

Appendix

About Data File Layouts

Before you can upload a file to PLAS, you **must** first generate a pipe delimited text file that contains:

- [Institutional Certification](#) information in the Header Record.
- [Borrower and loan Information](#) for each assignment in the Assignment Record.
- A summation of key fields in each of assignment records in the Trailer Record.

Each field in a pipe delimited data file has a maximum length that cannot be exceeded and must be separated from the next field by a pipe (|) symbol. The maximum length, along with other information about what must appear in each field, is listed in the File Layout table in this appendix.

Once a day, ECSI runs a process to pick up all batch files that have been uploaded to PLAS. The program unzips the data and image files, runs a pre-load validation, and informs the institutional user if they can validate the batch file, or if information in the file needs to be corrected.

Important!

You **must** use the following format when naming a delimited text files that will be uploaded into PLAS:

ASSIGN-OPEID-YYYYMMDDHHMMSS.txt.

Follow the rules below when editing data in a delimited text file:

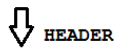
- Allow the fields to wrap without pressing **Enter**. Pressing **Enter** will cause an error to occur when PLAS is processing the batch file.
- Do not use dollar signs in fields containing a monetary value.
- Include a decimal point to indicate the cents associated with an amount.
- Trim the leading zeros on the left of the decimal point from numeric fields and leave off trailing blanks from text fields.
- Enter a second pipe to indicate that a field is empty when a field does not contain any data.

About the Header Record

The Header Record must contain the information that appears on the Institutional Certification Form.

This information must appear in the first line of the data file, separated by pipes, as shown in the highlighted line, below.

The information that appears in each field is displayed in the Header Record Layout, below. The file layout indicates the format and length of each field.



```
J.H. STATE UNIVERSITY|00234600|1000 STATE STREET|OFFICE 157|EVANSTON|IL|60201|GINNY BAKER|2315912000|BURSAR|CAROLINE MULFORD|20150528|2|
BAKER|SAMANTHA|L|789542563|SAM BAKER|19750914|19991205|A|123 MAIN STREET|APT 5|4125551212|PITTSBURGH|PA|15203|UNITED STATES|MARTIN|JOHN|R|45
RYAN|JAKE|M|753869421||19601210|19900515|A|1720 South Street||4125649875|PITTSBURGH|PA|15203|UNITED STATES|19940815|P|5|19950105
15000.00|0|3500.00|1000.00|10500.00||700.00|3250.00|0|13750.00
```

Header Record Layout

The following table indicates how each of the header record fields must be formatted when the data file is uploaded to PLAS.

Field	Required	Field Name	Data Type	Length	Description
1	Yes	Name of Institution	ALPHA	60	Name of the Institution
2	Yes	OPEID	NUM	8	OPEID of the Institution named in Field 1
3	Yes	Street Address 1	ALPHA- NUM	35	Street address Line 1 of the institution named in Field 1
4	No	Street Address 2	ALPHA- NUM	35	Street address line 2 of the institution named in Field 1
5	Yes	City	ALPHA	25	City of the Institution named in Field 1
6	Yes	State	ALPHA	2	Two letter abbreviations for the state the institution in Field 1 is located
7	Yes	ZIP Code	NUM	14	Mailing ZIP code of the Institution named in Field 1

Field	Required	Field Name	Data Type	Length	Description
8	Yes	Name of Authorized Institutional Official	ALPHA- NUM	50	Full name of authorized institutional official for institution in Field 1
9	Yes	Phone Number	NUM	20	Telephone number for person in Field 8
10	Yes	Title of Authorized Institutional Official	ALPHA	30	Title of authorized official named in Field 8
11	Yes	Alternate Contact Person	ALPHA- NUM	50	Alternate contact person at the institution if the authorized official in Field 8 is not available
12	Yes	Certification Date	NUM	8	This is the date the loan transfers from the school to the Department. This date will be sent in the following format: "YYYYMMDD"
13	Yes	Number of Individual Forms Received	NUM	4	This is the number of individual loans on the manifest associated with the institutional form represented by this header. ECSI will validate that the number of individual forms match the number given in this field. If the numbers do not match, the file will be rejected.

Field	Required	Field Name	Data Type	Length	Description
					(Year, Month, Day)
7	Yes	Borrower Date of Departure	NUM	8	Date the borrower left school. Date will use the following format: YYYYMMDD (Year, Month, Day)
8	Yes	Borrower Current or Last Known Address Status	ALPHA	1	The status of the borrower's address. This field will need to be one of the following statuses: A = Domestic F = Foreign M = Military
9	Yes	Borrower Address Line 1	ALPHA- NUM	40	Address of the borrower named in Field 1
10	No	Borrower Address Line 2	ALPHA- NUM	40	Second address line of the borrower named in Field 1 (field not required)
11	Yes	Borrower Telephone Number	NUM	25	The telephone number for the borrower listed in Field 1
12	Yes	Borrower Address City	ALPHA	25	City of the borrower named in Field 1
13	Yes	Borrower Address State	ALPHA	2	2 letter abbreviation of the State of the borrower named in Field 1
14	Yes	Borrower Zip Code	NUM	11	The zip code of the borrower named in Field 1

Field	Required	Field Name	Data Type	Length	Description
15	No	Borrower Country Name code	ALPHA	30	Current country name of the borrower indicated in Field 1
16	Not required unless cosigner present on the loan	Cosigner Last Name	ALPHA	20	Last name of the cosigner of the loan. Field is required if a cosigner is present on the loan.
17	Not required unless cosigner present on the loan	Cosigner First Name	ALPHA	12	First name of the cosigner of the loan. Field is required if a cosigner is present on the loan.
18	Not required unless cosigner present on the loan	Cosigner Middle Initial	ALPHA	1	Middle initial of the cosigner of the loan. Field is required if a cosigner is present on the loan.
19	Not required unless cosigner present on the loan	Cosigner Social Security Number	NUM	9	Social Security Number of the cosigner of the loan. This field is required if a cosigner is present on the loan.
20	Not required unless cosigner present on the loan	Cosigner Address Status	ALPHA	1	The status of the cosigner's address. This field will need to be one of the following statuses: A = Domestic F = Foreign M = Military Field is required if a cosigner is present on the loan.

Field	Required	Field Name	Data Type	Length	Description
21	Not required unless cosigner present on the loan	Cosigner Address Line 1	ALPHA- NUM	40	Address of the cosigner named for the loan. This field is required if a cosigner is present on the loan.
22	Not required unless cosigner present on the loan	Cosigner Address Line 2	ALPHA- NUM	40	Second address line of the cosigner named for the loan. Field is required if a cosigner is present on the loan.
23	Not required unless cosigner on the loan	Cosigner Phone Number	NUM	25	Phone number for the cosigner of the loan. Field is required if a cosigner is present on the loan.
24	Not required unless cosigner present on the loan	Cosigner Address City	ALPHA	25	City of the cosigner named for the loan. Field is required if a cosigner is present on the loan.
25	Not required unless cosigner present on the loan	Cosigner Address State	ALPHA	2	2 letter abbreviation of state of the cosigner of the loan. Field is required if a cosigner is present on the loan.
26	Not required unless cosigner present on the loan	Cosigner Zip Code	NUM	11	The zip code of the cosigner of the loan. Field is required if a cosigner is present on the loan.
27	No	Cosigner Country Name	ALPHA	30	Country name of cosigner of the loan.

Field	Required	Field Name	Data Type	Length	Description
28	Yes	Date of First Disbursement	NUM	8	The date the borrower received the first disbursement on their loan. Date will use the following format: YYYYMMDD (Year, Month, Day)
29	Yes	Type of Loan	ALPHA	1	The type of loan to be assigned. Valid types are: P = Perkins I = National Direct Student Loan E = National Defense Student Loan
30	Yes	Applicable Interest Rate on Loan	NUM	6	Percentage rate of the loan. This value is entered as a percentage (xx.xxx).
31	Yes	Date of Last Disbursement	NUM	8	The date the last loan disbursement was received. Date will use the following format: YYYYMMDD (Year, Month, Day).
32	No	Date of Last Grace Period Ended or Will End	NUM	8	The Date the grace period on a loan ended or will end. Date will use the following format: YYYYMMDD (Year, Month, Day) This field is not required.
33	No	Date of Default	NUM	8	The date the loan defaulted. Date will use the following format: YYYYMMDD (Year, Month, Day). This field is not required.
34	Yes	Loan Accelerated Status	NUM	1	1 = Loan not accelerated 2 = Loan accelerated
35	Required if loan is	Date Loan was	NUM	8	The Date the loan was accelerated. Date will use the

Field	Required	Field Name	Data Type	Length	Description
	accelerated	Accelerated			following format: YYYYMMDD (Year, Month, Day) This date is required if the loan was accelerated.
36	Yes	Loan Litigation Status	NUM	1	1 = Loan not litigated 2 = Loan litigated
37	Required if loan was litigated	Date Loan was Litigated	NUM	8	The date the loan was litigated. Date will use the following format: YYYYMMDD (Year, Month, Day). This date is required if the loan was litigated.
38	Required if loan status is In School, Grace, Repayment or Deferred	Borrower Repayment Status	NUM	1	The following values are valid: 0 = not answered (loan in default) 1 = In school 2 = Grace 3 = Repayment 7 = Deferred
39	Yes	Reason the Loan is being Assigned	NUM	1	The following values are valid: 1 = Hardship 2 = Incarceration 3 = Unemployment 4 = Liquidation 5 = Refusal to Pay 6 = No Address 7 = Total and Permanent Disability 8 = Other
40	Required if Field 39 is 8 (Other)	Assignment Reason Memo	ALPHA- NUM	100	Required open field to give reason for Status 8 in Field 39.
41	Yes	Disbursement Amount	NUM	11	Dollar value for disbursement in the following format 99999999.99.

Field	Required	Field Name	Data Type	Length	Description
42	Required if there was an adjustment to principal amount	Principal Amount Adjustment	NUM	11	Dollar value for principal amount adjusted in the following format 99999999.99
43	Required if there was principal amount paid to the loan	Principal Amount Repaid	NUM	11	Dollar value for principal amount repaid in the following format 99999999.99
44	Required if there was a cancellation to principal amount	Principal Amount Cancelled	NUM	11	Dollar Value for Principal Amount Cancelled in the following format 99999999.99
45	Yes	Principal Amount Outstanding	NUM	11	Dollar Value for Principal Amount Outstanding in the following format 99999999.99
46	Required if there was a collection cost repaid on the loan	Collection Cost Repaid	NUM	11	Dollar Value for Collection Cost Repaid in the following format 99999999.99
47	Required if interest was repaid on the loan	Interest Repaid	NUM	11	Dollar Value for Interest Repaid in the following format 99999999.99
48	Required if interest was cancelled for the loan	Interest Cancelled	NUM	11	Dollar Value for Interest Cancelled in the following format 99999999.99
49	Yes	Interest Due	NUM	11	Dollar Value for Interest Due in the following format 99999999.99

Field	Required	Field Name	Data Type	Length	Description
50	Required if there are collection cost/penalty or late charges for the loan	Collection Cost/Penalty and Late Charges	NUM	11	Dollar Value for Collection Costs/ Penalty and Late Charges in the following format 99999999.99
51	Yes	Total Amount Outstanding	NUM	11	Dollar Value for Total Amount Outstanding in the following format 99999999.99
52	Required if there is a cancellation on the loan	Type of Cancellation (1 of 6 records) Important: The data file layout can accommodate up to six cancellation records for each loan assignment.	ALPHA	3	The following values are valid when defining the type of cancellation: BFS = Child, Family, Early Intervention 15% BGS = Child, Family, Early Intervention 20% BHS = Child, Family, Early Intervention 30% BFR = Firefighter 15% BGR = Firefighter 20% BHR = Firefighter 30% BFH = Headstart 15% BFL = Law 15% BGL = Law 20% BHL = Law 30% BFI = Librarian 15% BGI = Librarian 20% BHI = Librarian 30% BFM = Medical Technician 15% BGM = Medical Technician 20% BHM = Medical Technician 30% BI = Military After 1972 12.5% BFJ = Military After 2008 15%

Field	Required	Field Name	Data Type	Length	Description
					BGJ = Military After 2008 20% BHJ = Military After 2008 30% BE = Military Before 1972 12.5% BFN = Nursing 15% BGN = Nursing 20% BHN = Nursing 30% BS = Pre-K/Childcare 15% BFA = Public Defender 15% BGA = Public Defender 20% BHA = Public Defender 30% BFE = Speech Language 15% BGE = Speech Language 20% BHE = Speech Language 30% BF = Teacher After 1972 15% BG = Teacher After 1972 20% BH = Teacher After 1972 30% BC = Teacher Before 1972 10% BD = Teacher Before 1972 15% BFU = University Faculty 15% BGU = University Faculty 20% BHU = University Faculty 30% BFV = Various 25% BGV = Various 20% BHV = Various 30% BFP = Volunteer 15% BGP = Volunteer 20%
53	Required if there is a cancellation on the loan	Cancellation Percentage Rate (1 of 6)	NUM	6	Percentage rate of Cancellation. This value is entered as a percentage (xx.xxx)

Field	Required	Field Name	Data Type	Length	Description
54	Required if there is a cancellation on the loan	Principal Cancelled (1 of 6)	NUM	8	Dollar Value of Principal Cancelled. This amount should match field 42
55	Required if there is a cancellation on the loan	Interest Cancelled (1 of 6)	NUM	8	Dollar Value of Interest Cancelled. This amount should match field 46
56	Required if there is a cancellation on the loan	Cancellation Service Start Date (1 of 6)	NUM	8	The date the cancellation began for the loan. Date will use the following format: YYYYMMDD (Year, Month, Day)
57	Required if there is a cancellation on the loan	Cancellation Service End Date (1 of 6)	NUM	8	The date the cancellation ended for the loan. Date will use the following format: YYYYMMDD (Year, Month, Day)
58	Required if there is a second cancellation on the loan	Type of Cancellation (2 of 6) Important: The data file layout can accommodate up to six cancellation records for each loan assignment	ALPHA	3	The following values are valid when defining the type of cancellation: BFS = Child, Family, Early Intervention 15% BGS = Child, Family, Early Intervention 20% BHS = Child, Family, Early Intervention 30% BFR = Firefighter 15% BGR = Firefighter 20% BHR = Firefighter 30% BFH = Headstart 15% BFL = Law 15% BGL = Law 20% BHL = Law 30% BFI = Librarian 15% BGI = Librarian 20%

Field	Required	Field Name	Data Type	Length	Description
					BHI = Librarian 30% BFM = Medical Technician 15% BGM = Medical Technician 20% BHM = Medical Technician 30% BI = Military After 1972 12.5% BFJ = Military After 2008 15% BGJ = Military After 2008 20% BHJ = Military After 2008 30% BE = Military Before 1972 12.5% BFN = Nursing 15% BGN = Nursing 20% BHN = Nursing 30% BS = Pre-K/Childcare 15% BFA = Public Defender 15% BGA = Public Defender 20% BHA = Public Defender 30% BFE = Speech Language 15% BGE = Speech Language 20% BHE = Speech Language 30% BF = Teacher After 1972 15% BG = Teacher After 1972 20% BH = Teacher After 1972 30% BC = Teacher Before 1972 10% BD = Teacher Before 1972 15% BFU = University Faculty 15% BGU = University Faculty 20% BHU = University Faculty 30% BFV = Various 25% BGV = Various 20% BHV = Various 30% BFP = Volunteer 15%

Field	Required	Field Name	Data Type	Length	Description
					BGP = Volunteer 20%
59	Required if there is a second cancellation on the loan	Cancellation Percentage Rate (2 of 6)	NUM	6	Percentage rate of Cancellation. This value is entered as a percentage (xx.xxx)
60	Required if there is a second cancellation on the loan	Principal Cancelled (2 of 6)	NUM	8	Dollar Value of Principal Cancelled. This amount should match field 42
61	Required if there is a second cancellation on the loan	Interest Cancelled (2 of 6)	NUM	8	Dollar Value of Interest Cancelled. This amount should match field 46
62	Required if there is a second cancellation on the loan	Cancellation Service Start (2 of 6) Date	NUM	8	The date the cancellation began for the loan. Date will use the following format: YYYYMMDD (Year, Month, Day)
63	Required if there is a second cancellation on the loan	Cancellation Service End Date (2 of 6)	NUM	8	The date the cancellation ended for the loan. Date will use the following format: YYYYMMDD (Year, Month, Day)
64	Required if there is a third cancellation on the loan	Type of Cancellation (3 of 6) Important: The data file layout can	ALPHA	3	The following values are valid when defining the type of cancellation: BFS = Child, Family, Early Intervention 15% BGS = Child, Family, Early Intervention 20% BHS = Child, Family, Early

Field	Required	Field Name	Data Type	Length	Description
		accommodate up to six cancellation records for each loan assignment			Intervention 30% BFR = Firefighter 15% BGR = Firefighter 20% BHR = Firefighter 30% BFH = Headstart 15% BFL = Law 15% BGL = Law 20% BHL = Law 30% BFI = Librarian 15% BGI = Librarian 20% BHI = Librarian 30% BFM = Medical Technician 15% BGM = Medical Technician 20% BHM = Medical Technician 30% BI = Military After 1972 12.5% BFJ = Military After 2008 15% BGJ = Military After 2008 20% BHJ = Military After 2008 30% BE = Military Before 1972 12.5% BFN = Nursing 15% BGN = Nursing 20% BHN = Nursing 30% BS = Pre-K/Childcare 15% BFA = Public Defender 15% BGA = Public Defender 20% BHA = Public Defender 30% BFE = Speech Language 15% BGE = Speech Language 20% BHE = Speech Language 30% BF = Teacher After 1972 15% BG = Teacher After 1972 20% BH = Teacher After 1972 30%

Field	Required	Field Name	Data Type	Length	Description
					BC = Teacher Before 1972 10% BD = Teacher Before 1972 15% BFU = University Faculty 15% BGU = University Faculty 20% BHU = University Faculty 30% BFV = Various 25% BGV = Various 20% BHV = Various 30% BFP = Volunteer 15% BGP = Volunteer 20%
65	Required if there is a third cancellation on the loan	Cancellation Percentage Rate (3 of 6)	NUM	6	Percentage rate of Cancellation. This value is entered as a percentage (xx.xxx)
66	Required if there is a third cancellation on the loan	Principal Cancelled (3 of 6)	NUM	8	Dollar Value of Principal Cancelled. This amount should match field 42
67	Required if there is a third cancellation on the loan	Interest Cancelled (3 of 6)	NUM	8	Dollar Value of Interest Cancelled. This amount should match field 46
68	Required if there is a third cancellation on the loan	Cancellation Service Start Date (3 of 6)	NUM	8	The date the cancellation began for the loan. Date will use the following format: YYYYMMDD (Year, Month, Day)
69	Required if	Cancellation	NUM	8	The date the cancellation ended for the loan. Date will use the

Field	Required	Field Name	Data Type	Length	Description
	there is a third cancellation on the loan	Service End Date (3 of 6)			following format: YYYYMMDD (Year, Month, Day)
70	Required if there is a fourth cancellation on the loan	Type of Cancellation (4 of 6) Important: The data file layout can accommodate up to six cancellation records for each loan assignment	ALPHA	3	The following values are valid when defining the type of cancellation: BFS = Child, Family, Early Intervention 15% BGS = Child, Family, Early Intervention 20% BHS = Child, Family, Early Intervention 30% BFR = Firefighter 15% BGR = Firefighter 20% BHR = Firefighter 30% BFH = Headstart 15% BFL = Law 15% BGL = Law 20% BHL = Law 30% BFI = Librarian 15% BGI = Librarian 20% BHI = Librarian 30% BFM = Medical Technician 15% BGM = Medical Technician 20% BHM = Medical Technician 30% BI = Military After 1972 12.5% BFJ = Military After 2008 15% BGJ = Military After 2008 20% BHJ = Military After 2008 30% BE = Military Before 1972 12.5% BFN = Nursing 15% BGN = Nursing 20% BHN = Nursing 30%

Field	Required	Field Name	Data Type	Length	Description
					BS = Pre-K/Childcare 15% BFA = Public Defender 15% BGA = Public Defender 20% BHA = Public Defender 30% BFE = Speech Language 15% BGE = Speech Language 20% BHE = Speech Language 30% BF = Teacher After 1972 15% BG = Teacher After 1972 20% BH = Teacher After 1972 30% BC = Teacher Before 1972 10% BD = Teacher Before 1972 15% BFU = University Faculty 15% BGU = University Faculty 20% BHU = University Faculty 30% BFV = Various 25% BGV = Various 20% BHV = Various 30% BFP = Volunteer 15% BGP = Volunteer 20%
71	Required if there is a fourth cancellation on the loan	Cancellation Percentage Rate (4 of 6)	NUM	6	Percentage rate of Cancellation. This value is entered as a percentage (xx.xxx)
72	Required if there is a fourth cancellation on the loan	Principal Cancelled (4 of 6)	NUM	8	Dollar Value of Principal Cancelled. This amount should match Field 42

Field	Required	Field Name	Data Type	Length	Description
73	Required if there is a fourth cancellation on the loan	Interest Cancelled (4 of 6)	NUM	8	Dollar Value of Interest Cancelled. This amount should match Field 46
74	Required if there is a fourth cancellation on the loan	Cancellation Service Start Date (4 of 6)	NUM	8	The date the cancellation began for the loan. Date will use the following format: YYYYMMDD (Year, Month, Day)
75	Required if there is a fourth cancellation on the loan	Cancellation Service End Date (4 of 6)	NUM	8	The date the cancellation ended for the loan. Date will use the following format: YYYYMMDD (Year, Month, Day)
76	Required if there is a fifth cancellation on the loan	Type of Cancellation (5 of 6)	ALPHA	3	The following values are valid when defining the type of cancellation: BFS = Child, Family, Early Intervention 15% BGS = Child, Family, Early Intervention 20% BHS = Child, Family, Early Intervention 30% BFR = Firefighter 15% BGR = Firefighter 20% BHR = Firefighter 30% BFH = Headstart 15% BFL = Law 15% BGL = Law 20% BHL = Law 30% BFI = Librarian 15% BGI = Librarian 20% BHI = Librarian 30%

Field	Required	Field Name	Data Type	Length	Description
					BFM = Medical Technician 15% BGM = Medical Technician 20% BHM = Medical Technician 30% BI = Military After 1972 12.5% BFJ = Military After 2008 15% BGJ = Military After 2008 20% BHJ = Military After 2008 30% BE = Military Before 1972 12.5% BFN = Nursing 15% BGN = Nursing 20% BHN = Nursing 30% BS = Pre-K/Childcare 15% BFA = Public Defender 15% BGA = Public Defender 20% BHA = Public Defender 30% BFE = Speech Language 15% BGE = Speech Language 20% BHE = Speech Language 30% BF = Teacher After 1972 15% BG = Teacher After 1972 20% BH = Teacher After 1972 30% BC = Teacher Before 1972 10% BD = Teacher Before 1972 15% BFU = University Faculty 15% BGU = University Faculty 20% BHU = University Faculty 30% BFV = Various 25% BGV = Various 20% BHV = Various 30% BFP = Volunteer 15% BGP = Volunteer 20%

Field	Required	Field Name	Data Type	Length	Description
77	Required if there is a fifth cancellation on the loan	Cancellation Percentage Rate (5 of 6)	NUM	6	Percentage rate of Cancellation. This value is entered as a percentage (xx.xxx)
78	Required if there is a fifth cancellation on the loan	Principal Cancelled (5 of 6)	NUM	8	Dollar Value of Principal Cancelled. This amount should match Field 42
79	Required if there is a fifth cancellation on the loan	Interest Cancelled (5 of 6)	NUM	8	Dollar Value of Interest Cancelled. This amount should match Field 46
80	Required if there is a fifth cancellation on the loan	Cancellation Service Start Date (5 of 6)	NUM	8	The date the cancellation began for the loan. Date will use the following format: YYYYMMDD (Year, Month, Day)
81	Required if there is a fifth cancellation on the loan	Cancellation Service End Date (5 of 6)	NUM	8	The date the cancellation ended for the loan. Date will use the following format: YYYYMMDD (Year, Month, Day)
82	Required if there is a sixth cancellation on the loan	Type of Cancellation (6 of 6) Important: The data file layout can accommodate up to six cancellation records for each loan	ALPHA	3	The following values are valid when defining the type of cancellation: BFS = Child, Family, Early Intervention 15% BGS = Child, Family, Early Intervention 20% BHS = Child, Family, Early Intervention 30% BFR = Firefighter 15% BGR = Firefighter 20% BHR = Firefighter 30%

Field	Required	Field Name	Data Type	Length	Description
		assignment			BFH = Headstart 15% BFL = Law 15% BGL = Law 20% BHL = Law 30% BFI = Librarian 15% BGI = Librarian 20% BHI = Librarian 30% BFM = Medical Technician 15% BGM = Medical Technician 20% BHM = Medical Technician 30% BI = Military After 1972 12.5% BFJ = Military After 2008 15% BGJ = Military After 2008 20% BHJ = Military After 2008 30% BE = Military Before 1972 12.5% BFN = Nursing 15% BGN = Nursing 20% BHN = Nursing 30% BS = Pre-K/Childcare 15% BFA = Public Defender 15% BGA = Public Defender 20% BHA = Public Defender 30% BFE = Speech Language 15% BGE = Speech Language 20% BHE = Speech Language 30% BF = Teacher After 1972 15% BG = Teacher After 1972 20% BH = Teacher After 1972 30% BC = Teacher Before 1972 10% BD = Teacher Before 1972 15% BFU = University Faculty 15%

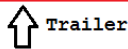
Field	Required	Field Name	Data Type	Length	Description
					BGU = University Faculty 20% BHU = University Faculty 30% BFV = Various 25% BGV = Various 20% BHV = Various 30% BFP = Volunteer 15% BGP = Volunteer 20%
83	Required if there is a sixth cancellation on the loan	Cancellation Percentage Rate (6 of 6)	NUM	6	Percentage rate of Cancellation. This value is entered as a percentage (xx.xxx)
84	Required if there is a sixth cancellation on the loan	Principal Cancelled (6 of 6)	NUM	8	Dollar Value of Principal Cancelled. This amount should match Field 42
85	Required if there is a sixth cancellation on the loan	Interest Cancelled (6 of 6)	NUM	8	Dollar Value of Interest Cancelled. This amount should match Field 46
86	Required if there is a sixth cancellation on the loan	Cancellation Service Start Date (6 of 6)	NUM	8	The date the cancellation began for the loan. Date will use the following format: YYYYMMDD (Year, Month, Day)
87	Required if there is a sixth cancellation on the loan	Cancellation Service End Date (6 of 6)	NUM	8	The date the cancellation ended for the loan. Date will use the following format: YYYYMMDD (Year, Month, Day)

About the Trailer Record

The trailer record is a summation of key fields in each of assignment records in the batch file. This information is extremely important for validating that all of the data for each assignment has been entered.

The information required in each field appears in the Trailer Record Layout, below. The file layout indicates the format and length of each field.

```
J.H. STATE UNIVERSITY|00234600|1000 STATE STREET|OFFICE 157|EVANSTON|IL|60201|GINNY BAKER|2315912000|BURSAR|CAROLINE MULFORD|20150528|2|
BAKER|SAMANTHA|L|789542563|SAM BAKER|19750914|19991205|A|123 MAIN STREET|APT 5|4125551212|PITTSBURGH|PA|15203|UNITED STATES|MARTIN|JOHN|R|4
RYAN|JAKE|M|753869421||19601210|19900515|A|1720 South Street||4125649875|PITTSBURGH|PA|15203|UNITED STATES|||||||19940815|P|5|1995010
15000.00|0|3500.00|1000.00|10500.00||700.00|3250.00|0|13750.00
```



Trailer Record Layout

The following table indicates how each of the fields in the Trailer Record must be formatted when the data file is uploaded to PLAS.

Field	Required	Field Name	Data Type	Length	Description
1	Yes	Total Disbursement Amount	NUM	11	Total dollar amount of disbursement amount for all assigned loans within the batch in the following format 99999999.99
2	Yes	Total Principal Amount Adjusted	NUM	11	Total dollar amount of Total Principal Amount Adjusted for all assigned loans within the batch in the following format 99999999.99
3	Yes	Total Principal Amount Paid	NUM	11	Total dollar amount of Total Principal Amount Paid for all assigned loans within the batch in the following format 99999999.99
4	Yes	Total Principal Amount	NUM	11	Total dollar amount of Total Principal Amount Cancelled for all

Field	Required	Field Name	Data Type	Length	Description
		Cancelled			assigned loans within the batch in the following format 99999999.99
5	Yes	Total Principal Amount Outstanding	NUM	11	Total dollar amount of Total Principal Amount Outstanding for all assigned loans within the batch in the following format 99999999.99
6	Yes	Total Collection Costs Repaid	NUM	11	Total dollar amount of Total Collection Costs Repaid for all assigned loans within the batch in the following format 99999999.99
7	Yes	Total Interest Repaid	NUM	11	Total dollar amount of Total Interest Repaid for all assigned loans within the batch in the following format 99999999.99
8	Yes	Total Interest Cancelled	NUM	11	Total dollar amount of Total Interest Cancelled for all assigned loans within the batch in the following format 99999999.99
9	Yes	Total Interest Due	NUM	11	Total dollar amount of Total Interest Due for all assigned loans within the batch in the following format 99999999.99
10	Yes	Total Collection Cost, Penalties and Late Charges	NUM	11	Total dollar amount of Collection Cost, Penalties and Late Charges for all assigned loans within the batch in the following format 99999999.99

Field	Required	Field Name	Data Type	Length	Description
11	Yes	Total of Total Outstanding Amount	NUM	11	Total dollar amount of Total Outstanding Amount for all assigned loans within the batch in the following format 99999999.99