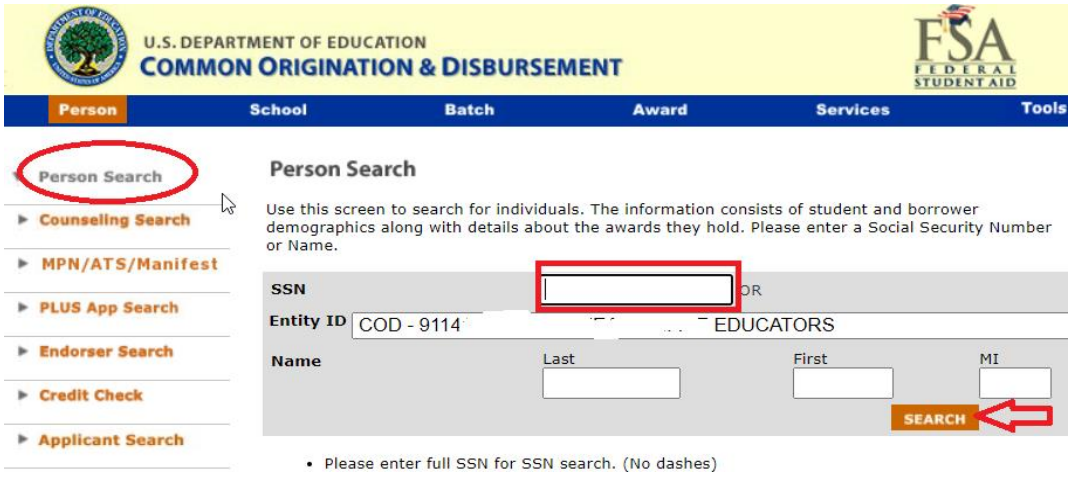
COVID-19 R2T4 Waiver Instructions for COD Reporting

Note: On Nov. 6, 2020, Federal Student Aid posted additional information about COD System changes. The information below has been revised based on the Nov. 6, 2020 Electronic Announcement.

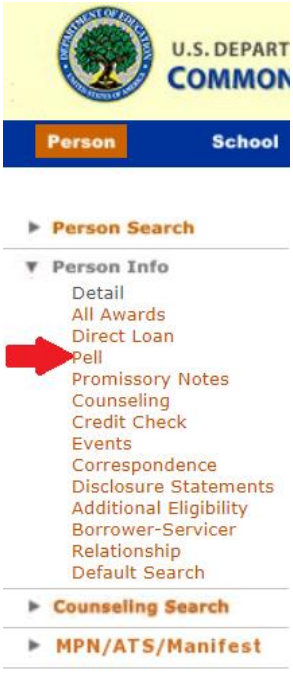
Remember, you must have "Update" access to the COD website to make these changes. If you need this access, please see your Destination Point Administrator at your institution (FAME does not have the ability to provide this access for schools).

Coronavirus Indicator for Pell Disbursements

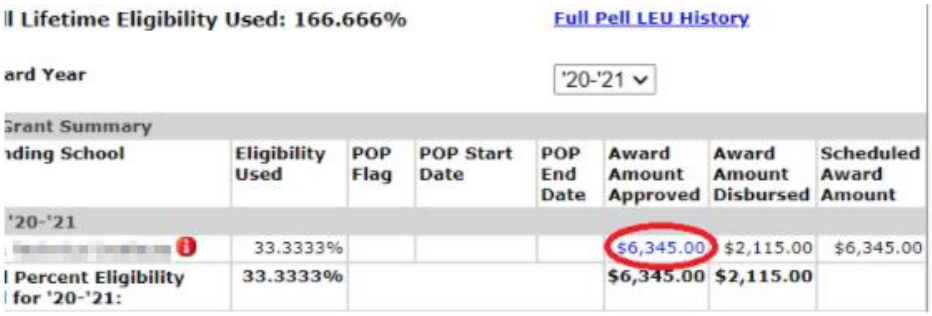
1. Locate the student record using the Person Search option. Instructions are provided on this page of the COD website.



2. Click on the "Pell" dropdown option.

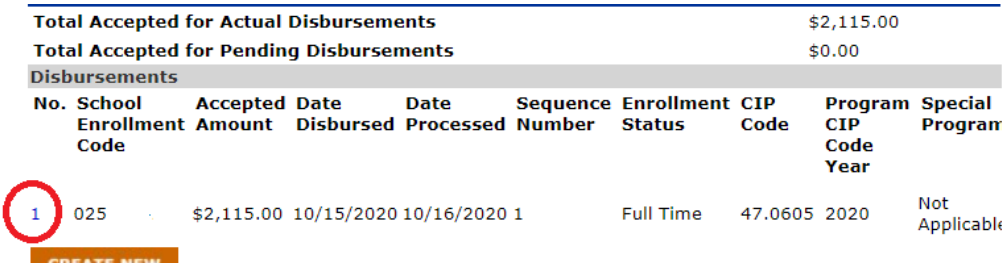


3. Click on the Award Amount Approved for your school. Be sure that the correct award year is selected.



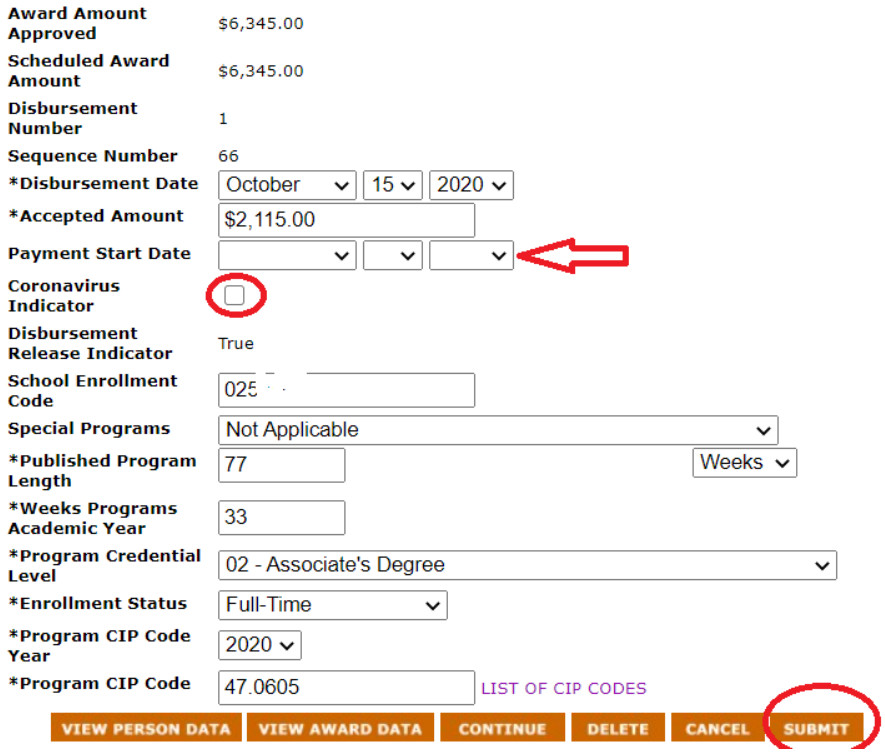
4. Now click on the Disbursements dropdown option under Award Information.

5. Be sure to click on the Disbursement Number that is for the correct payment period.

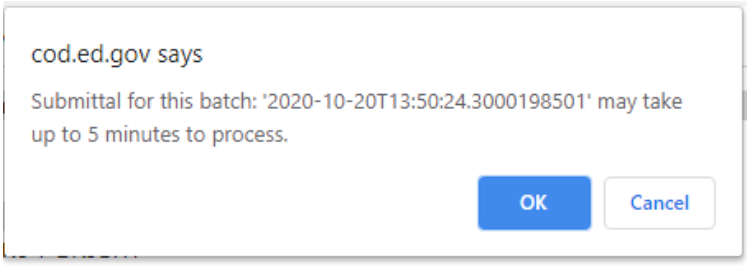


6. Click the UPDATE button at the bottom of the page.

7. An eligible disbursement must have the Disbursement Release Indicator as True and the Payment Period Start Date as a date between 1/1/2018-12/31/2020. Do not update either of these fields. You may then click the Coronavirus Indicator box. VERY IMPORTANT: Before clicking the SUBMIT button, please remember once this change is made, no further updates to this record can be done.



8. You may receive this box after clicking SUBMIT, click OK.

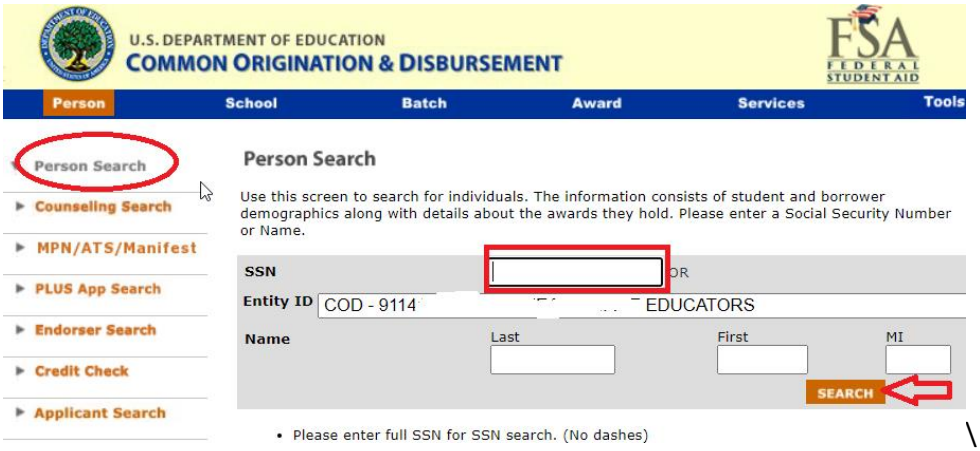


9. You should receive this message in red when the update is successful.

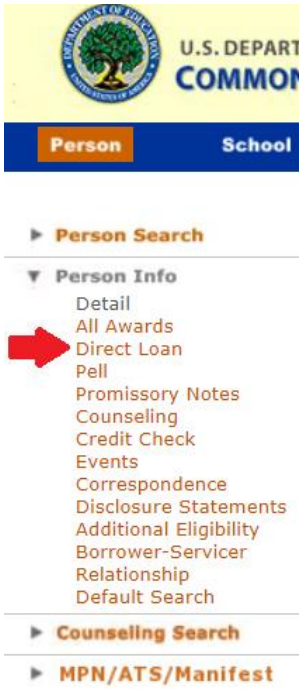
10. Repeat these steps for each eligible Pell disbursement.

Coronavirus Indicator for Direct Loan Disbursements

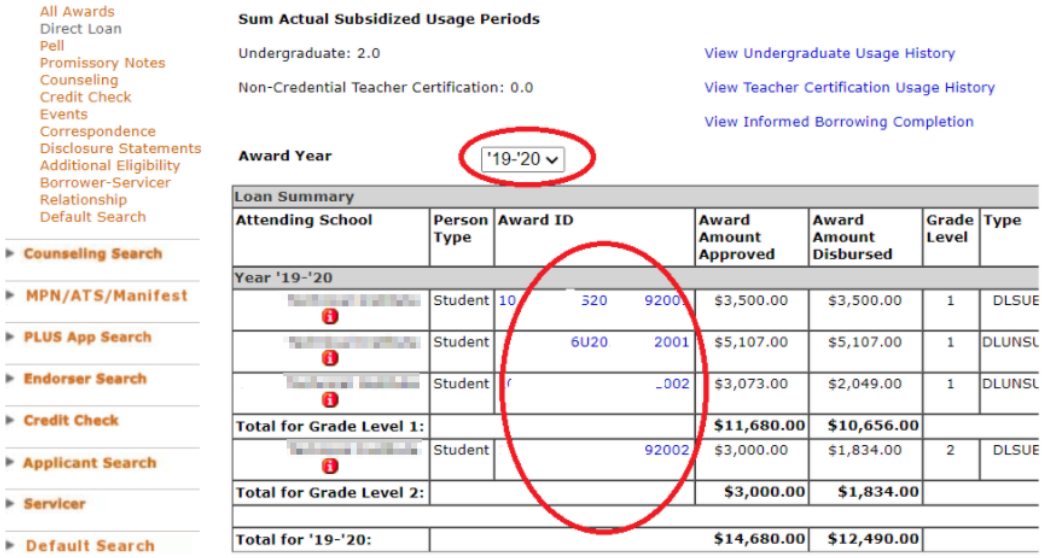
1. Locate the student record using the Person Search option. Instructions are provided on this page of the COD website.



2. Click on the “Direct Loan” dropdown option.

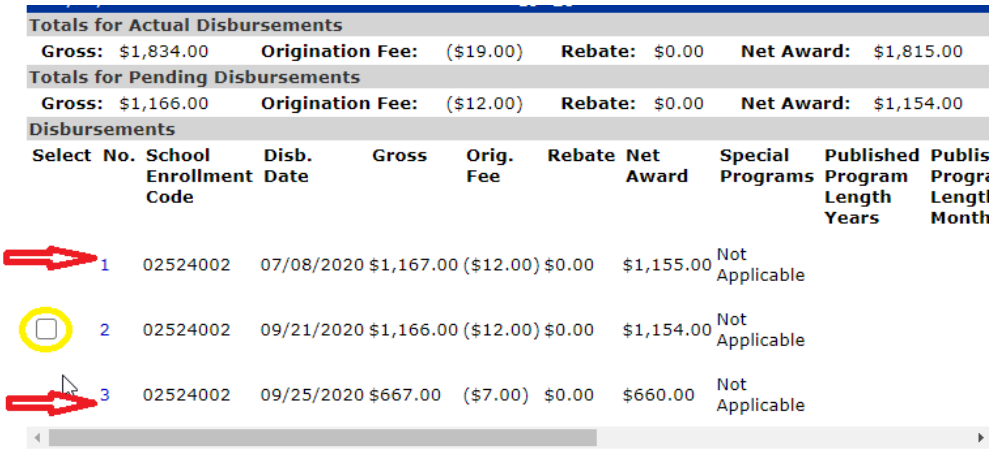


3. Be sure the correct award year is selected and click on the correct Award ID for your school. A Subsidized loan will have an S in the Award ID and if the student has multiple Sub loans for the same award year, the sequence number at the end will either be 001, 002, 003, etc. The Type of loan is also indicated to the far right to clarify DLSUB, DLUNSUB or DLPLUS.



4. Now click on the Disbursements dropdown.

5. Click on the eligible Disbursement Number as indicated with the red arrows. A disbursement that has an open box to the left is not an actual disbursement and not eligible for the Coronavirus Indicator as circled in yellow.



Totals for Actual Disbursements

Gross:	$1,834.00	Origination Fee:	($19.00)	Rebate:	$0.00	Net Award:	$1,815.00

Totals for Pending Disbursements

Gross:	$1,166.00	Origination Fee:	($12.00)	Rebate:	$0.00	Net Award:	$1,154.00

Disbursements

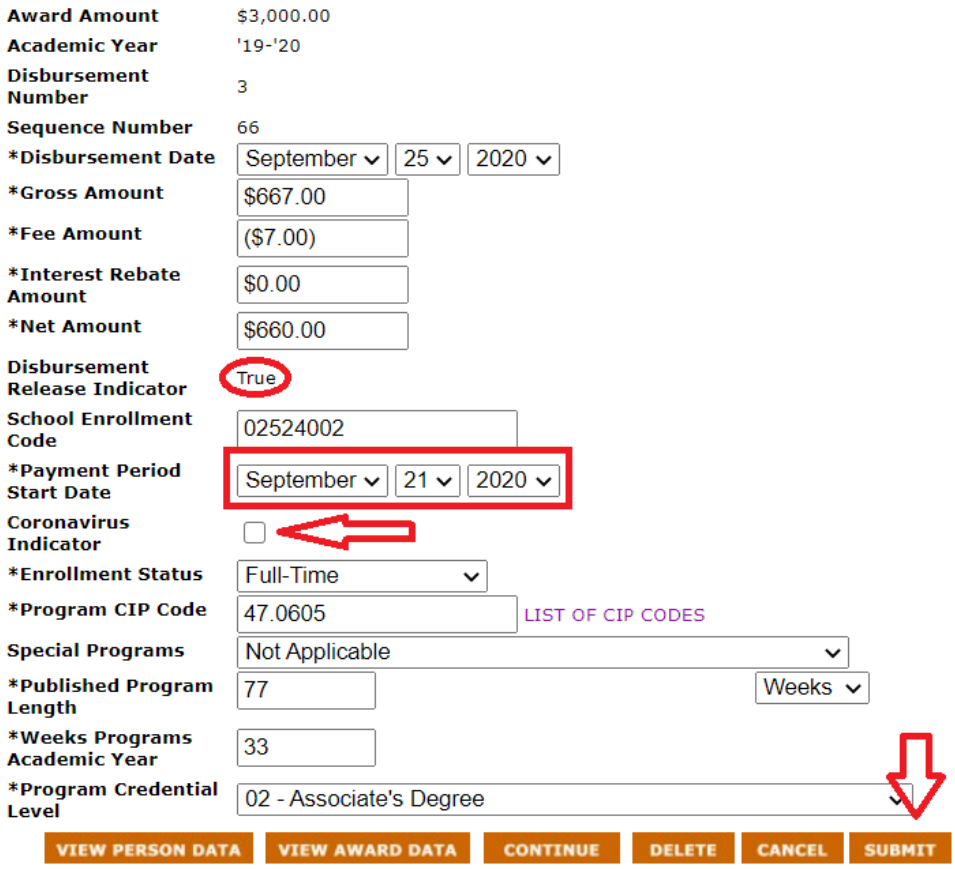
Select	No.	School Enrollment Code	Disb. Date	Gross	Orig. Fee	Rebate	Net Award	Special Programs	Published Program Length Years	Publis Progra Lengt Month
	1	02524002	07/08/2020	$1,167.00	($12.00)	$0.00	$1,155.00	Not Applicable		
☐	2	02524002	09/21/2020	$1,166.00	($12.00)	$0.00	$1,154.00	Not Applicable		
	3	02524002	09/25/2020	$667.00	($7.00)	$0.00	$660.00	Not Applicable		

6. Click the UPDATE button at the bottom of the page.

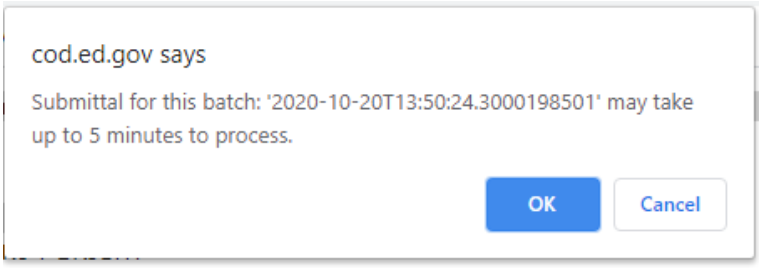
Award Disbursement Date	09/25/2020
Award Amount	$3,000.00
Award Disbursement Gross	$667.00
Origination Fee	($7.00)
Disbursement Rebate	$0.00
Net Award	$660.00
Sequence Number	1
Status	Disbursed
Date Disbursed	09/25/2020
Date Processed	09/28/2020
School Enrollment Code	025
Enrollment Status	Full Time
Program CIP Code Year	
Program CIP Code	47.0605
Payment Period Start Date	09/21/2020
Coronavirus Indicator	
Program Credential Level	02 - Associate's Degree
Special Programs	Not Applicable
Published Program Length Years	
Published Program Length Months	
Published Program Length Weeks	77
Weeks Programs Academic Year	33

UPDATE

7. An eligible disbursement must have the Disbursement Release Indicator as True and the Payment Period Start Date as a date between 1/1/2018-12/31/2020. Do not update either of these fields. You may then click the Coronavirus Indicator box. VERY IMPORTANT: Before clicking the SUBMIT button, please remember once this change is made, no further updates to this record can be done.



8. You may receive this box after clicking SUBMIT, click OK.

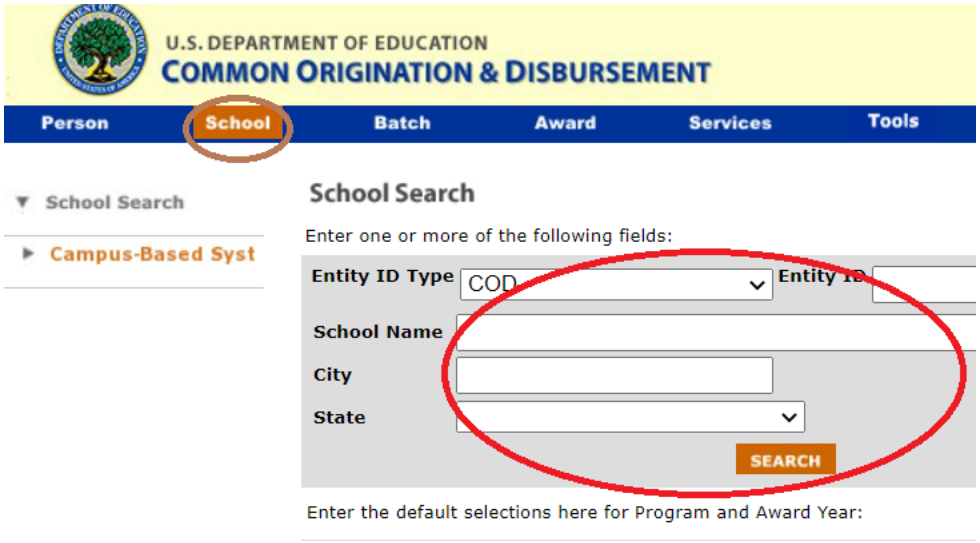


9. You should receive this message in red when the update is successful.

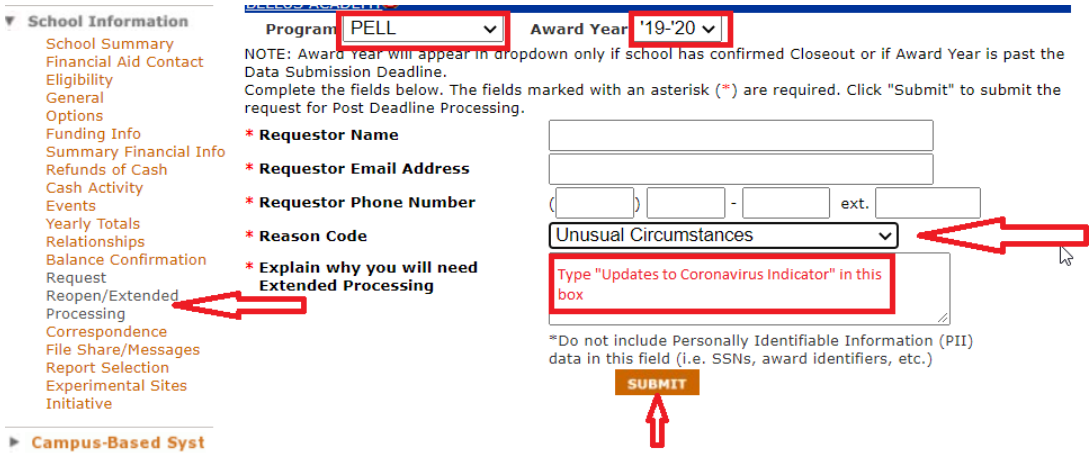
10. Repeat these steps for each eligible Direct Loan disbursement.

Requesting Closed Award Year to be Re-opened

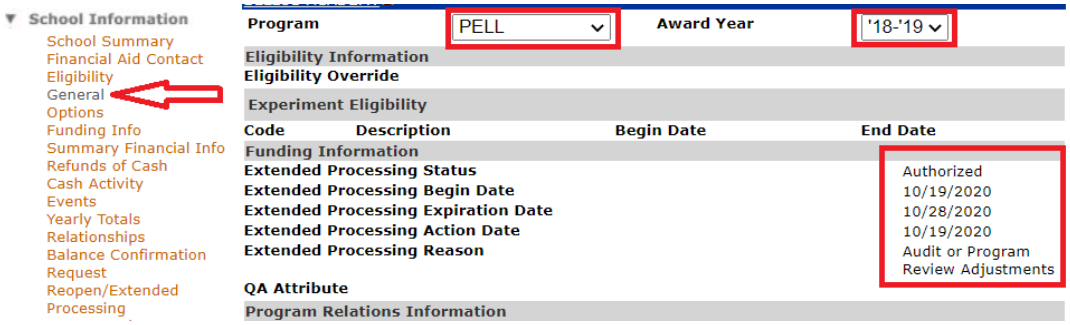
1. Click on the School tab and then locate your school's main location. You can do searches by school name, OPE ID, Direct Loan school code, etc. If an additional location uses an Ecode for Direct Loans, then you will also need to request under that location.



2. Click the Request Reopen/Extended Processing option under the School Information dropdown. Be sure that the correct Program of Pell or Direct Loan is chosen and the correct Award Year for the program. Complete the Requestor Name, email address, phone number. You must select "Unusual Circumstances" for the reason code and type "Updates to Coronavirus Indicator" in the explanation box. Click SUBMIT button. You will receive a message at the top of the page in red that your request was received and someone at the school will receive an email once it is approved. This is no longer necessary for Pell or IASG awards.



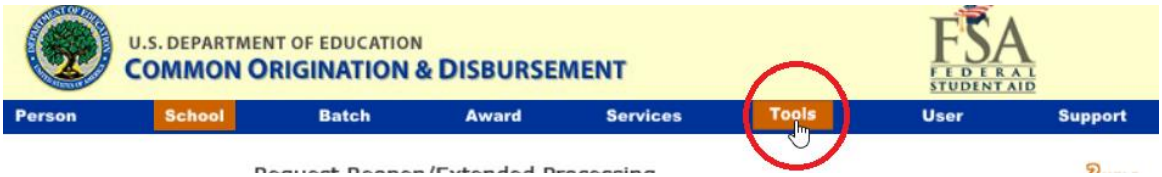
3. Once FSA approves the request, it will be updated on the General tab under School Information. You can check here periodically for updates which will tell you the status and the expiration date if authorized. You will want to make sure all updates are made by this expiration date.



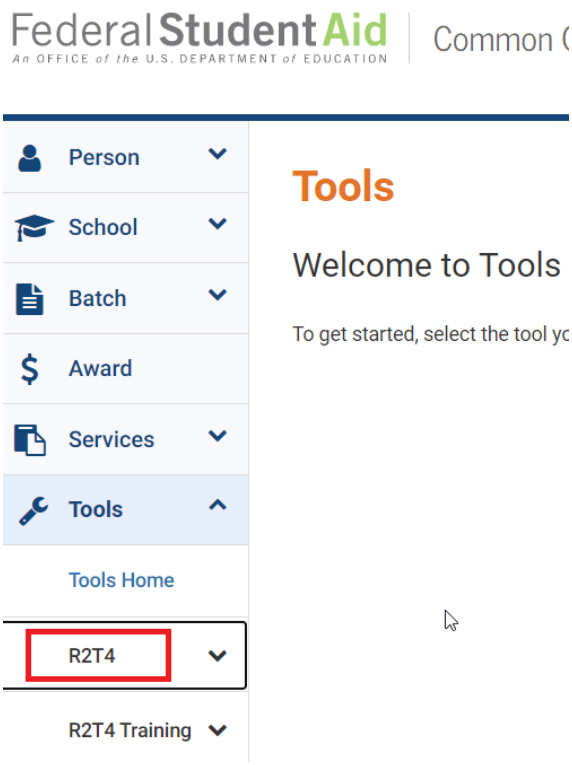
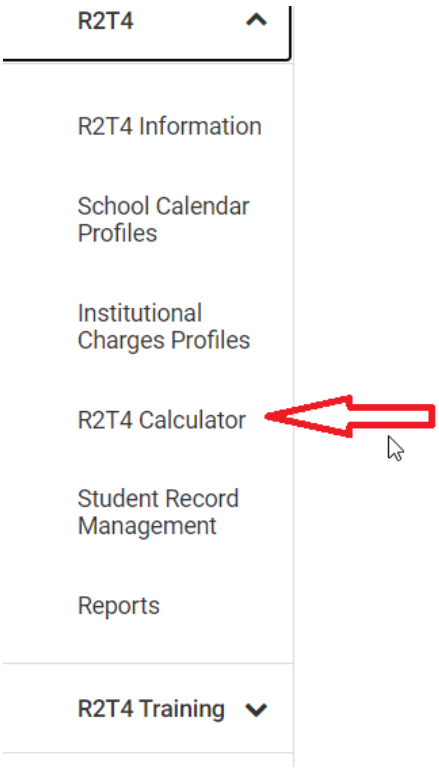
4. Once authorized, you can make the updates to the Program being requested. Remember this will need to be completed for Pell and Direct Loan separately. This is no longer necessary for Pell or IASG awards.

Accessing the R2T4 Calculator

1. Click on the Tools tab.



2. Click on the R2T4 tab on the left of the page. This page looks very different than the COD Student record pages.



3. Under the R2T4 module, you will find the R2T4 Calculator. FSA has indicated they will provide further information on using this for reporting the amounts of Title IV not returned to ED. Please check the IFAP website periodically for updated information regarding this.