

CommonLine[®]

Change Transactions

Quick Reference Guide

Summer 2009



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@tgsic.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**.

The screenshot shows the 'Applications/Loans Main Menu' interface. At the top, there is a navigation bar with the following tabs: Main, Message Board, Import, Export, Submit, Loan, Disb, and Change Transaction. Below the navigation bar, the title 'Applications/Loans Main Menu' is displayed, along with 'Help' and 'Close Window' icons. The main content area is titled 'Applications/Loans Menu' and contains a list of options:

- Message Board
- Import
 - Import Data Files
 - List Imported Files
- Export
 - Certification Requests
 - Credit Request Responses
 - Responses
 - Disbursements
 - Data Files
- Submit
- Applications/Loans
 - List Applications
 - List Credit Processing
 - List Loans
 - Create Applications
 - List Borrowers
- Disbursement
 - List
- Change Transaction
 - List
 - Create
 - Mass Hold/Release Change

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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			
Borrower Name SEVEN, BORROWER	Borrower DOB 01/01/1988		
Borrower SSN 999-11-7777			
Loan Type Sub Stafford	Lender ID 877777		Lender Non ED Branch ID
	School ID 00555507		School Non ED Branch ID
Guar Date/amt 11/14/2008 / \$3500.00			
Lender Use Only	School Use Only		
Guarantor Use Only G01			
	hide information		

Loan Information Expanded

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

Loan Information	
Borrower Name SEVEN, BORROWER	Borrower DOB 01/01/1988
	show information

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.

TG
Main Message Board Import Export Submit Loan Disb **Change Transaction**

Change Transaction
Help Close Window

Person Information

Borrower:
Name: SEVEN, BORROWER
SSN: 999-11-7777
DOB: 01/01/1988

Type of Change

- Disbursement Changes
 Change/Add a Disbursement
- Return to Title IV
 School Refund
 School Refund Correction
- Loan Changes
 Cancel/Reinstate Loan (No Return of Funds)
 Reallocation
 Loan Increase
 Demographic/Loan Level Change

Loan Information

Loan Type: Sub Stafford	Award ID: 005555000710020JK-01
Loan Status: G - Guaranteed	
Guar Amt: \$3500.00	Guar Date: 11/14/2008
Certified Amt: \$3500.00	Loan Period: 09/01/2008 – 05/20/2009
Grade Level: Second	Ant Grad Date: 05/01/2011
School ID: 00555507	Lender ID: 877777
Guarantor ID: 748	Servicer ID:
Lender Use Only:	School Use Only:
Guarantor Use Only: G01	Switch to Unsub

Disbursement Information

Disb #	Disb Status	Disb Date	Gross Disb Amount	Net Disb Amount	H/R
1	A	11/24/2008	\$1166.00	\$1166.00	R
2		03/01/2009	\$1167.00	\$1167.00	R
3	C	04/01/2009	\$0.00	\$0.00	R
Totals:			\$2333.00	\$2333.00	

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.

TG
Main Message Board Import Export Submit Loan Disb Change Transaction

Change/Add a Disbursement

Help Close Window

Loan Information

Borrower Name SIX, GRADUATE	Borrower DOB 01/01/1988	Student Name SIX, GRADUATE
Borrower SSN 999-22-6666		Student SSN 999-22-6666
Guarantee Date 11/14/2008	Guarantee Amt \$8500.00	
School ID 00555506	Lender ID 877777	Servicer ID
School Non-ED Branch ID	Lender Non-ED Branch ID	Guarantor ID 748
School Use Only	Lender Use Only	Guarantor Use Only M01

hide information

Recipient Information

Recipient ID <input style="width: 80%;" type="text" value="748"/>	Recipient Non ED Branch ID <input style="width: 80%;" type="text"/>
--	--

Change/Add A Disbursement Information

Award UID/Loan Seq 0055550006101FOMC - 01	Loan Type Grad PLUS
Loan Begin Date <input style="width: 80%;" type="text" value="09/01/2008"/>	Loan End Date <input style="width: 80%;" type="text" value="05/20/2009"/>
Anticipated Grad Date <input style="width: 80%;" type="text" value="05/20/2011"/>	Effective Date <input style="width: 80%;" type="text" value="04/15/2009"/>
Grade Level <input style="width: 80%;" type="text" value="GradFirst"/>	

Allow current value overrides

Allow current value overrides

Disb# 1	Change Type <input style="width: 90%;" type="text" value="No Change"/>	Return Method <input style="width: 90%;" type="text" value="Electronic Funds Transfer"/>
----------------	---	---

Disb Status	Disb Date	Total Fee %	Gross Disb Amt	Net Disb Amt	Gross Cancel Amt	Net Return Amt	H/R
Approved	11/24/2008	3.00	2833.00	2748.01			R
	<input style="width: 80%;" type="text"/>		<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text" value="R"/>

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.

New	Delete	Mark as Lender of Last Resort	Print Note	Print Addendum	Create Change Request	Close
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Questions about AdvanTG Web™? Contact TG Product Support at (800) 332-1455 or product.support@tgsic.org.
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Example 1: Create Change Request option shown on List Applications screen

List Chng Trans	Create Change Request	List Disb Info	Print Note	Print Addendum	Close
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Example 2: Create Change Request option shown on Edit Applications screen

Print Note	Print Addendum	Create Change Request	Close
------------	----------------	-----------------------	-------

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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@tgsic.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.

Loan-Level Changes
(from records)

The screenshot displays the 'Demographic/Loan Level Change' form. At the top, there is a navigation bar with 'TG' and menu options: 'Main', 'Message Board', 'Insert', 'Export', 'Submit', 'Learn', 'Dist', and 'Change Transaction'. Below the navigation bar, the title 'Demographic/Loan Level Change' is centered, with 'Help' and 'Close' icons to the right. The form is organized into four main sections, each with a blue header:

- Loan Information:** Contains 'Borrower Name: SEVEN, BORROWER' and 'Borrower DOB: 01/01/1988' with a 'show information' link.
- Recipient Information:** Contains 'Recipient ID: 74B' and 'Recipient Non-ED Branch ID'.
- Loan Level:** Contains 'Award UID/Loan Seq: 005555000710020JK - 01', 'Loan Begin Date: 09/01/2008', 'Loan End Date: 05/20/2009', 'Grade Level: Second', and 'Graduation Date: 05/01/2011'.
- Demographic Information:** Contains 'Address Line1: 777 STREET', 'Address Type: Permanent', 'City: SEVEN', 'State: TX', 'Home Phone: 0005551212', and 'Effective Date: 04/15/2009'. It also includes fields for 'Foreign Postal Code', 'Home Foreign Prefix', 'Work Phone', and 'Work Foreign Prefix'.

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.

Loan-Level Changes (from records)

Reallocation [Help] [Close Window]

Loan Information

Borrower Name SEVEN, BORROWER Borrower DOB 01/01/1988
[show information](#)

Recipient Information

Recipient ID Recipient Non-ED Branch ID

Reallocation Information

Allow current value overrides Effective Date

	Award ID	Loan Seq #	Current Loan Amount	New Loan Amount
Subsidized Loan	<input type="text" value="0033330000101FACH"/>	<input type="text" value="01"/>	<input type="text" value="3650.00"/>	<input type="text" value="1865.00"/>
Unsubsidized Loan	<input type="text" value="0033330000101FACH"/>	<input type="text" value="02"/>	<input type="text" value="1350.00"/>	<input type="text" value="3135.00"/>
Total Loan Amt			\$5000.00	\$5000.00
			Difference	\$0.00

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.

Continued on next page

Loan Increase @1-24

TG

[Main](#)
[Message Board](#)
[Import](#)
[Export](#)
[Submit](#)
[Loan](#)
[Disb](#)
[Change Transaction](#)

Loan Increase

[Help](#)
[Close Window](#)

Loan Information

Borrower Name SEVEN, BORROWER **Borrower DOB** 01/01/1988
[show information](#)

Recipient Information

Recipient ID **Recipient Non-ED Branch ID**

Loan Increase Information

Award UID/Loan Seq 003333000011XIDID - 01 **Loan Type** Sub Stafford
Loan Begin Date **Loan End Date**
Grade Level **Anticipated Grad Date**
Current Loan Amount **Revised Loan Amount** **Effective Date**

Allow current value overrides

Disb#	Disbursement Status	Disbursement Date	Disbursement Amount
1	Disbursed	06/24/2009 <input type="text"/>	630.00 <input type="text"/>
2	Awaiting Disb	07/15/2009 <input type="text"/>	630.00 <input type="text" value="700.00"/>
3	<input type="text" value="New"/>	07/30/2009 <input type="text"/>	150.00 <input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>

Loan-Level Changes (from records)

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.

Continued on next page

Cancel/Reinstate Loan @1-08

TG		Main	Message Board	Import	Export	Submit	Loan	Disb	Change Transaction
Cancel/Reinstate Loan (No Return of Funds)									
? Help Close Window									
Loan Information									
Borrower Name SEVEN, BORROWER					Borrower DOB 01/01/1988				
show information									
Recipient Information									
Recipient ID <input type="text" value="748"/>					Recipient Non-ED Branch ID <input type="text"/>				
Cancel/Reinstate Loan Information									
Award UID/Loan Seq 005555000710020JK - 01			Loan Type Sub Stafford			Current Loan Status <input type="text" value="Guaranteed"/>			
Cancel Date <input type="text" value="04/15/2009"/>									

Loan Cancel/Reinstate Screen to Cancel a loan

Cancel/Reinstate Loan Information									
Award UID/Loan Seq 005555000710020JK - 01			Loan Type Sub Stafford			Current Loan Status <input type="text" value="Cancelled"/>			
Reinstate Date <input type="text" value="04/15/2009"/>					Reinstate Amt <input type="text" value="3500.00"/>				

Loan Cancel/Reinstate Screen to Reinstate a loan

Loan-Level Changes (from records)

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 Reinstatement
Fully Returned Status	Only allows Reinstatement
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

Disbursement-level Changes
(from records)

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.

TG
Main Message Board Import Export Submit Loan Disb **Change Transaction**

Change Transaction

Help Close Window

Person Information

Borrower:
Name: SEVEN, BORROWER
SSN: 999-11-7777
DOB: 01/01/1988

Type of Change

- Disbursement Changes
 Change/Add a Disbursement
- Return to Title IV
 School Refund
 School Refund Correction
- Loan Changes
 Cancel/Reinstate Loan (No Return of Funds)
 Reallocation
 Loan Increase
 Demographic/Loan Level Change

Loan Information

Loan Type: Sub Stafford	Award ID: 00555500071002QJK-01
Loan Status: G - Guaranteed	
Guar Amt: \$3500.00	Guar Date: 11/14/2008
Certified Amt: \$3500.00	Loan Period: 09/01/2008 – 05/20/2009
Grade Level: Second	Ant Grad Date: 05/01/2011
School ID: 00555507	Lender ID: 877777
Guarantor ID: 748	Servicer ID:
Lender Use Only:	School Use Only:
Guarantor Use Only: G01	Switch to Unsub

Disbursement Information

Disb #	Disb Status	Disb Date	Gross Disb Amount	Net Disb Amount	H/R
1	A	11/24/2008	\$1166.00	\$1166.00	R
2		03/01/2009	\$1167.00	\$1167.00	R
3	C	04/01/2009	\$0.00	\$0.00	R
Totals:			\$2333.00	\$2333.00	

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.

Disbursement-level Changes
(from records)

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@tgsic.org.

Continued on next page

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				
<input type="checkbox"/> 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

Continued on next page

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
	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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
	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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				
	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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
	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 Disbursement-level Changes
(from records)

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

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

Award UID/Loan Seq 00555504000000H8 - 01 **Loan Type** Sub Stafford

Loan Begin Date 01/12/2009 **Loan End Date** 08/26/2009 **Grade Level** First

Anticipated Grad Date 08/26/2010 **Effective Date** 04/16/2009

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
Disbursed	04/14/2009	1.00	1167.00	1155.33			R
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	R

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
Disbursed	04/20/2009	1.00	1000.00	990.00			R
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	R

Disb# 3 **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	07/10/2009	1.00	1166.00	1154.34			R
	<input style="border: 2px solid red;" type="text"/>	<input type="text"/>	<input style="border: 2px solid red;" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	R

Disbursement-level Changes
(from records)

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.

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 Cancel & No 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
Awaiting Disb	05/14/2009	2.00	1825.00	1788.50			H
			1000.00				H

Canceling a Disbursement with required fields in red

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 Cancel & No 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
Awaiting Disb	05/14/2009	2.00	1825.00	1788.50			H
			1000.00	980.00	825.00		H

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 Return Method

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
	<input type="text"/>		<input type="text" value="1000.00"/>	<input type="text" value="990.00"/>	<input type="text" value="325.00"/>	<input type="text" value="321.75"/>	<input type="text" value="R"/>

Cancel a Disbursement and Return of Funds

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.

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 Return Method

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
	<input type="text" value="05/29/2009"/>		<input type="text" value="1325.00"/>	<input type="text" value="1325.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="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 Method

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
	<input type="text" value="05/19/2009"/>		<input type="text" value="1000.00"/>	<input type="text" value="990.00"/>	<input type="text" value="325.00"/>	<input type="text" value="1311.75"/>	<input type="text" value="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 Return Method

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
	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="H"/>

Disb# 2 Change Type Return Method

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
	<input type="text" value="05/19/2009"/>		<input type="text" value="1825.00"/>	<input type="text" value="1825.00"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="H"/>

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

NOTE:

- **When adding a new disbursement**, process the new disbursement request first, then modify the Hold/Release indicator. These two functions cannot be combined.
- **If you need to update a group of disbursements** to hold or release, see the Mass Hold/Release section on pages 29-30.

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.

Continued on next page

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.)

TG Main Message Board Import Export Submit Loan Disb Change Transaction

School Refund Help Close Window

Loan Information

Borrower Name SEVEN, BORROWER **Borrower DOB** 01/01/1988
show information

Recipient Information

Recipient ID **Recipient Non-ED Branch ID**

School Refund Information

Award UID/Loan Seq 0033330000121PAQD - 01 **Loan Type** Sub Stafford

Withdrawal Date **Return Method** **Change Reason**

Total Return Amount

School Refund Screen CommonLine 4

TG Main Message Board Import Export Submit Loan Disb Change Transaction

School Refund Help Close Window

Loan Information

Borrower Name SEVEN, BORROWER **Borrower DOB** 01/01/1988
show information

Recipient Information

Recipient ID **Recipient Non-ED Branch ID**

School Refund Information

Award UID/Loan Seq 0033330000121PAQD - 01 **Loan Type** Sub Stafford

Return to Lender Date **Return Method** **Change Reason**

Total Return Amount

Allow current value overrides

Disb#	Disbursement Status	Disbursement Date	Gross Disbursement Amt	Net Return Amt
1	Disbursed	05/19/2009	1628.00	<input type="text" value="726.23"/>
2	Awaiting Disb	05/19/2009	1628.00	<input type="text"/>

School Refund Screen CommonLine 5

Return to Title IV Funds

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.

Continued on next page

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

TG Main Message Board Import Export Submit Loan Disb Change Transaction

? Help X Close Window

School Refund Correction

Loan Information

Borrower Name SEVEN, BORROWER **Borrower DOB** 01/01/1988
show information

Recipient Information

Recipient ID **Recipient Non-ED Branch ID**

School Refund Correction Information

Award UID/Loan Seq 0033330000121PAQD - 01 **Loan Type** Sub Stafford

Cumulative School Refund Amount(Net) **Last School Refund Date**

Revised School Refund Amount **Revised School Refund Date**

School Refund Correction Screen CommonLine 4

TG Main Message Board Import Export Submit Loan Disb Change Transaction

? Help X Close Window

School Refund Correction

Loan Information

Borrower Name SEVEN, BORROWER **Borrower DOB** 01/01/1988
show information

Recipient Information

Recipient ID **Recipient Non-ED Branch ID**

School Refund Correction Information

Award UID/Loan Seq 0033330000121PAQD - 01 **Loan Type** Sub Stafford

Return Method

Allow current value overrides

Disb #	Disbursement Status	Disbursement Date	Gross Disbursement Amt	Previously Reported Refund Date	Previously Reported Return Amt	Revised Refund Date	Net Return Amt
1	Disbursed	05/19/2009	1628.00	<input type="text" value="06/24/2009"/>	<input type="text" value="723.25"/>	<input type="text" value="06/24/2009"/>	<input type="text" value="826.73"/>
2	Awaiting Disb	05/19/2009	1628.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Previously Reported Return Amt:					\$ 723.25	Total Net Return Amt: \$ 826.73	

School Refund Correction Screen CommonLine 5

Return to Title IV Funds

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.

The screenshot shows the 'Mass Hold/Release Change' screen. At the top, there is a navigation bar with the 'TG' logo and menu items: Main, Message Board, Import, Export, Submit, Loan, Disb, and Change Transaction. Below the navigation bar is a header area with the title 'Mass Hold/Release Change' and two icons: a question mark for 'Help' and a close icon for 'Close Window'. The main form area contains several fields and controls: 'Disbursement Date Range' with 'From' and 'To' date pickers (04/15/2009 and 04/16/2009); 'Loan Type' with a 'Deselect All' button and checkboxes for Subsidized Stafford, Unsubsidized Stafford, PLUS, Grad PLUS, and Alternative; 'Guarantor ID' with an input field; 'Disbursement Number' with a dropdown menu set to 'ALL'; and 'New Hold/Release Indicator Value' with a dropdown menu set to 'Hold'.

Mass Hold or Release Criteria Screen

Continued on next page

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

Mass Hold Release
(from loan records)

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.

TG

[Main](#)
[Message Board](#)
[Import](#)
[Export](#)
[Submit](#)
[Loan](#)
[Disb](#)
[Change Transaction](#)

Mass Hold/Release Change Status

[? Help](#)
[Close Window](#)

Mass Hold/Release Change Process Completed

Number saved as Ready: 20
Number saved as Incomplete: 0

Mass Hold/Release Change Results Report

To receive the Mass Hold/Release Change Results Report, select the statuses below and click the *Mass Hold/Release Change Results Report* button; otherwise click *Close*.

Ready (created)
 Incomplete (created)

[Report](#)

Mass Hold/Release Change Status Results/Report screen

TG Mass Hold/Release Change Results Report 1/13/2009 10:06:57AM Created By: SC339								
Date: 01/13/2009								Page 1 of 3
Borrower SSN	Borrower Name	Change Type	Loan Type	Rec Stat	School ID	Lender ID	Guar ID	Recipient ID
111-11-4542	AAONE, AA	H	SU	R	00333601	833339	748	748
Uniq ID/Seq No: 00333900011001OXG/2		Disb Num: 1						
111-11-4542	AAONE, AA	H	SU	R	00333601	833339	748	748
Uniq ID/Seq No: 00333900011001OXG/2		Disb Num: 2						
111-11-4542	AAONE, AA	H	SF	R	00333601	833339	748	748
Uniq ID/Seq No: 00333900011001OXG/1		Disb Num: 1						
111-11-4542	AAONE, AA	H	SF	R	00333601	833339	748	748
Uniq ID/Seq No: 00333900011001OXG/1		Disb Num: 2						
111-12-4542	ABONE, BB	H	SU	R	00333601	833339	748	748
Uniq ID/Seq No: 00333900011002OXG/2		Disb Num: 1						
111-12-4542	ABONE, BB	H	SU	R	00333601	833339	748	748
Uniq ID/Seq No: 00333900011002OXG/2		Disb Num: 2						
111-12-4542	ABONE, BB	H	SF	R	00333601	833339	748	748
Uniq ID/Seq No: 00333900011002OXG/1		Disb Num: 1						
111-12-4542	ABONE, BB	H	SF	R	00333601	833339	748	748
Uniq ID/Seq No: 00333900011002OXG/1		Disb Num: 2						
111-13-4542	ACONE, CC	H	SU	R	00333601	833339	748	748
Uniq ID/Seq No: 00333900011003OXG/2		Disb Num: 1						
111-13-4542	ACONE, CC	H	SU	R	00333601	833339	748	748
Uniq ID/Seq No: 00333900011003OXG/2		Disb Num: 2						
111-13-4542	ACONE, CC	H	SF	R	00333601	833339	748	748
Uniq ID/Seq No: 00333900011003OXG/1		Disb Num: 1						
111-13-4542	ACONE, CC	H	SF	R	00333601	833339	748	748
Uniq ID/Seq No: 00333900011003OXG/1		Disb Num: 2						

Mass Hold/Release Change Results Report example

Mass Hold Release
(from loan records)

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

The screenshot shows the 'Change Transaction Menu' interface. At the top, there is a navigation bar with tabs for 'Main', 'Message Board', 'Import', 'Export', 'Submit', 'Loan', 'Disb', and 'Change Transaction'. Below this is a header 'Change Transaction Menu' with 'Help' and 'Close Window' icons. The main content area is divided into three sections:

- Loan Information:** Contains input fields for 'Last Name' (value: borrower), 'SSN' (value: 999117777), 'CL Version' (dropdown: CL4), 'Award UID' (value: 005555000710020JK), and 'Loan Seq Num' (value: 01).
- Recipient:** Contains input fields for 'Recipient ID' (value: 877777) and 'Recipient Non ED Branch ID' (empty), along with an 'Update' button.
- Change Transaction Type:** A list of options including 'Loan Period/Grad Date/Grade Level Changes' (highlighted), 'Loan Cancellation/Reinstatement - Pre Disb', 'Disb Cancellation/Change - Pre Disb', 'Disb Cancellation/Change - Post Disb', 'School Refund (Return of Title IV)', 'School Refund Correction (Return of Title IV)', 'Sub/Unsub Reallocation', 'E-mail Information', and 'Loan Increase'.
- Change Transaction Type Function:** A list of options including 'Loan Period/Grad Date/Grade Level Changes'.

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	005555000710020JK	PLUS/Alt Student SSN	
Loan Seq Num	1	Alt Loan Program Type	
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	Loan End Date	05/20/2009
School Use			
Lender Use			
Guar Use	G01		

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

Loan-Level Changes
(from CT Menu)

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	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 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	<input type="text" value="0033330000121PAQD"/>	PLUS/Alt Student SSN	<input type="text"/>
Loan Seq Num	<input type="text" value="3"/>	Alt Loan Program Type	<input type="text"/>
Loan Type Cd	<input type="text" value="Sub Stafford"/>		
First Disb Date	<input type="text" value="09/19/2009"/>		
School ID	<input type="text" value="00333300"/>		
Lender ID	<input type="text" value="833333"/>		
Guar Date	<input type="text" value="04/19/2009"/>		
Loan Beg Date	<input type="text" value="08/15/2009"/>	Loan End Date	<input type="text" value="05/19/2010"/>
School Use	<input type="text"/>		
Lender Use	<input type="text"/>		
Guar Use	<input type="text"/>		
Loan Reinstatement			
Reinstated Loan Amt (Gross)	<input type="text" value="3500"/>		

Loan-Level Changes
(from CT Menu)

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 <input type="text" value="0033330000121PAQD"/>	PLUS/Alt Student SSN <input type="text"/>
Loan Seq Num <input type="text" value="3"/>	Alt Loan Program Type <input type="text"/>
Loan Type Cd <input type="text" value="Sub Stafford"/>	
First Disb Date <input type="text" value="09/19/2009"/>	
School ID <input type="text" value="00333300"/>	
Lender ID <input type="text" value="833333"/>	
Guar Date <input type="text" value="04/19/2009"/>	
Loan Beg Date <input type="text" value="08/15/2009"/>	Loan End Date <input type="text" value="05/19/2010"/>
School Use <input type="text"/>	
Lender Use <input type="text"/>	
Guar Use <input type="text"/>	

Full Disbursement Cancellation - Pre-Disb

Disb Num <input type="text" value="2"/>	Get Disbursement Info	Cancellation Date <input type="text" value="05/19/2009"/>
Current Disb Date <input type="text" value="09/08/2009"/>	Cancellation Amt (Gross) <input type="text" value="1362.00"/>	
Reinstatement Cd <input type="text" value="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.

Disbursement-level Changes
(from CT Menu)

Partial Disbursement Cancellation and No Return of Funds @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		* Current Disb Amt	2650
Guar Use			
(**) This field is required to perform the calculation.			

Partial Disbursement Cancellation				
Disb Num	2	Get Disbursement Info	Cancellation Date	05/19/2009
Current Disb Date	09/19/2009	** Cancellation Amt (Gross)	93.00	
Reinstatement Cd	N	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 <i>after</i> today's date; if not changing, enter original date.
Revised Disb Amt (Gross)	Remaining disbursement amount.

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

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 Reinstatement - Pre-Disb			
Disb Num	1	Get Disbursement Info	
Current Disb Date	09/19/2009	Revised Disb Date	09/25/2009
Reinstatement Cd	Y	Revised Disb Amt (Gross)	1154.00

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.

Hold/Release Changes @1-09

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

Hold/Release		
Disb Num	<input type="text" value="1"/>	Get Disbursement Info
Current Disb Date	<input type="text" value="09/19/2009"/>	
Current Disb Amt	<input type="text" value="1654"/>	
Hold and Release	<input type="text" value="Hold"/>	

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

Disbursement-level Changes
(from CT Menu)

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-Dish			
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.

Disbursement-level Changes
(from CT Menu)

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 Igo.helps@tgslc.org.

Full Disbursement Cancellation and Return of Funds @1-10

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	05/19/2009	Loan End Date	05/19/2010
School Use			
Lender Use			
Guar Use			
		* Fees %	0.01
(*) This field is required to perform the calculation.			

Full Disbursement Cancellation - Post-Disb				
Disb Num	1	Get Disbursement Info	Reinstatement Cd	N
Current Disb Date	09/19/2009		Disb Consum Cd	N
Cancellation Date	09/23/2009		** Return Amt (Net)	1684.83
** Cancellation Amt (Gross)	1685		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.

Continued on next page

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)

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.

Partial Disbursement Cancellation and Return of Funds @1-10

Loan Information	
Award UID <input style="width: 150px;" type="text" value="0033330000121PAQD"/>	PLUS/Alt Student SSN <input style="width: 100px;" type="text"/>
Loan Seq Num <input style="width: 30px;" type="text" value="3"/>	Alt Loan Program Type <input style="width: 50px;" type="text"/>
Loan Type Cd <input style="width: 100px;" type="text" value="Sub Stafford"/>	
First Disb Date <input style="width: 80px;" type="text" value="09/19/2009"/>	
School ID <input style="width: 80px;" type="text" value="00333300"/>	
Lender ID <input style="width: 80px;" type="text" value="833333"/>	
Guar Date <input style="width: 80px;" type="text" value="04/19/2009"/>	
Loan Beg Date <input style="width: 80px;" type="text" value="08/15/2009"/>	Loan End Date <input style="width: 80px;" type="text" value="05/19/2010"/>
School Use <input style="width: 200px;" type="text"/>	
Lender Use <input style="width: 150px;" type="text"/>	* Current Disb Amt <input style="width: 80px;" type="text" value="1865"/>
Guar Use <input style="width: 150px;" type="text"/>	* Fees % <input style="width: 80px;" type="text" value="0.01"/>
(**) These fields are required to perform the calculation.	

Partial Disbursement Cancellation - Post-Disb	
Disb Num <input style="width: 30px;" type="text" value="1"/> Get Disbursement Info	Reinstatement Cd <input style="width: 50px;" type="text" value="N"/>
Current Disb Date <input style="width: 80px;" type="text" value="09/19/2009"/>	Disb Consum Cd <input style="width: 50px;" type="text" value="N"/>
Cancellation Date <input style="width: 80px;" type="text" value="09/23/2009"/>	** Return Amt (Net) <input style="width: 80px;" type="text" value="762.92"/>
** Cancellation Amt (Gross) <input style="width: 80px;" type="text" value="763"/>	Return Method Cd <input style="width: 150px;" type="text" value="Electronic Funds Transfer (E)"/>
Revised Disb Date <input style="width: 80px;" type="text" value="09/19/2009"/>	
** Revised Disb Amt (Gross) <input style="width: 80px;" type="text" value="1102.00"/>	
(**) 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

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			

Full/Partial Reinstatement - Post-Dish				
Disb Num	1	Get Disbursement Info	Revised Disb Date	09/27/2009
Current Disb Date	09/19/2009		Revised Disb Amt (Gross)	1645
Reinstatement Cd	Y			

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.

Disbursement-level Changes (from CT Menu)

Full Disbursement Reissue and Return of Funds @1-10

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			
		* Fees %	0.01
(*) This field is required to perform the calculation.			

Full 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)	1522.85
** Disb Amt (Gross)	1523		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 <i>after</i> 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.

Continued on next page

Disbursement-level Changes
(from CT Menu)

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)

Disbursement-level Changes
(from CT Menu)

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	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		* Current Disb Amt	1650
Guar Use		* 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 <i>after</i> today's date.

Continued on next page

Disbursement-level Changes
(from CT Menu)

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)

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.

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	PLUS/Alt Student SSN	
Loan Seq Num	3	Alt Loan Program Type	
Loan Type Cd	Sub Stafford		
First Dist 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			

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.

Return of Title IV
(from CT Menu)

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 <i>all</i> 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.

Return of Title IV
(from CT Menu)

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

Loan Information

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

Decrease Loan Amount: Sub/Unsub Reallocation

Loan Amount After Decrease	<input type="text" value="1908"/>	Get Disbursement Info		
Revised Cert Amt	<input type="text" value="1908"/>	Disbursement	Date	Amt
Cost of Attendance	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="09/19/2009"/>	<input type="text" value="954"/>
EFC	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="01/01/2010"/>	<input type="text" value="954"/>
Financial Aid Amt	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>
Change Cert Date	<input type="text" value="05/19/2009"/>	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>

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

Loan-Level Changes
(from CT Menu)

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.

Continued on next page

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.

Loan-Level Changes
(from CT Menu)

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																				
Loan Amount	4266	<table border="1"> <thead> <tr> <th colspan="3">Get Disbursement Info</th> </tr> <tr> <th>Disbursement</th> <th>Date</th> <th>Amt</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>09/19/2009</td> <td>2133</td> </tr> <tr> <td>2</td> <td>01/01/2010</td> <td>2133</td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> </tr> </tbody> </table> <p><i>A decrease (13) trans must accompany this increase (14) trans.</i></p>	Get Disbursement Info			Disbursement	Date	Amt	1	09/19/2009	2133	2	01/01/2010	2133	3			4		
Get Disbursement Info																				
Disbursement	Date		Amt																	
1	09/19/2009		2133																	
2	01/01/2010	2133																		
3																				
4																				
After Increase	4266																			
Revised Cert Amt	4266																			
Cost of Attendance																				
EFC																				
Financial Aid Amt																				
Change Cert Date	05/19/2009																			

Loan-Level Changes (from CT Menu)

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 <i>add</i> 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	<input type="text" value="00333300"/>
School Use	<input type="text"/>
Lender Use	<input type="text"/>
Guar Use	<input type="text"/>

Change Borrower Email Information	
E-mail Address	<input type="text" value="student@campus.edu"/>
E-mail Validity Indicator	<input type="text" value="Y"/>
E-mail Effective Date	<input type="text" value="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-Level Changes
(from CT Menu)

Loan Increase @1-24

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 Increase			
Loan Amount After Increase	4626	Get Disbursement Info	
Revised Cert Amt	4626		
Cost of Attendance			
EFC			
Financial Aid Amt			
Change Cert Date	05/19/2009		
		Disbursement	Date
		1	09/19/2009
		2	01/01/2010
		3	
		4	
			Amt
			2313
			2313

Loan-Level Changes (from CT Menu)

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.

TG CT Detail Report For Records Last Updated From 04/13/2009 To 04/16/2009			
Date: 04/16/2009		Page 1 of 11	
UID: 0055550007102T0JP	Seq Nbr: 1	Loan Type: SF	CL4
Borrower Information			
Last Name: BORROWER	First Name: STUDENT	MI:	
SSN: 321-80-1234	DOB: 01/18/73		
School ID: 00555507	Lender ID: 877777	Recipient ID: 748	
First Disb Date: 01/07/09	Loan Begin Date: 08/01/08	Alt Prog Type:	
Guar Date: 01/07/09	Loan End Date: 05/31/09	PLUS/Alt Stmt SSN:	
Change Type: Hold/Release		Status CD: R	
School Use:	Lender Use:	Current Disb Date: 01/07/09	Guar Use: G01
Disb Num: 1		Hold and Release: H	
Current Disb Amt: \$875.00			
Change Type: Hold/Release		Status CD: R	
School Use:	Lender Use:	Current Disb Date: 01/15/09	Guar Use: G01
Disb Num: 2		Hold and Release: H	
Current Disb Amt: \$875.00			

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.

TG Change Transaction Transmission Log For Records Transmitted From 02/01/2008 To 01/13/2009							
Date: 01/13/2009							Page 1 of 1
Borrower SSN Name	Loan Type	Disb Num	Guar Date	School ID	Lender ID	Recipient ID	Sent Date
954-00-1181 AEIGHTY, ONE Stnt SSN: --	AL	1		00333901 Uniq ID / Seq No: 0033390001102TP30/15	833339 Lender Use:	833339 CL Ver: CL4 Guar Use:	11/20/08
Change Type: Partial Disbursement Cancellation - Pre-Disb							
Disb Num: 1				Current Disb Date: 10/06/08			
Revised Disb Amt (Gross): \$2,500.00				Revised Disb Date: 10/06/08			
Cancellation Amt (Gross): \$2,500.00				Cancellation Date: 11/20/08			
				Reinstatement Cd: N			
Total Transactions Reported: 1				Total Return Amount:		\$ 0.00	
				Total Refund Amount:		\$ 0.00	
				Report Total:		\$ 0.00	

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.

TG Change Transaction Receive Report For Received Date From 02/01/2008 To 01/13/2009							
Date: 01/13/2009							Page 1 of 4
Borrower SSN Name	Loan Type	Disb Num	Guar Date	School ID	Lender ID	Recipient ID	Received Date
School ID: 00333300							
748-11-0000 BOBADILLA, APPLE	SF	1	11/12/08	00333300 Uniq ID / Seq No: 003333000010NNOGS/1	833333 Lender Use:	748 CL Ver: CL4 Guar Use: G01 733333	01/13/09
Change Type: Sub/Unsub Reallocation							Status CD: Y
Loan Amount After Decrease: \$200.00				Disb Num	Date	Amount	
Revised Cert Amt: \$200.00				1	11/12/08	\$100.00	
Cost of Attendance: \$0.00				2	01/10/09	\$100.00	
EFC: \$0.00							
Financial Aid Amt: \$0.00							
Change Cert Date: 01/08/09							
School ID: 00333300							
748-11-0000 BOBADILLA, APPLE	SU	1	11/12/08	00333300 Uniq ID / Seq No: 003333000010NNOGS/2	833333 Lender Use:	748 CL Ver: CL4 Guar Use: G02 733333	01/13/09
Change Type: Sub/Unsub Reallocation Increase							Status CD: Y
Loan Amount After Increase: \$5,450.00				Disb Num	Date	Amount	
Revised Cert Amt: \$5,450.00				1	11/12/08	\$2,725.00	
Cost of Attendance: \$0.00				2	01/10/09	\$2,725.00	
EFC: \$0.00							
Financial Aid Amt: \$0.00							
Change Cert Date: 01/08/09							

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).

TG Change Transaction Response Summary Report For Records Received From 02/01/2008 To 01/13/2009							
Date: 01/13/2009							Page 1
Borrower SSN Name	Recipient ID	Uniq ID / Seq No	Guar Loan ID	Loan Type	Disb Nbr	Canc Date	Recv Date
School: 00333300							
Y Processing Results - Successful							
748-11-0000	748	003333000010NNOGS / 1	G01	SF	0		01/13/09
BOBADILLA, APPLE							
Change Type: Sub/Unsub Reallocation							
748-11-0000	748	003333000010NNOGS / 2	G02	SU	0		01/13/09
BOBADILLA, APPLE							
Change Type: Sub/Unsub Reallocation Increase							
748-11-0001	748	003333000010NNOGS / 1	G01	SF	0		01/05/09
BOBADILLA, APRICOT							
Change Type: Sub/Unsub Reallocation							
748-11-0001	748	003333000010NNOGS / 2	G02	SU	0		01/05/09
BOBADILLA, APRICOT							
Change Type: Sub/Unsub Reallocation Increase							
748-33-0002	748	003333000010NZOMC / 2	G02	SU	0		01/13/09
BOBADILLA, LBW MERGE							
Change Type: School Refund							
748-33-0002	748	003333000010NZOMC / 1	G01	SF	0		01/13/09
BOBADILLA, LBW MERGE							

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.

Texas Guaranteed Check Register For Records Last Updated From 03/31/2008 To 03/17/2009						
Date: 03/17/2009						Page 1 of 1
Borrower SSN	Borrower Name	Loan Type	Uniq ID / Seq No	Disb Nbr	Return Amt	Refund Amt
833333	UAT LENDER THREE					
748-11-0004	BOBADILLA, POST DISB	SF	003333000010P10JK/1	1	\$ 245.00	
Change Type: Partial Disbursement Cancellation - Post-Disb						
Guar Use: G01						
Total records for lender 833333: 1				Total Amounts:	245.00	0.00
				Grand Total:	\$ 245.00	

Check Register Report

CommonLine Error Codes

Code	Error Code Description	Code	Error Code Description
001	Borrower's SSN Missing or invalid	324	Pre-Disbursement change requested, but Disbursement already sent
002	Borrower and student have the same SSN	325	Post-Disb. change requested, but Disb. has not yet occurred
003	Borrower's name is missing or invalid	326	Actual returned amt exceeds Disb. amt on database
004	Borrower's date of birth is missing or invalid	327	Full cancellation requested, but actual returned amt is less than Disb. amt on database
034	Student's SSN missing or invalid	328	Full reissue requested, but Disb. amt and/or actual returned amt do not equal Disb. amt on database
045	LPBD and LPED must be valid dates and cannot be ZERO	341	Loan/Disbursement status ineligible for change
048	LPBD must be within 2 years of LPED	342	Database shows the student is attending different school
049	Grade level code is missing or invalid	344	LPBD cannot be more than 30 months in the future
052	AGD missing or invalid	345	AGD cannot be more than 10 years in the future
053	AGD cannot be less than LPED	350	Record not processed due to multiple errors
054	School ID missing or invalid	360	Service provider cannot process amts other than whole dollars
067	Loan amount exceeds grade level limit	361	Reallocation request to increase Unsub loan, but no reduction request for sub loan
068	Loan amount exceeds aggregate limit	363	School refund date is missing or invalid
072	Disb. date is more than 180 days after LPED	368	Change cert date is missing or invalid
074	Disb. date greater than 30 days prior to LPBD	369	Cancellation date is missing or invalid
075	Disb. date is more than 90 days after LPED	370	Reinstatement indicator code is missing or invalid
078	School cert date is after LPED	371	Hold/Release indicator is invalid
079	Lender ID is missing or invalid	373	School refund amount is missing or invalid
093	School or file recipient should contact the service provider	374	Decreased loan amount is missing or invalid
095	CommonLine Uniq ID is missing or invalid	375	Increased loan amount 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		
			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
		424	Revised school refund amt is invalid
386	Cannot add Disb.; loan full Disbursed	425	Invalid revised school refund date
389	Loan increase amount must be current loan amount	426	Withdrawal date invalid
390	Loan decrease amount must be current loan amounts	429	Reallocation request to decrease sub loan, but no increase request to Unsub loan
392	Loan selected for reallocation have different loan periods	430	Reallocation request to decrease Unsub loan, but no increase request to sub loan
393	Total of new sub/Unsub request exceeds current total sub/Unsub guarantee amount	452	Disbursement # already in use
394	Sum of Disbursements does not equal loan increase/decrease amount.	453	Disbursement # is not next sequential #
395	Student's grade level exceeds school's participation agreement	455	Lender ID not equal to current or original lender
396	Cannot combine a hold/release request with other transactions in the same record	459	Increase/Decrease loan amount "not equal to Revised Cert Amount
397	Hold cannot be processed because Disb. cancel	499	Reallocation request to increase sub loan, but no reduction request for Unsub loan
398	Hold cannot be processed because funds already Disbursed	500	Disbursement Amount is missing or invalid
399	Hold cannot be processed because Disb. does not exist	501	Revised Cert Amount is missing invalid
402	Release cannot be processed because Disb. already cancelled		Revised Disbursement Amount + Cancel Amount not = recipients database
403	Release cannot be processed because Disb. does not exist		LPBD - Loan Period Begin Date
404	Release cannot be processed because funds already Disbursed		LPED - Loan Period End Date
			AGD - Anticipated Graduation Date
			EFT - Electronic Funding Transfer

CommonLine Error Codes

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				
0122202	006	LP881	G01		REJ	2-10A	325	350		
0125202	005	LP881	G01	S	PRC	2-09A	1-10A			
0125202	226	LP881	G01	LOAN	CNCL	DATE	CHG		OV:	BLANKS
0125202	140	LP881	G01-2	DISB	CNCL				OV:	NEVER BILLED
0125202	220	LP881	G01	LOAN	STATUS	CHG			OV:	SA STUDENT ASSUMED
0125202	100	LP881	G01-1	DISB	CNCL	CM	ISS		OV:	P PAID
0125202	191	LP881	G01-1	ACT	DISB	DATE	CHG		OV:	01/04/02
0125202	194	LP881	G01-T	ACT	DISB	AMT	CHG		OV:	\$ 81631.00

Produces History change transaction.

Stage Directions

- 1 Common Account Maintenance (CAM) and CommonLine (CL) transactions can be identified by the LP881 code.
- 2 One character field for originating institution. Can be either S=School, L=Lender.
- 3 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)
- 4 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)
- 5 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 Reinstatement
- 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 Reinstatement
- 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 Reinstatement
- 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

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