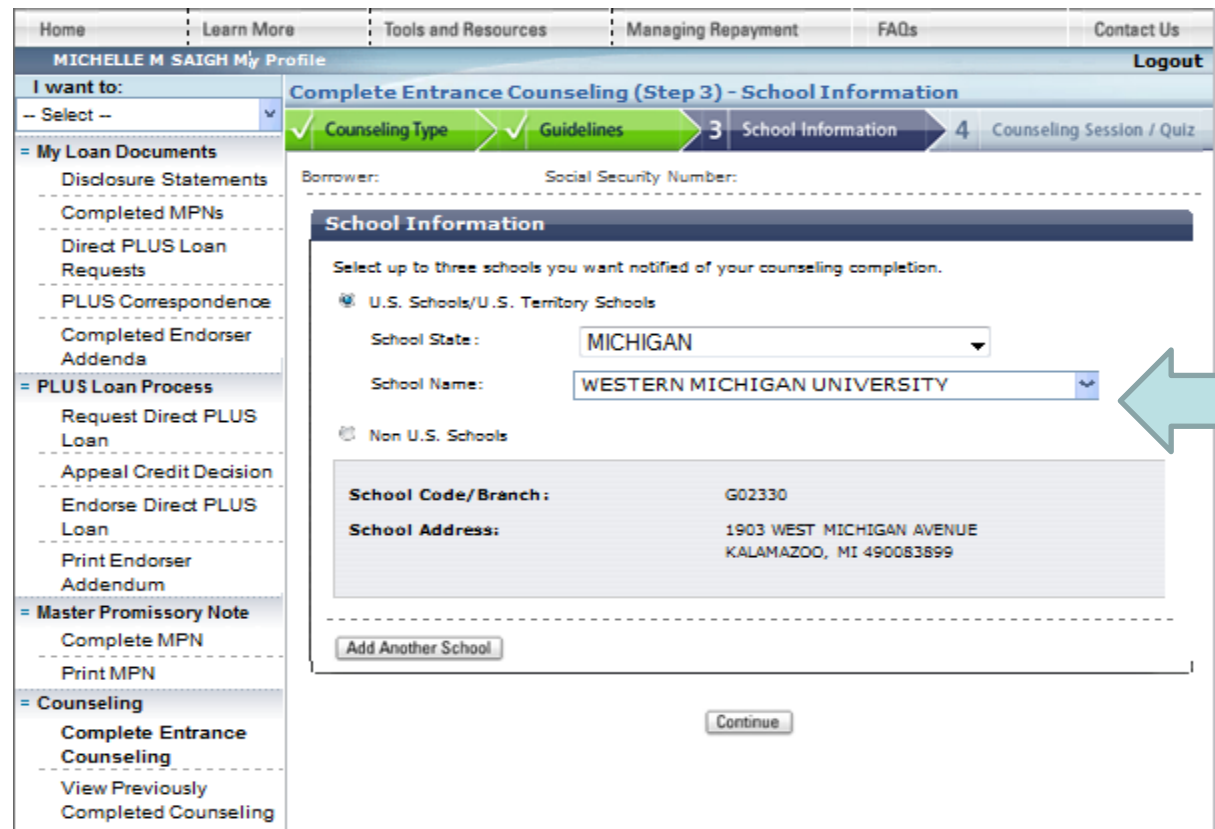
Note: The FFEL Program ended July 1, 2010 and no new loans have been made under the FFEL Program after that date.

You will need about 30 minutes to complete the counseling session

**Your school may have alternate counseling requirements. Check with your school's financial aid office to make sure this session will satisfy their requirements for Entrance Counseling.**

# Electronic Entrance Counseling Participant: Y

When the school elects to participate in electronic entrance counseling, the school name will appear in the drop down box on SLG.



Home | Learn More | Tools and Resources | Managing Repayment | FAQs | Contact Us

MICHELLE M SAIGH My Profile Logout

I want to:   
 - Select -

Complete Entrance Counseling (Step 3) - School Information

✓ Counseling Type > ✓ Guidelines > 3 School Information > 4 Counseling Session / Quiz

Borrower: Social Security Number:

**School Information**

Select up to three schools you want notified of your counseling completion.

☒ U.S. Schools/U.S. Territory Schools

School State: MICHIGAN

School Name: WESTERN MICHIGAN UNIVERSITY

☐ Non U.S. Schools

School Code/Branch: G02330

School Address: 1903 WEST MICHIGAN AVENUE  
KALAMAZOO, MI 490083899

Add Another School

Continue

# Entrance Counseling

Step 1 - Select type of counseling

Step 2 - Overview of Entrance Counseling process

Step 3 – School(s) selected (up to 3) for notification of Entrance Counseling results

Step 4 - Session and quiz

Student must complete all sections including a review of the Borrower's Rights and Responsibilities

Complete Entrance Counseling (STEP 1) - Counseling Type

1 Counseling Type

2 Guidelines

3 School Information

4 Counseling Session / Quiz

Borrower: JOE BROWN

Social Security Number: XXX-XX-4444

Counseling Type

Select: [More Information](#)

☐ I am completing entrance counseling in order to receive loans as an **undergraduate student**. This counseling will fulfill counseling requirements for Direct Subsidized and Direct Unsubsidized Loans.
   
☐ I am completing entrance counseling in order to receive loans as a **graduate or professional student**. This counseling will fulfill counseling requirements for Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans.

Cancel

Continue

## Entrance Counseling - Completed

Upon completion of Entrance Counseling:

- School(s) selected by student notified
  - System generated EC response
- Schools can view completed Entrance Counseling:
  - Entrance Counseling Report generated weekly
  - COD Entrance Counseling page
    - Search by Social Security Number
    - Up to 10 SSNs per search
    - Date range

# Counseling Report (Current)

The existing Entrance Counseling Report was modified to include Financial Awareness Counseling data

- Renamed the “Counseling Report”
  - Posted weekly to school’s COD Reporting NewsBox in CSV format
- New Counseling Type Indicator differentiates counseling type
- There can be multiple Entrance Counseling or FAC records per borrower

# Counseling Report (Current)

The Counseling Report is formatted to include:

- New Counseling Type Indicator field

Value	Description
S	Subsidized & Unsubsidized
P	Subsidized, Unsubsidized, & PLUS
L	Financial Awareness Counseling

- Sorted ascending by Social Security number, descending by Completion Date, and descending by Completion Time
- CSV with headers

## School Functionality – Counseling Results

COD Web offers Schools several capabilities pertaining to Financial Awareness Counseling

- Financial Awareness Counseling Responses
- Counseling Search
- Batch Search



# School Functionality – Responses

**U.S. DEPARTMENT OF EDUCATION**  
**COMMON ORIGINATION & DISBURSEMENT**

**FSA**  
FEDERAL STUDENT AID

**Person School Batch Award Services User Program Admin**

**Return to: School Options**  
**School Options Update** [HELP](#)

**School Search**

**School Information**

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
- Funding Info
- Summary Financial Info
- Refunds of Cash
- Cash Activity
- Events
- Memos
- Message List
- Yearly Totals
- Relationships
- Balance Confirmation
- Request Post
- Deadline/Extended Processing
- Correspondence
- Report Selection

**Post Deadline Proc**

**School Workflows**

**UNIVERSITY OF NORTH CAROLINA - CHAPEL HILL**

**eMPN School Options (Non-Award Year Specific)**

School Options updates could take up to 12 hours to be reflected on the StudentLoans.gov website.

**eMPN Participant:**

**LOR Required to complete eMPN:**

**eMPN Message:**

**Electronic Entrance Counseling Participant:**

**Receive Responses For Financial Awareness Counseling:**

**Financial Awareness Counseling Response Frequency:**

**School Name (Applies to all StudentLoans.gov processes):**

By default all StudentLoans.gov processes will display the school in the state where your institution is located. Please use the options below to add or remove the display of additional states.

**Unassociated States**

- ALABAMA
- ALASKA
- ALBERTA
- AMERICAN SAMOA
- ARIZONA
- ARKANSAS
- BRITISH COLUMBIA
- CALIFORNIA
- CANAL ZONE
- COLORADO

**Associated States**

- NORTH CAROLINA

**Add->** **<-Remove**

**Add All ->** **<- Remove All**

**UPDATE**

## School Functionality – Counseling Search

Schools have the ability to search for completed Financial Awareness Counseling via the Counseling Search page

- Counseling type filters includes Financial Awareness Counseling
  - Counseling type dropdown defaults to “All Counseling”
- Award Year defaults to the most recent award year
- Maximum allowable date range is one week

# School Capabilities – Counseling Search

The screenshot shows the FSA Common Origination & Disbursement (COD) system interface. At the top, there is a header with the U.S. Department of Education logo, the text "U.S. DEPARTMENT OF EDUCATION COMMON ORIGINATION & DISBURSEMENT", and the FSA Federal Student Aid logo. Below the header is a navigation bar with tabs: Person, School, Batch, Award, Services, User, Program, and Admin. The "Person" tab is selected.

On the left side, there is a sidebar menu with the following options: Person Search, Counseling Search (selected), MPN/ATS Search, PLUS App Search, Credit Check, Post Data Archive, Applicant Search, and Servicer.

The main content area is titled "Counseling Search" and includes a "HELP" link. Below the title, it states: "You can enter up to 10 SSNs to search from. One SSN per line." There is a large text input area labeled "SSN".

Below the SSN input area, it says: "Date Range search returns all counselings for the specified school." There is a "Date Range" section with the following fields:

- Entity ID Type: COD (dropdown)
- Entity ID: (text input)
- Begin Date: September 4, 2014 (dropdowns)
- End Date: September 4, 2014 (dropdowns)
- Award Year: '12-'13 (dropdown)
- Counseling Type: (dropdown menu)

The Counseling Type dropdown menu is open, showing the following options:

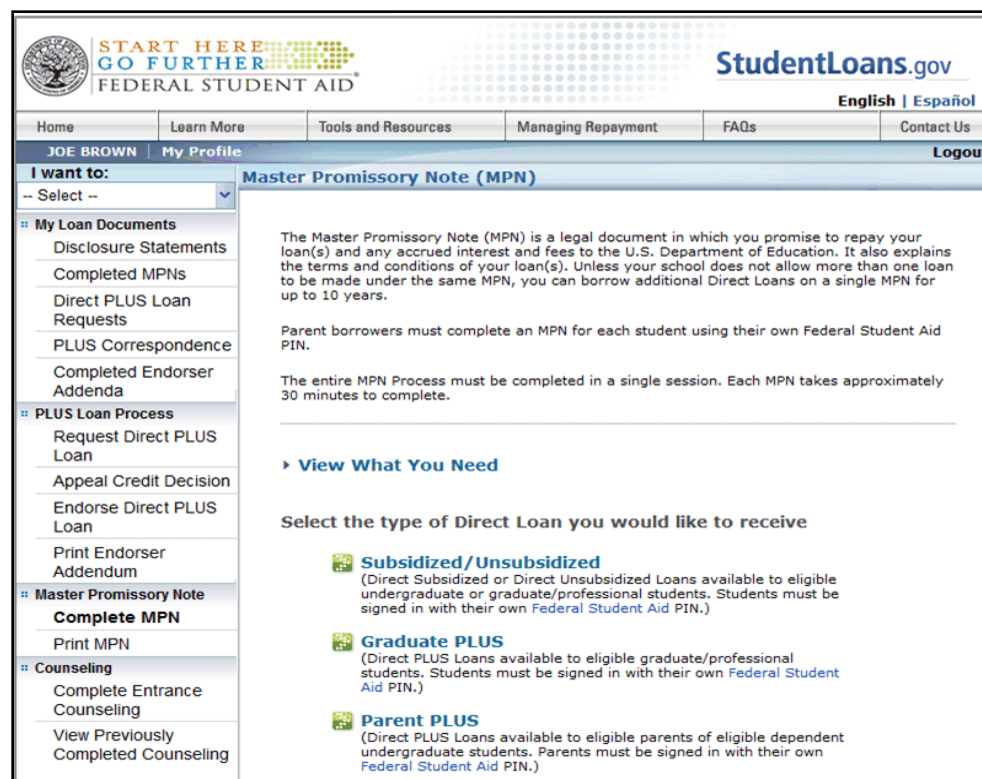
- All Counseling (highlighted)
- All Counseling
- All Entrance Counseling
- Direct Sub/Unsub Entrance Counseling
- Direct Sub/Unsub/PLUS Entrance Counseling
- Financial Awareness Counseling
- TEACH Counseling

At the bottom of the page, there is a footer with the date "Sep 04 2014 15:10 EDT", links for "Home", "Privacy Act", "Glossary", and "Log Off".

# Electronic Master Promissory Note

MPNs can be completed for:

- Subsidized/Unsubsidized
- Graduate PLUS
- Parent PLUS



The screenshot shows the StudentLoans.gov website interface. At the top, there is a navigation bar with links for Home, Learn More, Tools and Resources, Managing Repayment, FAQs, and Contact Us. The user is logged in as JOE BROWN, and there is a My Profile link and a Logout button. The main content area is titled "Master Promissory Note (MPN)". On the left, there is a sidebar menu with categories: "My Loan Documents" (including Disclosure Statements, Completed MPNs, Direct PLUS Loan Requests, PLUS Correspondence, Completed Endorser Addenda), "PLUS Loan Process" (including Request Direct PLUS Loan, Appeal Credit Decision, Endorse Direct PLUS Loan, Print Endorser Addendum), "Master Promissory Note" (including Complete MPN, Print MPN), and "Counseling" (including Complete Entrance Counseling, View Previously Completed Counseling). The main content area contains the following text:

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.

Parent borrowers must complete an MPN for each student using their own Federal Student Aid PIN.

The entire MPN Process must be completed in a single session. Each MPN takes approximately 30 minutes to complete.

Below this text, there is a section titled "View What You Need" and a heading "Select the type of Direct Loan you would like to receive". There are three options listed:

- Subsidized/Unsubsidized**: (Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students. Students must be signed in with their own Federal Student Aid PIN.)
- Graduate PLUS**: (Direct PLUS Loans available to eligible graduate/professional students. Students must be signed in with their own Federal Student Aid PIN.)
- Parent PLUS**: (Direct PLUS Loans available to eligible parents of eligible dependent undergraduate students. Parents must be signed in with their own Federal Student Aid PIN.)

# LOR Required to complete MPN

State: VIRGINIA

Zip Code: 20155

Country: UNITED STATES

Is your mailing address different than your street address? ☐ Yes ☒ No [More Information](#)

Telephone Number: 202-200-2000

E-Mail Address (optional): test@ed.gov [More Information](#)

### School Information

☒ U.S. Schools/U.S. Territory Schools

School State: VIRGINIA

School Name: SWEET BRIAR COLLEGE

☐ Non U.S. Schools

**School Code/Branch:** G03742

**School Address:** 134 CHAPEL DRIVE  
SWEET BRIAR, VA 245959998

[Cancel](#) [Continue](#)

**The school you have selected requires an award prior to submitting a Master Promissory Note. Please contact your school's financial aid office.**

# Electronic Master Promissory Note

Step 1 - Borrower's personal information

Parent PLUS requires student information

Step 2 – Requires two different references

Step 3 – Presents Terms and Conditions

Step 4 – Borrower signature must match PIN information

**StudentLoans.gov**  
English | Español

Home Learn More Tools and Resources Managing Repayment FAQs Contact Us

JOE BROWN My Profile Logout

**I want to:**  
-- Select --

**My Loan Documents**  
Disclosure Statements  
Completed MPNs  
Direct PLUS Loan Requests  
PLUS Correspondence  
Completed Endorser Addenda

**PLUS Loan Process**  
Request Direct PLUS Loan  
Appeal Credit Decision  
Endorse Direct PLUS Loan  
Print Endorser Addendum

**Master Promissory Note**  
Complete MPN  
Print MPN

**Counseling**

**Submit Master Promissory Note (Step 1) - Information**

1 Information 2 References 3 Terms & Conditions 4 Review & Sign

Borrower: **JOE BROWN** Social Security Number: **xxx-xx-9999**

**Federal Direct PLUS Loan Application and Master Promissory Note**  
**William D. Ford Federal Direct Loan Program**

OMB No. 1845-0068  
Form Approved  
Exp. Date 11/30/2013

**Borrower Information**

Citizenship Status: [More Information](#)

☒ U.S. Citizen or National  
☐ Permanent Resident/Other Eligible Non-Citizen  
☐ Neither of the above

Driver's License State: **MAINE**

Driver's License Number: **66666666666666**

**Permanent Address**

Street Address (line 1): **123 MAPLE LANE**

Street Address (line 2):

## Electronic MPN - Completed

After completion of MPN:

- School is notified
  - System generated PN response if no origination
  - Updated origination response with new status of MPN
- Schools can view completed MPN information on:
  - Electronic MPN Report
    - Generated weekly
    - Available in School's Newsbox on COD
  - MPN/ATS Notes - Search page on COD

# Award Year Specific School Options in COD

- Award Ranges
- Participate in the electronic Parent PLUS application
  - Application participation date range
- PLUS response option
- Participate in electronic GRAD PLUS option
  - Application participation date range
- GRAD PLUS response option
- PLUS application message



# COD Options

## Award Year Specific

StudentLoans.gov School Options (Award Year Specific)	
<b>Award Range Request 1:</b>	08/2012 to 05/2013
<b>Award Range Request 2:</b>	01/2013 to 05/2013
<b>Award Range Request 3:</b>	05/2013 to 08/2013
<b>Award Range Request 4:</b>	
<b>Display "Other" Option:</b>	Y
<b>Participate in Electronic Parent PLUS Application:</b>	Y
<b>Electronic Parent PLUS Application Participation Date Range:</b>	06/01/2012 to 08/01/2013
<b>Parent PLUS Application Response Option:</b>	Daily
<b>Participate in Electronic Grad PLUS Application:</b>	Y
<b>Electronic Grad PLUS Application Participation Date Range:</b>	07/26/2012 to 08/01/2013
<b>Grad PLUS Application Response Option:</b>	Daily
<b>PLUS Application Message</b>	School message to PLUS borrower

# Participate in Electronic Parent PLUS Application

Text as it appears when a borrower goes to Step 1 of the application process.

## School Participation

Schools choose whether to use the Federal Direct PLUS Loan Request for Supplemental Information (Direct PLUS Loan Request) online form available on StudentLoans.gov by Award Year.

To determine whether your school is using the Direct PLUS Loan Request online form for a specified Award Year, click on the "Check School Participation" link below and select the Award Year, School State and Name.

Once you have selected the Award Year, School State and Name, click on the "Check Participation" button and a message will display informing you of whether, or not, your school is using the Direct PLUS Loan Request online form.

If your school does not use the Direct PLUS Loan Request online form, contact your school's financial aid office for guidance.

[Check School Participation](#)



# Award Range Request Options

graduate or professional student) or that the student receives (if you are a parent borrower). The school determines the cost of attendance based on federal guidelines. It is important not to borrow more than you can afford to repay, even if you are eligible to borrow more.

☐ I want to borrow the maximum Direct PLUS Loan amount for which I am eligible, as determined by the school.

☒ I would like to specify a loan amount.

Loan Amount Requested:

(may not exceed the school's cost of attendance, minus other financial assistance that I or the student receive(s)).

☐ I do not know the amount I want to borrow. I will contact the school.

## Loan Period

Specify the loan period for which you are requesting a Direct PLUS Loan:

[More Information](#)

Loan Period Requested:

-- Select --  
-- Select --  
09/2011 - 05/2012  
09/2011 - 12/2011  
01/2012 - 05/2012  
05/2012 - 07/2012  
Other

# Award Range Request Options

☒ **I would like to specify a loan amount.**

Loan Amount Requested:

(may not exceed the school's cost of attendance, minus other financial assistance that I or the student receive(s)).

☐ **I do not know the amount I want to borrow. I will contact the school.**

## Loan Period

Specify the loan period for which you are requesting a Direct PLUS Loan:

[More Information](#)

Requested Loan Period Start Date

Month:

Year:

Requested Loan Period End Date

Month:

Year:

# Direct PLUS Loan Request

## Loan Selection

PLUS Loan Request process on StudentLoans.gov, prompts borrower to:

- Review the overview of the Direct Loan Program
- Determine what is required to request a PLUS Loan
- Select the type of PLUS Loan

› View What You Need

› Select the loan type



### Graduate PLUS

(Direct PLUS loan available to eligible graduate/professional students. Students must be signed in with their own Federal Student Aid PIN.)



### Parent PLUS

(Direct PLUS loans available to eligible parents of eligible dependent undergraduate students. Parents must be signed in with their own Federal Student Aid PIN.)

# Direct PLUS Loan Request

Step 1 – Personal Information includes:

- Determination of school participation
- Loan default certification
- Input of borrower information
  - Citizenship status (parent PLUS only)
  - Address
  - Employment

# Direct PLUS Loan Request

## Step 2 – Student & Loan Information includes:

- Selection of the Award Year for the Direct Loan
- Parent PLUS Loans
  - Student information
  - In school deferment option
  - 6 month post enrollment deferment option
  - Credit balance option
- Authorization of school to use loan funds for other charges
- Selection of the school(s) to receive PLUS Loan Request
- New Request or change
- Determination of loan amount and loan period

# Direct PLUS Loan Request

Step 3 - Review of the PLUS Request:

Borrowers view questions and responses, with opportunity to edit

Step 4 – Borrowers' consent for credit check and certification of information

*Schools view credit check results on Student Information via COD Web*



# Direct PLUS Loan Request

Credit check  
decision –  
Approved

Next Steps  
outlined

Request Direct PLUS Loan (Step 4) - Credit Check and Submit  
(Federal Direct PLUS Request for Supplemental Information)

Borrower: **JOE BROWN**      Social Security Number: XXX-XXX-9999

**You have successfully submitted a Direct PLUS Loan request and your credit has been approved. You will receive a confirmation email shortly. The school(s) you selected will be notified within the next 24 hours. If you have questions regarding your loan(s) and/or their status, contact the school's financial aid office.**

**To view a history of your completed Direct PLUS Loan Requests, select "Direct PLUS Loan Requests" located on the left navigation bar under "My Loan Documents".**

The next step in this process is to complete a Master Promissory Note (MPN). Loans cannot be disbursed without an accepted Master Promissory Note on file. You may either complete the MPN(s) now, or come back at a later time.

If you are borrowing for more than one student, you will need to complete a separate MPN for each student. Each MPN must be completed in a single session and may take up to 30 minutes to complete.

# Direct PLUS Loan Request

Credit check  
decision –  
Denied

Options to  
proceed  
outlined

Based on the results of your credit check, we are unable to approve your request for a Direct PLUS Loan. However, you may still receive a Direct PLUS Loan if you obtain an endorser, or if you document to the satisfaction of the U.S. Department of Education that there are extenuating circumstances related to your adverse credit history.

Indicate how you want to proceed by checking the appropriate box below. Your response will be reported to the school(s) that you selected on the Direct PLUS Loan Request.

[▶ View Credit Check Details](#)

---

How would you like to proceed?

☐ I want to obtain an endorser.
 ☐ I want to provide documentation of extenuating circumstances.
 ☐ I do not want to pursue a Direct PLUS Loan at this time.
 ☐ Undecided.

[More Information](#)

[More Information](#)

[More Information](#)

[More Information](#)

## Credit Check

If credit check is declined, borrower options are:

- Provide documentation of extenuating circumstances (Appeal credit decision)
- Obtain endorser
- Not pursue PLUS Loan
- Undecided

Option selected is sent in Common Record  
<CreditActionChoice> tag

*If appeal request is submitted, Customer Service is notified & contacts the borrower*

## Endorser Addendum

If borrower opts to obtain an endorser:

Borrower

- Must still complete MPN
- Provide endorser loan information

Endorser

- Agrees to repay the loan if borrower does not
- Cannot be student for whom parent is borrowing
- Credit Check is required for the Endorser
  - Must not have adverse credit
- Completes Endorser Addendum
  - Electronically on StudentLoans.gov
  - Via paper

## Direct PLUS Loan Request - Completed

After borrower completes Direct PLUS Loan Request:

- School(s) notified of successful submission via SP response
  - Response contains credit check status
  - Response contains borrower's option to proceed
  - Denied credit does not require loan inactivation/cancellation
  - Denied credit does not preclude loan origination
- Schools can access completed PLUS Request information
  - PLUS Application Report generated weekly
  - Search completed PLUS Application from person page

## My Loan Documents

Electronic copies of loan documentation available on [StudentLoans.gov](http://StudentLoans.gov)

Loan documentation includes:

- Disclosure Statements (PDF)
- Completed MPNs (PDF/HTML)
- Direct PLUS Loan Requests (Completed/Incomplete)
- PLUS Correspondence (PDF)
- Completed Endorser Addenda (PDF/HTML)
- IBR Applications

# Documentation

Loan documentation options available on left navigation bar.

The screenshot shows the StudentLoans.gov website interface. At the top, there is a header with the Department of Education logo, the slogan "START HERE GO FURTHER FEDERAL STUDENT AID", and the "StudentLoans.gov" logo. Below the header is a navigation bar with links: Home, Learn More, Tools and Resources, Managing Repayment, FAQs, and Contact Us. The user is logged in as "JOE BROWN" and is viewing the "My Profile" page. On the left, there is a dropdown menu labeled "I want to:" with a list of options: "My Loan Documents", "Disclosure Statements", "Completed MPNs", "Direct PLUS Loan Requests", "PLUS Correspondence", "Completed Endorser Addenda", and "IBR Applications". The "PLUS Correspondence" option is selected. The main content area shows the "PLUS Correspondence" section for Borrower: JOE BROWN and Social Security Number: xxx-xx-9999. It contains a table with two rows of correspondence, each with a "View PDF" link.

Document Date	Description	View PDF
Oct 17, 2011	Web Request - Credit Acceptance Letter	<a href="#">View</a>
Sep 13, 2011	Web Request - Credit Acceptance Letter	<a href="#">View</a>

PDF and/or HTML versions may be available

## E-Sign in StudentLoans.gov

- COD November 2012 implementation
- New Preferences Pages
  - Set language
  - Set electronic correspondence preferences
- Opt in to Electronic Correspondence
  - Must accept Terms & Conditions
  - Must enter a valid e-mail address
- Have not opted in
  - Not required to provide an e-mail address but field is available and optional



# New for StudentLoans.gov

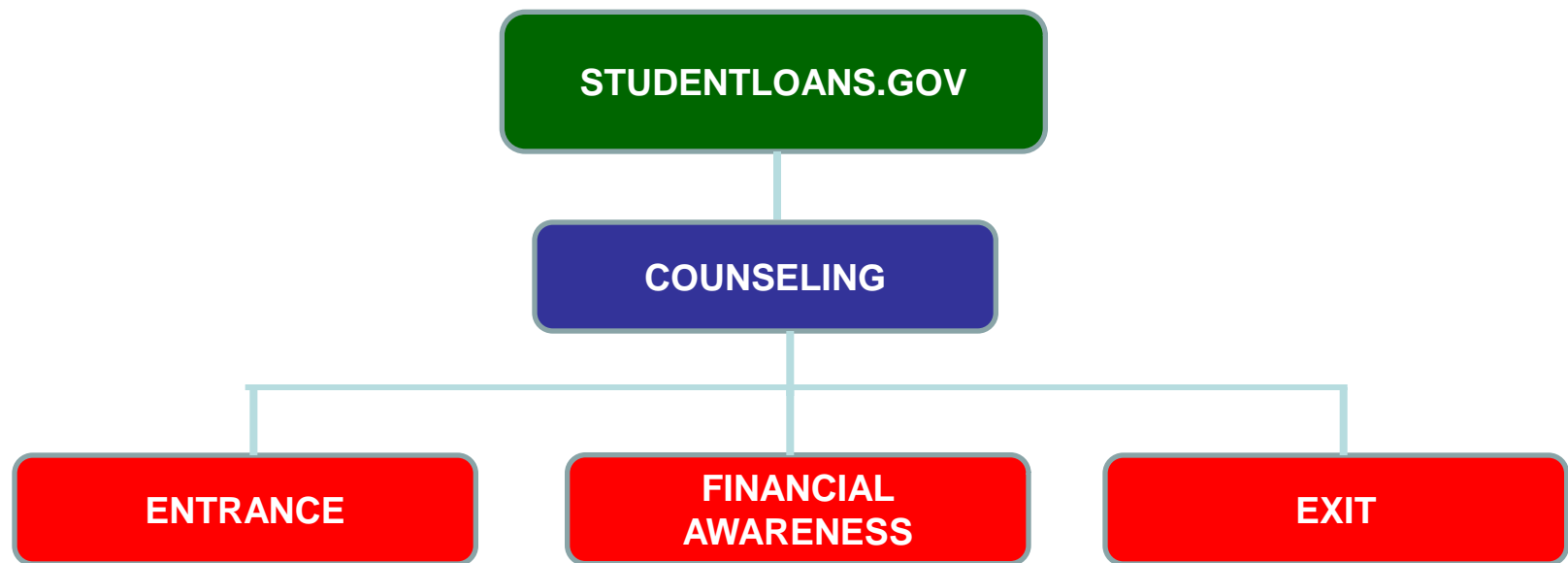
- COD November 2012 (11.2) implementation
- Some look and feel changes to e-signing
- Everyone will need to set preferences when first logging in (though previous users will see their preference listed)
- Expansion of choices student will make regarding e-mailed correspondence
- Language selection (English or Spanish) will be under Preferences and toggling back and forth will be easier

## Counseling – Changes Coming in Release 12.0

- Entrance Counseling being updated
- Only one Entrance Counseling type
- Exit Counseling moving to StudentLoans.gov
- Counseling Report to have results from
  - Entrance Counseling
  - Financial Awareness Counseling
  - Exit Counseling

# Counseling – StudentLoans.gov

- StudentLoans.gov log-in
- Once borrower selects Counseling
- Will then select which counseling they want



- Separate Counseling page will give us more real estate
- Stronger reminders that FAC is not entrance/exit

# Entrance Counseling

- Online session to be updated
- Look and feel more in line with FAC platform
- One entrance counseling type –  
Subsidized/Unsubsidized/Grad PLUS together
  - Flow will have Grad PLUS material

## Exit Counseling

- Exit counseling moving from NSLDS to StudentLoans.gov
- Using same functionality/platform as FAC
- Similar language/layout as FAC
- Results will flow to NSLDS
- NSLDS upload capability will remain
- Reporting functionality will still be in NSLDS
- COD Counseling Report will include results

## Exit Counseling – Cont'd

- Results will come in EC COD response type
- COD Options will include normal participation parameters
- Settings will default to “Yes” participating and “Yes” receive responses when a borrower completes the session
- Session quiz will have fewer questions than current exit counseling, also similar to FAC

# DL Reconciliation

- Keep up on this. Auditors and program reviews are asking to see your documentation
- Your program year closeout will be much faster and easier
- Tips
  - Run a report to identify all records not in an Accepted status
  - Resolve rejected records and resend them to COD
  - Make sure your batches are sent, responses imported
  - Reconcile internally since if you can't account for the funds there, that all funds drawn = disbursements + returns, you probably won't be able to do so against the School Account Statement (SAS)
  - Import the SAS, reconcile it, document your reconciliation
  - COD recon reps can help, ... **but you have to ask them**

# Direct Loan Closeout

- Why wait until the official closeout deadline?
- Your latest award period end date should drive closeout
- Close the year, keep it simple, concentrate on the current year
- Can reopen if necessary

The screenshot displays the 'School Balance Confirmation' screen in the FSA COD system. The interface includes a top navigation bar with tabs for Person, School, Batch, Award, Services, and User. A left sidebar lists various school information options. The main content area shows the 'Current Program Year Close Data' table, which includes fields for Today's Date, Net Drawdowns/Payments, Total Net Booked Disbursements, Current Ending Cash Balance, Total Net Unbooked Disbursements, and Latest Award End Date. The 'Latest Award End Date' is highlighted with a red circle and shows the date 03/01/2012. Below this table, there is a 'Balance Confirmation Form' with fields for Date, School Name, Name of School Official, Telephone Number, E-Mail Address, Last SAS Ending Cash Balance, Last SAS Date, and School Ending Cash Balance. A certification statement follows, stating that the school's internal cash balance is \$0 for the Award Year referenced above. The form concludes with a list of actions the Department will take and a section for the user to agree or disagree.

Current Program Year Close Data	
Today's Date	01/17/2013
Net Drawdowns/Payments	\$0.00
Total Net Booked Disbursements	\$0.00
Current Ending Cash Balance	\$0.00
Total Net Unbooked Disbursements	\$0.00
Latest Award End Date	03/01/2012

Days past the Latest Reported Award End Date: 322

Balance Confirmation Form	
Date	
School Name	GARDNER-WEBB UNIVERSITY
Name of School Official	DUANE APPENZELLER
Telephone Number	
E-Mail Address	
Last SAS Ending Cash Balance	\$0.00
Last SAS Date	
School Ending Cash Balance	
End Date of School Balance	

I am certifying that my school's internal cash balance is \$0 for the Award Year referenced above. This is in agreement with the Department's official ending cash balance reflected in my school's most recent SAS report. My school has no outstanding issues for this program year. I understand that by submitting this request I authorize the Department of Education to take the following actions for the Award Year listed above:

1. The Department will send a closeout letter to my school.
2. COD will stop processing or accepting any data without Department review and approval.
3. The Department will reduce our school's Cash Funding Level (CFL) to Total Net Cash (Cash Receipts - Refunded Cash).
4. The SAS and other reports for this award year will no longer be sent unless our balance changes.

I understand that these measures are being taken to protect my school from further changes to my Ending Cash Balance. If I should need to submit data for this year at a future time, I will contact the COD Customer Service Center at 1-800-848-0978.

To Submit this form, please click either button:

I Agree or I Disagree



## SAS on Demand

- Part of COD March 2013 implementation
- COD website to be modified for Grant data requests, Rebuild requests, and now SAS Disbursement Detail
- Independent of and no impact on normal monthly SAS
- Can continue requesting these even after closeout

# SAS on Demand – Date Range

The screenshot displays the FSA Common Origination & Disbursement (COD) system interface. The header includes the U.S. Department of Education logo, the text "U.S. DEPARTMENT OF EDUCATION COMMON ORIGINATION & DISBURSEMENT", and the FSA Federal Student Aid logo. A navigation bar contains tabs for Person, School, Batch (selected), Award, Services, User, Program, and Admin. A left sidebar lists various search and action options: Batch Search, Action Queue, Report Requests (with sub-links for Requests Search and New Report Request), PLUS App Rsp Request, FAC Rsp Request, Rebuild Search, Post Data Arc Search, CommonLine Search, and DL Origination Tool. The main content area is titled "Report Requests Search" and includes a "HELP" link. Below the title, it prompts the user to "Enter one or more of the following fields:". The search form contains several fields: Entity ID Type (set to COD), Entity ID (empty), Request Type (set to SAS Disbursement Detail On Demand Requests), Program (set to ALL), Award Year (set to '12-'13'), Request Date Range (with Start Date set to January 1, 2012 and End Date set to January 1, 2012), and Fulfill Flag (set to Send All). A "SEARCH" button is located at the bottom of the form. The footer shows the date and time "Jan 01 2012 12:36 EST" and a series of links: Home, Privacy Act, Links, Contact Us, Today's Update, Help, Glossary, and Log Off.

U.S. DEPARTMENT OF EDUCATION  
COMMON ORIGINATION & DISBURSEMENT

FSA  
FEDERAL  
STUDENT AID

Person School **Batch** Award Services User Program Admin

▶ Batch Search

▶ Action Queue

▼ Report Requests  
Requests Search  
New Report Request

▶ PLUS App Rsp Request

▶ FAC Rsp Request

▶ Rebuild Search

▶ Post Data Arc Search

▶ CommonLine Search

▶ DL Origination Tool

Report Requests Search [? HELP](#)

Enter one or more of the following fields:

Entity ID Type  Entity ID

Request Type

Program

Award Year

Request Date Range:

Start Date

End Date

Fulfill Flag

**SEARCH**

Jan 01 2012 12:36 EST Home | Privacy Act | Links | Contact Us | Today's Update | Help | Glossary | Log Off

# SAS on Demand - YTD



U.S. DEPARTMENT OF EDUCATION  
**COMMON ORIGATION & DISBURSEMENT**



Person School **Batch** Award Services User Program Admin

▶ Batch Search  
 ▶ Action Queue  
 ▼ Report Requests  
   Requests Search  
   New Report Request  
 ▶ PLUS App Rsp Request  
 ▶ FAC Rsp Request  
 ▶ Rebuild Search  
 ▶ Post Data Arc Search  
 ▶ CommonLine Search  
 ▶ DL Origination Tool

### New Report Requests HELP

Enter one or more of the following fields to request a new report:

\* Note: Schools will continue to receive their full School Account Statement automatically every month via their SAIG mailbox, with their current SAS Options as selected on the Report Selection page.

Entity ID Type  Entity ID

Request Type

Program

Award Year

Report Format

Include Names of Borrowers

Report Activity Type

End Date

SUBMIT

an 01 2012 12:36 EST    Home    Privacy Act    Links    Contact Us    Today's Update    Help    Glossary    Log Off

## Resources

- Electronic Announcements ([IFAP.ed.gov](http://IFAP.ed.gov))
- COD Technical Reference ([FSADownload.ed.gov](http://FSADownload.ed.gov))
- Blue Book (being updated)
- COD Computer-Based Training (CBT) modules (we're constantly updating these – IFAP/ Tools for Schools)
- Direct Loan School Guide (being updated)
- Conference presentations (IFAP/ Tools for Schools)
- FSA Handbook (IFAP)
- Federal Regulations, 34 CFR 668, 685 (IFAP)

## **COD School Relations Center**

URL: <http://www.cod.ed.gov>

E-mail: [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com)

Phone - Grants: 800-474-7268

Phone - Direct Loans: 800-848-0978

## **Direct Loan Operations**

E-mail: [dlops@ed.gov](mailto:dlops@ed.gov)

# Questions?



## Contact Information

**Thank You!**

*I appreciate your attention & feedback*

Robert Berry  
U.S. Dept. of Education  
Federal Loan School Support Team  
Philadelphia, PA  
(202) 384-54869  
[Robert.Berry@ed.gov](mailto:Robert.Berry@ed.gov)