CommonLine®
Change Transactions

Quick Reference Guide

Summer 2009

TG™
The **Guarantor** *of* **Choice**℠

For additional information on how TG can help your school with its student loan application process, please contact one of our account executives at (800) 252-9743, or send an e-mail message to **relationship.management@tgslc.org**. You can also find a listing of TG's many products and services online at **www.tgslc.org**. Refer to **TG Products** on the **Schools** or **Lenders** toolbar menu.

For helping in using AdvanTG Web™
If you need additional information and guidance on AdvanTG Web™ change transactions, you have multiple resources available, including:

- **Online help**
  Refer to the online help that comes with AdvanTG Web, or visit *Ask TG™* at **http://www.tgslc.org/schools/index.cfm** or at **http://www.tgslc.org/lenders/index.cfm**.

- **Phone**
  Contact TG's product support at (800)332-1455.

- **E-mail**
  Send an e-mail message to **product.support@tgslc.org**.

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Introduction

Whether you're a school or lender, you can report changes in borrower, loan, and disbursement information using AdvanTG Web's CommonLine® Change Transaction feature.

There have been many changes to the process of executing change transactions, or change requests, within AdvanTG Web. As a result, TG has updated its quick reference guide to reflect those changes.

In addition to being able to create change transactions from the Change Transaction Main Menu, you can also create change transactions from **List Applications**, and from the **View** and **Edit Applications** screens. You can process changes from **List Rosters** and **View** and **Edit Rosters** screens.

Change requests that previously required multiple change transactions can now be accomplished from one screen using information pre-populated from loan records or disbursements. This will help simplify the change transaction process for creating and managing change transactions.

The change transaction area will look different to the veteran user of AdvanTG Web; however, a number of things have not changed:

- Change transactions can be created for loans, applications, and rosters.
- Schools and lenders still have the access to, and ability to create, change transactions using the **Create Change Transactions** selection from the Main Menu when no record of the loan exists on the database.

Tell us what you think

Please feel free to send us your feedback and suggestions on how to make our processes more efficient and user-friendly. Contact TG's product support team at (800) 332-1455, or send an e-mail message to **product.support@tgslc.org**.

Things You Should Know about Creating Change Requests

Creating change requests can be done from many areas within AdvanTG Web. The first part of this guide will discuss creating change requests from the **Applications/Loans Main Menu** using the **Applications/Loans** options. The second part of this guide will deal with creating change requests through the **Change Transaction** section on the **Applications/Loans Main Menu**.

Applications/Loans Main Menu Screen

Providing multiple ways to create change transactions

Change requests can be generated from the following screens:

- List Applications
- View/Edit Applications
- List Loans
- View/Edit Loans
- List Disbursements
- View Disbursements
- Create Change Requests
- List Change Requests

Creating change transactions from a loan record is the best way to create a change transaction. AdvanTG Web can pre-populate more fields of a change transaction record with loan information from an available loan record.

A button for creating a change transaction has been added to the last row of buttons on the screens listed above. Change transactions generated from these screens will be pre-populated with available loan information.

Expanding and collapsing the loan information area

Each change transaction screen contains a **Loan Information** section that offers information on a borrower. This section can be expanded to show the borrower's name, date of birth, SSN, guarantee date, loan amount, school ID, and lender, servicer, and guarantor information.

Loan Information Expanded

When collapsed, this section saves space and displays the borrower name and date of birth.

Loan Information Section Collapsed

Routing you to the right transactions

As change transactions are created, AdvanTG Web will present you the change requests that may apply to the loan based on the loan's status and type. This guidance helps to minimize processing errors.

The Change Transaction Main Menu contains information related to the loan. This screen will display valid change requests along with other loan information.

Change Transaction Main Menu Screen

Updating non-current information requests

There may be rare instances where AdvanTG Web may not be the most current source of information. For example, the school may have returned funds via check; the record may not have posted to the database; or some action was taken and not yet reflected in the record. While we have provided an override to be used in these circumstances, we recommend you consider using one of the change request types suggested by AdvanTG Web to process your changes.

Change Add a Disbursement Screen with Current Value Overrides

Creating a change transaction from an application or roster records

If a loan does not exist in AdvanTG Web's database, you can still create a change transaction using an application in a "Sent" status or a roster record. This is particularly helpful when private lenders do not provide a loan response.

For help

Contact TG's product support team at (800) 332-1455, or send an e-mail message to **product.support@tgslc.org**.

Creating change requests from within loans and applications

This section guides you through the types of change requests that can be created from within the **Applications/Loans** section of AdvanTG Web. To create a change request, use the **Create Change Request** button, which is located at the bottom of any **List** or **Detail** screen.

Here are examples of the "Create Change Request" options, which you'll find on any of the List or Detail screens.

Example 1: Create Change Request option shown on List Applications screen

Example 2: Create Change Request option shown on Edit Applications screen

Example 3: Create Change Request option shown on the List Loans screen

Questions

As always, if you have questions, please contact at (800) 332-1455, or send an e-mail message to **product.support@tgslc.org**.

Loan-level changes using records

Demographic/Loan-level Changes @1-07

Purpose: Use this change request to make changes to personal loan/application information including: grade level, graduation date, loan period begin and end dates, address, phone number, and e-mail address.

Process Details: Select the change type **Demographic/Loan-level Change** from the change request menu. One or a combination of changes can be made from this screen. If you do not need to change a specific field, leave the current values. Address and phone numbers changes are available to CommonLine 5 participants only.

CommonLine details:

- **For CommonLine 4 (CL4) records:** An **@1-19** will be created for e-mail address changes and an **@1-07** for any changes to the loan level information. For CL4 institutions, the rest of the demographic fields, including address and phone number, are for information purposes. CL4 does not support a transaction to communicate changes to this information.

- **For CommonLine 5 (CL5) records:** An **@1-05** will be created for address and phone number changes, an **@1-07** will be created for each change in grade level and loan period, and an **@1-19** for e-mail changes.

Demographic Loan Level Change Screen

NOTE: Loan-level changes such as grade level, graduation date, and loan periods, are also accommodated from several other change type screens where cross dependencies may exist.

Loan Reallocation, Subsidized and Unsubsidized (Increase/Decrease) @1-13 and @1-14

Purpose: Use this change request to reallocate funds between existing subsidized and unsubsidized Stafford loans to accommodate changes in the borrower's eligibility.

Process details: Select the change type **Reallocation** from the change request menu. The system will automatically search for a corresponding loan to the one you selected from **List Loans** based on the award ID. SSN and loan period will be used, if the school does not certify combo Stafford applications.
A **Get Loan** button will display to allow additional searches if no matching loan exists or if multiple loans are found in order to select the correct loan.

This option will generate the change requests to increase one loan and decrease the other loan. Simply enter the new loan amount for one of the loans and allow the system to calculate the other amount for you. The new total loan amount must equal the current total loan amount, i.e. this.change request cannot be used to increase or decrease the overall, combined loan amount.

CommonLine details: Both **CL4** and **CL5** will generate an **@1-13** for the decrease and an **@1-14** for the increase.

Reallocation Screen

NOTE: If you wish to control the reallocation at the disbursement level, refer to the alternate "Create change transaction" request method on pages 53-56.

Loan Increase @1-24

Purpose: Use this change request when a loan has been processed for one amount and an increase is needed to accommodate the approved amount. Loan-level change requests can be made using this screen, including **Grade Level, Effective Date of Changes,** and **Loan Period** changes.

Process details: Select the change type **Loan Increase** from the change request menu. To increase the loan amount, update the Pending Disbursements and/or add new disbursements to equal the increased amount. The revised loan amount will automatically reflect the new loan amount as you update the disbursement amount fields.

CommonLine details:

- **For CL4 records:** An **@1-24** will be created for the loan increase. If additional changes were made to the demographic information (grade level, anticipated graduation date, or loan period dates), an **@1-07** will be created.

- **For CL5 records:** An **@1-24** will be created for the group of disbursements that were changed to accommodate the loan increase. If changes were made to grade level, anticipated graduation date, or loan periods, an **@1-07** will be created for each.

Loan-Level Changes (from records)

Loan Increase @1-24

Loan Increase Screen

NOTE:

• **The total number of disbursements available** is dependent on the number the intended recipient supports.

• **A disbursement is considered 'disbursed'** when funds have been sent by the lender to the school, regardless of whether those funds were released to the student.

Cancel/Reinstate Loan @1-08

Purpose: Use this change request to fully cancel a loan (pre-disbursement) or reinstate an entire loan that was previously cancelled. Since this is a pre-disbursement change, there is no Return of Funds with this transaction.

Process details: Select the change type **Cancel/Reinstate Loan (No Return of Funds)** from the change request menu. The **Current Loan Status** will be pre-populated from the loan; only modify this status if an action was taken on the loan outside of AdvanTG Web. Loan status options are Guaranteed and Cancelled.

The **Cancel** and **Reinstate Loan** screens are very similar. The **Cancel/ Reinstate Loan** Information section will offer a default option based on current status. If a loan is currently in an active status and guaranteed, the Cancel/Reinstate Loan Information screen will facilitate a loan cancellation and require a **Cancel Date**. If the loan is being reinstated, it will require a **Reinstate Date** and **Amount**.

CommonLine details:

- **For CL4 records:** An **@1-08** will be created for both cancellations and reinstatements.
- **For CL5 records:** An **@1-08** will be created for cancellations and an **@1-09** to reinstate each disbursement.

Loan-Level Changes (from records)

Cancel/Reinstate Loan @1-08

Loan Cancel/Reinstate Screen to Cancel a loan

Loan Cancel/Reinstate Screen to Reinstate a loan

NOTE: A disbursement is considered 'disbursed' when funds have been sent by the lender to the school, regardless of whether those funds were released to the student.

Disbursement-level changes using records

General Information

Use the **Change/Add a Disbursement** under **Type of Changes** to make any changes at a disbursement level including changing disbursement dates and amounts, adding a new disbursement, as well as cancelling, reinstating or reissuing disbursements. Loan level changes, including changes to grade level, graduation date, and loan period dates, can also be accomplished from this same screen.

The **Disbursement Status** will determine the options available for the **Type of Change**. Each selection will note the required fields to complete the change request. The required fields will be outlined in red. **Disbursement status** designates **Change Type** options available.

Status	Change Type(s) Available
Awaiting Disbursement Status	Date and Amount Changes, Hold/Release, Cancel and No Return of Funds
Disbursed Status	Cancel and Return of Funds, and Return and Reissue Funds
Fully Cancelled Status	Only allows Reinstate
Fully Returned Status	Only allows Reinstate
Partially Returned	Cancel & Return of Funds or Return and Reissue of Funds
Pending Reissue	Date and Amount Changes, Hold/release, and Cancel & No Return of Funds

NOTE:

- **To increase a loan above the current guarantee amount,** use the Loan Increase option from the Change Transaction Main Menu. See pages 10-11.

- **Moving a disbursement to Hold or Release** can be done at any time for a disbursement with an Awaiting Disbursement, Approved, or Pending Reissue Status. The Hold or Release in these statuses can be combined with other changes you need to make.

General Information (cont.)

To access the Change/Add Disbursement screen, select the menu option or a disbursement number.

Change Transaction Menu

CommonLine details:

- **For CL4 records:** An **@1-07** for loan level changes, an **@1-09** for pre-disbursement changes (including hold/release changes), and an **@1-10** will be created for post-disbursement changes.

- **For CL5 records:** An **@1-07** for loan level changes, an **@1-09** for pre-disbursement changes (Including hold/release changes), and an **@1-10** will be created for post-disbursement changes.

Add a New Disbursement @1-09

Purpose: Use this option to create a disbursement that did not exist at the time of guarantee; at least one disbursement must still be pending to add a disbursement.

Process details: The **Change/Add Disbursement** screen defaults with a blank disbursement available. Select **Add Disbursement** from the change type dropdown box to add the information required. Each time one disbursement is completed, an extra blank disbursement will be added with the next sequential disbursement number. The limit for the number of disbursements is dependent on what your servicer provider accommodates and the CommonLine version of the record.

In the example below, the new disbursement is Disb #3. AdvanTG Web will automatically add another blank disbursement in the event another disbursement is needed. Each disbursement will be numbered with the next sequential number. **Date** and **Amount** are required fields.

You may modify the loan level information at the top of the screen if needed to accommodate the additional disbursement.

CommonLine details: For **CL4** and **CL5** records, an @1-07 will be generated for loan-level changes; an @1-09 will be generated for each new disbursement.

For help: For assistance in adding a disbursement on a fully-disbursed loan, please contact **lgo.helps@tgslc.org**.

Disbursement-level Changes (from records)

Add a New Disbursement @1-09 (cont.)

Change/Add A Disbursement Information

Award UID/Loan Seq	0033330000101FACH - 01

Loan Type Sub Stafford

Loan Begin Date 09/01/2008   **Loan End Date** 05/20/2009   **Grade Level** Second

Anticipated Grad Date 05/20/2010   **Effective Date** 05/14/2009

☐ Allow current value overrides

Disb# 1   **Change Type** No Change   **Return Method** Electronic Funds Transfer

Disb Status	Disb Date	Total Fee %	Gross Disb Amt	Net Disb Amt	Gross Cancel Amt	Net Return Amt	H/R
Awaiting Disb	05/14/2009	2.00	1825.00	1788.50			H
							H

Disb# 2   **Change Type** No Change   **Return Method** Electronic Funds Transfer

Disb Status	Disb Date	Total Fee %	Gross Disb Amt	Net Disb Amt	Gross Cancel Amt	Net Return Amt	H/R
Awaiting Disb	05/14/2009	2.00	1825.00	1788.50			H
							H

Disb# 3   **Change Type** No Change   **Return Method**

Disb Status	Disb Date	Total Fee %	Gross Disb Amt	Net Disb Amt	Gross Cancel Amt	Net Return Amt	H/R

Add a Disbursement screen – Note a blank disbursement already exists

Disbursement-level Changes (from records)

NOTE:

- **The disbursement amounts cannot exceed** the original guarantee amount.
  If the total of the disbursements exceed the original loan guarantee amount, use an @1-24 Loan Increase to increase the loan to accommodate the additional amount.

- **A disbursement is considered 'disbursed'** when funds have been sent by the lender to the school, regardless of whether those funds were released to the student.

Add a New Disbursement @1-09 (cont.)

Change/Add A Disbursement Information

Award UID/Loan Seq	0033330000101FACH - 01	**Loan Type**	Sub Stafford
Loan Begin Date	09/01/2008	**Loan End Date**	05/20/2009	**Grade Level** Second
Anticipated Grad Date	05/20/2010	**Effective Date**	05/14/2009

☐ Allow current value overrides

Disb# 1 Change Type [No Change ▼]   Return Method [Electronic Funds Transfer ▼]

Disb Status	Disb Date	Total Fee %	Gross Disb Amt	Net Disb Amt	Gross Cancel Amt	Net Return Amt	H/R
Awaiting Disb	05/14/2009	2.00	1825.00	1788.50			H
							H ▼

Disb# 2 Change Type [No Change ▼]   Return Method [Electronic Funds Transfer ▼]

Disb Status	Disb Date	Total Fee %	Gross Disb Amt	Net Disb Amt	Gross Cancel Amt	Net Return Amt	H/R
Awaiting Disb	05/14/2009	2.00	1000.00	980.00			H
							H ▼

Disb# 3 Change Type [Add a Disbursement ▼]   Return Method [▼]

Disb Status	Disb Date	Total Fee %	Gross Disb Amt	Net Disb Amt	Gross Cancel Amt	Net Return Amt	H/R
	05/19/2009		825.00				▼

Disb# 4 Change Type [No Change ▼]   Return Method [▼]

Disb Status	Disb Date	Total Fee %	Gross Disb Amt	Net Disb Amt	Gross Cancel Amt	Net Return Amt	H/R
							▼

Disbursement screen after a disbursement has been added — Another blank disbursement has been added

Disbursement-level Changes (from records)

Change the Date or Amount of an Existing Disbursement @1-09

Purpose: Use this change request to change a date or amount on a disbursement that has not been disbursed. This transaction may be used to redistribute funds between disbursements.

Process details: Select the **Date/Amt Change** from the Change Type dropdown. To change a date or amount, identify which disbursement to change and enter a valid date and amount. If you are not changing one of the fields, enter the current value. The **Date** and **Disbursement Amount** are required fields.

You may modify the loan level information at the top of the screen if the disbursement-level changes are dependent on this information.

CommonLine details: For **CL4** or **CL5** records, an **@1-07** will be generated for loan–level changes and an **@1-09** for the disbursement changes.

Change/Add a Disbursement Information screen

Cancel a Disbursement with No Return of Funds @1-09

Purpose: Use this change request to cancel a disbursement that has not been disbursed. The Disbursement Status must be **Awaiting Disbursement, Approved,** or **Pending Reissue** status. The change can be for the full or partial amount.

Process details: Select the Change type of **Cancel and No Return of Funds** from the dropdown box. Complete either the **Gross Disbursement** or **Gross Cancel Amount** fields. After entering the amount, tab off the field. The system will automatically calculate the other amount field as well as the **Net Disbursement Amount**. If you wish to fully cancel and return the disbursement, enter zero for the new gross disbursement amount.

CommonLine details: For **CL4** or **CL5** records, an **@1-09** will be generated for the cancelled disbursement request.

Canceling a Disbursement with required fields in red

Example of fields auto-calculated after information is entered

NOTE: A disbursement is considered 'disbursed' when funds have been sent by the lender to the school, regardless of whether those funds were released to the student.

Cancel a Disbursement and Return Funds @1-10

Purpose: Use this change request to cancel a disbursement and return funds to the lender. The cancel function can be processed for the entire disbursement amount or a portion of the amount.

Process details: Select the Change Type of **Cancel and Return of Funds** and select the correct Return Method. Enter the amount being cancelled in the **Net Disbursement Amount, Gross Cancel Amount** or **Net Return Amount**. After entering the amount, tab off the field and the remaining amount fields will be automatically populated.

Do not populate the **Disbursement Date** field when requesting a cancellation and return of funds.

CommonLine details: For **CL4** or **CL5** records, an **@1-10** will be generated for the cancelled disbursement request.

Disb# 1	Change Type	Cancel & Return of Funds				Return Method	Electronic Funds Transfer	
Disb Status	Disb Date	Total Fee %	Gross Disb Amt	Net Disb Amt	Gross Cancel Amt	Net Return Amt	H/R
Disbursed	05/19/2009	1.00	1325.00	1311.75			R
			1000.00	990.00	325.00	321.75	R

Cancel a Disbursement and Return of Funds

Disbursement-level Changes (from records)

Reinstate a Cancelled Disbursement @1-09

Purpose: Use this request to reinstate a disbursement currently in a fully cancelled or fully returned status. Disbursements can be reversed in full or part using this option.

Process details: Select the change type of **Reinstate**. Enter the new **Disbursement Date** and **Gross Disbursement Amount**. After entering the amount, tab off the field and the **Net Disbursement Amount** field will be automatically calculated. The reinstate amount cannot exceed the guaranteed amount.

CommonLine details: For **CL4** or **CL5** records, an **@1-09** will be generated for the disbursement reinstatement request.

Disb# 1   **Change Type** [Reinstate ▼]   **Return Method** [Electronic Funds Transfer ▼]

Disb Status	Disb Date	Total Fee %	Gross Disb Amt	Net Disb Amt	Gross Cancel Amt	Net Return Amt	H/R
Fully Returned	05/19/2009	0.00	0.00	0.00			R
	05/29/2009 ▦		1325.00	1325.00			R ▼

Fields that are required to reinstate the disbursement are highlighted.

Return and Reissue Disbursement Funds @1-10

Purpose: Use this change request to return the full amount of a disbursement to the lender to be reissued in full or part at a later date.

Process details: Select the change type of **Return & Reissue Funds** and select a Return Method. Required fields include **Disbursement Date** and an **Amount**. By entering **Gross Disbursement, Gross Cancel,** or **Net Return Amount**, and tabbing off of the field, the amounts of the other amount fields will be calculated.

When requesting a Reissue, the full amount originally received must be returned to the lender. The **New Gross Disb Amount** indicates the portion of the disbursement the borrower will be eligible to receive on the **New Disb Date**.

CommonLine details: For **CL4** or **CL5** records, an **@1-10** will be generated for the reissue disbursement request.

| Disb# 1 | Change Type | Return & Reissue Funds | Return Method | Electronic Funds Transfer |

Disb Status	Disb Date	Total Fee %	Gross Disb Amt	Net Disb Amt	Gross Cancel Amt	Net Return Amt	H/R
Disbursed	05/19/2009	1.00	1325.00	1311.75			R
	05/19/2009		1000.00	990.00	325.00	1311.75	R

Return and Reissue Disbursement

NOTE: A disbursement is considered 'disbursed' when funds have been sent by the lender to the school, regardless of whether those funds were released to the student.

Hold or Release Disbursements @1-09

Purpose: Use this change transaction to hold or release disbursements for loans indicating to the lender whether the funds are ready to be disbursed from the school's perspective.

Process details: A hold or release can be done from the **Change/Add Disbursement** screen. If the only change needed is to hold or release funds, select the Change Type of **Hold/Release Only** and make the change. If other changes are needed, select the appropriate change type and change the Hold/Release indicator in addition.

CommonLine details: For **CL4** or **CL5** records, an **@1-09** will be generated for the hold or release action.

Disb# 1 Change Type [Hold/Release Only ▼]   Return Method [Electronic Funds Transfer ▼]

Disb Status	Disb Date	Total Fee %	Gross Disb Amt	Net Disb Amt	Gross Cancel Amt	Net Return Amt	H/R
Awaiting Disb	05/19/2009	0.00	2250.00	2250.00			R
	[🔲]		[ ]	[ ]	[ ]	[ ]	[H ▼]

Disb# 2 Change Type [Date/Amt Change ▼]   Return Method [Electronic Funds Transfer ▼]

Disb Status	Disb Date	Total Fee %	Gross Disb Amt	Net Disb Amt	Gross Cancel Amt	Net Return Amt	H/R
Awaiting Disb	05/19/2009	0.00	2250.00	2250.00			R
	[05/19/2009 🔲]		[1825.00]	[1825.00]	[ ]	[ ]	[H ▼]

Creating a Hold/Release in combination with a Date/Amt Change

Disbursement-level Changes (from records)

School Refund (Return to Title IV) @1-11/@1-28

Purpose: Use this change transaction to create a refund when all three of following criteria are met:

- Student is fully withdrawn from school or is deceased.
- Student attended at least one day of class.
- Funds were released to student or applied to student's account.

Process details: Select the change type of **School Refund** from the change request menu.

- CL4 — After entering a specific **Withdrawal Date**, you will need to select the **Return Method**, the **Total Return Amount**, and the **Change Reason** for the refund.

- CL5 — School refunds in CommonLine 5 are performed at the disbursement level. Therefore, you will enter a **Net Return Amount** by disbursement and the system will automatically calculate the **Total Return Amount**. You will also need to indicate the **Return Method** and the **Change Reason** for the refund.

CommonLine details:

- **For CL4 records,** an **@1-11** will be created.
- **For CL5 records,** an **@1-28** will be created for each disbursement involved in the refund.

Return to
Title IV Funds

NOTE: If a student does not meet all of the criteria for Return to Title IV, then submit a Disbursement Cancellation from the Change/Add Disbursement screen instead.

School Refund (Return to Title IV) @1-11/@1-28 (cont.)

School Refund Screen CommonLine 4

School Refund Screen CommonLine 5

School Refund Correction (Return to Title IV) @1-12/@1-29

Purpose: Use this change request to correct the reported amount and/or date of a previously processed school refund.

Process details: Select **School Refund Correction** from the Change Request main menu.

- CL4 — Enter the **Cumulative School Refund Amount (net)**, **Revised School Refund Amount**, **Last School Refund Date**, and the **Revised School Refund Date**. This transaction will not result in a movement of funds.

- CL5 — CommonLine 5 requires a complete reversal of the prior school refund and a new cumulative school refund to be submitted. Both change requests will be facilitated from one screen. Enter the **Previously Reported Refund Date** and **Amount** by disbursement as well as the **Revised Refund Date** and **Net Return Amount** for each. The system will automatically calculate the **Total Return Amount**.

CommonLine details:

- **For CL4 records:** an **@1-12** will be created for the refund.

- **For CL5 records:** an **@1-29** will be created for each disbursement involved in the refund correction. In some circumstances, an **@1-28** will be generated. CL5 is processed at a disbursement level. It requires a complete reversal of all previous refunds processed and a new school refund (@1-28) to reflect the corrected school refund information.

Return to
Title IV Funds

School Refund Correction (Return to Title IV) @1-12/@1-29 (cont.)

School Refund Correction Screen CommonLine 4

School Refund Correction Screen CommonLine 5

Creating Mass Hold/Release change requests from Applications/Loans Menu

Mass Hold or Release Disbursements

Purpose: Hold/Release is used by schools to control when they receive funds, allowing them to complete eligibility checks in advance rather than returning funds when they determine a borrower is not eligible to receive the funds just disbursed. The Mass Hold/Release functionality allows schools to move a group of their disbursements to and from a Hold status based on specific selection criteria.

Process details: Select **Mass Hold/Release** from the Application/Loan main menu. Enter the selection criteria for the disbursements on which you would like to modify the Hold/Release indicator. You must indicate the date range of the scheduled disbursement dates you wish to be included by designating a **Date Range**. You may refine the set of disbursements by any one, or combination, of the following: **Loan Type, Disbursement Number**, and/or **Guarantor Number**. Indicate the status to which you would like to set this group of disbursement, i.e. Hold or Release.

The report generated at the end of the process will provide a list of change requests produced. This report cannot be generated from the report menu and must be processed after the change requests are created.

CommonLine details: Each disbursement change will generate a **CL4** or **CL5** **@1-09** Hold/Release change request.

Mass Hold or Release Criteria Screen

NOTE: This functionality is available for all loans in your AdvanTG Web database. You may consider modifying your purge criteria to ensure the disbursement information supports this process.

Mass Hold/Release Change Status

Purpose: The **Mass Hold/Release Results Report** provides a comprehensive list of all the Hold/Release transactions produced from your request. This report can only be generated at the time the Mass Hold/Release is submitted. It cannot be recreated after the leaving this screen.

Mass Hold/Release Change Status Results/Report screen

Mass Hold/Release Change Results Report example

Creating Change Requests from the Change Transactions Menu Screen

Use this method to create Change Requests when you need to enter data manually because there is no record in the database, or if you wish to edit all the CommonLine-required field of a change transaction. From this screen, change transactions are created one at a time. Some change transactions require two or more steps, which will create multiple change transactions. Care should be taken that all are processed.

To create: Supply the borrower's last name, SSN, the CommonLine award ID, and sequence number of the loan you wish to modify. From the AdvanTG Web Applications/Loans Main Menu, select the **Change Transaction Type** from the list of Types on the left side of the screen. After selecting the Change Transaction Type, the Change Transaction Functions are listed. You may double-click the desired function or highlight it and click **OK.**

Each change transaction screen has three sections:

- Borrower Information Section (top)
- Loan Information Section (middle)
- Information required to perform the change transaction

Change Transaction Menu Screen

Loan-level change requests using the change transactions menu screen

Loan Period, Graduation Date, and Grade Level Changes @1-07

Loan Information

Award UID	00555500071002OJK
Loan Seq Num	1
Loan Type Cd	Sub Stafford
First Disb Date	11/24/2008
School ID	00555507
Lender ID	877777
Guar Date	11/14/2008
Loan Beg Date	09/01/2008
School Use	
Lender Use	
Guar Use	G01

PLUS/Alt Student SSN	
Alt Loan Program Type	
Loan End Date	05/20/2009

Loan Period, Grad Date and Grade Level Changes

Current/Revised Grade Level	2
Revised Loan Period Beg Date	09/01/2008
Current/Revised Grad Date	05/01/2011
Revised Loan Period End Date	05/20/2009
Change Cert Date	04/16/2009

Purpose: Use this change transaction to make a change to the loan period, the student's anticipated graduation date, the student's grade level, or any combination of these.

Field	What to Enter
Current/Revised Grade Level	Student's grade level during loan period; if not changing fill with current value.
Revised Loan Period Beg Date	New loan period begin date; if not changing, fill with current value.
Current/Revised Grad Date	Revised anticipated graduation date for student; if not changing, enter the original value.
Revised Loan Period End Date	New loan period end date; if not changing, enter the current value.
Change Cert Date	Date which you certify that the information reported above is correct; defaults to today's date.

Loan Cancellation Pre-Disbursement @1-08

Loan Information

Award UID	0033330000121PAQD
Loan Seq Num	3
Loan Type Cd	Sub Stafford
First Disb Date	09/19/2009
School ID	00333300
Lender ID	833333
Guar Date	04/19/2009
Loan Beg Date	08/15/2009
School Use	
Lender Use	
Guar Use	

PLUS/Alt Student SSN

Alt Loan Program Type

Loan End Date 05/19/2010

Loan Cancellation

Cancellation Date 05/19/2009

Purpose: Use this change transaction to fully cancel a loan before funds are disbursed.

Field	What to Enter
Cancellation Date	Date which the loan was cancelled; defaults to today's date.

NOTE: A disbursement is considered 'disbursed' when funds have been sent by the lender to the school, regardless of whether those funds were released to the student.

Loan Reinstatement Pre-Disbursement @1-08

Loan Information

Award UID `0033330000121PAQD`   PLUS/Alt Student SSN ` `

Loan Seq Num `3`   Alt Loan Program Type ` `

Loan Type Cd `Sub Stafford ▼`

First Disb Date `09/19/2009`

School ID `00333300`

Lender ID `833333`

Guar Date `04/19/2009`

Loan Beg Date `08/15/2009`   Loan End Date `05/19/2010`

School Use ` `

Lender Use ` `

Guar Use ` `

Loan Reinstatement

Reinstated Loan Amt (Gross) `3500`

Purpose: Use this change transaction to reinstate a loan that has been fully cancelled, so that funds can be disbursed to the school.

Field	What to Enter
Reinstated Loan Amt (Gross)	Full amount of loan that is being reinstated; defaults to full loan amount. The amount should not exceed nor be lower than the original amount guaranteed.

NOTE:

- **If you want to reinstate at a reduced amount**, you can reduce the disbursements by submitting @1-09 Disbursement Reinstatement (Pre-Disbursement) or by submitting a new loan for the reduced amount.

- **A disbursement is considered 'disbursed'** when funds have been sent by the lender to the school, regardless of whether those funds were released to the student.

Disbursement-level change requests using the change transactions menu screen

Full Disbursement Cancellation and No Return of Funds @1-09

Loan Information

Award UID	0033330000121PAQD
Loan Seq Num	3
Loan Type Cd	Sub Stafford
First Disb Date	09/19/2009
School ID	00333300
Lender ID	833333
Guar Date	04/19/2009
Loan Beg Date	08/15/2009
School Use	
Lender Use	
Guar Use	

PLUS/Alt Student SSN
Alt Loan Program Type

Loan End Date 05/19/2010

Full Disbursement Cancellation - Pre-Disb

Disb Num 2   [Get Disbursement Info]   Cancellation Date 05/19/2009

Current Disb Date 09/08/2009   Cancellation Amt (Gross) 1362.00

Reinstatement Cd N

Purpose: Use this change transaction to cancel a disbursement in **full** before funds are disbursed.

Field	What to Enter
Disb Num	Number identifying disbursement (1, 2, 3, or 4).
Cancellation Date	Effective date of the cancellation; defaults to today's date.
Current Disb Date	Currently scheduled date of disbursement.
Cancellation Amt (Gross)	Amount of disbursement that is being cancelled.
Reinstatement Cd	Code indicating if a previously cancelled disbursement is being reinstated; set to N in this case.

NOTE:
- **Use the 'Get Disbursement Info' button to** pre-populate disbursement data from the loan record.
- **A disbursement is considered 'disbursed'** when funds have been sent by the lender to the school regardless of whether those funds were released to the student.

Partial Disbursement Cancellation and No Return of Funds @1-09

Loan Information

Award UID	0033330000121PAQD
Loan Seq Num	3
Loan Type Cd	Sub Stafford
First Disb Date	09/19/2009
School ID	00333300
Lender ID	833333
Guar Date	04/19/2009
Loan Beg Date	08/15/2009
School Use	
Lender Use	
Guar Use	

PLUS/Alt Student SSN	
Alt Loan Program Type	
Loan End Date	05/19/2010
* Current Disb Amt	2650

(*) This field is required to perform the calculation.

Partial Disbursement Cancellation

Disb Num	2
Get Disbursement Info	
Current Disb Date	09/19/2009
Reinstatement Cd	N

Cancellation Date	05/19/2009
** Cancellation Amt (Gross)	93.00
Revised Disb Date	09/19/2009
** Revised Disb Amt (Gross)	2557.00

(**) One of these fields must be entered to calculate the other.

Purpose: Use this change transaction to cancel a portion of a disbursement before funds are disbursed.

Field	What to Enter
Disb Num	Number identifying disbursement (1, 2, 3, or 4).
Cancellation Date	Effective date of the cancellation ; defaults to today's date.
Current Disb Date	Currently scheduled date of disbursement.
Cancellation Amt (Gross)	Amount of disbursement that is being cancelled.

Continued on next page

Partial Disbursement Cancellation and No Return of Funds @1-09 (cont.)

Field	What to Enter
Reinstatement Cd	Code indicating if a previously cancelled disbursement is being reinstated; set to N in this case.
Revised Disb Date	Revised date if changing; must fall *after* today's date; if not changing, enter original date.
Revised Disb Amt (Gross)	Remaining disbursement amount.

Disbursement-level Changes (from CT Menu)

NOTE:

- **A disbursement is considered 'disbursed'** when funds have been sent by the lender to the school regardless of whether those funds were released to the student.

- **Use the 'Get Disbursement Info' button** to pre-populate disbursement data.

Disbursement Reinstatement Pre-Disbursement @1-09

Purpose: Use this change transaction to reinstate a cancelled disbursement. Use this transaction when funds need to be (re)disbursed.

Field	What to Enter
Disb Num	Number identifying disbursement (1, 2, 3, or 4).
Current Disb Date	Currently scheduled date of disbursement.
Reinstatement Cd	Code indicating if a previously cancelled disbursement is being reinstated; set to Y in this case.
Revised Disb Date	Revised date if changing; if not changing, enter original date.
Revised Disb Amt (Gross)	Revised amount if changing; if not changing, enter original amount.

NOTE:

- **Reinstatement of a disbursement** cannot cause the loan amount to surpass the original guarantee amount.

- **Use the 'Get Disbursement Info' button** to pre-populate disbursement area.

- **A disbursement is considered 'disbursed'** when funds have been sent by the lender to the school, regardless of whether those funds were released to the student.

Disbursement-level Changes (from CT Menu)

Hold/Release Changes @1-09

Purpose: Use this change transaction to control the disbursement of funds by putting a disbursement on 'hold' or 'release.' (schools only)

Field	What to Enter
Disb Num	Number identifying disbursement (1, 2, 3, or 4).
Current Disb Date	Currently scheduled date of disbursement.
Current Disb Amt (Gross)	Amount of disbursement that is scheduled to be released.
Hold and Release	H = Hold funds for disbursement R = Release funds for disbursement

NOTE: Use the 'Get Disbursement Info' button to pre-populate disbursement data.

Date and/or Amount Changes @1-09

Loan Information

Award UID `0033330000121PAQD`　　　PLUS/Alt Student SSN ``

Loan Seq Num `3`　　　Alt Loan Program Type ``

Loan Type Cd `Sub Stafford ▼`

First Disb Date `09/19/2009` 📅

School ID `00333300`

Lender ID `833333`

Guar Date `04/19/2009` 📅

Loan Beg Date `08/15/2009` 📅　　　Loan End Date `05/19/2010` 📅

School Use ``

Lender Use ``

Guar Use ``

Disbursement Date/Amt Changes - Pre-Disb

Disb Num `1`　[Get Disbursement Info]

Current Disb Date `09/19/2009` 📅　　　Revised Disb Date `09/25/2009` 📅

Reinstatement Cd `N ▼`　　　Revised Disb Amt (Gross) `1685`

Purpose: Use this change transaction to change the date and/or amount of a disbursement before the funds are disbursed.

Field	What to Enter
Disb Num	Number identifying disbursement (1, 2, 3, or 4).
Current Disb Date	Currently scheduled date of disbursement.
Revised Disb Date	Revised date if changing; if not changing, enter original date.
Revised Disb Amt (Gross)	Revised amount if changing; if not changing, enter original amount.
Reinstatement Cd	Code indicating if a previously cancelled disbursement is being reinstated; set to N in this case.

NOTE:

- **When redistributing funds between disbursements** for the same loan, always submit decrease before increase so as not to surpass the guarantee amount.
- **A disbursement is considered 'disbursed'** when funds have been sent by the lender to the school, regardless of whether those funds were released to the student.
- **Use the 'Get Disbursement Info' button** to pre-populate disbursement data.

Add a New Disbursement @1-09

Loan Information

Award UID `0033330000121PAQD`
PLUS/Alt Student SSN `[         ]`
Loan Seq Num `3`
Alt Loan Program Type `[     ]`
Loan Type Cd `Sub Stafford ▼`
First Disb Date `09/19/2009` 📅
School ID `00333300`
Lender ID `833333`
Guar Date `04/19/2009` 📅
Loan Beg Date `08/15/2009` 📅
Loan End Date `05/19/2010` 📅
School Use `[                    ]`
Lender Use `[                    ]`
Guar Use `[                    ]`

Add A New Disbursement - Pre-Disb

Disb Num `3`
New Disb Date `03/15/2010` 📅
Reinstatement Cd `N ▼`
Disb Amt (Gross) `853`

Purpose: Use this change transaction to create a disbursement that did not exist at the time of guarantee; at least one disbursement must still be pending to add a disbursement.

Field	What to Enter
Disb Num	Number identifying disbursement (1, 2, 3, or 4).
Reinstatement Cd	Code indicating if a previously cancelled disbursement is being reinstated; set to N in this case.
New Disb Date	Date of new disbursement.
Disb Amt (Gross)	Gross amount of new disbursement.

NOTE:
- **The sum of the disbursements cannot surpass** the original guarantee amount. If it does, then use the @1-24 Loan Increase instead.
- **A disbursement is considered 'disbursed'** when funds have been sent by the lender to the school, regardless of whether those funds were released to the student.
- **To add a disbursement on a fully disbursed loan**, submit a written request to lgo.helps@tgslc.org.

Full Disbursement Cancellation and Return of Funds @1-10

Loan Information

Award UID	0033330000121PAQD
Loan Seq Num	3
Loan Type Cd	Sub Stafford
First Disb Date	09/19/2009
School ID	00333300
Lender ID	833333
Guar Date	04/19/2009
Loan Beg Date	05/19/2009
School Use	
Lender Use	
Guar Use	

PLUS/Alt Student SSN	
Alt Loan Program Type	
Loan End Date	05/19/2010
* Fees %	0.01

(*) This field is required to perform the calculation.

Full Disbursement Cancellation - Post-Disb

Disb Num	1	Get Disbursement Info
Current Disb Date	09/19/2009
Cancellation Date	09/23/2009
** Cancellation Amt (Gross)	1685

Reinstatement Cd	N
Disb Consum Cd	N
** Return Amt (Net)	1684.83
Return Method Cd	Electronic Funds Transfer (E)

(**) One of these fields must be entered to calculate the other.

Purpose: Use this change transaction to cancel a disbursement in **full** and return funds to the lender.

Field	What to Enter
Disb Num	Number identifying disbursement (1, 2, 3, or 4).
Current Disb Date	Currently scheduled date of disbursement.
Cancellation Date	Effective date of the cancellation; defaults to today's date.

Full Disbursement Cancellation and Return of Funds @1-10 (cont.)

Field	What to Enter
Cancellation Amt (Gross)	Amount of disbursement that is being cancelled, including applicable origination and/or guarantee fees.
Reinstatement Cd	Code indicating if a previously cancelled disbursement is being reinstated; set to N in this case.
Disb Consum Cd	**Y** if funds have been applied to the student's account. **N** if funds were never applied to the student's account.
Return Amt (Net)	Net portion of disbursement being returned to lender, minus applicable origination and/or guarantee fees.
Return Method Cd	Code indicating method used to return funds to lender: Electronic Funds Transfer (E) Individual Borrower Check (I) Master Check (M) Netting Process (N)

NOTE:

- **A disbursement is considered 'disbursed'** when funds have been sent by the lender to the school regardless of whether those funds were released to the student.
- **Use the 'Get Disbursement Info' button** to pre-populate disbursement data.
- **AdvanTG Web's auto-calculate feature calculates the Return Amount**, Revised Disbursement amount and/or Cancellation Amounts for you, including any fees paid by the lender. Simply populate one of the fields denoted with double asterisks, and click the calculator icon next to the field. The other amount fields are automatically calculated.

Partial Disbursement Cancellation and Return of Funds @1-10

Loan Information

Award UID	0033330000121PAQD
Loan Seq Num	3
Loan Type Cd	Sub Stafford
First Disb Date	09/19/2009
School ID	00333300
Lender ID	833333
Guar Date	04/19/2009
Loan Beg Date	08/15/2009
School Use	
Lender Use	
Guar Use	

PLUS/Alt Student SSN	
Alt Loan Program Type	
Loan End Date	05/19/2010
* Current Disb Amt	1865
* Fees %	0.01

(*) These fields are required to perform the calculation.

Partial Disbursement Cancellation - Post-Disb

Disb Num	1	Get Disbursement Info
Current Disb Date	09/19/2009
Cancellation Date	09/23/2009
** Cancellation Amt (Gross)	763
Revised Disb Date	09/19/2009
** Revised Disb Amt (Gross)	1102.00

Reinstatement Cd	N
Disb Consum Cd	N
** Return Amt (Net)	762.92
Return Method Cd	Electronic Funds Transfer (E)

(**) One of these fields must be entered to calculate the other two.

Purpose: Use this change transaction to cancel part of a disbursement and return funds to a lender.

Field	What to Enter
Disb Num	Number identifying disbursement (1, 2, 3, or 4).
Current Disb Date	Currently scheduled date of disbursement.
Cancellation Date	Date which cancellation was made; defaults to today's date.

Continued on next page

Partial Disbursement Cancellation and Return of Funds @1-10 (cont.)

Field	What to Enter
Cancellation Amt (Gross)	Amount of disbursement that is being cancelled, including applicable origination and/or guarantee fees.
Revised Disb Date	Defaults to original disbursement date.
Revised Disb Amt (Gross)	Remaining disbursement amount, including applicable origination and/or guarantee fees.
Reinstatement Cd	Code indicating if a previously cancelled disbursement is being reinstated; set to N in this case.
Disb Consum Cd	**Y** if funds have been applied to the student's account or released to the borrower. **N** if funds were never applied to the student's account or released to the borrower.
Return Amt (Net)	Net portion of disbursement being returned by school to lender, minus applicable origination and/or guarantee fees.
Return Method Cd	Code indicating method used to return funds to lender: Electronic Funds Transfer (E) Individual Borrower Check (I) Master Check (M) Netting Process (N)

Disbursement-level Changes (from CT Menu)

NOTE:

- **A disbursement is considered 'disbursed'** when funds have been sent by the lender to the school regardless of whether those funds were released to the student.

- **Use the 'Get Disbursement Info' button** to pre-populate disbursement data.

- **AdvanTG Web's auto-calculate feature calculates the Return Amount**, Revised Disbursement amount and/or Cancellation Amounts for you, including any fees paid by the lender. Simply populate one of the fields denoted with double asterisks, and click the calculator icon next to the field. The other amount fields are automatically calculated.

Disbursement Reinstatement – Post Disbursement @1-10

Purpose: Use this change transaction to reinstate all or a portion of a disbursement when it was cancelled in error **with funds still disbursed to the school**. The reinstatement cannot cause the loan to surpass the original guarantee amount.

Field	What to Enter
Disb Num	Number identifying disbursement (1, 2, 3, or 4).
Current Disb Date	Currently scheduled date of disbursement.
Reinstatement Cd	Code indicating if a previously cancelled disbursement is being reinstated; set to Y in this case.
Revised Disb Date	Date funds were originally disbursed.
Revised Disb Amt (Gross)	Amount originally disbursed.

NOTE:

- **If you are trying to reinstate a disbursement in order to have funds** re-disbursed, submit an @1-09 Disbursement Reinstatement (Pre-Disbursement).
- **A disbursement is considered 'disbursed'** when funds have been sent by the lender to the school regardless of whether those funds were released to the student.
- **Use the 'Get Disbursement Info' button** to pre-populate disbursement data.

Full Disbursement Reissue and Return of Funds @1-10

Loan Information

Award UID	0033330000121PAQD
Loan Seq Num	3
Loan Type Cd	Sub Stafford
First Disb Date	09/19/2009
School ID	00333300
Lender ID	833333
Guar Date	04/19/2009
Loan Beg Date	08/15/2009
School Use	
Lender Use	
Guar Use	

PLUS/Alt Student SSN	
Alt Loan Program Type	
Loan End Date	05/19/2010
* Fees %	0.01

(*) This field is required to perform the calculation.

Full Disbursement Reissue

Disb Num	1
Current Disb Date	09/19/2009
Revised Disb Date	09/27/2009
** Disb Amt (Gross)	1523

Get Disbursement Info

Reinstatement Cd	N
Reissue Cd	Y
** Return Amt (Net)	1522.85
Return Method Cd	Electronic Funds Transfer (E)

(**) One of these fields must be entered to calculate the other.

Purpose: Use this change transaction to return the **full** amount of a disbursement and request that the **full** amount be reissued at a later time.

Field	What to Enter
Disb Num	Number identifying disbursement (1, 2, 3, or 4).
Current Disb Date	Currently scheduled date of disbursement.
Revised Disb Date	Revised date must fall *after* today's date.
Disb Amt (Gross)	Amount of new disbursement, including applicable origination and/or guarantee fees; should match current disbursement amount.
Reinstatement Cd	Code indicating if a previously cancelled disbursement is being reinstated; set to N.

Full Disbursement Reissue and Return of Funds @1-10 (cont.)

Field	What to Enter
Reissue Cd	Code indicating if disbursement is being reissued; set to Y in this case.
Return Amt (Net)	Net portion of disbursement being returned by school to lender; minus applicable origination and/or guarantee fees.
Return Method Cd	Code indicating method used to return funds to lender: Electronic Funds Transfer (E) Individual Borrower Check (I) Master Check (M) Netting Process (N)

NOTE:
- **Use the 'Get Disbursement Info' button** to pre-populate disbursement data.
- **AdvanTG Web's auto-calculate feature calculates the Return Amount**, Revised Disbursement amount and/or Cancellation Amounts for you, including any fees paid by the lender. Simply populate one of the fields denoted with double asterisks, and click the calculator icon next to the field. The other amount fields are automatically calculated.
- **A disbursement is considered 'disbursed' when funds** have been sent by the lender to the school regardless of whether those funds were released to the student.

Partial Disbursement Reissue and Return of Funds @1-10

Loan Information

Award UID `0033330000121PAQD`
Loan Seq Num `3`
Loan Type Cd `Sub Stafford`
First Disb Date `09/19/2009`
School ID `00333300`
Lender ID `833333`
Guar Date `04/19/2009`
Loan Beg Date `08/15/2009`
School Use
Lender Use
Guar Use

PLUS/Alt Student SSN
Alt Loan Program Type

Loan End Date `05/19/2010`

* Current Disb Amt `1650`
* Fees % `0.01`
(*) These fields are required to calculate Return Amount.

Partial Disbursement Reissue

Disb Num `1`   Get Disbursement Info   Reinstatement Cd `N`
Current Disb Date `09/19/2009`   Reissue Cd `Y`
Revised Disb Date `09/27/2009`   Return Amt (Net) `1649.84`
** Revised Disb Amt (Gross) `756.00`   Return Method Cd `Electronic Funds Transfer (E)`
Cancellation Date `09/23/2009`
** Cancellation Amt (Gross) `894.00`
(**) One of these fields must be entered to calculate the other.

Purpose: Use this change transaction to return the **full** amount of a disbursement and request that a portion of that amount be reissued at a later date.

Field	What to Enter
Disb Num	Number identifying disbursement (1, 2, 3, or 4).
Current Disb Date	Currently scheduled date of disbursement.
Revised Disb Date	Revised date; must fall *after* today's date.

Continued on next page

Partial Disbursement Reissue and Return of Funds @1-10 (cont.)

Field	What to Enter
Revised Disb Amt (Gross)	Remaining gross disbursement amount, including applicable origination and/or guarantee fees.
Cancellation Date	Date which cancellation was made; defaults to today's date.
Cancellation Amt (Gross)	Amount of disbursement that is being cancelled, including applicable origination and/or guarantee fees.
Reinstatement Cd	Code indicating if a previously cancelled disbursement is being reinstated; set to N in this case.
Reissue Cd	Code indicating if disbursement is being reissued; fill with Y.
Return Amt (Net)	Net portion of disbursement being returned to lender, minus applicable origination and/or guarantee fees.
Return Method Cd	Code indicating method used to return funds to lender: Electronic Funds Transfer (E) Individual Borrower Check (I) Master Check (M) Netting Process (N)

NOTE:

- **A disbursement is considered 'disbursed' when** funds have been sent by the lender to the school regardless of whether those funds were released to the student.
- **Use the 'Get Disbursement Info' button** to pre-populate disbursement data.
- **AdvanTG Web's auto-calculate feature calculates the Return Amount**, Revised Disbursement amount and/or Cancellation Amounts for you, including any fees paid by the lender. Simply populate one of the fields denoted with double asterisks, and click the calculator icon next to the field.

Return of Title IV change requests using the change transactions menu screen

School Refund (Return of Title IV) @1-11

Loan Information

Award UID	0033330000121PAQD
Loan Seq Num	3
Loan Type Cd	Sub Stafford
First Disb Date	09/19/2009
School ID	00333300
Lender ID	833333
Guar Date	04/19/2009
Loan Beg Date	08/15/2009
School Use	
Lender Use	
Guar Use	

PLUS/Alt Student SSN	
Alt Loan Program Type	
Loan End Date	05/19/2010

School Refund

School Refund Date	10/19/2009
School Refund Amt (Net)	892.00
Withdrawal Date	10/18/2009
Funds Return Method Cd	Electronic Funds Transfer (E)

Purpose: Use the School Refund (Return of Title IV) change transaction when all three of the following criteria are met:

- Student has completely withdrawn from school; or is deceased.
- Student attended at least one day of class.
- Funds were released to student or applied to student's account.

Field	What to Enter
School Refund Date	Date that the school forwards the refund; defaults to today's date.
School Refund Amt (Net)	Net amount of loan that the school is refunding.
Withdrawal Date	Last date that the student attended classes; student must have attended at least one class.
Funds Return Method Cd	Code indicating method used to return funds to disbursing agent: Electronic Funds Transfer (E) Master Check (M) Individual Borrower Check (I) Netting Process (N)

NOTE: If a student does not meet all three criteria for Return of Title IV, then submit @1-10 Full/Partial Cancellation instead.

School Refund Correction (Return of Title IV) @1-12

Loan Information

Award UID	0033330000121PAQD	PLUS/Alt Student SSN	
Loan Seq Num	3	Alt Loan Program Type	
Loan Type Cd	Sub Stafford		
First Disb Date	09/19/2009		
School ID	00333300		
Lender ID	833333		
Guar Date	04/19/2009		
Loan Beg Date	08/15/2009	Loan End Date	05/19/2010
School Use			
Lender Use			
Guar Use			

Corrected a Previously Reported School Refund

School Refund Date	09/23/2009
Cumulative School Refund Amt (Net)	765.00
Revised School Refund Date	09/23/2009
Revised School Refund Amt (Net)	659.00

Purpose: If a school has been reported a Return of Title IV incorrectly, use this transaction to *correct* the reported amount or date of the refund.

Field	What to Enter
School Refund Date	Original school refund date that was reported.
Cumulative School Refund Amt (Net)	Net amount of *all* refunds previously reported by school for this loan.
Revised School Refund Date	Actual date which refund occurred; if not changing, enter original date.
Revised School Refund Amt (Net)	Actual amount of all refunds made by school for this loan; if not changing, enter original amount.

NOTE: This transaction **does not** initiate a return of funds.

Loan-level change requests from the change transactions menu screen (@1-13 – @1-24)

Subsidized/Unsubsidized Reallocation Decrease @1-13

Purpose: Use this transaction, along with a @1-14 change transaction, to reallocate funds between subsidized and unsubsidized Stafford loans. Use the @1-13 change transaction to *decrease* the amount of a subsidized or unsubsidized loan. Be sure to complete a @1-14 change transaction to *increase* the amount of another subsidized or unsubsidized loan to offset the change.

Field	What to Enter
Loan Amount After Decrease	New amount of loan after a reallocation of funds between loans; must equal the revised Cert amount.
Revised Cert Amt	Revised amount in Stafford loans for which the student is eligible; determined by school; must equal the decreased loan amount.

Subsidized/Unsubsidized Reallocation Decrease @1-13 (cont.)

Field	What to Enter
Cost of Attendance	Current estimated cost of attending school, before subtracting financial aid or the expected family contribution; this field is not required.
EFC	Amount that the student's family is expected to contribute toward cost of education; not a required field.
Financial Aid Amt	Amount of financial aid that is or will be awarded to student for this loan period; do not include the current requested loan amount; not a required field.
Change Cert Date	Date that you are certifying this reallocation.
Disbursement #	Number of the disbursement that you're revising; not changeable.
Disbursement Date	Date of disbursement; enter a new disbursement date; if not revising, enter original date; if reducing a disbursement to zero, provide the date disbursement was scheduled to be disbursed.
Disbursement Amt	Amount of disbursement.

NOTE: Sum total of disbursements must equal the new decreased loan amount and revised Cert amount.

Subsidized/Unsubsidized Reallocation Increase @1-14

Loan Information

Award UID	0033330000121PAQD
Loan Seq Num	3
Loan Type Cd	Sub Stafford
First Disb Date	09/19/2009
School ID	00333300
Lender ID	833333
Guar Date	04/19/2009
Loan Beg Date	08/15/2009
Loan End Date	05/19/2010
School Use	
Lender Use	
Guar Use	

Increase Loan Amount: Sub/Unsub Reallocation

		Get Disbursement Info		
Loan Amount After Increase	4266	**Disbursement**	**Date**	**Amt**
Revised Cert Amt	4266	1	09/19/2009	2133
Cost of Attendance		2	01/01/2010	2133
EFC		3		
Financial Aid Amt		4		
Change Cert Date	05/19/2009			

A decrease (13) trans must accompany this increase (14) trans.

Purpose: Use this transaction, along with a @1-13 change transaction, to reallocate funds between subsidized and unsubsidized Stafford loans. Use the @1-14 change transaction to *increase* the amount of a subsidized or unsubsidized loan. Be sure to complete a @1-13 change transaction to *decrease* the amount of another subsidized or unsubsidized loan to offset the change.

Field	What to Enter
Loan Amount After Increase	New amount of loan after a reallocation of funds between loans; includes all applicable fees; must equal the revised Cert amount.
Revised Cert Amt	Revised amount that the school says the student is eligible for from a Stafford loan; must equal the Increased Loan Amount.

Continued on next page

Subsidized/Unsubsidized Reallocation Increase @1-14 (cont.)

Field	What to Enter
Cost of Attendance	Current estimated cost of attending school, before subtracting financial aid or the expected family contribution; this field is not required.
EFC	Amount that the student's family is expected to contribute toward cost of education; not a required field.
Financial Aid Amt	Amount of financial aid that is or will be awarded to student for this loan period; do not include the current requested loan amount; not a required field.
Change Cert Date	Date that you are certifying this reallocation.
Disbursement #	Number of disbursement; use this field to *add* a disbursement; add up to four disbursements in total (for CommonLine 4 change transactions).
Disbursement Date	Date of disbursement; enter a new disbursement date; if not revising, enter original date.
Disbursement Amt	Amount of disbursement.

NOTE: Sum total of disbursements must equal the new increased loan amount and revised Cert amount.

Change E-mail Address @1-19

Loan Information

School ID `00333300`

School Use [ ]

Lender Use [ ]

Guar Use [ ]

Change Borrower Email Information

E-mail Address `student@campus.edu`

E-mail Validity Indicator `Y ▾`

E-mail Effective Date `05/19/2009` 📅

Purpose: Use this transaction to change e-mail address information on a borrower.

Field	What to Enter
E-mail Address	Student's e-mail address.
E-mail Validity Indicator	Chose from drop-down: Y = Yes, the reported e-mail address is valid. N = No, the reported e-mail address is no longer valid.
E-mail Effective Date	Date which the e-mail information reported became effective.

Loan Increase @1-24

Purpose: Use this transaction to increase the guarantee amount of a loan.

Field	What to Enter
Loan Amount After Increase	New requested amount of loan; must equal revised Cert amount.
Revised Cert Amt	Revised amount that the school determines the student is eligible for; must equal the increased loan amount.
Cost of Attendance	Current estimated cost of attending school, before subtracting financial aid or the expected family contribution; this field is not required.

Continued on next page

Loan Increase @1-24 (cont.)

Field	What to Enter
EFC	Amount that the student's family is expected to contribute toward cost of education; not a required field.
Financial Aid Amt	Amount of financial aid that is or will be awarded to student for this loan period; do not include the current requested loan amount; not a required field.
Disbursement #	Disbursement number; not editable.
Disbursement Date	Date of disbursement; enter a new disbursement date; if not revising, enter original date.
Disbursement Amt	Amount of disbursement.

NOTE: Sum total of disbursements must equal the new loan amount and revised Cert amount.

Change Transaction Reports

AdvanTG Web's change transaction reports offer you a convenient way to track, monitor, and manage change transaction records. Use the reports to view details of particular change transactions, to determine which records were processed without errors, or to create a list of change transactions that displays the status for each record.

Change Transaction Detail Report

This report provides an inventory listing of change transactions that have occurred, sorted by loan. Lenders can use this report to review change transactions originated by schools.

Change Transaction Detail Report

Change Transaction Transmission Log

The Transmission Log provides a list of all change transactions currently in a "T" transmitted status. These change requests have been sent but no responses have been received.

Change Transaction Transmission Log

Change Transaction Receive Report

This report provides you with a listing of change transactions that have been received, showing their status and other information about the loan; the report includes the change transactions with errors and the reason for the error. Lenders can use this report to view change transactions originated by a school.

Change Transaction Receive Report

Change Transaction Response Summary Report

This report provides an abbreviated summary of change requests and their processing status (successful or error).

Change Transaction Response Summary Report

Check Register Report

The check register provides a summary by lender of change transactions dealing with returned funds (full or partial disbursements, reissues, requests, and school refunds reissues). The check register can be used to accompany the checks sent with the returned funds.

Check Register Report

CommonLine Error Codes

Code	Error Code Description
001	Borrower's SSN Missing or invalid
002	Borrower and student have the same SSN
003	Borrower's name is missing or invalid
004	Borrower's date of birth is missing or invalid
034	Student's SSN missing or invalid
045	LPBD and LPED must be valid dates and cannot be ZERO
048	LPBD must be within 2 years of LPED
049	Grade level code is missing or invalid
052	AGD missing or invalid
053	AGD cannot be less than LPED
054	School ID missing or invalid
067	Loan amount exceeds grade level limit
068	Loan amount exceeds aggregate limit
072	Disb. date is more than 180 days after LPED
074	Disb. date greater than 30 days prior to LPBD
075	Disb. date is more than 90 days after LPED
078	School cert date is after LPED
079	Lender ID is missing or invalid
093	School or file recipient should contact the service provider
095	CommonLine Uniq ID is missing or invalid
111	Name/date of birth conflicts with an existing record under this SSN
201	CL loan seq nbr is missing or invalid
203	Loan type is missing or invalid
207	Disb. number is missing or invalid
217	School not EFT participant
218	Lender not EFT participant
219	Loan not found on database
303	Actual returned amt is missing or invalid
307	LPBD cannot be greater than or equal to LPED
315	Funds return method code is missing or invalid
324	Pre-Disbursement change requested, but Disbursement already sent
325	Post-Disb. change requested, but Disb. has not yet occurred
326	Actual returned amt exceeds Disb. amt on database
327	Full cancellation requested, but actual returned amt is less than Disb. amt on database
328	Full reissue requested, but Disb. amt and/or actual returned amt do not equal Disb. amt on database
341	Loan/Disbursement status ineligible for change
342	Database shows the student is attending different school
344	LPBD cannot be more than 30 months in the future
345	AGD cannot be more than 10 years in the future
350	Record not processed due to multiple errors
360	Service provider cannot process amts other than whole dollars
361	Reallocation request to increase Unsub loan, but no reduction request for sub loan
363	School refund date is missing or invalid
368	Change cert date is missing or invalid
369	Cancellation date is missing or invalid
370	Reinstatement indicator code is missing or invalid
371	Hold/Release indicator is invalid
373	School refund amount is missing or invalid
374	Decreased loan amount is missing or invalid
375	Increased loan amount is missing or invalid

LPBD - Loan Period Begin Date
LPED - Loan Period End Date
AGD - Anticipated Graduation Date
EFT - Electronic Funding Transfer

CommonLine Error Codes

Code	Error Code Description	Code	Error Code Description
379	Cancellation amount is missing or invalid	407	Hold/Release indicator is invalid
381	Reallocation requested buy subsidized amount exceeds annual limit	417	Recipient ID is invalid
382	Request conflict, cannot request cancellation and reinstatement in same transaction	419	Disb. Amount is not numeric
		420	Funds Reissue indicator code is invalid
		422	Reinstated loan amt is invalid
		423	Revised certified amount is not numeric
386	Cannot add Disb.; loan full Disbursed	424	Revised school refund amt is invalid
389	Loan increase amount must be current loan amount	425	Invalid revised school refund date
390	Loan decrease amount must be current loan amounts	426	Withdrawal date invalid
392	Loan selected for reallocation have different loan periods	429	Reallocation request to decrease sub loan, but no increase request to Unsub loan
393	Total of new sub/Unsub request exceeds current total sub/Unsub guarantee amount	430	Reallocation request to decrease Unsub loan, but no increase request to sub loan
394	Sum of Disbursements does not equal loan increase/decrease amount.	452	Disbursement # already in use
395	Student's grade level exceeds school's participation agreement	453	Disbursement # is not next sequential #
396	Cannot combine a hold/release request with other transactions in the same record	455	Lender ID not equal to current or original lender
397	Hold cannot be processed because Disb. cancel	459	Increase/Decrease loan amount "not equal to Revised Cert Amount Reallocation request to increase sub loan, but no reduction request for Unsub loan
398	Hold cannot be processed because funds already Disbursed		
399	Hold cannot be processed because Disb. does not exist	499	Disbursement Amount is missing or invalid
402	Release cannot be processed because Disb. already cancelled	500	Revised Cert Amount is missing invalid
403	Release cannot be processed because Disb. does not exist	501	Revised Disbursement Amount + Cancel Amount not = recipients database
404	Release cannot be processed because funds already Disbursed		

LPBD - Loan Period Begin Date
LPED - Loan Period End Date
AGD - Anticipated Graduation Date
EFT - Electronic Funding Transfer

The following is a partial listing of the most commonly used Error Codes. A complete listing of Error Codes can be found at **www.nchelp.org**.

Change Transaction Report Reference

Report	What Report Provides You	For School or Lender?
• Change Transaction Detail Report	Inventory listing of change transactions.	Both
• Pending/Non-EFT Cancellation Requests Report	Listing of pending non-EFT cancellation requests that require lender approval, including returns made by schools.	Lender
• Change Transaction Receive Report	Listing of change transactions that have been received, showing their status and other information about the loan.	Both
• Check Register	Listing of all transactions that involve the return of funds by checks.	School
• Change Transaction Response Summary	Listing of change transactions that have been received showing the status of the change transaction; provides high-level information only.	Both
• Change transaction Transmission Log	Log of change transactions that are in a transmitted status.	Both

*Change transactions that have purged from the database will not be reflected on reports.

Real Time Access* History for CommonLine Change Transactions

```
010402  176  LP037  G01-1     EFT  ACTUAL  DISB DATE  : 01/04/02 SENDER  : 010015000
0122202 005  LP001  G01  S   REJ   2-10A
012202  006  LP881  G01        REJ  2-10A    325      350
012502  005  LP881  G01  S   PRC  2-09A, 1-10A
012502  226  LP881  G01  LOAN  CNCL  DATE  CHG      OV:  BLANKS
012502  140  LP881  G01-2  DISB  CNCL              OV:  NEVER BILLED
012502  220  LP881  G01  LOAN  STATUS  CHG         OV:  SA STUDENT ASSUMED
012502  100  LP881  G01-1  DISB  CNCL  CM  ISS     OV:  P  PAID
012502  191  LP881  G01-1  ACT  DISB  DATE  CHG    OV: 01/04/02
012502  194  LP881  G01-1  ACT  DISB  AMT  CHG     OV: $  81631.00
```

❶ ❷ ❸ ❹ ❺

Produces History change transaction.

Stage Directions

❶ Common Account Maintenance (CAM) and CommonLine (CL) transactions can be identified by the LP881 code.

❷ One character field for originating institution. Can be either S=School, L=Lender.

❸ Tells you the status of the transaction. Can be either PRC=Processed, REJ=rejected, LA=Lender Approval (trx passed to the lender for approval), EXC=Exception (will be processed by TG's LGO)

❹ The first character (if applicable) refers to the disbursement number, the next three characters are the CommonLine transaction type and function code. (See page 36 for list of Codes)

❺ Gives you the CommonLine reject code. A complete list of reject codes can be found in the CommonLine Manual.

*Formerly OnLine Access

Function Codes for Real Time Access*

07   Loan Period Change Detail Record
07A   Loan Period Change
07B   Grade Level Change
07C   AGD Change
07D   No Change – Information Is the Same as on Mainframe
07M   Multi Function Record

08   Loan Cancellation / Reinstatement Detail Record
08A   Loan Cancel
08B   Loan Reinstate
08C   No Change – Information Is the Same as on Mainframe

09   Disbursement Cancellation / Change Detail Record
09A   Full/Partial Disbursement Cancel and Change Disbursement Account
09B   Reschedule Disbursement Date
09C   Full/Partial Disbursement Reinstate
09D   Add Disbursement
09E   Hold/Release
09F   No Change – Information Is the Same as on Mainframe
09M   Multi Function Record

10   Disbursement Notification / Change Detail Record
10A   Full/Partial Disbursement Cancel/Return
10B   Full/Partial Disbursement Reissue/Return
10C   Full/Partial Disbursement Reinstate
10D   No Change – Information Is the Same as on Mainframe

11A   Refund (Return of Title IV)
12A   Refund Correction (Return of Title IV)
13A   Subsidized/Unsubsidized Reallocation Loan Decrease
14A   Subsidized/Unsubsidized Reallocation Loan Increase
19A   E-mail Information
24A   Loan Increase

*Formerly OnLine Access

TG

The **Guarantor** *of* **Choice**