

**NEW LOAN INPUT FORM- (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**

S1	<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 - Line 1\*** \_\_\_\_\_

Address Status (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 Status  **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**

<b>Loan (3) Sub-Type*</b>	<b>Type (4)</b>	<b>Loan Amount (5)*</b>	<b>Interest Rate (6)*</b>	<b>Note Type (7)</b>	<b>Note Date (8)*</b> Mo. Day Yr.	<b>Separation Date (9)*</b> Mo. Day Yr.	<b>Status (10) *</b>
Repymnt Plan (11)	Freq (12)	Term (Mnths) (13)	Grace Months (14) *	Min. Code (15) *	Min. Pmt. Amt. (16) *	MPOC (17) *	Student Fin. (18)
							Lt. Chg. Code (19)
							Fund Issue No. (For Private Funds Only)

**OTHER INFORMATION**

Student ID No. \_\_\_\_\_

Income Code \_\_\_\_\_ Marital Status \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ **\*\*Birth Date** \_\_\_\_\_ Acad Lev \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

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

Loan Remark \_\_\_\_\_

**INTEREST ACCRUAL INFORMATION**

IBE	IAC	IRC	BIF	SUB	DCF	FIELD1	FIELD2	FIELD3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMAKER/COSIGNER ADDRESS**

**Last Name, Suffix, Space, First Name, Middle Initial** \_\_\_\_\_ **Type**

**Address - Line 1** \_\_\_\_\_

Address Status  **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

- (1) **Address Status**  
 G - Good  
 B - Bad
- (2) **Location**  
 D - Domestic  
 F - Foreign  
 N - Domestic Foreign (Canada/Mexico)
- (3) **Loan Type**  
 N - Federal Perkins  
 H - HPSL/PCL/LDS  
 T - NSL  
 I - Institutional (Private)
- (4) **Sub-Type**  
 000 - Federal Perkins, HPSL, NSL and most Institutional  
 011 - HELA Programs (only University of Chicago)  
 022 - Institutional Programs with variable interest rates  
 033 - TIP Programs  
 555 - MI Loan Programs
- (5) **Loan Amount**  
 The total amount disbursed to date. If any activity has occurred on this loan, please do **not** use this form. Contact your Customer Service Representative.
- (6) **Interest Rate**  
 Federal Perkins: 05.000 = 10/01/81 to present  
 HPSL: 05.000 = 11/04/88 to present  
 LDS: 05.000 = 11/06/90 to present  
 PCL: 05.000 = 07/01/93 to present
- (7) **Note Type Code**  
 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)  
 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)  
 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)
- (8) **Note Date**  
 Date of first disbursement on this loan
- (9) **Separation Date**  
 The expected or actual date of graduation
- (10) **Status**  
 10 - Enrolled, Undergraduate  
 11 - Enrolled, Graduate  
 20 - In Grace  
 40 - In Repayment, Not Past due
- (11) **Repayment Plan**  
 I - Equal Total Payments  
 IA - Equal Principal Payments  
 H1 - HPSL/NSL Equal Payments  
 (For other plans, refer to the Operations Manual.)
- (12) **Frequency**  
 M - Monthly  
 B - Bi-Monthly  
 Q - Quarterly  
 S - Semi-Annually  
 A - Annually  
 \* Blank - Default value selected by customer
- (13) **Term**  
 The length of the repayment period expressed in months  
 Ex. Perkins/NDSL - 120 (10 years)
- (14) **Grace Months**  
 Number of grace months determined by the Promissory Note.  
 Ex. Private Loans - If no grace period enter 000
- (15) **Minimum Code**  
 Y - Bill Minimum  
 N - No minimum on this loan  
 \* Blank - Default value by the customer.
- (16) **Minimum Payment Amount**  
 Applicable minimum to bill on this loan. If left blank, the system uses the Default value selected by Customer
- (17) **MPOC - Minimum Proration Override Code**  
 N - Do not prorate the minimum  
 Y - Prorate the minimum  
 \* Blank - Default value selected by customer
- (18) **Student Financial Code**  
 D - Dependent Undergraduate  
 I - Independent Undergraduate  
 S - Dependent Graduate  
 G - Independent Graduate
- (19) **Late Charge Code**  
 Y - Assess Late Charges  
 N - Do not assess late charges  
 \* Blank - Default value selected by customer
- (20) **Enrollment Status Code**  
 The status code reflecting the borrower's current enrollment status.  
 A - Approved Leave of Absence  
 D - Deceased  
 F - Full Time  
 G - Graduated
- (21) **Date Enrollment Status Effective**  
 Date borrower entered into his/her current enrollment status.  
 (Coincides with field #20)
- (22) **Enrollment Start Date**  
 Date classes are to begin as certified on the financial aid application for the specific period covered by the aid. (Ex. Aid received 10/01/94, classes begin 09/04/94  
 Enrollment Start Date - 09/04/94)
- (23) **Enrollment End Date**  
 Date classes are to end as certified on the financial aid application for the specific period covered by the aid. (Ex. Aid received 10/01/94, classes end 12/18/94  
 Enrollment End Date - 12/18/94)

\*Default values for these fields can be preset in Campus Partners System III<sup>SM</sup>. Contact your Customer Service Representative for further information.