

Change Transaction Types and Functions Reference

You may have questions about which transaction to use to make any necessary changes to loans. The table below offers you a definition for and a brief guide to using each change transaction.

Level of Change	Name of Change Request	Submitted Pre- or Post-Disbursement	Change Request CommonLine Transaction Number	When to use this change request
Loan	Cancel/ Reinstate Loan	Pre-Disbursement	CL4 @1-08	Cancel the full amount of a loan before funds are disbursed Reinstate the full amount of a loan that was previously cancelled (pre-disbursement) <i>Note: If reinstating a partial loan, use the Disbursement Reinstatement partial amounts at the disbursement level.</i>
	Reallocation	Pre or Post-Disbursement	CL4 @1-13 CL5 @1-13	Decrease disbursements to reallocate funds between subsidized and unsubsidized Stafford loans without surpassing original guarantee amount Increase disbursements to reallocate funds between subsidized and unsubsidized Stafford loans without surpassing original guarantee amount
	Loan Increase (must have at least one pending disbursement)		CL4 @1-24 CL5 @1-24	Increase the total guarantee amount of a loan
	Loan-level Change		CL4 @1-07 CL5 @1-07	To change: (<i>Note: May involve one or a combination of these changes</i>) - Loan Period Begin Date - Loan Period End Date - Anticipated Graduation Date - Grade Level Change
	Demographic		CL5 @1-05	Change address and/or phone (CL5 only)
			CL4 @1-19 CL5 @1-19	To change the e-mail address
Disbursement	Disbursement Date/Amount	Pre-Disbursement	CL4 @1-09 CL5 @1-09	Change Date or Amount (<i>full or partial</i>) of a Disbursement
	Add New Disbursement			Create a new disbursement that did not exist at the time of guarantee (<i>Note: If sum of disbursements exceed original guarantee amount use a Loan Increase</i>)
	Disbursement Reinstatement			Reinstate a disbursement that was cancelled prior to funds being disbursed
	Hold/Release			Place a disbursement on hold or release (<i>Note: For School use only</i>)
	Disbursement Cancellation	Post-Disbursement	CL4 @1-10 CL5 @1-10	Cancel a disbursement prior to funds being disbursed (<i>full or partial</i>)
	Disbursement Cancellation			Cancel a disbursement and return funds to lender (<i>full or partial</i>)
	Disbursement Reinstatement			Reinstate a disbursement cancelled in error (<i>school still has funds in their possession</i>)
	Disbursement Reissue			Return a disbursement in full amount and reissue at a later date (<i>also reissued in full or partial</i>)
Return to Title IV Funds	School Refund	Post-Disbursement	CL4 @1-11 CL5 @1-28	Only to be used if student is deceased or withdraws from school, the student attended at least one day of class, and funds were released to student or applied to student account
	School Refund Correction		CL4 @1-12 CL5 @1-28	Correct the reported amount or date of School Refund