Information Required when Referring
Student Overpayments to Borrower Services - Collections

Student Information

Name (Last, First, MI): _____   Address: _____

Telephone Number: _____   _____

Social Security Number: _____   Date of Birth: _____

If the overpayment includes an Academic Competitiveness or National Smart Grant, enter the Award ID (see instructions on next page).

ACG Award ID: _____   National Smart Grant Award ID: _____

Parent/Spouse Information

Name (Last, First, MI): _____   Address: _____

Telephone Number: _____   _____

School Information

If your Pell Reporting ID is different than your Pell Attended ID, please report both. Otherwise, just report the Attended ID.

Reporting School's Pell ID Number: _____   Attending School's Pell ID Number: _____

Name of Contact: _____   Telephone Number: _____

Disbursements and Repayments

	Pell Grant	Academic Competitiveness Grant	National Smart Grant	FSEOG
Award year in which overpayment was disbursed:	_____	_____	_____	_____
Total grant disbursed:	_____	_____	_____	_____
Dates of disbursement: **(Must match NSLDS overpayment record)**	_____	_____	_____	_____
Overpayment amount owed by student *	_____	_____	_____	_____
Total grant repaid by student to school, if any:	_____	_____	_____	_____
Date of last payment to school, if any:	_____	_____	_____	_____
Total being referred for collection:	_____	_____	_____	_____ [1]

[1] If using individual or aggregate matching, report federal share only. Otherwise report total FSEOG.

* If the overpayment is the result of a withdrawal, provide the date of the withdrawal   [____ / ____ / ____]

If the overpayment is not the result of a withdrawal, please provide a brief explanation of the reason for the overpayment.

_____

_____

SEND INFORMATION TO ⟹ Student Loan Processing Center-Overpayments
P.O. Box 4157
(903) 454-5398   ⟸ FAX   Greenville, Texas 75403

ACG AND NATIONAL SMART GRANT AWARD IDENTIFIERS

When referring an ACG or National SMART Grant overpayment to Federal Student Aid's Borrower Services the school must create a unique identifying Award ID in the format described below. Note that these same formatting requirements will be used when schools submit ACG and National SMART Grant originations and disbursements to the Common Origination and Disbursement (COD) system beginning in December 2006.

The ACG or National Smart Grant Award ID contains 21 characters as follows:

Characters 1 – 9:	The student's Social Security Number
Character 10:	Award Type: ACG = A, SMART Grant =T
Characters 11 & 12:	Award Year (e.g., for 2006-2007, Award Year = 07)
Characters 13 – 18:	The school's 6-digit Pell ID
Characters 19 – 21:	Financial award number, either 001 or 002 (See below.)

Financial Award Number for ACG: Use "001" as the Financial Award Number when the overpayment is from the student's first ACG award for the award year at the school regardless of whether that award is a Year 1 ACG for the student's first academic year or a Year 2 ACG for the student's second academic year. Use "002" as the Financial Award Number when the overpayment is from the Year 2 ACG award AND the student had an Academic Year 1 ACG award in the same award year at the same school.

Financial Award Number for National SMART Grant: Use "001" as the Financial Award Number when the overpayment is from the student's first National SMART Grant award for the award year at the school regardless of whether that award is a Year 3 SMART Grant for the student's third academic year or a Year 4 SMART Grant for the student's fourth academic year. Use "002" as the Financial Award Number when the overpayment is from a Year 4 SMART Grant award AND the student had an Academic Year 3 SMART Grant award in the same award year at the same school.

Example 1: A student received half of her Year 1 ACG in the amount of $375 for the fall term and then advances to her second academic year for the spring term of the same award year at the same school where she receives $650 of her Year 2 ACG. The COD origination record for this student's Year 1 ACG of $375 will include a Financial Award Number of "001". The reporting to COD of this student's Year 2 ACG award of $650 will be a new origination and will include a Financial Award Number of "002" because the Year 2 ACG award was made within the same award year as the Year 1 ACG award. If the student withdraws from the spring term owing an ACG overpayment of all or part of the $650 Year 2 ACG, the school would use Financial Award Number "002" in the ACG Award ID in the referral to the Department.

Example 2: A student received all of his Year 2 ACG during the fall and spring terms of the same award year. At the end of the spring term, but within the same award year, he advances to his third academic year. The school awards the student the first part of his Year 3 SMART Grant for his summer enrollment. The COD reporting for this student's Year 3 SMART Grant will include a Financial Award Number of "001" because it is the first SMART Grant award made within the award year. If the student withdraws from the summer term owing a SMART Grant overpayment, the school would use the Financial Award Number "001" in the SMART Grant Award ID in the referral to the Department.