

BG@100 Project Fit-Gap Agenda & Session Notes

Date: October 24, 2007
Time: 9:00 AM to 12:00 PM
Location: 201B BTSU (Sky Bank)
Session #: FAFG007A



Session Leader: Robbie de Leur

Functional Lead: Tina Coulter

Note taker: : Jerry Ameling

Session Name: Processing Loans (Session A) (*RESCHEDULED)

Session Description: This session is a review of loan processing – Direct Loans (Sub/Unsub/PLUS/PLUS-Grad), 3C's and Reports.

Invited Attendees:

**Potential Guests to one or all f/g sessions.

Meeting Maker

Invites:

Required

Optional

CC'd

Robbie de Leur	Greg Guzman	Deb Divers	Tawn Williams-Nell
Tina Coulter	Laura Emch	Cheryl Chafee	Cindy Koontz
Jerry Ameling	Suzanne Fahrer	Julie Freitas	Lynn Huber
Tammy Ludwig	Dawn Vollmar	Sharon Velliquette	Denise Grigson
Lori Beeman	Jackie Tracy	Gary Swegan	Sheila Rahe
Phyllis Short	Robin Belleville	Cecilia Castellano	Cindy Cook
Kristen Baldelli	John Eggenton	Chris Cox	April Shumaker
Nancy Colzman	Tony Laurene	Camille Consolvo	Lisa Nash
Deb Clink	Connie Weaver	Terry Lawrence	Cheryl Reynolds
Kristen Williams	Leslie Lipper	Gail McRoberts	Vicki Sulken
David Ehrlich	Cindy Schmitz	Stan Lewis	
Carol Hague	Kristin Tuttle	Judy Donald	Jen Milligan
Eric Zahnle	Ed Recker	Joy Hartwell-Lein	Ilse Thomas
Rich Kasch	Laura Gazarek	Michelle Simmons	Larry Smith
Steve Hamrock	Jerrie Hutton	Michele Schmitz	Sandy White
Sue Lau	Karen Donaldson	Becky Pissanos	
Laura Waggoner	Suzanne Barrett	Nicole Anderson	John Cuckler
Sue Tomor	Char Schwerkolt	Sid Sink	Judy Hagemann
Carol Christman	Pam Fletcher		Linda Hamilton
Jason Gross	Gail Houtz	Donna Wittwer	
Jie Sue	Lynette Rosebrook	Beth Ann Rife	
Mike Faylor	Kiley Blackburn		
	Linda Snyder	Bill Gerwin	Robert Zhang
Meredith Flynn	Elizabeth LeMaster	Meg Shiple	Conrad McRoberts
George Amalor	Cindy Fuller	Joyce Brady	Al Gonzales
Kevin Washington	David Hayes	John Konecny	Mel Hudson-Nowak
Bruce Petryshak	Linda Dobb	Gaylyn Finn	Mark Gromko
Shirley Baugher	Ron Lancaster	Sherideen Stoll	Ed Whipple

Agenda Topic: Processing Loans (Session A)

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1. Our approach to Fit-Gap
 - a. Explore existing processes
 - b. Identify significance (Process, Outcome, Data)
2. Direct Sub/Unsub Loans
 - a. Set-up
 - i. Aggregate Limits
 - ii. History
 - iii. Fees
 - b. Originations
 - c. Promissory Notes
 - i. Electronic Master Promissory Note (EMPN)
 - ii. Paper Copy Printing Options
 - d. Adjustments
 - i. Grade Level Changes
 - ii. Overawards
 - iii. Re-awarding after cancellation
 - iv. Increasing awards
 - v. Decreasing awards
 - vi. Sub to Unsub eligibility
 - vii. UG to Grad eligibility
 - viii. 5th Yr. loan limit eligibility (i.e., teacher cert.)
 - e. Manifests
 - f. Disbursements
 - g. Refund to borrower
 - h. Reconciliation
 - i. Process Loans, Review DL Origination Information, Overriding DL Information, Review DL Origination Actions, Review DL Disbursement Actions, Creating and Using Promissory Notes, Printing Prom Notes, View Promissory Note Action, Process DL Manifests, Transmitting Outbound Files, Receiving Inbound Files, Reviewing DL Credit Decision Files, DL Change Processing, Entering Cash Summary Data, DLSAS and Reconciliation Loan Destination Reports,
3. PLUS – Parent
 - a. Set-up
 - i. Fees

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- ii. Borrower Records – single parent or dual parent borrowers
 - b. Pre-Application Data – Collection of & posting data; checklist item
 - c. PLUS Only Accounts– No FAFSA on file
 - d. Originations
 - i. Credit Check – approved
 - ii. Credit Check – denied – no endorser – Unsub eligible
 - iii. Credit Check – denied - endorser
 - e. Promissory Notes
 - i. Electronic Master Promissory Note (EMPN)
 - ii. Paper Copy Printing Options
 - f. Adjustments
 - i. Overawards
 - ii. Re-awarding after cancellation
 - iii. Increasing awards
 - iv. Decreasing awards
 - g. Manifests
 - h. Disbursements
 - i. Refunds – to Parent borrower(s)
 - j. Reconciliation
 - k. [Process Loans, Review DL Origination Information, Overriding DL Information, Review DL Origination Actions, Review DL Disbursement Actions, Creating and Using Promissory Notes, Printing Prom Notes, View Promissory Note Action, Process DL Manifests, Transmitting Outbound Files, Receiving Inbound Files, Reviewing DL Credit Decision Files, DL Change Processing, Entering Cash Summary Data, DLSAS and Reconciliation Loan Destination Reports](#)
4. PLUS – Grad
- a. Set-up
 - i. Fees
 - ii. Limits
 - iii. History
 - b. Pre-Application Data – Collection of & posting data; checklist item
 - c. Originations
 - i. Credit Check – approved
 - ii. Credit Check – denied – no endorser

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- iii. Credit Check – denied - endorser
 - d. Promissory Notes
 - i. Electronic Master Promissory Note (EMPN)
 - ii. Paper Copy Printing Options
 - e. Adjustments
 - i. Overawards
 - ii. Re-awarding after cancellation
 - iii. Increasing awards
 - iv. Decreasing awards
 - f. Manifests
 - g. Disbursements
 - h. Refund to borrower
 - i. Reconciliation
 - j. [Process Loans, Review DL Origination Information, Overriding DL Information, Review DL Origination Actions, Review DL Disbursement Actions, Creating and Using Promissory Notes, Printing Prom Notes, View Promissory Note Action, Process DL Manifests, Transmitting Outbound Files, Receiving Inbound Files, Reviewing DL Credit Decision Files, DL Change Processing, Entering Cash Summary Data, DLSAS and Reconciliation Loan Destination Reports](#)
5. Tracking and communication
- a. Requirement lists
 - b. Communications
 - c. [Related 3C setup including document tracking and missing information letters](#)
6. Reports
- a. Audit
 - b. Management
 - c. Processing
 - d. [Delivered reports and Query Manager](#)

Additional Information

1. SFA Sub & Unsub Workflow
2. SFA Parent PLUS Loan Workflow
3. SFA Grad PLUS Loan Workflow

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Notes

Identify Fit(s)

Identify Gap(s)

Issue Log Items

Outstanding Items

Impact on office (Directors only)