

## OneLINK PageCenter Guide

\*\*\*These reports are available to schools upon request. Please contact the appropriate division to gain access to reports.

| GUARANTY REPORTS                        | FREQUENCY  |  |
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| <b>DISBURSEMENTS CANCELLED</b>          | <b>Weekly</b>  | Lists disbursements that have been cancelled from the previous week.   |
| <b>Q-LIST</b>                           | <b>School chooses how often they want to receive this report</b> | Lists the students who have completed an MPN on OneLink and are waiting for school certification.<br>--Explanation of codes-- (F-First time borrower/No outstanding loan balance, %-Reaching aggregate loan balance, *-First time on the queue list, K-lender participates in a Keystone program, I-School certified, but incomplete items remain.)  |
| <b>LIST OF BORR CORR FORMS/NOTES</b>    | <b>Weekly</b>  | Lists students who require a correction form to their MPN. The information that is missing or incomplete is listed on the report.  |
| <b>BORR INCOMP 60 DAY FOLLOW UP</b>     | <b>School chooses how often they want to receive this report</b> | Lists students who have an incomplete MPN on OneLINK for more than 60 days.  |
| <b>NEW BORROWER LISTING</b>             | <b>Weekly</b>  | Lists all students who have received a loan for the first time from AES.   |
| <b>PAID/CANCELLED LIST</b>              | <b>Weekly</b>  | Lists Stafford and PLUS loans that have been paid or cancelled within 120 days of disbursement.  |
| <b>PLUS QUEUE LIST 0 REQUESTED</b>      | <b>Daily</b>   | Plus loan submitted with no borrower amount requested.   |
| <b>STAFFORD CASH MANAGEMENT LETTERS</b> | <b>School chooses how often they want to receive this report</b> | Assists schools in meeting cash management notification requirements for Stafford loans by providing a report in a letter format. The letter includes all information that schools need to provide to students to meet the cash management notification requirements, and schools can print off the letters and distribute the letters to students. A school can request the letters be created up to 30 days prior to, but no more than 30 days after the scheduled disbursement date. This time-frame is according to federal regulations.             |
| <b>PLUS CASH MANAGEMENT LETTERS</b>     | <b>School chooses how often they want to receive this report</b> | Assists schools in meeting cash management notification requirements for PLUS loans by providing a report in a letter format. The letter includes all information that schools need to provide to parent borrowers to meet the cash management notification requirements, and schools can print off the letters and distribute the letters to parent borrowers. A school can request the letters be created up to 30 days prior to, but no more than 30 days after the scheduled disbursement date. This time-frame is according to federal regulations. |
| <b>PLUS LOAN PRE-APPR &amp; DENIAL</b>  | <b>Daily</b>   | Lists students and borrowers who have requested a PLUS loan pre-approval through AES online or via phone.  |
| <b># APPS VS ESIGN RECVD LAST MONTH</b> | <b>Monthly</b>   | Lists the number of MPNs that were completed with an electronic signature from the previous month.   |
| <b>PRE-CERT APPS NOT RETURNED</b>       | <b>Weekly</b>  | Lists students who have a pre-certified MPN on OneLink, and have not completed the MPN.  |
| <b>TOP 25 LENDER LN VOL PER SCH</b>     | <b>Monthly</b>   | Lists the school's top 25 lenders (number of borrowers and loan volume) per school.  |
| <b>BORROWER LOAN REDUCTION REQ</b>      | <b>Weekly</b>  | Lists students who have requested a loan reduction to their Stafford Loan either online (for schools who have opted to use this feature) or by contacting AES staff.   |

### DEFAULT PREVENTION FOR SCHOOLS

#### FREQUENCY

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| <b>SCHOOL PCA ROSTER</b> | <b>Weekly</b> | The Pre-Claim Assistance roster is a cumulative list of students who are in a delinquent status. The weekly report displays borrower and lender demographics, the date of delinquency, number of days delinquent, projected Cohort Year and out of school date. |
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| <b>PRECLAIM ASSISTANCE LETTER 1</b> | <b>Bi-Weekly</b> | The first in a series of customized letters, this letter is sent to students explaining the consequences of default and the importance of paying their student loans. It is the least aggressive of the three letters listed. Schools are encouraged to send this letter out to students who are under 100 days delinquent.   |
| <b>PRECLAIM ASSISTANCE LETTER 2</b> | <b>Bi-Weekly</b> | The second in a series of customized letters, this letter is sent to students explaining the consequences of default and the importance of paying their student loans. It is more urgent than the first letter, and explains to the student that they need to rectify their delinquent situation <b>immediately</b> . Schools are encouraged to send this letter out to students who are between 100-150 days delinquent. |
| <b>PRECLAIM ASSISTANCE LETTER 3</b> | <b>Bi-Weekly</b> | The final letter in the series, this letter is sent to students explaining the consequences of default and the importance of paying their student loans. It is the most pressing and urgent of the three letters. Schools are encouraged to send this letter out to students who are over 150 days delinquent.  |
| <b>CUSTOMIZED PCA ROSTER</b>        | <b>Weekly</b>    | The customized PCA Roster is a list of students who had a preclaim submitted on their account within the last 7 days. Like the School PCA Roster, this report also displays borrower and lender demographics, the date of delinquency, number of days delinquent, and out of school date.   |

## GRANT REPORTS

## FREQUENCY

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| <b>DISBURSEMENT ROSTERS</b> | <b>Most schools receive rosters once per term. In addition, some schools receive a pre-disbursement roster for each term.</b> | These State Grant disbursement rosters are identical to what the schools receive in hard copy and are used to certify the State Grant awards. It includes student demographic and State Grant eligibility information as well as disbursement activity for the period. Actual disbursement of State Grant monies is done via ACH transfer to the schools.   |
| <b>R BYRD DISB ROSTERS</b>  | <b>Periodically (5-10 times) throughout the academic year (Fall, Winter, Spring)</b>  | Disbursement rosters are normally produced on a term by term basis and again during reconciliation (end of the academic year). See the Document Library listing for the Robert C. Byrd Honors Scholarship Program for information regarding the requirements for this program.  |
| <b>AES DISB ROSTERS</b>     | <b>Periodically (5-10 times) throughout the academic year (Fall, Winter, Spring)</b>  | Disbursement rosters are normally produced on a term by term basis and again during reconciliation (end of the academic year). The PHEAA Academic Excellence Scholarship is available to qualified Robert Byrd applicants who were not chosen for the scholarship and who attend PA colleges/universities.  |
| <b>GAPS</b>                 | <b>Weekly</b>   | This is the Grant Applicant Status File. An asterisk to the left of a student's name indicates that the record has been updated since the last report. Reports include incomplete/active; incomplete/inactive; incomplete/reject; complete (available only through mid-April); renewals who have not yet filed a FAFSA; and all categories. It does not include non-state Grant applicants or those undergoing PHEAA staff review. (GAPS lists both the incomplete State Grant item number, which is the item in parenthesis, and the corresponding status notice item number.) |

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| <b>GPAD</b>                   | <b>Weekly</b>                                    | This is the Grant Processing Display. GPAD lists those students on a weekly basis (and is retained for 30 days) where changes to the students' records resulted in a change to the students' State Grants award status. Available breakdowns include normal processing, validation processing, summer processing, special processing, and late processing as well as all categories. |
| <b>GRANT STATUS LISTINGS</b>  | <b>Weekly</b>                                    | Lists students who have indicated a particular school on their FAFSA and shows their status for State Grant eligibility at that institution. Status listings appear similar to a State Grant Disbursement Roster.  |
| <b>AES RECIPIENTS</b>         | <b>Once each academic year, in June or July.</b> | Lists all potential recipients for the PHEAA Academic Excellence Scholarship.  |
| <b>ROBERT BYRD RECIPIENTS</b> | <b>Once each academic year, in June or July.</b> | Lists all potential recipients for the Robert Byrd Scholarship.  |
| <b>PHEAA INCOME VAL REVW</b>  | <b>Weekly</b>                                    | Lists students who are in the process of having their income reviewed and for whom disbursement of State Grant funds has been cancelled until validation has been completed.   |
| <b>GRANT STATUS NOTICES</b>   | <b>Nightly (Monday thru Thursday)</b>            | These are electronic copies of the notices sent to students. By accessing the PageCenter versions, schools may print copies of the actual status notices for individual students to assist them in completion of their State Grant record data.  |
| <b>FAO ELIGIBILITY NOTICE</b> | <b>Bi-weekly on Tuesdays</b>                     | School copies of student award notifications that are sent to the students. These are identical to the student version except for the addition of "estimated" Pell data and the use of social security numbers instead of PHEAA student account numbers. This notice may be used to credit a student's State Grant award after disbursement.   |

### **LOAN ORIG RPTS FOR COLLEGES      FREQUENCY**

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| <b>ALTERNATIVE LN CERT REQUIRED</b>  | <b>Daily</b> | Lists accounts that need to have the Alternative Loan Certification completed by the school. Only Alternative Loans that are serviced and disbursed by AES are included in the report. This report is cumulative. |
| <b>KEYX CERT ROSTERS</b>   | <b>Daily</b> | This report runs daily, but is not cumulative. It is the actual Keystone Extra certification form that the school can print off and fax to LO at 717-720-3910.  |
| <b>LENDER DISB CHECK ROST</b>  | <b>Daily</b> | Lists students who had a loan disbursed by AES through a paper check on the day of the report. (This will include any Check Rosters after February 19 <sup>th</sup> 2004.)  |
| <b>LENDER DISB CHECK ROST SUM</b>  | <b>Daily</b> | Summary of all loans disbursed by AES through a paper check on the day of the report. (This will include any Roster Summaries after February 19 <sup>th</sup> 2004.)  |
| <b>EFT LOAN DISB DETAIL</b>  | <b>Daily</b> | Provides a list of students (on the day of the report), who had a loan disbursed electronically through AES. (This will include any Disbursement Rosters after February 19 <sup>th</sup> 2004.)                   |
| <b>EFT LOAN DISB SUMMARY</b>   | <b>Daily</b> | Provides a summary of all loans disbursed through AES broken down by loan type. (This will include any Roster Summaries after February 19 <sup>th</sup> 2004.)  |
| <b>PRE-DISB AUTHORIZATION ROSTER</b>   | <b>Daily</b> | Lists loans requiring flex-fund authorization. (This will include any Authorization Rosters after February 19 <sup>th</sup> 2004.)  |
| <b>PRE-DISB. NOTIFICATION ROSTER<br/>(Report Only For Flex-Fund Schools)</b> | <b>Daily</b> | Lists loans requiring flex-fund authorization. (This will include any Notification Rosters prior to February 19 <sup>th</sup> 2004.)  |

**LO DISB. RPTS FOR COLLEGES****FREQUENCY**

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| <b>DISBS REQUIRING AUTHORIZATION<br/>(Report Only For Flex-Fund Schools)</b> | <b>Daily</b>  | Lists dates on pre-disbursements that have past and have not been authorized through flex-fund.  |
| <b>CANCEL DUE TO ENROLL STATUS</b>   | <b>Daily (Data is cumulative of a two week time period)</b> | Lists pending disbursements that were cancelled due to change in enrollment status.  |
| <b>DISBURSEMENTS IN A HOLD STATUS</b>  | <b>Daily</b>  | Lists students with a disbursement that is currently in a "Commonline" hold status.  |
| <b>LOAN ORIG. PENDING DISB RPT</b>   | <b>Daily</b>  | Lists students with disbursements that are scheduled to be disbursed within 61-180 days of the date the report was generated.          |
| <b>PRE-DISBURSEMENT RUN</b>  | <b>Daily</b>  | Lists students with disbursements that are scheduled to be disbursed within 0-60 days of the date the report was generated.            |
| <b>SUSPENDED ACCOUNT NOTIFICATION</b>  | <b>Daily</b>  | Lists students who have a disbursement that are currently in a suspension status. This report is broken down by the suspension reason. |

**FINANCIAL AID SERVICES**

(available to schools using AES  
as their EDE destination point)

**FREQUENCY**

|                                     |  |   |
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| <b>ALL ISIRs</b>                    | <b>Daily<br/>Bi-weekly (new records)<br/>Bi-weekly (cumulative)<br/>Monthly (cumulative)<br/>Both (today &amp; bi-weekly cumulative)</b> | Lists all ISIRs received by an institution.   |
| <b>SAR C FLAG ISIR</b>              | <b>Daily<br/>Bi-weekly (new records)<br/>Bi-weekly (cumulative)<br/>Monthly (cumulative)<br/>Both (today &amp; bi-weekly cumulative)</b> | Lists all ISIRs that are accompanied by a 'C' Flag by which CPS alerts schools of problems or data discrepancies that require resolution.   |
| <b>DEPEND OVR OR PROF JUDGEMENT</b> | <b>Daily<br/>Bi-weekly (new records)<br/>Bi-weekly (cumulative)<br/>Monthly (cumulative)<br/>Both (today &amp; bi-weekly cumulative)</b> | Lists ISIRs that were generated as a result of a dependency override or professional judgment performed by the school or as a result of an electronic initial application submitted by the school. Records are sorted based upon these three sources. |
| <b>GRADUATE PROF ISIRs</b>          | <b>Daily<br/>Bi-weekly (new records)<br/>Bi-weekly (cumulative)<br/>Monthly (cumulative)<br/>Both (today &amp; bi-weekly cumulative)</b> | Lists ISIRs on which students indicated that they are either a graduate/professional student and/or have received a bachelors degree already.   |
| <b>PELL ELIGIBLE</b>                | <b>Daily<br/>Bi-weekly (new records)<br/>Bi-weekly (cumulative)<br/>Monthly (cumulative)<br/>Both (today &amp; bi-weekly cumulative)</b> | Lists ISIRs on which CPS has confirmed that students are eligible to receive Federal Pell Grant Funds.  |

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| <b>NOT PELL ELIGIBLE ON HIGHEST TRANSACTION</b>       | Daily<br>Bi-weekly (new records)<br>Bi-weekly (cumulative)<br>Monthly (cumulative)<br>Both (today & bi-weekly cumulative) | Lists ISIRs on which CPS has determined that students are not eligible to receive Pell Grant Funds, though previous ISIRs indicated that those students were eligible.   |
| <b>BLOCKED ON NA (INCOMPLETE CPS)</b>                 | Daily<br>Bi-weekly (new records)<br>Bi-weekly (cumulative)<br>Monthly (cumulative)<br>Both (today & bi-weekly cumulative) | Lists ISIRs that are considered by CPS to be incomplete, but whose corresponding Need Analysis Records are blocked from update by future/ higher ISIR Transactions.  |
| <b>POST-SCREENING (NSLDS TRANSACTION CHANGED)</b>     | Daily<br>Bi-weekly (new records)<br>Bi-weekly (cumulative)<br>Monthly (cumulative)<br>Both (today & bi-weekly cumulative) | Lists ISIRs generated by CPS in response to NSLDS' weekly post-screening process.  |
| <b>PELL YTD W/ NA</b>                                 | <b>Generated bi-weekly</b>  | A report that provides year-to-date data related to institutions' Pell Grant Disbursements, as well as selected data from corresponding Need Analysis Records. Each disbursement submitted on behalf of a student is listed. |
| <b>PELL YTD FULL</b>                                  | <b>Generated on demand</b>  | A report that provides year-to-date data related to institutions' Pell Grant Disbursements. This report shows multiple entries and provides full detail for every disbursement.  |
| <b>PELL YTD ABREV</b>                                 | <b>Generated monthly or on demand</b>   | A report that provides data related to institutions' Pell Grant Disbursements. This is a condensed report that shows a single entry per student.   |
| <b>ECDR</b>   | <b>Generated twice per year.<br/>Forwarded from USDE to Page Center-Typically in Feb and Sept</b>                         | Electronic Cohort Default Rate --Report that gives the cohort default rate.  |
| <b>COLLEGE AID FUND LISTINGS</b>                      | <b>Every Night</b>  | Lists all students who have been awarded a specific type of aid.   |
| <b>STUDENT AID FUND LISTINGS</b>                      | <b>Monthly</b>  | Lists students individually, showing various types of aid that they received.  |
| <b>TRIO-FIRST GENERATION</b>                          | <b>Monthly</b>  | Lists first generation students with FAFSA enrollment. (Report initiated by request)   |
| <b>TRIO-INCOME LEVELS</b>                             | <b>Monthly</b>  | Lists of students showing income levels according to the family size. (Report initiated by request)  |
| <b>VERIFICATION FORMS (Dependent and Independent)</b> | <b>Weekly</b>   | Lists students' mailing information for schools that have selected verification forms to be queued on their behalf.  |
| <b>ACT 101 REPORTS</b>                                | <b>Monthly</b>  | Various lists of students who fall into the Poverty Guideline Income level. (Report initiated by request)  |
| <b>STATE GRANT ESTIMATES</b>                          | <b>Upon request</b>   | A report that lists students with State Grant awards.  |
| <b>AUTO ZERO EFC</b>                                  | <b>Upon request</b>   | A report that provides a list of students who meet the 'Auto Zero EFC' criteria.   |

**NETS****FREQUENCY**

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| <b>NETS STATUS LISTING</b>        | <b>Weekly (Begins approximately June 2<sup>nd</sup> of each year.)</b>   | The following information can be found in this report: Student demographics, program of study, enrollment status, program component (SciTech or Tech Scholarship), renewal, internship information (SciTech only) and Date application received (first-time SciTech only). Also, eligibility status for each term is displayed including any awards, rejected applications, or incomplete applications and Master Promissory Notes (reasons are provided in those cases when a student's application is rejected or when an application and Master Promissory Note is incomplete.)  |
| <b>NETS DISBURSEMENT ROSTER</b>   | <b>Periodically (5-10 times) throughout the Academic year (Fall, Winter, Spring, Reconciliation, and Summer terms)</b> | Disbursement rosters are normally produced on a term by term basis and again during reconciliation (end of the academic year). Disbursement rosters coincide with disbursements. The rosters include the following information: Student demographic information (name, address and SSN), program of study, program component (SciTech or Tech Scholarship), actual State Grant/Pell award amounts, total educational costs, and the date the application was received (first time SciTech only.) There is also an area that provides the FAA with an opportunity to report specific eligibility and graduation date information. Rosters for SciTech students also include a provision for internship completed date. |
| <b>NETS SUMMER NOMINEE ROSTER</b> | <b>Once each academic year</b>   | Roster for nomination of any student(s) attending an institution for a summer term NETS award.  |

**WORK STUDY**

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| <b>SW EARNINGS RPT TO SCHS</b> | <b>Monthly</b> | This report provides postsecondary institutions with a list of State Work-Study participants (SWSP) including information regarding the student's employers and earnings. |
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**SAS REPORTS-** Custom reports can be created for any AES administered Program to meet individual reporting needs. If you would like to have a custom report created please call the Education Services Group at 1-800-699-2908.