

*NCHELP
CommonLine® Network for FFELP
And Alternative Loans*

Response File

*Supplemental Borrower Information
Response (@7) Detail Record(s)
Addendum*

*NCHELP Addendum
Release 4 Processing*

SUPPLEMENTAL BORROWER INFORMATION RESPONSE (@7) DETAIL RECORD(S)

This document is an addendum to the NCHelp CommonLine® Network for FFELP and Alternative Loans Response File description for CommonLine Release 4 processing. It explains the field layout of the Supplemental Borrower Information Response (@7) Detail Record(s). This record type is optional depending on the service provider's agreement with the customer. This record type may be included in the Response File if any @7 Detail Records were submitted in the NCHelp CommonLine® Network for FFELP and Alternative Loans Application Send File, if supplemental borrower information is being submitted for a certification request (C) or modification (M) record being created by the service provider, or if the service provider is sending supplemental borrower information to an interested third party.

NOTE

The Supplemental Borrower Information Response (@7) Detail Record(s) dated 11/01/2008) for CommonLine Release 4 processing is the most recent release of this format. It replaces the NCHelp CommonLine® Network for FFELP and Alternative Loans Supplemental Borrower Information (@7) Detail Record(s) (dated 07/30/1999), the Blanket Guarantee Addendum (dated 12/20/1999), the Release 4 Addendum (dated 2/26/2003), and the Release 4 HERA Addendum (dated 5/12/2006).

If this record type is included, there must be one Supplemental Borrower Information Response (@7) Detail Record in the file for each loan or application with supplemental borrower information. The @7 Detail Record must follow the corresponding Response (@1) Detail Record or related records (i.e., the @7 Detail Record must fall before the next unrelated @1 Detail Record).

NOTE

This record type is optional. Service providers are not required to support this record; however, school-based software (SBS) is required to support this functionality. If organizations receive information for which they have no agreement to accept, they should ignore this information, and should not produce a fatal processing error.

If this record type is included, certain fields are required as indicated in the Layout table.

The following Layout table lists all of the fields contained in the Supplemental Borrower Information Response (@7) Detail Record(s). Each field's required status, start position, length, data type, justification, and padding are also included. A definition of each field is provided after the table.

The codes appearing in the columns are:

R = Required
S = Strongly recommended
O = Optional
— = Not applicable (provide default value)

Layout

Field	Field Name	Required Field	Start Position	Length	Data Type	Justify	Padding
1	Record Code	R	1	2	X(002)		
2	Supplemental Borrower Information Layout Owner Code	R	3	4	X(004)		
3	Supplemental Borrower Information Layout Identifier Code	R	7	2	X(002)		
4	E-mail Address	R ¹	9	256	X(256)	Left	Spaces
5	E-mail Address Validity Indicator	R ¹	265	1	X(001)	Left	Spaces
6	E-mail Address Effective Date (CCYYMMDD)	R ¹	266	8	9(008)		
7	Temporary Borrower Address (line 1)	R ¹	274	30	X(030)	Left	Spaces
8	Temporary Borrower Address (line 2)	R ¹	304	30	X(030)	Left	Spaces
9	Temporary Borrower City	R ¹	334	24	X(024)	Left	Spaces
10	Temporary Borrower State	R ¹	358	2	X(002)		
11	Temporary Borrower Zip Code	R ¹	360	5	9(005)		
12	Temporary Borrower Zip Code Suffix	R ¹	365	4	9(004)		
13	Foreign Postal Code	R ¹	369	14	X(014)	Left	Spaces
14	Reference: 1 E-mail Address	R ¹	383	256	X(256)	Left	Spaces
15	Reference 1 E-mail Address Validity Indicator	R ¹	639	1	X(001)		
16	Reference 1 E-mail Address Effective Date	R ¹	640	8	X(008)		
17	Reference: 2 E-mail Address	R	648	256	X(256)	Left	Spaces
18	Reference 2 E-mail Address Validity Indicator	R ¹	904	1	X(001)		
19	Reference 2 E-mail Address Effective Date	R ¹	905	8	X(008)		
20	Filler	R ¹	913	127	X(127)		
21	Record Terminator	R	1040	1	X(001)		
<p>NOTE: A 2-character end-of-record indicator (i.e., carriage-return and line-feed characters) must follow each physical record. This end-of-record indicator should not be included in determining the fixed length of the record. (Please note that this end-of-record indicator must be included in addition to Record Terminator [field 15].)</p>							
<p>¹This data is required based on condition(s) listed in the field description. ²This field is reserved for future use.</p>							

Field descriptions

- 1 RECORD CODE** — The value identifying the Supplemental Borrower Information Response (@7) Detail Record(s). This field must contain the constant: @7

This data is required.

- 2 SUPPLEMENTAL BORROWER INFORMATION LAYOUT OWNER CODE** — A code (maximum of 4 characters) indicating the owner of the fields layout included in this record. Because the Supplemental Borrower Information Response (@7) Detail Record layout is owned by NCHELP, this field must contain the constant: **NCLP**

This data is required.

- 3 SUPPLEMENTAL BORROWER INFORMATION LAYOUT IDENTIFIER CODE** — A 2-character code identifying the field layout included in this detail record. This field must contain the constant: **02**

This data is required.

- 4 E-MAIL ADDRESS** — The borrower's e-mail address.

This field may contain both upper- and lower-case characters. Service providers must store and forward data in the same format received in the Supplemental Borrower Information (@7) Detail Record(s) Addendum.

Example: jsmith@www.hunter.jr.college.edu

NOTE

Service providers are not required to update their system with a revised e-mail address if they believe the revision is either invalid or does not reflect the most current e-mail address for the borrower.

This data is required if supplied in the Application Send File @7 Detail Record. Otherwise, the field is filled with spaces.

- 5 E-MAIL ADDRESS VALIDITY INDICATOR** — A 1-character field that indicates if the borrower's e-mail address is valid.

Y = Yes, e-mail address provided in field 4 is an active e-mail address for the borrower

N = No, e-mail address provided in field 4 is no longer a valid e-mail address

This data is required if supplied in the Application Send File @7 Detail Record. Otherwise, the field is filled with a space.

- 6 E-MAIL ADDRESS EFFECTIVE DATE** — The date the borrower's e-mail address became effective or the sender became aware of the information.

The date must be in CCYYMMDD format with single-digit years, months, and days padded with a leading zero.

Example: 19981215 (December 15, 1998)

This data is required if supplied in the Application Send File @7 Detail Record. Otherwise, the field is filled with zeros.

- 7 TEMPORARY BORROWER ADDRESS (line 1)** — The first line of the borrower's temporary address.

NOTE

This address will only be used for mailing the promissory note.

This data is required if supplied in the Application Send File. Otherwise, the field is filled with spaces.

NOTE

If a P.O. Box is submitted, it is recommended a valid street address also be submitted.

- 8 TEMPORARY BORROWER ADDRESS (line 2)** — The second line of the borrower's temporary address.

NOTE

This address will only be used for mailing the promissory note.

This data is required if supplied in the Application Send File. Otherwise, the field is filled with spaces.

Note: If a P.O. Box is submitted, it is recommended a valid street address also be submitted.

- 9 TEMPORARY BORROWER CITY** — The city of the borrower's temporary address.

NOTE

This address will only be used for mailing the promissory note.

If the address is in a territory or foreign country, both the city and the territory or country name should appear in this field, separated by a comma and a single space.

Examples: INDIANAPOLIS
PANAMA CITY, PANAMA

This data is required if supplied in the Application Send File. Otherwise, the field is filled with spaces.

- 10 TEMPORARY BORROWER STATE** — The 2-character state abbreviation of the borrower's temporary address.

If the address is in a territory or foreign country, the 2-character abbreviation for that location or **FC** should appear in this field. See Appendix B, Valid State Abbreviations, of the Response File for a complete list of abbreviations.

Example: TX (Texas)
FC (Foreign country)

NOTE

This address will only be used for mailing the promissory note.

FC is not valid for printing mailing addresses. When **FC** is used, the name of the country should still appear in **Temporary Borrower City** (field 9).

This data is required if supplied in the Application Send File. Otherwise, the field is filled with spaces.

- 11 TEMPORARY BORROWER ZIP CODE** — The 5-digit zip code of the borrower's temporary address.

NOTE

This address will only be used for mailing the promissory note. Do not print all 9's or 0's for mailing addresses.

This data is required if supplied in the Application Send File. Otherwise, the field is filled with nines (99999).

- 12 TEMPORARY BORROWER ZIP CODE SUFFIX** — The 4-digit zip code extension of the borrower's temporary address.

NOTE

This address will only be used for mailing the promissory note. Do not print all 9's or 0's for mailing addresses.

This data is required if supplied in the Application Send File. Otherwise, the field is filled with nines (99999).

- 13 FOREIGN POSTAL CODE** — A 14-character field indicating the foreign postal code of the borrower's temporary address.

NOTE

Do not print all 9's or 0's for mailing addresses.

This data is required if supplied in the Application Send File. Otherwise, the field is filled with spaces.

- 14 REFERENCE 1 E-MAIL ADDRESS** — The E-mail address for the first reference on the application. This field may contain both upper-and lower-case characters.

Example: jssmith@hunter.jr.college.edu

NOTE

If the sender believes the Reference 1's e-mail address is no longer valid but cannot confirm this, this field should contain the current email address information and **Reference 1 E-mail Address Validity Indicator** (field 15) should contain **N**. If the sender can confirm that Reference 1 has no e-mail address, this field should be filled with **N/A** and **Reference 1 E-mail Address Validity Indicator** should contain **Y**.

This data is required if available. Fill this field with a space if you are not providing this data.

- 15 REFERENCE 1 E-MAIL ADDRESS VALIDITY INDICATOR** — A 1-character field that indicates if Reference 1's e-mail address is valid.

Y = Yes, the e-mail address provided in field 14 is an active e-mail address for the Reference 1 or if N/A was provided in field 14, there is no valid e-mail address
N = No, e-mail address provided in field 14 is no longer a valid e-mail address

NOTE

If the sender believes the Reference 1's e-mail address is no longer valid but cannot confirm this, the sender should submit the current e-mail address information in **Reference 1 E-mail Address** (field 14) and this field should contain **N**. If the sender can confirm that Reference 1 has no e-mail address, **Reference 1 E-mail Address** should be filled with **N/A** and this field should contain **Y**.

This data is required if **Reference 1 E-mail Address** (field 14) is completed. Otherwise, fill this field with a space.

- 16 REFERENCE 1 E-MAIL ADDRESS EFFECTIVE DATE** — The date Reference 1's e-mail address became effective or the sender became aware of the information.

The date must be in CCYYMMDD format with single-digit years, months, and days padded with a leading zero.

Example: 20021215 (December 15, 2002)

The data is required if **Reference 1 E-mail Address Validity Indicator** (field 15) is completed. Otherwise, fill this field with zeros.

- 17 REFERENCE 2 E-MAIL ADDRESS** — The E-mail address for the second reference on the application. This field may contain both upper-and lower-case characters.

Example: jssmith@hunter.jr.college.edu

NOTE

If the sender believes the Reference 2's e-mail address is no longer valid but cannot confirm this, this field should contain the current email address information and **Reference 2 E-mail Address Validity Indicator** (field 18) should contain **N**. If the sender can confirm that Reference 2 has no e-mail address, this field should be filled with **N/A** and **Reference 2 E-mail Address Validity Indicator** should contain **Y**.

This data is required if available. Fill this field with spaces if you are not providing this data.

- 18 REFERENCE 2 E-MAIL ADDRESS VALIDITY INDICATOR** — A 1-character field that indicates if Reference 2's e-mail address is valid.

- Y = Yes, the e-mail address provided in field 17 is an active e-mail address for the Reference 2 or if N/A was provided in field 17, there is no valid e-mail address
- N = No, e-mail address provided in field 17 is no longer a valid e-mail address

NOTE

If the sender believes the Reference 2's e-mail address is no longer valid but cannot confirm this, the sender should submit the current e-mail address information in **Reference 2 E-mail Address** (field 17) and this field should contain N. If the sender can confirm that Reference 2 has no e-mail address, **Reference 2 E-mail Address** should be filled with N/A and this field should contain Y.

This data is required if **Reference 2 E-mail Address** (field 17) is completed. Otherwise, fill this field with a space.

- 19 REFERENCE 2 E-MAIL ADDRESS EFFECTIVE DATE** — The date Reference 2's e-mail address became effective or the sender became aware of the information.

The date must be in CCYYMMDD format with single-digit years, months, and days padded with a leading zero.

Example: 20021215 (December 15, 2002)

The data is required if **Reference 2 E-mail Address Validity Indicator** (field 18) is completed. Otherwise, fill this field with zeros.

- 20 FILLER: A field used to pad the record to the appropriate length. It must be filled with spaces.**

- 21 RECORD TERMINATOR** — The value identifying the end of the record. This field must contain the constant: *

This data is required.

IMPORTANT: A 2-character end-of-record indicator (i.e., carriage-return and line-feed characters) must follow each physical record. This end-of-record indicator should not be included in determining the fixed length of the record. (Please note that this end-of-record indicator must be included in addition to **Record Terminator** [field 15].)

The trailer record's end-of-record indicator (i.e., carriage-return and line-feed) described in the CommonLine documentation is to be the absolute end of the file. No additional characters can be provided after the end-of-record indicator.