

**NEW LOAN INPUT FORM FOR ENHANCED CUSTOMERS – (BATCH TICKET MUST ACCOMPANY INPUT FORMS)**

Post Office Box 2902  
Winston-Salem, NC 27102



**YOU MUST HAVE ENTRIES IN ALL FIELDS WITH AN ASTERISK (\*). \*\*INDICATES NSLDS FIELDS**

<b>SI</b>	<b>Program No. *</b>	<b>Loan Number *</b>	<b>Seq. No. *</b>	You Must Indicate Sequence Number
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**PRIMARY NAME**  
Last Name, Suffix, Space, First Name, Middle Initial \* Social Security No.\*

Address Status (1) **Address – Line 1\***  
**Address – Line 2\***

Location (2) **City/State (State must be a valid two digit State abbreviation) \*** **Zip Code\***

Foreign Address Line (Use only if additional line for Foreign Address is needed) Telephone Area Code

MAY BE BLANK WHEN USING SOCIAL SECURITY HEADER OPTION

**SECONDARY ADDRESS**

Address Status **Address – Line 1**  
**Address – Line 2**

Location **City/State (State must be a valid two digit State abbreviation)** **Zip Code**

Foreign Address Line (Use only if additional line for Foreign Address is needed) Telephone Area Code

WHEN ENTERING SECONDARY INFORMATION, USE SAME REQUIREMENTS AS FOR PRIMARY  
Bill-to-Address (Y,N)

**LOAN DATA**

**Loan (3) Sub-Type\*** **Type (4)** **Loan Amount (5)\*** **Interest Rate (6)\*** **Note Type (7)** **Note Date (8)\*** **Separation Date (9)\*** **Status (10) \***

Repymt Freq Term **Grace** **Min. Code (15) \*** **Min. Pmt. Amt. (16) \*** **MPOC (17) \*** **Student** **Lt. Chg.** **Fund Issue No. (For Private Funds Only)**

Plan (11) (12) (Mnth) (13) **Months (14) \*** **Fin. (18)** **Code (19)**

**OTHER INFORMATION**

Student ID No. **Income** **Marital** **Code** **Status** **Sex** **Race** **\*\*Birth Date** **\*\*Acad Lev (24)** **Driver's License No.** **State**

**\*\*Enrolled St Cde (20)** **\*\*Dte St Cd Eff (21)** **\*\*Enr Start Dte (22)** **\*\*Enr End Dte (23)** **\*\*Acad Year (25)**

Loan Remark

Items in red in "Other Information" section required for Perkins Loans only

**INTEREST ACCRUAL INFORMATION**

IBE IAC IRC BIF SUB DCF FIELD1 FIELD2 FIELD3

**COMAKER/COSIGNER ADDRESS**

Last Name, Suffix, Space, First Name, Middle Initial Type

Address Status **Address – Line 1**  
**Address – Line 2**

Location **City/State (State must be a valid two digit State abbreviation)** **Zip Code**

Foreign Address Line (Use only if additional line for Foreign Address is needed) Telephone Area Code

# INPUT CODES AND FIELD DEFINITIONS

- |   |  |   |  |
|---|--|---|--|
| <p><b>(1) Address Status</b><br/>         G – Good<br/>         B – Bad</p>   | <p><b>(2) Location</b><br/>         D – Domestic<br/>         F – Foreign<br/>         N – Domestic Foreign (Canada/ Mexico)</p>   | <p><b>(3) Loan Type</b><br/>         N – Federal Perkins<br/>         H – HPSL/PCL/LDS<br/>         T – NSL<br/>         I – Institutional (Private)</p>  |  |
| <p><b>(4) Sub-Type</b><br/>         000 – Federal Perkins, HPSL, NSL and most Institutional<br/>         011 – HELA Programs (only University of Chicago)<br/>         022 – Institutional Programs with variable interest rates</p>  | <p><b>(5) Loan Amount</b><br/>         The total amount disbursed to date. If any activity has occurred on this loan, please do <u>not</u> use this form. Contact your Customer Service Representative.</p>  |   |  |
| <p><b>(6) Interest Rate</b><br/>         Federal Perkins: 05.000 = 10/01/81 to present<br/>         HPSL: 05.000 = 11/04/88 to present<br/>         LDS: 05.000 = 11/06/90 to present<br/>         PCL: 05.000 = 07/01/93 to present</p>  | <p><b>(7) Note Type Code</b><br/>         C (Single Borrower Note) – Note Date between 10/01/92 and 06/30/93 with \$40 minimum (T – Co-Signer Note, N – Co-Maker Note)<br/>         D (Single Borrower Note) – Note Date 07/01/93 and after with \$40 minimum and new deferments (U – Co-Signer Note, O – Co-Maker Note)<br/>         B (Single Borrower Note) – Loans with note dates prior to 10/01/92 or a borrower who has an outstanding previous note with a \$30/\$90 minimum (S – Co-Signer Note, M – Co-Maker Note)</p> |   |  |
| <p><b>(8) Note Date</b><br/>         Date of first disbursement on this loan</p>  | <p><b>(9) Separation Date</b><br/>         The expected or actual date of graduation</p>   | <p><b>(10) Status</b><br/>         10 – Enrolled, Undergraduate<br/>         11 – Enrolled, Graduate<br/>         20 – In Grace<br/>         40 – In Repayment, Not Past Due</p>  |  |
| <p><b>(11) Repayment Plan</b><br/>         I – Equal Total Payments<br/>         IA – Equal Principal Payments<br/>         H1 – HPSL/NSL Equal Payments</p>  | <p><b>(12) Frequency</b><br/>         M – Monthly<br/>         B – Bi-Monthly<br/>         Q – Quarterly<br/>         S – Semi-Annually<br/>         A – Annually<br/>         * Blank – Default value selected by customer</p>  | <p><b>(13) Term</b><br/>         The length of the repayment period expressed in months<br/>         Ex. Perkins/NDSL -120 (10 years)</p>   | <p><b>(14) Grace Months</b><br/>         Number of grace months determined by the Promissory Note.<br/>         Ex. Private Loans – If no grace period, enter 000.</p> |
| <p><b>(15) Minimum Code</b><br/>         Y – Bill Minimum<br/>         N – No minimum on this loan<br/>         * Blank – Default value by the customer</p>   | <p><b>(16) Minimum Payment Amount</b><br/>         Applicable minimum to bill on this loan. If left blank, the system uses the Default value selected by the customer.</p>   | <p><b>(17) MPOC – Minimum Proration Override Code</b><br/>         N – Do not prorate the minimum<br/>         Y – Prorate the minimum<br/>         * Blank – Default value selected by customer</p>  |  |
| <p><b>(18) Student Financial Code</b><br/>         D – Dependent Undergraduate<br/>         I – Independent Undergraduate<br/>         S – Dependent Graduate<br/>         G – Independent Graduate</p>   | <p><b>(19) Late Charge Code</b><br/>         Y – Assess Late Charges<br/>         N – Do not assess late charges<br/>         * Blank – Default value selected by customer</p>   | <p><b>(20) Enrollment Status Code</b><br/>         The status code reflecting the borrower's current enrollment status.<br/>         A – Approved Leave of Absence    H – Half Time &lt; Full Time<br/>         D – Deceased    L – Less than Half Time<br/>         F – Full Time    W – Withdrawn<br/>         G – Graduated    N – Not Available</p> |  |
| <p><b>(21) Date Enrollment Status Effective</b><br/>         Date borrower entered into his/her current enrollment status.<br/>         (Coincides with field #20)</p>  | <p><b>(22) Enrollment Start Date</b><br/>         Date classes are to begin as certified on the financial aid application for the specific period covered by the aid. (Ex. Aid received 10/01/07, classes begin 09/04/07 – Enrollment Start Date – 09/04/07)</p>   | <p><b>(23) Enrollment End Date</b><br/>         Date classes are to end as certified on the financial aid application for the specific period covered by the aid. (Ex. Aid received 10/01/07, classes end 12/18/07 – Enrollment Start Date – 12/18/07)</p>  |  |
| <p><b>(24) Academic Level</b><br/>         Required field, if Perkins/NDSL. Otherwise, may be left blank. Valid codes are:<br/>         1 = Freshman/First Year<br/>         2 = Sophomore/Second Year<br/>         3 = Junior/Third Year<br/>         4 = Senior/Fourth Year<br/>         5 = Fifth Year/Other Undergraduate<br/>         A = First Year Graduate/Professional<br/>         B = Second Year Graduate/Professional<br/>         C = Third Year Graduate/Professional<br/>         D = Beyond Third Year Graduate/Professional<br/>         G = Graduate/Professional, Year of Study Unknown<br/>         N = Not Available, may be used only if the Date of First Disbursement is prior to July 1, 2008</p> | <p><b>(25) Academic Year</b><br/>         Required field, if Perkins/NDSL. Otherwise, may be left blank.<br/>         Code values are: The 2-digit year value that represents the first year of the academic award year (i.e. 08 = 2008-2009 academic award year).</p>   |   |  |