

Loan Change Request Guidelines for Schools

Column Description:

A – The transaction or type of request that may be submitted by a school. **B** – Requests may be submitted to the lender or EdFUND. Depending on the request, EdFUND may forward the request to the lender for approval prior to updating the Financial Aid Processing System™ (FAPS). **C** – The different methods used for submitting a request. Transactions or requests submitted by *batch* are processed overnight. *Online* transactions or requests are processed immediately by using the FAPS screens (e.g., MMDI) identified on the chart. Transactions or requests submitted through *e-mail* must include all data elements required on paper forms. **D** – Change requests may be submitted for loans in the indicated disbursement status. Disbursement status definitions: **Anticipated (Antc.)** – either the disbursement has not been made or it has been made, but disbursement transaction has not been accepted on FAPS. **Actual** – disbursement has been made and accepted on FAPS. **Fully Disbursed** – all scheduled disbursements have been made and accepted on FAPS. **Canceled** – a disbursement or guarantee that is canceled prior to disbursement; *Paid-in-full return check (PIF/RC)* – cancellation of an actual disbursement; *Administrative cancellation (A/C)* – a loan or disbursement segment remained in a non-disbursed status on FAPS for more than 151 days. **E** – Reports sent to the school and lender when a transaction is submitted. **F** – Helpful comments.

A Transaction or Type of Request	B Submit Request to		C Reporting Method			D Disbursement Status on FAPS				E Output Reports		F Comments
	Lender	EdFUND	Online/ Batch	E-Mail/ Phone	Fax/ Paper	Antc.	Actual	Fully Disbursed	Canceled PIF/RC A/C	School	Lender	
1. Address Change/Correction	✓	✓	MMDI	✓	✓	✓	✓	✓	✓		BCR	
2. Anticipated Graduation Date (AGD) Change	✓	✓	MPGA	✓	L-4H SSCR SCR	✓	✓	✓	✓	SPG1	BCR CPG1 PGA1	In addition to the updating the new AGD, the MPGA screen requires the loan period to be updated as well.
3. Budget Information Change	✓	✓	MPGA SURS/ SURD	✓	L-4H	✓	✓	✓	✓	SPG1	CPG1 PGA1	Not required for loans disbursed on or after 10/1/98. This will only change with an increase to the guarantee amount.
4. Cancellation – Disbursement	✓	✓	MPGA	✓	L-4H	✓				SPG1	ART CPG1 PGA1	Cancellation date must be entered with the current date or a date in the past. Disbursement amounts must be left blank.
5. Cancellation – Guarantee	✓	✓	MPGA	✓	L-4H	✓				SPG1	ART PGA1	
6. Date of Birth Change	✓	✓	MMDI	✓	✓	✓	✓	✓	✓		BCR	Documentation may be required.
7. Disbursement Date Change	✓	✓	MPGA	✓	L-4H	✓	✓	✓		SPG1	CPG1 PGA1	Certification date must be entered on the MPGA screen with the current date or a date in the past. Disbursement dates must be entered either with the current date or a future date.
8. Disbursement Decrease	✓	✓	MPGA	✓	L-4H	✓	✓	✓		SPG1	ARA CPG1 PGA1	Cancellation date must be entered on the MPGA screen with the current date. Disbursement dates must be entered either with the current date or a future date.
9. Disbursement Increase	✓	✓	MPGA	✓	L-4H	✓	✓	✓		SPG1	CPG1 PGA1	Amount must be in compliance with federal regulations. Disbursement increases cannot be processed on the MPGA screen if the loan is in an actual status.

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	Lender	EdFUND	Online/ Batch	E-Mail/ Phone	Fax/ Paper	Antc.	Actual	Fully Disbursed	Canceled PIF/RC A/C	School	Lender	
10. Disclosure & P-Note Reprint (MPN & PLUS)	✓	✓	SRAF	✓	✓	✓					NDS1	Promissory note can be reprinted only if the loan is in an anticipated status and has not been revised.
11. Enrollment Status Change	✓	✓		✓	SSCR SCR	✓	✓	✓				
12. Extension/Deferment	✓			✓	✓			✓			ART	
13. Grade Level Change	✓	✓	MPGA	✓	L-4H	✓	✓	✓	✓	SPG1	BCR CPG1 PGA1	If the guaranteed amount exceeds the annual loan limit, the grade level decrease must be submitted with a loan adjustment.
14. Guarantee Increase on Single Loans	✓	✓	MPGA	✓	L-4H	✓	✓	✓		SPG1	CPG1 PGA1 NDS1	Copy of loan application may be required. An increase on the MPGA screen requires the disbursement to be in anticipated status.
15. Hold/Release App/Send	✓			✓	✓	✓						Schools should consult with their service providers to determine if this service is supported.
16. Hold/Release Change Transaction	✓			✓		✓				SPG1	PGA1	Schools should consult with their service providers to determine if this service is supported.
17. Late Disbursement	✓			✓	✓	✓						Must be disbursed within 90 days of the end of the loan period.
18. Late Guarantee	✓	✓	MKA1-5 MPN1-4	✓								Loan must be certified prior to end of loan period and borrower must not be less than half-time status.
19. Loan Period Change	✓	✓	MPGA	✓	L-4H	✓	✓	✓	✓	SPG1	CPG1 PGA1	Loan period changes may require adjustments to disbursement amounts and dates. Certification date must be the current date or a date in the past when entering the update on the MPGA screen.
20. Name Change/Correction	✓	✓	MMDI	✓		✓	✓	✓	✓		BCR	Legal documentation may be required.
21. Reallocation	✓	✓	SURS/ SURD	✓	L-4H	✓	✓	✓		SPG1	CPG1 PGA1	Refer to Operations Memo SM 98-05, dated January 16, 1998.
22. Refund	✓			✓	✓		✓	✓			ARA	Any partial refund received from the school must be reported and appropriate fees must be credited to the borrower's account.
23. Reinstatement	✓		MPGA	✓	✓				✓	SPG1	ARA CPG1 PGA1	Disbursement dates must be the current date or a future date.
24. School Code Change	✓	✓		✓	✓	✓	✓	✓				Documentation is needed if the Department of Education officially changes the school code. Contact your EdFUND Client Relations Manager for assistance.
25. School Code Correction	✓	✓		✓	✓	✓	✓	✓				Error may have occurred by the institution ID being entered or provided incorrectly.
26. SSN Change	✓	✓		✓	✓	✓	✓	✓	✓		BCR	If the Social Security number (SSN) is transposed, documentation may be required. Conflicting information will require documentation.

Output Reports:

ARA - Insurance Premium Accepted/Rejected Report
 BCR - Borrower Change Report
 CLR - Electronic CommonLine® Response
 CPG1 - Accepted/Rejected Change Transactions Request Report

NDS1 - Notice of Disclosure Statement
 PGA1 - School Change Transaction Request Report
 SPG1 - Accepted/Rejected Change Transactions Request Report

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