

Job Aid

SAL Code Listing

Field	Purpose	Codes
Loan Status Code	A single-digit code that indicates the status of a loan. There are six available status codes. (Note: the codes follow, in order, the normal progression of a student and the codes are tied to the monthly reports we provide clients.)	1. In-school 2. Grace period 3. Repayment 4. Paid in full 5. Paid in full this month 6. Assigned
Plan Code	There are several plan code options. However, the most common are listed here.	1 – Fixed payment which includes interest 2 – Fixed payment plus interest A – Accelerated P – Pre accelerated
Exit Code	An exit code is a single character code that indicates whether an exit interview form has been generated for this loan. For each form generated, the system will automatically create a memo record which can be viewed by displaying the History.	E – Exit Generated M – Mailed S – Signed W – Web Accepted H – Hold R – Release Hold P – Paid Up Not Signed
Special Code	A two character code used to group accounts for tracking purposes. (Please Note: Special Codes are entered per a school's request and are versatile for that reason.) Special Codes vary from school to school, but some common ones are listed here.	D1 – DRAP Letter Sent DA – Disability Application Sent DP – Disability Pending GC – Government Assign GP – Government Pending L1 – Litigation in Progress L2 – Judgment Awarded – Continue Billing L3 – Judgment Awarded – Stop Billing L4 – Incarcerated – Can't Collect L6 – All Efforts Exhausted PX – Pending Consolidation
Collector Code	This two (2) character code may be used to separate in-house from outside agency collectors. With in-house collectors, both characters must be numeric.	With outside collectors, the first character of the code must be alphabetic and the second character must be numeric.
Credit Bureau Reporting Status Code	Displays the most recent account status that was reported to the credit bureau. Common Codes are listed.	11 – Current-Good Standing 13 – Paid in Full/Closed Account 84 – Seriously Past Due 93 – Sent to Collection Agency
Hold	A single character field used to indicate whether a hold has been placed on a student's academic records.	H – Hold on student academic records Blank – No hold on records
Interest Rate Frequency	Indicates how often interest will be calculated on the account.	D = daily interest M = Monthly interest

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Stop	<p>These codes are used to stop certain SAL functions for a period of time. There are two types of stop codes:</p> <p>Permanent stop codes will stay in effect until the code is manually removed.</p> <p>Temporary stop codes stay in effect for a number of months (between one and nine).</p>	<p>The default "N" means there are no stop codes present. Changing the Stop code to "Y" will display the Stop Codes Window. The types of things you can stop include: Principal, interest, penalty and late fees, agency, billing invoice, cohort default and credit bureau reporting. You can stop the following types of fees: legal, NSF, letter, credit bureau, ACH, other, phone, and in-house.</p>
Cycle	The month when billing started. This two (2) digit field works in conjunction with the frequency field and the principal begin date.	<p>01 – January 02 – February 03 – March 04 – April 05 – May 06 – June 07 – July 08 – August 09 – September 10 – October 11 – November 12 – December</p>
Frequency	The frequency of when billing statements are generated and payments are due.	<p>A - Annual S - Semi Annual Q - Quarterly M - Monthly</p>