



Guidelines to Support Automated Confirmation of Registration (COR)

Part I - Guidelines (General COR)

Part II - Guidelines (Technical Requirements COR Batch)

Last Updated: May 19, 2016

Part – I Guidelines

(General COR)

Date	Author(s)	Summary of Updates
May 30, 2005	COR Business Team	Version 1
Mar 19, 2007	COR Business Team	Part I Guidelines Update
Dec 23, 2010	SFS Modernization Team	SFS Modernization R1 Update
Dec 29, 2011	B&SS	Updates to support SFS Modernization R1
Feb 13, 2012	SFS Tech Team	SFS Modernization Release 1
Apr 17, 2012	SFS Tech & B&SS	SFS Modernization Release 1 – Document to be posted with Implementation of New Year project 2012/13
May 1, 2013	PSIR	Updated for New Year project 2013/14. Also changed name of document from Guidelines to Support Students Finance MOA Access to Learner Information Schedule A - Automated Confirmation of Registration (COR) Agreement TO Guidelines to Support Automated Confirmation of Registration (COR)
Dec 20, 2013	PSIR	Updated Ministry name
July 16, 2015	PSIR	Updated Tuition Remittance Information.

Part I - Guidelines

Table of Contents

1	OVERVIEW OF AUTOMATED COR METHODS AND PROCESSES	4
1.1	BATCH METHOD	4
1.2	ONLINE METHOD	4
2	CONFIRMATION OF REGISTRATION (COR) PROCESS	5
2.1	SCHOOL REQUIREMENTS FOR COR PROCESS.....	5
2.1.1	<i>Retrieve COR Requests</i>	5
2.1.2	<i>Respond to COR Requests</i>	5
2.1.2.1	Response is 'Confirmed as Yes'	5
2.1.2.2	Response is 'Confirmed as No'	6
2.1.2.3	Response is left 'Blank'	6
2.1.3	<i>Matching Criteria</i>	6
2.1.3.1	Determine if Student Criteria Matches	6
2.1.3.2	Determine if Studies Criteria Matches	6
3	TUITION REMITTANCE PROCESS	8
3.1	REQUIREMENTS FOR THE TUITION REMITTANCE PROCESS.....	8
3.1.1	<i>Retrieve Tuition Remittance Requests</i>	8
3.1.2	<i>Respond to Tuition Remittance Requests</i>	9
4	AMEND REGISTRATION PROCESS	9
4.1	REQUIREMENTS FOR THE AMEND REGISTRATION PROCESS.....	9

1 OVERVIEW OF AUTOMATED COR METHODS AND PROCESSES

Schools in Canada have the option to participate in the exchange of confirmation of registration information for full-time post-secondary students using automated communication methods. The formalization of the chosen communication method is done when the school signs a formal agreement:

- Currently, the formal agreement is the 'SFS Access to Learner Information Agreement' (ALIA)
- Previously, schools might have signed the 'Schedule A - Automated Confirmation of Registration (COR) Agreement' that formed part of either the 'SFS Access to Learner Information Agreement' (ALIA) or the 'Students Finance Memorandum of Agreement Access to Learner Information'

The two automated COR methods are described as follows:

1.1 Batch Method – Available to Select Schools in Alberta

Alberta Advanced Education, Student Aid Alberta will exchange confirmation of registration data with the school through a batch procedure accessible through either one of two options:

- Batch Procedure via Automated Web Service
- Batch Procedure Download/Upload via the Students Finance System (SFS) Online Screens

The school is expected to comply with the technical requirements which include completing a Certification Process that includes compliance with predefined schemas associated with each information exchange activity/COR Process. These are covered in this document under the section 'Part II Guidelines (Technical Requirements COR Batch)'.

1.2 Online Method – Available to All Schools in Canada

Alberta Advanced Education, Student Aid Alberta, allows authorized school staff to exchange confirmation of registration information using the Students Finance System (SFS). This is an online system which is accessible through Advanced Education's Extranet. The online COR functionality is limited to designated staff that have been identified by the school to Alberta Advanced Education that are authorized.

As a participating school, certain requirements are necessary for the automated exchange of COR information to be successful. Part I of the Guidelines covers the description of the 3 processes (Confirmation of Registration, Tuition Remittance Requests, and Amend Registration) within SFS as well as Alberta Advanced Education, Student Aid Alberta's expectations of the school relating to each COR Process.

2 CONFIRMATION OF REGISTRATION PROCESS

Confirmation of Registration (COR) is a process in which the school provides Student Aid Alberta Confirmation of Registration results for the student and also tuition remittance requests for funded students attending their school. Once the student is 'Confirmed as 'Yes', future funding associated with the student's funding application will be released when it is due, as this process supports a one-time confirmation concept.

Any student attending a study period that is 5 months or longer in duration will have their funding divided into two periods from which tuition remittance can be requested. When performing the confirmation of a student, the school can also request remittance from the first funding period. Tuition remittance from funds for the second funding period can only be requested through the Tuition Remittance process described in section 3 - Tuition Remittance Process.

2.1 School Requirements for COR Process

2.1.1 Retrieve COR Requests

The School is expected to **retrieve** their COR Requests on a regular basis; at a minimum, once per 5 day calendar period. COR Requests include the student's personal and studies information, as well as other confirmation related information. The COR Request includes key dates and information to assist the school with entry of a confirmation result and tuition remittance requested amount. SFS will compile and provide the school with the Confirmation Requests for students that are at a 'Required' status for their school.

2.1.2 Respond to COR Requests

The school is expected to **respond** to requests in a timely manner. This is done by the school when they have determined that they can provide a result of 'Confirmed as Yes' or 'Confirmed as No' based on matching the student and studies information provided by SFS. Expected return dates for each student's request will be provided to the school.

2.1.2.1 Response is 'Confirmed as Yes'

A 'Confirmed as Yes' response means that the:

- Student criteria that the school has, matches with the request.
- Studies information that the School has matches with the request.
- Student is attending full-time.

The 'Confirmed as Yes' response allows for any grant funding, as well as any future loans to be released automatically when due, and also allows for the tuition remittance requested by the school to then be applied against the funding due. No funds can be issued to a student until a 'Confirmed as Yes' response is received from the school.

2.1.2.2 Response is ‘Confirmed as No’

A ‘Confirmed as No’ response means that the:

- Student criteria that the school has matches with the request.
- Studies information that the school has matches with the request.
- The school cannot confirm the student is full-time due to the student Never Attending, Withdrew from Studies, or Dropped to part-time.

The ‘Confirmed as No’ response will result in the student's funding being cancelled. It is recommended that the school build some timing delay to avoid sending a response as ‘Confirmed as No’, unless they are certain that the student is not attending full-time (e.g. maybe the student was registered and then decided not to go, or decided to go to another school). Once satisfied that the ‘Confirmed as No’ response is the intended response, it should be completed as soon as possible

2.1.2.3 Response is left ‘Blank’

If the school cannot complete a response as ‘Confirmed as Yes’ or ‘Confirmed as No’ they should leave the response blank (i.e. not respond). This would be for when the school cannot match on student and/or studies information (e.g. program/session dates).

If the response is left blank no funding will be issued for the student. The student needs to take action so that the COR request can be updated with correct information. When possible the school may expedite the corrective action required by contacting the student to advise them of the situation. The student must contact Student Aid Alberta if they need to update their funding application with student, program and/or session date changes.

If the response is left blank because the student is not yet registered full-time, the school may advise the student of the necessary steps to register so that a COR response can be provided.

2.1.3 Matching Criteria

2.1.3.1 Determine if Student Criteria Matches

The school is required to determine if the student information provided on the Confirmation of Registration request matches with their records. The following list identifies the various options for a school to use as an acceptable match.

- a) Alberta Student Number (ASN) and Last Name, or
- b) Alberta Student Number (ASN) and Birth Date, or
- c) Last Name, Birth Date and School Student ID, or
- d) Last Name, Birth Date and First Name

2.1.3.2 Determine if Studies Criteria Matches

The school is required to determine if the student's studies information provided on the Confirmation of Registration request matches with their records. The following list identifies the various options for a school to use to deem an acceptable match.

- a) Program of Studies (Name and/or Code) is the same, and Program Session Start and End Dates are the same, or
- b) Program of Studies (Name and/or Code) is the same, and Program Session Start and End Dates are not the same but are within an acceptable time frame that does not affect funding. (See below note for acceptable time frame).
- c) Program of Studies (Name and/or Code) is not the same but both
 - a. The actual program's costs (tuition and mandatory fees) are within approximately \$100 of the Provider and Program Registry System (PAPRS) listed program's costsAnd
 - b. The program change would not drastically alter the student's eligibility for certain types of funding and Program Costs (combined tuition plus mandatory fees) for the Program on the school records and are within approximately \$100 difference of the PAPRS costs and Program Session Start and End Dates are the same. (The 'Confirmation of Registration Tip Sheet' on the Resources for Student Aid Alberta page on the Extranet provides further explanation.)

Note: Study Period Session Dates - Acceptable Time Frames

- To see if the new dates are acceptable, begin with determining which months are currently being funded and then see if the same months will end up being funded given the new dates.
- If the **start date** occurs within the first 15 days of the month, that month is being funded; but if the start date occurs on the 16th day of the month or later, that month is not being funded.

Example: Program **start date** is September 9th - the student is being funded for September, but, if the start date is September 18 – the student is not funded for September.

- If the **end date** occurs on the 7th day of the month or later, that month is being funded. But if the end date occurs on or before the 6th days of the month, that month is not being funded.

Example: Program end date is April 12 – the student is being funded for April, but if the end date is April 3 – the student is not being funded for April.

3 TUITION REMITTANCE PROCESS

The Tuition Remittance Process is an optional process that is used to facilitate the school in making a request to Student Aid Alberta for tuition remittance from student's future funding for their study period, or to correct/change a previously requested remittance amount when the student's confirmation of registration was done.

This process is only for students who have been previously 'Confirmed as Yes' and their session end date is in the future.

All funds for students will continue to be issued as they become due and will be issued as electronic disbursements.

Any study period that is 5 months or longer in duration will be divided into two periods from which tuition remittance can be requested. The midway point of the study period marks the end of the first period and the beginning of the second period.

If the school has provided a tuition remittance request for a funding period, the dollar amount would be applied against the associated disbursement(s) with order of priority being Federal Grants and Loans first and then Provincial Grants and Loans if both disbursement dates are the same.

It is important to note:

- If changes to the student's funding occur after a remittance amount has been requested, the system will retain the requested remittance amount and apply it against future funding for that funding period.
- The Federal Services & Equipment Grant and the Alberta Grant for Students with Disabilities do not allow tuition remittance to be applied against them.
- If the student's funding application has a '**freeze**' to stop future funding placed on it (due to circumstances outside of the COR process) – the SFS cannot process the tuition remittance request until the 'freeze' has been lifted and funds are issued.
- If the student has requested funding to be '**moved up**' (so it can be paid earlier than the disbursement date) as a result of financial hardship, tuition remittance will not be applied, but will be retained should there be future funds issued in that period.

If the school does not wish to use the Tuition Remittance process they do not need to retrieve Tuition Remittance Requests nor respond to the Tuition Remittance Request. Any future funding for students would continue to be issued when due as an electronic disbursement with no requested tuition remittance amount.

Requirements for the Tuition Remittance Process

If a school chooses to use this process they will be required to do the following:

3.1.1 Retrieve Tuition Remittance Requests

The school is expected to **retrieve** the Tuition Remittance Requests. The SFS will compile and provide the school the students who have funding upcoming that the school may request Tuition Remittance. It is recommended that schools that wish to fully utilize this process would retrieve the requests, at a minimum; on a daily basis due to the fact that a student's funding may change on a daily basis and new students may be applying for funding.

3.1.2 Respond to Tuition Remittance Requests

The school is expected to **respond** to tuition remittance requests by the specified Tuition Remittance Return by Date. It is a priority of Student Aid Alberta to ensure funding that is due for students is not delayed, therefore if the school fails to respond by the specified Tuition Remittance Return by Date, the disbursement(s) will be issued with no tuition remittance applied against it.

4 AMEND REGISTRATION PROCESS

The Amend Registration Process is to facilitate the schools in providing Amend Registration information electronically to Student Aid Alberta for full-time students previously 'Confirmed as 'Yes' and for students that have not previously had amend registration information provided by the school or the student.

It is important that this information is reported as soon as it is known, as Student Aid Alberta will assume the student is continuing to meet registration requirements (i.e. attending full-time) and funding will continue to be released to the student as it becomes due. Once the amend registration information is received, Student Aid Alberta will adjust the student's funding and update the Canada Student Loans Program and Service Provider on behalf of the school.

The school Procedures Guide that is accessible on-line through the SFS provides the details of expected timeframes of when notification of Amend Registration must be done.

4.1 Requirements for the Amend Registration Process

The school can provide the SFS with Amend Registration information electronically. Amend Registration values are as follows:

- Withdrew from Studies
- Dropped to Part-time
- Never Attended
- Early Completion

An Effective Date must be provided when the reason for the registration change is: Withdrew from Studies, Dropped to Part-time or Early Completion.

The Amend Registration information provided by the school allows Student Aid Alberta to accurately apply the effects of the Amend Registration information against the student's financial award, thus reducing and/or preventing further overpayments. The sooner the information is received the less negative impact it will have on the student.

Part II - Guidelines

(Only for Selected Alberta Schools - Technical Requirements - COR Batch)

Last Updated: May 1, 2013

Date	Author(s)	Summary of Updates
Jun 1, 2005	John Vanderveen COR Technical Team	Initial
Mar 19, 2007	John Vanderveen COR Technical Team	Update for all Fall 2006 changes
Dec 17, 2009	John Vanderveen & Mitch Ronquillo COR Technical Team	Update for COR 2.0
Dec 23, 2010	John Vanderveen COR Technical Team	Update for SFS Modernization R1
Dec 29, 2011	B&SS Team & Tech Team	Updates for SFS Modernization R1
Apr 17, 2012	B&SS Team and Tech Team	Updates for SFS Modernization R1– Document to be posted with Implementation of New Year project 2012/13
May 1, 2013	B&SS Team	Minor updates for 2013/14 including values for disbursement listing
Jun 23, 2015	COR Technical Team	Section 5.9 - Update response value for the PrintRemitAmount field of the DisbursementDetail section for the 'Get All Process' standard/enhanced. Section 5.5 - Update response value for the PrintRemitAmount field of the DisbursementDetail section for the 'Tuition Remittance Process' enhanced.

Part II – Guidelines

Table of Contents

1	OVERVIEW	3
2	SCHOOL BATCH CERTIFICATION	3
3	BATCH METHOD OPTIONS	3
3.1	BATCH PROCEDURE VIA AUTOMATED WEB SERVICE	3
3.1.1	<i>Security – Connecting to the Web Service.....</i>	4
3.1.2	<i>Security – Accessing the Batch Process through the Online Screen</i>	4
3.2	BATCH PROCEDURE DOWNLOAD/UPLOAD VIA ONLINE SCREEN	4
3.2.1	<i>Using the Batch Download/Upload via Online Screen:.....</i>	5
3.2.2	<i>Verifying your Batch Upload:.....</i>	6
4	FILE AND DATA USAGE.....	6
4.1	UPLOAD FILES.....	8
5	XML FORMAT.....	9
5.1	REQUIRED COR REQUESTS PROCESS –STANDARD BATCH FILE GETCURRENTREGISTRATIONS	9
5.2	REQUIRED COR REQUESTS PROCESS – ENHANCED BATCH FILE (FUTURE USE) - GETCURRENTREGISTRATIONS	14
5.3	REQUIRED COR REQUESTS PROCESS - SUBMIT REGISTRATIONS	14
5.3.1	<i>Valid Response</i>	15
5.4	TUITION REMITTANCE PROCESS – STANDARD BATCH FILE - GETSUBSEQUENTREMITTANCES.....	17
5.5	TUITION REMITTANCE PROCESS –ENHANCED BATCH FILE (FUTURE USE) GETSUBSEQUENTREMITTANCES.....	20
5.6	TUITION REMITTANCE PROCESS – SUBMIT SUBSEQUENT REMITTANCES:.....	20
5.6.1	<i>Valid School Subsequent Upload.....</i>	21
5.7	AMEND REGISTRATION PROCESS - SUBMIT AMENDMENTS:.....	21
5.7.1	<i>Valid School Amend</i>	21
5.8	GET ALL PROCESS (AUDIT AND TRACKING) – STANDARD BATCH FILE - GETALLREGISTRATIONS	22
5.9	GET ALL PROCESS (AUDIT AND TRACKING) – ENHANCED BATCH FILE (FUTURE USE) GETALLREGISTRATIONS -	28
6	MESSAGE ACKNOWLEDGEMENTS	28
6.1.1	<i>Appendix A – COR Process Date Calculations</i>	30

1 Overview

This document provides technical details for batch interaction between the school and the COR process within the SFS.

2 School Batch Certification

The Confirmation of Registration Batch process is available for Alberta Post-Secondary schools that have large-volume automated confirmations. Prior to schools ability to utilize the batch method, a certification process must be followed.

Certification consists of:

1. Testing a COR file (provided by Alberta Advanced Education) in the schools system.
2. Testing a Batch file (created by the schools system) in the SFS.
3. The school must follow the XML Schema identified for the Confirmation Process, including field formats defined in this document. Validation rules found in this document must also be followed.

If the school implements a major change in their system, re-certification is required.

The School must be certified prior to exchanging information using the Batch method for any of the 3 Confirmation Processes:

- Confirmation of Registration Process
- Tuition Remittance Process
- Amend Registration Process

3 Batch Method Options

There are two batch options for communicating the requests and responses to and from SFS.

1. Batch Procedure via Automated Web Service
2. Batch Procedure Download/Upload via Online Screens

3.1 *Batch Procedure via Automated Web Service*

Depending on the size and complexity of your systems, you may choose to upload and download files from the Extranet or use the fully automated Web Service option. The options are available for those who want a fully automated solution or those who want to upload and download files manually but have the schools system determine the Registration status for the students. If you choose to use the Web Pages, you will log onto the Extranet as you would for Online confirmation but you would use options under the COR tab to Download or Upload under the **'Batch'** Heading.

The following diagram illustrates an example of a web service and the methods it contains in order to facilitate communication for the Confirmation of Registration Processes (COR, Tuition Remittance and Amend Registration).

All the COR processes exposed can be accessed and invoked by clicking the hyperlinks. In addition the web service will provide a list of available operations and an example xml document it expects as input or delivers as output.

CORWebService

The following operations are supported. For a formal definition, please review the [Service Description](#).

- [getCurrentRegistrations](#)
- [getSubsequentRemittances](#)
- [getAllRegistrations](#)
- [submitRegistrations](#)
- [SubmitSubsequentRemittances](#)
- [SubmitAmendments](#)
- [getEnhancedCurrentRegistrations](#)
- [getEnhancedTuitionRemittances](#)
- [getEnhancedAllRegistrations](#)

3.1.1 Security – Connecting to the Web Service

The web service will be accessible via a secured Internet connection. Each school will be provided a User ID and Password to be used with their secured connections to the Web Service. If you plan to use the Web Service, please contact the SFS technical support specialists to set up your ID and Password. The type of automated method identified on the Students Finance Memorandum of Agreement must have been identified as Batch.

3.1.2 Security – Accessing the Batch Process through the Online Screen

The Batch Download/Upload via Online Screen will be accessible via the Alberta Advanced Education's Extranet provided that the designated school staff have been provided an User ID and Password to log onto the Extranet and the User ID has been granted access to the SFS and COR functionality. The type of automated method identified on the formal agreement must also have been Batch.

3.2 Batch Procedure Download/Upload via Online Screen

The 'Batch Download and Upload via Online Screens' procedure provides schools with an easy way of connecting and exchanging Confirmation of Registration information with the SFS via the Internet through an online screen.

Using this procedure requires schools to be able to accept and generate xml documents exactly the same as the batch automated web service procedure. The difference is the process requires a designate from the school to sign on to Alberta Advanced Education's Extranet as opposed to having that authentication being done via the web service.

3.2.1 Using the Batch Download/Upload via Online Screen:

When schools elect to use the '**Batch Download/Upload via Online Screen**' procedure, the designated staff must navigate to the Download screen through a web page via the Extranet.

Download Procedure

Steps to Download an XML File:

1. After logging on to the SFS, users will select the COR tab to access the Confirmation of Registration (COR) Home Screen.
2. Under the '**Batch**' heading, users will then navigate to the '**Download**' action to access the download screen.
3. The Download Batch screen has 2 main sections each with 3 files to download. Select one of the six files to download:
 - Standard Batch files:
 1. Required COR Requests
 2. Tuition Remittance
 3. Get All
 - Enhanced Batch Files:
 4. Required COR Requests
 5. Tuition Remittance
 6. Get All

Note: The Enhanced Batch Files are intended for future use. They contain additional fields in addition to providing greater flexibility with Tuition Remittance timelines that align with the online process. It is anticipated that a re-certification is required for batch schools formerly using the standard files to ensure continued accuracy and expected processing results for the COR response files. When the process has gathered all related information the user will be prompted to open or save the file. The user will save the file for the schools system to process.

Upload Procedure

Steps to Upload an XML File:

1. After logging on to the SFS, users will select the COR tab to access the Confirmation of Registration (COR) Home Screen.
2. Under the '**Batch**' heading, users will then navigate to the 'Upload' action to access the upload screen.
3. Select the Browse button and locate the XML file that you want to upload. The system will identify what file type is being uploaded and process the file contents accordingly.

4. Select the **'Upload'** button to upload the information.
5. The status of the Batch file will be continually refreshed to show the status of your upload until the processing has completed. Errors will be displayed if any are encountered.

3.2.2 Verifying your Batch Upload:

After uploading a file using either the Web Service or the Online Screens, you can verify your batch file uploads by utilizing a screen available on the Extranet.

1. After logging on to the SFS, users will select the COR tab to access the Confirmation of Registration (COR) Home Screen.
2. Under the **'Batch'** heading, users will then navigate to the **'Upload History'** action to access the screen.
3. The screen will show recent batch uploads including the date, status of the upload, the number of records (confirmations, remittance, etc) as well as any failed items. You can also search for Batch Uploads based on some criteria:
 1. Timeframe (Current Month, Previous Month, Current Funding Year, Previous Funding Year)
 2. Batch Upload Type (Confirmation of Registration, Tuition Remittance, Amend Registration)
 3. With Failures (Yes, No) – Indicating 'yes' will return only batch uploads that resulted in at least one record being rejected by the SFS

4 File and Data Usage

Both Batch Options (Web Services and Online) will have a tailored .xsd schema to specify information transmitted. The exception to this is the GetCurrentRegistrations and GetAllRegistrations; these methods use the same message format.

The table below shows the .xml messages that are available today. Usage of this data is also described.

STANDARD BATCH FILES	
<p>Required COR Requests: getCurrentRegistrations EIRequest.xsd</p>	<p>This file is for Confirmation of Registration Process. This will return all student records per school that require confirmation of their registration status. Once confirmed, the student's request will no longer appear in this file. This file should be used to compile 'SubmitRegistration' Response information.</p>
<p>Tuition Remittance: getSubsequentRemittances EISubsequentDownload.xsd</p>	<p>This file is for the Tuition Remittance Process: The system will return all Tuition Remittance Requests for students previously Confirmed as Yes who have future disbursements due within 22 – 45 days where the schools</p>

Part II – Guidelines to Support Automated Confirmation of Registration (COR)

	can request an amount for remittance of Tuition to be made directly to the school.
<p>Get All: getAllRegistrations EIRequest.xsd</p>	<p>This file is to aid the school for Audit and Tracking purposes. This file is <u>not</u> to be used to compile response information.</p> <p>It will return all the COR requests where the session end date is not more than 14 days past. This file also includes the response and amend registration information that was received by the SFS (from the school or from the student).</p> <p>This file can be compared to the school records to ensure confirmed as Yes or No information has been processed successfully. It can also be used to identify all 'yes' responses that the school should be reporting Amend Registration information on if full-time registration status of a student changes (See SubmitAmendments).</p>
ENHANCED BATCH FILES	Enhanced Files will not be supported at this time and if downloaded should only be used for informational purposes
<p>Required COR Requests: getEnhancedCurrentRegistrations EIRequest.xsd</p>	<p>(Future Use) This file is for the Confirmation of Registration Process and is used for the same purpose as GetCurrentRegistrations, however it has been enhanced to include several new fields.</p>
<p>Tuition Remittance: getEnhancedTuitionRemittances EISubsequentDownload.xsd</p>	<p>(Future Use) This file is for the Tuition Remittance Process and is used for the same purposes as GetSubsequentRemittances, however it has been enhanced to include several new fields and is also not limited to the same window of downloading for tuition remittance (broader than limiting to just students with funding due 22-45 days).</p>
<p>Get All: getEnhancedAllRegistrations EIRequest.xsd</p>	<p>(Future Use) This file is to aid the school for Audit and Tracking purposes. This file is used for the same purpose as GetAllRegistrations so is still <u>not</u> to be used to compile response information. It has however been enhanced to include several new fields.</p>

4.1 Upload files

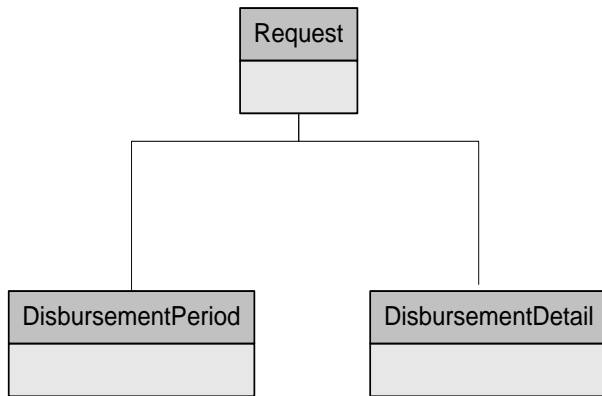
<p>Confirmation of Registration: submitRegistrations EIResponse.xsd</p>	<p>For Confirmation of Registration: This will allow the SFS to accept Response records from a School indicating a 'yes' or 'no' answer to a student's Confirmation of Registration Request (GetCurrentRegistrations). Tuition Remittance requested amounts will also be accepted for students with the Confirmed as Yes indicated in the Initial Disbursement Period.</p> <p>NOTE: A Confirmed as 'No' response will cancel the student's funding. A 'No' should not be sent until the school is sure the student is not attending full-time.</p>
<p>Tuition Remittance: SubmitSubsequentRemittances EISubsequentUpload.xsd</p>	<p>For the Tuition Remittance Process: This will allow the SFS to accept response information from the school for the GetSubsequentRemittances Requests. The school can respond with the amount of Tuition Remittance being requested.</p> <p>Note: If the Disbursement Period ID does not match then we will apply the tuition remittance to Period 2 if Period 2 exists, otherwise it will be applied to Period 1.</p>
<p>Amend Registration: SubmitAmendments EIAmend.xsd</p>	<p>For the Amend Registration Process: This will allow the SFS to accept an update to Registration information for students that the school previously confirmed as yes.</p> <p>Note: Amend Registration Information may cancel the student's funding.</p>

5 XML Format

5.1 Required COR Requests Process –Standard Batch File *getCurrentRegistrations*

EIRequest.xsd

The following shows the relationship between the three areas of information found in the schema. All the fields are described, including the format of each field. Please see Section 4 regarding the usage of these files.



Request:	Format	Description
StartDate	dd-mmm-yyyy	Date where the school can begin sending confirmation of registration result information back to Alberta Advanced Education. The start date will be equal to the current date or in the past. Note: Requests are not included in the batch until the Start Date has been reached.
CancelDate	dd-mmm-yyyy	Date where confirmation of registration result information will no longer be accepted. This is also the date that the request will be removed from the file if student has not been Confirmed.
DisplayID	Integer	Unique 10 digit number indicating a specific confirmation request. This number will be used on 'Confirmed' certificates and can also be used for COR related searches on the SFS online system.
ProgramID	varchar(20)	School Program identifier as defined by Program and Provider Registry Service (PAPRS). This is used to reflect what program the student provided on their funding application.

Part II – Guidelines to Support Automated Confirmation of Registration (COR)

ProgramName	varchar (255)	School Program Name as defined by PAPRS. This is used to reflect what program the student provided on their funding application.
ProviderID	Integer	School identifier as defined by PAPRS. This is used to reflect what school the student provided on their funding application.
ProviderName	varchar (255)	School Name as defined by PAPRS. This is used to reflect what school the student provided on their funding application.
SpecializationID	varchar(20)	School Specialization identifier as defined by PAPRS. This is used to reflect what specialization the student provided on their funding application.
SpecializationName	varchar (255)	School Specialization Name as defined by PAPRS. This is used to reflect what specialization the student provided on their funding application.
LoanReturnByDate	dd-mmm-yyyy	The last date the response must be received by in order to prevent delays in any funds being issued to the student. Note: Response information may be sent in after this date; however, the student's funding may not be issued on schedule.
NonLoanReturnByDate	dd-mmm-yyyy	The last date the response must be received by in order to prevent delays in any grant funds being issued to the student. Note: Response information may be sent in after this date; however, the student's funding may not be issued on schedule. If a student only has loan funding (no grants), this date will be calculated to be the same value as the LoanReturnByDate.
ApplicationType	varchar (10)	The type of Funding Application the student has completed. Values: Full Time
SessionEndDate	dd-mmm-yyyy	Student's Program Session End Date.
SessionStartDate	dd-mmm-yyyy	Student's Program Session Start Date
ASN	char (9)	Student's Alberta Student Number
Birthdate	dd-mmm-yyyy	Student's Birth Date
FirstGivenName	varchar (50)	Student's First Name
Surname	varchar (50)	Student's Last Name

Part II – Guidelines to Support Automated Confirmation of Registration (COR)

SocialInsuranceNumber	char (9)	Student Social Insurance Number
Gender	'M' or 'F'	Student Gender Values: M = Male F = Female
CourseLoad	'FT' or 'PT'	Student Course Load based on their funding application. Values: FT = Full time PT = Part time
EIStudentIDNumber	varchar (12)	The School Student Identifier that the student provided on their funding application. If nothing was provided on their funding application this will be blank.
ApplicationID	Integer	SFS unique number to identify the student's funding application.
AwardTotal	decimal (9,2)	The total amount of funding awarded to the student based on their funding application.
FundYear	char (9)	The Funding Year of the student's application, for example: '2015-2016'.
ApplicationTuitionRemittance Limit	decimal (9,2)	This amount takes into consideration Tuition and Mandatory Fees for the program on the student's funding application. This is the highest amount (plus a \$1,000 buffer) that the school could ask for as a total of all requested tuition remittance amounts for that application.
ConCurrentEnrollment	'yes' or 'no'	Indicator if the student identified on their original application that they are concurrently enrolled. Note: In the GetCurrent this value will be always be 'no' as students that are concurrently enrolled are confirmed via the manual method not online or batch.
ExchangeFieldStudy	'yes' or 'no'	Indicator if the student identified on their funding application that they are participating in an Exchange or Field Study program.

Part II – Guidelines to Support Automated Confirmation of Registration (COR)

Disbursement Period:	Format	Description
DisbursementPeriodID	char (36)	Unique identifier for the specified disbursement period – This is a SQLServer GUID. This only appears if a request for tuition remittance is allowed.
TotalLoanAmount	decimal (9,2)	Total amount of funding due in the specific disbursement period based on student's funding application. Note: The Federal Services & Equipment Grant and the Alberta Grant for Students with Disabilities do not allow tuition remittance to be applied against them
MaxTuitionRemittanceAmount	decimal (9,2)	Maximum amount the school may receive based on funding <u>currently</u> awarded to the student in this period. The school can request more funds than this amount, but will not receive more than this amount unless a Request for Review level was processed that increased the student's funding. Note: The Federal Services & Equipment Grant and the Alberta Grant for Students with Disabilities do not allow tuition remittance to be applied against them
DisbursementPeriodStartDate	dd-mmm-yyyy	Date indicating the beginning of a disbursement period.
DisbursementPeriodEndDate	dd-mmm-yyyy	Date indicating the end of a disbursement period.

Part II – Guidelines to Support Automated Confirmation of Registration (COR)

Disbursement Detail:	Format	Description
DisbursementAmount	decimal (9,2)	Amount the student has been or will be issued for the particular disbursement.
DisbursementDate	dd-mmm-yyyy	Date the Disbursement has been or will be issued.
DisbursementStatus	varchar (15)	Status of the disbursement. Values: Issued Cancelled
DisbursementType	varchar (10)	Abbreviation of the Type of Funding the student has been or will be issued. Note: This listing may change depending on program changes being introduced each year. Values: ASL ALIG CSL FSEG GFD LIFG MG MIFG SGDC SPDG
DisbursementDescription	varchar (60)	Long description of the Disbursement Type. Values: Alberta Student Loan Alberta Low Income Grant Canada Student Loan Federal Services & Equipment Grant Alberta Grant For Students with Disabilities Federal Low Income Grant Maintenance Grant Federal Middle Income Grant Federal Dependant Grant Federal Permanent Disability Grant

5.2 Required COR Requests Process – Enhanced Batch File (future use) - GetCurrentRegistrations

EISubsequentDownload.xsd

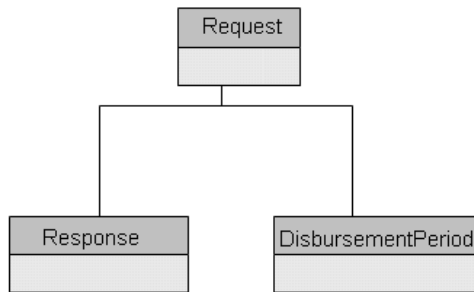
To ensure backwards compatibility, additional fields or functionality has been provided via 'Enhanced' files. 'getEnhancedCurrentRegistrations' file is identical to the 'getCurrentRegistrations' file with the following additions.

Request:	Format	Description
DisabilityIndicator	'yes' or 'no'	Indicates of the student's application indicated a disability.

5.3 Required COR Requests Process - Submit Registrations

EIResponse.xsd

The following shows the relationship between the three areas of information found in the schema. All the fields are described, including the format of each field. Please see Section 4 regarding the usage of these files.



Request:	Format	Description
DisplayID	Integer	Unique 10 digit number indicating a specific confirmation request.
ASN	9999-9999-9	Student's Alberta Student Number

Response:	Format	Description
ResultsIndication	'Yes' or 'No'	Indicator for the Confirmation of Registration Result. Values and Description: Yes = Student is 'Confirmed as Yes'. No = Student is 'Confirmed as No'.
NoReasonEffectiveDate	dd-mmm-yyyy	Effective Date required if ResultsIndication = No (Confirmed as No) and NoReasonID is 1 or 2. Note: If ResultsIndication = Yes (Confirmed as Yes) this must be blank.

EIStudentNumber	varchar (12)	<p>The School Student Identifier that the student provided on their funding application. If provided, the SFS will be updated with this latest identifier. This can only be updated if providing Results indication of Yes or No.</p> <p>Note: A blank value will update a previously recorded value to a blank.</p> <p>Not including this as a tag will update a previous EIStudentNumber value to blank.</p>
NoReasonID	Integer	<p>This identifies the reason for 'Confirmed as No'.</p> <p>Values and Description:</p> <p>1 = Withdrew from Studies</p> <p>2 = Dropped to Part Time</p> <p>3 = Never Attended</p> <p>Note: If ResultsIndication = Yes (Confirmed as Yes) this must be blank.</p>

Disbursement Period:	Format	Description
DisbursementPeriodID	Char(36)	<p>Unique identifier for the specified disbursement period – This is a SQLServer GUID.</p> <p>Note: This must be blank if ResultsIndication = No</p>
RequestedRemittance	Decimal(9,2)	<p>Amount desired to be remitted to the school for tuition from funding for the students initial disbursement period.</p> <p>Notes: This must be blank if ResultsIndication = No</p>

5.3.1 Valid Response

The following rules apply to all responses where the response is 'Confirmed as Yes':

1. The DisplayID must be provided and associated with the school providing the response.
2. ASN must be provided and associated with the DisplayID.
3. Results Indication must be 'Yes'
4. NoReasonID must be blank.
5. NoReasonEffectiveDate must be blank.
6. SchoolStudentNumber should be provided if it exists. Note: Not including this as a tag will update an existing schoolStudentNumber (provided by the Student) to blank.
7. If Disbursement Period provided, it must be a valid Disbursement Period.

8. If RequestedRemittanceAmount is provided, the DisbursementPeriodID must be provided.
9. If RequestedRemittance is provided it must be less than or equal to the ApplicationTuitionRemittanceLimit plus the buffer (buffer is currently set to \$1000)
10. If RequestedRemittance is provided it must be a positive number and cannot be between .01 and 49.99.
11. A response has not already been provided.

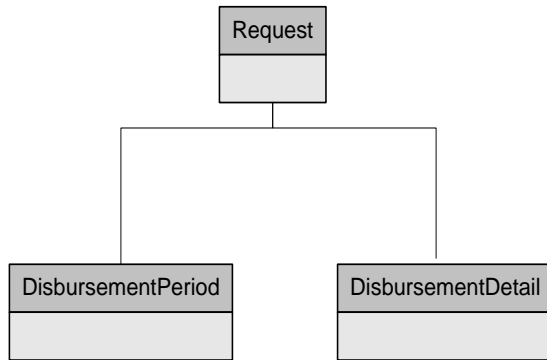
The following rules apply to all responses where the response is 'Confirmed as No':

1. DisplayID must be provided and associated with the Sschoolproviding the response.
2. ASN must be provided and associated with the DisplayID.
3. ResultsIndication must be 'No'.
4. The NoReasonID must be provided.
5. NoReasonEffectiveDate - If NoReasonID is either 1 (Withdrew from Studies) or 2 (Dropped to Part-Time), the NoReasonEffectiveDate must also be provided and must be greater than or equal to the Program Session Start Date and less than the Program Session End Date.
6. SchoolStudentNumber should be provided if it exists. Note: Not including this as a tag will update a previous SCHOOLStudentNumber value to blank.
7. DisbursementPeriodID and/or RequestedRemittance must not be provided.
8. A response has not already been provided.

5.4 Tuition Remittance Process – Standard Batch File - GetSubsequentRemittances

EISubsequentDownload.xsd

The following shows the relationship between the three areas of information found in the schema. All the fields are described, including the format of each field. Please see Section 4 regarding the usage of these files.



Request:	Format	Description
DisplayID	Integer	Unique 10 digit number indicating a specific confirmation request. This number will be used on automated confirmed certificates and can also be used for search criteria on the COR online system.
ASN	char (9)	Student Alberta Student Number
Birthdate	dd-mmm-YYYY	Student Birth Date
FirstGivenName	varchar (50)	Student First Name
Surname	varchar (50)	Student Last Name
SocialInsuranceNumber	char (9)	Student Social Insurance Number
EIStudentNumber	varchar (12)	The School Student Identifier that the student provided on their funding application. If nothing provided on their funding application this will be blank.
ApplicationID	Integer	SFS unique number to identify the student's funding application.
ApplicationTuitionRemittanceLimit	decimal (9,2)	This amount takes into consideration Tuition and Mandatory Fees for the program on the students funding application. This is the highest amount (plus a \$1,000 buffer) that the school could ask for as a total of all requested tuition remittance amounts for that application.

Part II – Guidelines to Support Automated Confirmation of Registration (COR)

Disbursement Period:	Format	Description
DisbursementPeriodID	char (36)	Unique identifier for the specified disbursement period – This is a SQLServer GUID.
TotalLoanAmount	decimal (9,2)	Total amount of funding due in the specific disbursement period based on Student's funding application. Note: The Federal Services & Equipment Grant and the Alberta Grant for Students with Disabilities do not allow tuition remittance to be applied against them
MaxTuitionRemittanceAmount	decimal (9,2)	Maximum amount the school may receive based on funding currently awarded to the Student in this period. The school can request more funds than this amount, but will not receive more than this amount unless a Change of Circumstance is processed that increases the Student's funding. Note: The Federal Services & Equipment Grant and the Alberta Grant for Students with Disabilities do not allow tuition remittance to be applied against them
DisbursementPeriodStartDate	dd-mmm-yyyy	Date indicating the beginning of a disbursement period.
DisbursementPeriodEndDate	dd-mmm-yyyy	Date indicating the end of a disbursement period.
SubsequentRemitEndDate	dd-mmm-yyyy	The last date the subsequent tuition remittance must be received by for this disbursement period in order for remittance to be applied to funding that is due.
PreviouslyRequestedRemittanceAmount	decimal (9,2)	The previous amount of tuition remittance requested for the disbursement period. Note: This field will only be displayed if the school has already requested tuition remittance for the disbursement period.
CurrentAmount	decimal (9,2)	Current Amount of the Tuition Remittance being requested. This maybe the same as a previously requested tuition remittance amount, or if funding has changed (decreased or moved) this will display the latest amount that will be applied due to changes in funding (zero if no remittance requested to date).

Part II – Guidelines to Support Automated Confirmation of Registration (COR)

Disbursement Detail:	Format	Description
DisbursementAmount	decimal (9,2)	Amount the student will receive for the particular disbursement.
DisbursementDate	dd-mmm-yyyy	Date the Disbursement has been or will be issued.
DisbursementStatus	'Issued' or 'Cancelled' or <Blank>	Status of the disbursement.
DisbursementType	varchar (10)	Abbreviation of the Type of Funding the Student has been or will be issued. Values: ASL ALIG CSL FSEG GFD LIFG MG MIFG SGDC SPDG
DisbursementDescription	varchar (60)	Long description of the Disbursement Type. Values: Alberta Student Loan Alberta Low Income Grant Canada Student Loan Federal Services & Equipment Grant Alberta Grant For Students with Disabilities Federal Low Income Grant Maintenance Grant Federal Middle Income Grant Federal Dependent Grant Federal Permanent Disability Grant

**5.5 Tuition Remittance Process –Enhanced Batch File (future use)
GetSubsequentRemittances**

EISubsequentDownloadEnhanced.xsd

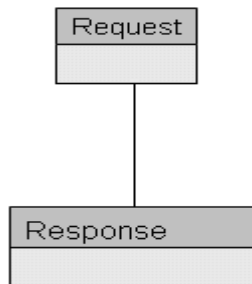
This file is identical to the EISubsequentDownloadEnhanced.xsd with the following additions to the DisbursementDetail area:

Disbursement Detail:	Format	Description
PaymentMethod	Varchar(20)	Method of Payment: Cheque Certificate Electronic Certificate Manual Payment
PrintRemitAmount	Decimal (9,2)	This field is no longer used and will always return 0.00.

5.6 Tuition Remittance Process – Submit Subsequent Remittances:

EISubsequentUpload.xsd

The following shows the relationship between the two areas of information found in the schema. All the fields are described, including the format of each field. Please see Section 4 regarding the usage of these files.



Request	Format	Description
DisplayID	Integer	Student Finance's student application ID
ASN	9999-9999-9	Student Alberta Student Number

SubsequentResponse	Format	Description
DisbursementPeriodID	Char(36)	Unique identifier for the specified disbursement period – This is a SQLServer GUID.
RequestedRemittance	Decimal(9,2)	Amount desired to be remitted to the school for tuition remittance from the funding associated to the DisbursementPeriodID.

5.6.1 Valid School Subsequent Upload

The following rules must be successful for the Remittance Request to be successful:

1. DisplayID must be provided and associated with the school providing the response.
2. ASN must be provided and associated with the DisplayID.
3. DisbursementPeriodID must be provided, and it must be a Valid Disbursement Period.
4. RequestedRemittance must be provided.
5. RequestedRemittance provided must be less than or equal to the total of all ‘requested Remittance’ and may not exceed the Application Tuition Remittance Limit plus Buffer.
6. Requested Remittance Amount must be a positive number and cannot be between .01 and 49.99.
7. An Amend Registration must not exist.
8. Application must be active.
9. The application session end date must not be in the past.

5.7 Amend Registration Process - Submit Amendments:

EIAmend.xsd

The following shows the information found in the schema. All the fields are described, including the format of each field. Please see Section 4 regarding the usage of these files.

Amend	Format	Description
ApplicationID	Integer	SFS unique number to identify the student's funding application.
ASN	9999-9999-9	Student Alberta Student Number
AmendReason	Integer	Reason for the Amend Registration. Values and Description: 1 = Withdrew from Studies 2 = Dropped to Part Time 3 = Never Attended 4 = Early Completion
AmendDate	dd-mmm-yyyy	Date required if AmendReason is 1, 2 or 4.

5.7.1 Valid School Amend

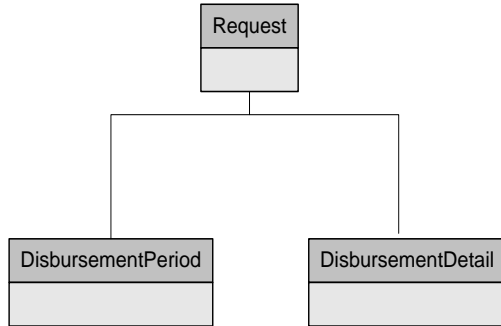
The following rules must be successful for the Amend Registration to be successful:

1. ApplicationID must be provided and associated with the school providing the response.
2. ASN must be provided.
3. AmendReason must be provided.
4. If AmendReason is 1 (Withdrew from Studies), or 2 (Dropped to Part time) or 4 (Early completion) the AmendDate must be provided.
5. If AmendDate is provided, it must be greater than or equal to the Program Session start Date and less than the Program Session End Date.
6. Application must be active.

5.8 Get All Process (Audit and Tracking) – Standard Batch File - GetAllRegistrations

EIRequest.xsd

The following shows the relationship between the three areas of information found in the schema. All the fields are described, including the format of each field. Please see Section 4 regarding the usage of these files. *Remember this file is **not** to be used to compile response information.*



Request:	Format	Description
StartDate	dd-mmm-yyyy	Date where the school can begin sending confirmation of registration result information back to Alberta Advanced Education. The start date will be equal to the current date or in the past. Note: Requests are not included in the batch until the Start Date has been reached.
CancelDate	dd-mmm-yyyy	Expired Date where confirmation of registration result information will no longer be accepted. This is also the date that the request will be removed if student is not Confirmed as Yes or No.
DisplayID	Integer	Unique 10 digit number indicating a specific confirmation request. This number will be used on automated confirmed certificates and can also be used for search criteria on the COR online system.
ProgramID	varchar(20)	School Program identifier as defined by Program Registry Service. This is used to reflect what program the student provided on their funding application.
ProgramName	varchar (255)	School Program Name as defined by Program Registry Service. This is used to reflect what program the student provided on their funding application.
ProviderID	Integer	School identifier as defined by Provider Registry Service. This is used to reflect what school the student provided on their funding application.

Part II – Guidelines to Support Automated Confirmation of Registration (COR)

ProviderName	varchar (255)	School Name as defined by Provider Registry Service. This is used to reflect what school the student provided on their funding application.
SpecializationID	varchar(20)	School Specialization identifier as defined by Program Registry Service. This is used to reflect what specialization the student provided on their funding application.
SpecializationName	varchar (255)	School Specialization Name as defined by Program Registry Service. This is used to reflect what specialization the student provided on their funding application.
LoanReturnByDate	dd-mmm-yyyy	The last date the response must be received by in order to prevent delays in any funds being issued to the student. Notes: Response information may be sent in after this date; however, the student's funding may not be issued on schedule.
NonLoanReturnByDate	dd-mmm-yyyy	The last date the response must be received by in order to prevent delays in any grant funds being issued to the student. Notes: Response information may be sent in after this date; however, the student's funding may not be issued on schedule If a student only has loan funding (no grants), this date will be calculated to be the same value as LoanReturnByDate.
ApplicationType	varchar (10)	The type of Funding Application the student has completed. Values: Full time
SessionEndDate	dd-mmm-yyyy	Student's Program Session End Date.
SessionStartDate	dd-mmm-yyyy	Student 's Program Session Start Date
ASN	char (9)	Student Alberta Student Number
Birthdate	dd-mmm-yyyy	Student Birth Date
FirstGivenName	varchar (50)	Student First Name
Surname	varchar (50)	Student Last Name
SocialInsuranceNumber	char (9)	Student Social Insurance Number
Gender	'M' or 'F'	Student Gender Values and Description: M = Male F = Female
CourseLoad	'FT' or 'PT'	Student Course Load based on their funding application.

Part II – Guidelines to Support Automated Confirmation of Registration (COR)

		<p>Values and Description:</p> <p>FT = Full time</p> <p>PT = Part time</p>
EIStudentIDNumber	varchar (12)	The School Student ID that the student provided on their funding application. If nothing provided on their funding application this will be blank.
ApplicationID	Integer	SFS unique number to identify the student's funding application.
ConfirmationReceived	varchar (10)	<p>Indicates how a confirmation 'Confirmed as Yes or Confirmed as No' result was received by COR.</p> <p>Values and Description:</p> <ul style="list-style-type: none"> • Online = Confirmation result received from school using Online Screens in COR. • Batch = Confirmation result received from school sending via a Batch Response. • Manual = Confirmation result received from a school through a manual worksheet (concurrently enrolled student). • Cashed = Confirmed as Yes result generated by SFS system due to student cashing certificate (signed by school) and COR request still outstanding.
AwardTotal	decimal (9,2)	The total amount of funding awarded to the student based on their funding application.
FundYear	char (9)	The Funding Year of the student's application for example: '2010-2011' represents funding year Aug. 1, 2010 to July 31, 2011.
ApplicationTuitionRemittanceLimit	decimal (9,2)	This amount takes into consideration Tuition and Mandatory Fees for the program on the students funding application. This is the highest amount (plus a \$1,000 buffer) that the school could ask for as a total of all requested tuition remittance amounts for that application.
ResultsIndication	'yes' or 'no'	<p>Indicates the results of the confirmation.</p> <p>Values and Description:</p> <p>Yes = Student has been 'Confirmed as Yes'</p> <p>No = Student was 'Confirmed as No'</p> <p>Note: Students that have not been Confirmed as Yes or No would not have this tag.</p>

Part II – Guidelines to Support Automated Confirmation of Registration (COR)

ConCurrent Enrollment	'yes' or ' no'	Indicator if the Student identified on their original application that they are concurrently enrolled. Note: Students that are Concurrently Enrolled will only appear in the GetAll schema once their confirmation is completed (Confirmed as Yes or Confirmed as No).
ExchangeFieldStudy	'yes' or ' no'	Indicator if the Student identified on their funding application that they are participating in an Exchange or Field Study program.
AmendReason	Integer	Reason for Amend Registration if Amend Registration provided by either the SFS or the school through COR. Values and Description: 1 = Withdrawal 2 = Dropped to Part Time 3 = Never Attended 4 = Early Completion 5 = Not Registered Note: Students that do not have AmendReason information would not have this tag.
AmendDate	dd-mmm-yyyy	Amend Registration Date may be shown if AmendReason is 1,2 or 4. Note: Students that do not have AmendDate information would not have this tag.
AmendCreatedBy	varchar (2)	The source of the latest Amend Registration Information. Values and Description: <ul style="list-style-type: none">• SF = Information was last updated in COR by SFS.• School = Information was last updated in COR by the School. Note: Students that do not have AmendCreatedBy information would not have this tag.

Part II – Guidelines to Support Automated Confirmation of Registration (COR)

Disbursement Period:	Format	Description
DisbursementPeriodID	char (36)	<p>Unique identifier for the specified disbursement period – This is a SQLServer GUID. This only appears if a request for tuition remittance is allowed.</p> <p>Note: This is only for information purpose, the GetAll schema is not to be used by the school to provide response information.</p>
TotalLoanAmount	decimal (9,2)	<p>Total amount of funding due in the specific disbursement period based on Student's funding application.</p> <p>Note: The Federal Services & Equipment Grant and the Alberta Grant for Students with Disabilities do not allow tuition remittance to be applied against them</p>
MaxTuitionRemittanceAmount	decimal (9,2)	<p>Maximum amount school can request from Students funding for a particular disbursement period. This takes into consideration the Total Funding in the period (TotalLoan Amount) as well as the Application Tuition Remittance Limit plus a \$1,000 buffer.</p> <p>Note: The Federal Services & Equipment Grant and the Alberta Grant for Students with Disabilities do not allow tuition remittance to be applied against them</p>
DisbursementPeriodStartDate	dd-mmm-yyyy	Date indicating the beginning of a disbursement period.
DisbursementPeriodEndDate	dd-mmm-yyyy	Date indicating the end of a disbursement period.

Disbursement Detail:	Format	Description
DisbursementAmount	decimal (9,2)	Amount the student has been or will be issued for the particular disbursement.
DisbursementDate	dd-mmm-yyyy	Date the Disbursement has been or will be issued.
DisbursementStatus	'Issued' or 'Cancelled' or <blank>	<p>Status of the disbursement.</p> <p>Values:</p> <p>Issued</p> <p>Cancelled</p>
DisbursementType	varchar (10)	<p>Abbreviation of the Type of Funding the Student has been or will be issued.</p> <p>Values:</p> <p>ASL</p> <p>ALIG</p> <p>CSL</p> <p>FSEG</p>

Part II – Guidelines to Support Automated Confirmation of Registration (COR)

		GFD LIFG MG MIFG SGDC SPDG
DisbursementDescription	varchar (60)	Long description of the Disbursement Type. Values: Alberta Student Loan Alberta Low Income Grant Canada Student Loan Federal Services & Equipment Grant Alberta Grant For Students with Disabilities Federal Low Income Grant Maintenance Grant Federal Middle Income Grant Federal Dependant Grant Federal Permanent Disability Grant
PrintRemitAmount	decimal (9,2)	This field is no longer used and will always return 0.00
PaymentMethod	Not used	Method of Payment: Cheque Certificate Electronic Certificate Manual Payment

**5.9 Get All Process (Audit and Tracking) – Enhanced Batch File (future use)
GetAllRegistrations -**

EIRequest.xsd

This file is identical to the EIGetAll.xsd with the following additions.

Request:	Format	Description
AmendRegistrationMethod	Varchar(10)	Amend Registration Method – this is the method in which the Amend Registration (ie: withdrawal, dropped to part time etc) information was provided: Batch Online Manual
Confirmed By	varchar (20)	Confirmed By: 'SF' or ID who performed the confirmation of yes or no. The value is blank if not yet confirmed.
Confirmed Date	dd-mmm-yyyy	Confirmed Date – This is the date the confirmed as Yes or Confirmed as No was completed. So for online the date entered, for manual the authorization date, for Batch – the date the batch was received, and cashed the date the cashed file received.
ReasonforConfirmedasNo	Integer	Reason for Confirmed as No (if applicable)
ConfirmedAsNoEffectiveDate	dd-mmm-yyyy	Confirmed As No Effective Date (if applicable)
Disability Indicator	'yes' or ' no'	Disability Indicator

6 Message Acknowledgements

Batch Procedure Using SFS Web Service:

Responses sent to the SFS are received and processed asynchronously. SFS has safe guards in place to ensure batch files of the same type sent multiple times will not be processed. If an initial confirmation file is sent from a school and the SFS has not completed processing, additional uploads for initial confirmation will generate an error.

Once the file is received in the SFS and has passed basic schema validation, an acknowledgement will be sent indicating a successful receipt of the file. This acknowledgement will indicate the format of the successful records have entered our system but have **not** been committed to our database. It is possible for some of the transactions to fail business rules.

These validation errors can be viewed online through the **'Upload History'** menu item through Extranet.

Batch Procedure Using SFS Online Screens:

When using the online screens for downloading your Batch requests, the system will display a counter that tells you how long it takes to compile your results.

When uploading your various batch response files, the system will indicate when the process is completed and also will show the results as to the success of the upload. Error files will be displayed and can be selected in which you have the option of either fixing the xml, saving the file and uploading again for processing or you can enter information directly on the COR online screens.

Errors should be minimal if the school has already ensured the rules are followed prior to uploading the information.

Any problems with the xml format will result in the entire file being rejected (all records) whether it is sent through the Batch Web Service or the Batch Upload page.

6.1.1 **Appendix A – COR Process Date Calculations**

Date Parameters

Parameter	Value
COR Start Days	30
Minimum Loan COR Return by Days	4
Loan COR Return by Days	10
Non Loan COR Return by Days	10
Method Commit Days	50
COR Cancel Days	45
COR Minimum Cancel Days	45
Lead Time Days by Method (Manual)	7
Lead Time Days by Method (Automated)	0
Subsequent Tuition Remittance Request Start Days (Enhanced File Only)	45
Tuition Remittance Return by Days	22

Date Calculations – all date calculations are based on the calendar days.

Date	System	Description	Calculation
COR Start Date	SFS	When the school can start to provide a confirmation result.	= Disbursement Date (first due*) - COR Start Days
Loan COR Return by Date ¹	SFS	When the confirmation result must be received by the SFS in order for the student to receive their scheduled funding on time. Provide the school a minimum of 4 days to respond before producing an unconfirmed loan certificate.	= Disbursement Date (first loan due*) - Loan COR Return by Days If the number of days between Current Date and Loan COR Return by Date >= 4 then Loan COR Return by Date = Disbursement Date (first loan due*) – Loan COR Return by Days

¹ Only calculated where loans exist

Part II – Guidelines to Support Automated Confirmation of Registration (COR)

			<p>Otherwise</p> <p>Loan COR Return by Date = Current Date + Minimum Loan COR Return by Days</p>
Non Loan COR Return by Date ²	SFS	When the confirmation result must be received by the SFS in order to prevent delays in the funds being issued to the student.	<p>If non loan funding exists:</p> <p>Non Loan COR Return by Date = Disbursement Date (first non-loan due) - Non Loan COR Return by Days</p> <p>If the number of days between Current Date and Non Loan COR Return by Date >= 4 then</p> <p>Non Loan COR Return by Date = Disbursement Date (first non-loan due) - Non Loan COR Return by Days</p> <p>Otherwise</p> <p>Non Loan COR Return by Date = Current Date + Minimum Loan COR Return by Days</p> <p>Otherwise</p> <p>= Loan COR Return by Date</p>
Method Commit Date	SFS	Used to identify when the confirmation request is committed to a COR method of either automated or manual.	<p>= Disbursement Date (first due) - Method Commit Days</p>

² This date will always have a value – populated differently depending on funding. Where non loan funding exists, this will be calculated based on the first non-loan disbursement due; otherwise this date is recorded as the Loan COR Return by Date

Part II – Guidelines to Support Automated Confirmation of Registration (COR)

COR Cancel Date ³	SFS	<p>Used to identify when the confirmation of registration request should be cancelled / expired</p> <p>Note: All requests will allow the school a minimum of 45 days to respond to a COR Request (Currently handled through a combination of a temporary manual work around and automated process).</p>	<p>COR Cancel Date = Program Session End Date + COR Cancel Days</p> <p>If the number of days between Current Date and COR Cancel Date >= Minimum Cancel Days then</p> <p style="padding-left: 40px;">COR Cancel Date = Current Date + COR Minimum Cancel Days</p>
Lead Time Date	COR	Used to identify preparation time for the COR request so the request can be received by the school in time for the COR Start Date.	<p>= COR Start Date</p> <p>- Lead Time Days (Method)</p>
<p>Subsequent Tuition Remittance Request Start Date</p> <p>(Only applies to Standard Batch – not Enhanced Batch)</p>	COR	Used to identify when the school can begin to enter subsequent tuition remittance results.	<p>For each future disbursement period</p> <p>= Disbursement Period Start Date – Subsequent Tuition Remittance Request Start Days</p>
Subsequent Tuition Remittance Request Return by Date	COR	<p>Used to identify when the subsequent tuition result must be received by the SFS in order to print the remit amount on the confirmed loan certificate.</p> <p>Date is calculated upon receipt of the COR request from the SFS.</p>	<p>Calculate Return Date</p> <p>Calculate the earliest date for disbursements in a remittance period that allows remittance and the disbursement status in the SFS is 'Payment Pending'</p>

* First disbursement due (by funding type) within the initial disbursement window
 - COR Request dates will only be updated prior to a confirmation response. Change of circumstance applications and/or disbursement management processes may cause the dates to be recalculated if the first due loan and/or non- loan disbursements have changed

			<p>A. If at least one disbursement in a remittance period has a status of 'Payment Pending' in the SFS:</p> <ol style="list-style-type: none">1. If the earliest disbursement date minus 'Tuition Remittance Return by Days' is before the current date, set to the earliest disbursement date.2. Otherwise, set to the earliest date for disbursements in a remittance period that allows remittance and the disbursement status in the SFS is 'Payment Pending' <p>B. If no disbursements in a remittance period have a status in the SFS of 'Payment Pending' then set to blank</p>
--	--	--	---