

## Retrieving Loans

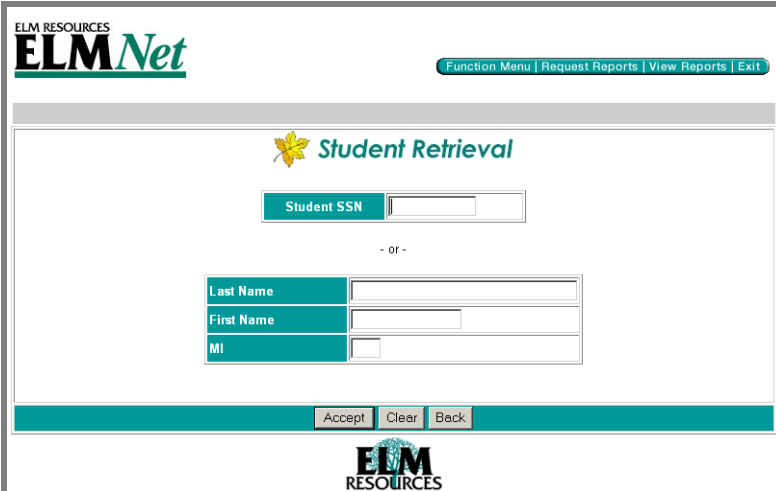
*In this chapter we will look at retrieving loans, updating loans and disbursements, reviewing loan history and cloning loan applications.*

The Loan Retrieval function allows you to view loans by student, and make changes to a loan and its disbursements. The Loan Retrieval function also allows you to research the history and details of the loan, including any data transmissions. Finally, Loan Retrieval allows you to copy relevant information from any existing loan to a new alternative loan application for that student.

### Retrieving a Loan

To view a loan:

1. Click **Loan Retrieval**.



The screenshot shows the ELM Net web application interface. At the top left is the ELM RESOURCES logo and the text 'ELM Net'. To the right is a navigation bar with links: 'Function Menu | Request Reports | View Reports | Exit'. The main content area is titled 'Student Retrieval' with a yellow star icon. Below the title is a form with a 'Student SSN' field. Below that is a separator '- or -'. Underneath are three stacked input fields for 'Last Name', 'First Name', and 'MI'. At the bottom of the form are three buttons: 'Accept', 'Clear', and 'Back'. The ELM RESOURCES logo is at the bottom center of the page.

## RETRIEVING LOANS

- The **Student Retrieval** page will appear. Enter the student's Social Security number, or the student's name. Entering the Social Security number will bring up all loans associated with that Social Security number, even if the loans are not for your school. If you enter a student's name, you will only see loans for students who already have a loan from your school. If the student has a loan at your school, you will see all loans for that student, even those loans not borrowed at your school. To see loan records for students that have not yet borrowed through your school you must enter the student's Social Security number.

☞ You can enter just the first letter of the student's last name, and the first letter of the student's first name. A list of all students with those letters in their first and last name will appear.

- Click **Accept**.

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Function Menu | Next Student | Request Reports | View Reports | Exit

Your loans may be displayed in both the Origination and Repayment Loans sections. The Origination section displays disbursement information on your loan(s). The Repayment section displays information on loan(s) that have been fully funded and may be in repayment. [Click here](#) for additional explanation of terms.

### Loan Listing

Student Name	SSN	Address	Telephone	Driver's License	DOB
STUDENT, JOEA	000-12-3456	123 MAIN STREET, SUITE 100 OAKLAND, CA 94601-1122	810-555-1212	12304	11/05/1990

Student Name	Loan Type	Loan Amount	Loan Begin	Loan End	School	Lender	Guar	Status	Issd
STUDENT, JOEA	Stafford-Sub-C	\$3,500.00	07/01/2006	06/01/2007	SCHIFFA	LEND15L4	GUAR15L4	Loan App to Lender	03/23/2009
STUDENT, JOEA	Stafford-Unsub-C	\$3,500.00	07/01/2006	06/01/2007	SCHIFFA	LEND15L4	GUAR15L4	Loan App to Lender	03/23/2009

Additional information may be available by clicking the Request Remote Loans button.

Back Request Remote Loans

- The **Loan Listing** page will appear. On this page you can view all of the loans on ELMNet for a student, including any PLUS loans. At the top of the loan listing, the student's full name, Social Security number, the student's permanent address, telephone number, driver's license number and state, and date of birth will appear. This page defaults to the demographic information found in the first listed loan record for that student.

☞ If remote loan data is available, the Loan Listing page will display a **Request Remote Loans** button. If this button is clicked, the Loan Listing page will refresh and display remote loan data combined with the ELM loan data. A lightning bolt in the Status column will indicate which loan data came from a remote database. If the **Request Remote Loans** button is not visible, there is no remote loan data available to ELM.




**THE LOAN TYPE** can be:

- Stafford Sub – This is a Stafford subsidized student loan.
- Stafford Unsub – This is a Stafford unsubsidized student loan.
- PLUS – This is a loan made to the student's parent.
- Grad PLUS – This is a loan made to a graduate student.
- Alternative – This is a private loan.

## RETRIEVING LOANS


5. The **Origination Loans** section shows all of the loans for the student.
6. You can click the **School** hyperlink to view information about that school.
7. You can click the **Lender** hyperlink to view information about that lender or servicer.
8. You can click the **Guarantor** hyperlink to view information about that guarantor.
9. The **Select Loan** column will display either a **View** or **Edit** hyperlink. If the loan was not processed through ELMNet, and cannot be changed, then the hyperlink will display **View**. You will be able to view the loan, but not make any changes on ELMNet.
10. Click the **View** hyperlink to view the loan information for loans that can be viewed, but not edited. These are loans which were processed before the school started using ELMNet, loans which were certified by another school, loans with non-ELMNet lenders, or loan records from a remote data provider's system.
11. To make changes to the loan or its associated disbursements, click the **Edit** hyperlink. These are loans which were processed by ELMNet.

# RETRIEVING LOANS



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[Function Menu](#) | [Next Student](#) | [Request Reports](#) | [View Reports](#) | [Exit](#)



## Loan Status

Borrower Name	SSN	Address	Telephone	Driver's License	DOB
SMITH, CHRIS	666-66-6603	750 N DIAMOND BAR BLVD #204 DIAMOND BAR, CA 91765-0000	000-000-0000		01/14/1970

Loan Information <a href="#">More Details</a>		Disbursement Information								
Student SSN	Student Name	Disb #	Disb Date	Gross Amount	Net Amount	Disb Agent	Disbursement Status	Status Date	H/R	Disb. Method
666-66-6603	SMITH, CHRIS									
002222 <a href="#">CommonLine96</a>	<a href="#">Test School 2</a>	1	08/16/2004	\$2,000.00	\$1,840.00		Awaiting Disbursement	05/13/2003	H	
08/23/2004 - 05/12/2005										
Stafford-Unsub-C		2	01/03/2005	\$2,000.00	\$1,840.00		Awaiting Disbursement	05/13/2003	R	
MPN										
MPN Type	Serial									
Gross Loan Amount	\$4,000.00									
Loan Status	Disbursement Scheduled									
Guarantor Code/Name	717 <a href="#">Illinois Student Assist.</a>									

Guarantee Date	07/28/2004
Guarantee Amount	\$4,000.00
Lender Code/Name	807176 <a href="#">Wells Fargo EFS</a>
CommonLine ID/Sequence	ELMRES0000T70028H
School Use Only	
Lender Use Only	
Guarantor Use Only	
Guarantor Status Code	40 Guaranteed/Guarantee not required
Lender-Service Status Code	20 Pended by lender-service
Promissory Note Status Code	45 Lender-service awaiting promissory note
Credit Status Code	05 Not applicable
Guarantor Status Date/Time Stamp	05/13/2003 00:00:00
Lender-Service Status Date/Time Stamp	05/13/2003 00:00:00
Promissory Note Status Date/Time Stamp	05/13/2003 00:00:00
Credit Status Date/Time Stamp	05/13/2003 00:00:00
<a href="#">Glossary of Terms</a>	

- The **Loan Status** page will appear. This page allows you to view information about a specific loan.

# RETRIEVING LOANS

## Viewing Loan Details

To view additional details for a loan:

1. From the **Loan Status** page, click the **Loan Details** button at the bottom of the page.

					
Borrower Name	SSN	Address	Telephone	Driver's License	DOB
SMITH, CHRIS	666-66-6603	750 N DIAMOND BAR BLVD #204 DIAMOND BAR, CA 91765-0000	000-000-0000		01/14/1970
Additional Loan Information					
Requested Loan Amount	\$9,999.99				
School Certified Amount	\$4,000.00				
Approved Amount	\$0.00				
Guarantee Amount	\$4,000.00				
EFT Authorization Code					
Borrower Deferment Request Code					
Borrower Interest Indicator					
Signature Date					
Grade Level	1				
Enrollment Status Code	F				
Anticipated Completion Date	01/15/2000				
Processing Code	GP				
School Certification Date	03/19/2003				
Borrower Confirmation Indicator					

2. The **Loan Details** page will appear. This page gives you information about:
  - The requested loan amount.
  - The school certified loan amount.
  - The guarantee amount.
  - The student's grade level, enrollment status and anticipated graduation date.
  - Signature date.
  - Reference information.
  - Guarantor, lender, promissory note and credit status codes.
  - Guarantor, lender, promissory note and credit date and time stamps.
3. To return to the **Loan Status** page, click **Back**.

## RETRIEVING LOANS

### Changing a Loan or Disbursement

To make changes to a loan or its disbursements:

1. From the **Loan Status** page, click **Change** at the bottom of the page.

Borrower Name	SSN	Address	Telephone	Driver's License	DOB
SMITH, CHRIS	666-66-6603	750 N DIAMOND BAR BLVD #204 DIAMOND BAR, CA 91795-0000	000-000-0000		01/14/1970


  

Loan Information		Transaction Selection	
Student SSN	666-66-6603	<input type="radio"/> Cancellation	<input type="radio"/> Reinstatement
Student Name	SMITH, CHRIS	<input type="radio"/> Reallocation	<input type="radio"/> Reprint Prom Note
School	CommonLine96 Test School 2	<input type="radio"/> Demographic/Certification Change	<input type="radio"/> Loan Increase
Loan Period	08/23/2004 - 05/12/2005	<input type="radio"/> Add Disbursement	<input type="radio"/> Change Disbursements
Loan Type	Stafford-Unsub		
Application Type	MPN		
MPN Type	Serial		
Gross Loan Amount	\$4,000.00		
Loan Status	Disbursement Scheduled		
Guarantor	Illinois Student Assist. Commission		
Guarantee Date	07/28/2004		
Guarantee Amount	\$4,000.00		
Lender	Wells Fargo EFS		
CommonLine ID	ELMRES0000T70028H		

[Glossary of Terms](#)

The information displayed on this page is current as of 08/12/2004

Accept Back LoanListing

 If the Change button is grayed out on the **Loan Status** page, you may not have been given permission to make change requests by your school Security Contact. Tell your school Security Contact if you need this access.

2. The **Loan Transaction** page will appear.
3. The **Transaction Selection** section will display any options that are valid for the loan. Changes that cannot be made to the loan are grayed out. You can make these changes:
  - Cancellation – To cancel an existing loan before it has been scheduled for disbursement.
  - Reallocation – To change the distribution between loan types on Stafford Combo loans.

## RETRIEVING LOANS

- Demographic/Certification Change – To change a student’s name, address, grade level, enrollment and completion date, loan period and certified amount for a loan.
- Add Disbursement – To add an additional disbursement for the loan.
- Reinstatement – To reinstate a cancelled loan.
- Reprint Prom Note – To ask a lender to reprint and send an FFELP promissory note to the borrower.
- Loan Increase – To increase the amount of a loan.
- Change Disbursements – To change the amount, distribution date or hold/release status for a disbursement.

## Viewing Loan History

To view history for a loan:

1. From the **Loan Status** page, click **History** at the bottom of the page.

Borrower Name		SSN	Address		Telephone	Driver's License	DOB			
DOE, JOHN		000-12-3456	505 14TH STREET, SUITE 1130 OAKLAND, CA 94612-0000		--		01/01/1980			
Detail	Student Name	Loan Type	Loan Amount	Loan Begin	Loan End	School	Lender	Guar	Status	As of
<a href="#">View</a>	DOE, JOHN	151,CitiAssist	\$1,000.00	01/01/2005	07/15/2005	<a href="#">ELMU</a>	<a href="#">Citibank SLC</a>	<a href="#">Citibank SLC</a>	Disbursement Scheduled	04/22/2005
Type	Date	Requester	Transaction Type		New Value	Old Value				
M	04/16/2005 07:47:25	L700018_RT050416194725	Lender Loan ID		9263475					
M	04/16/2005 07:47:25	L700018_RT050416194725	Response To Originator Code		Y					
S	04/13/2005 09:54:10	Manual	ELM Status		700	320				
S	04/13/2005 09:54:10	Manual	ELM Status Date		04/13/2005	04/13/2005				
<a href="#">Back</a>		<a href="#">Next List</a>	<a href="#">Previous List</a>		<a href="#">School Change Requests</a>					
<a href="#">Lender/Processor Updates</a>				<a href="#">Loan Listing</a>						

## RETRIEVING LOANS

2. The **Consolidated Processor/School History** page will appear. On this page, you can view all changes made to the loan. The type of change, and the old and new values will be displayed.
3. The **Type** column will have one of these codes:
  - D – Disbursement changes made by the disbursement agent.
  - G – Update changes made by the guarantor.
  - M – Maintenance transaction changes processed by the lender. They can be the result of school-generated change requests, or changes made on the lender’s system.
  - P – Reprint requests for a promissory note.
  - R – Pre-lender assignment changes made by a school using the loan claiming function.
  - S – Status changes made by the lender.
  - U – Update changes processed by a school.
  - W – Online updates made by the lender to the database.
  - X – Deleted records which were deleted by the lender or school.
4. The **Date** column will show the date and time that the change was made.
5. The **Requester** column will show the requester ID. The requester ID can begin with:
  - **SCH** followed by a number and letters (such as SCH12INT). This indicates that the change was made online by a school user.
  - **S** followed by a string of numbers (such as S789743\_09097892.UPD). This indicates that the change was made by a batch file sent by a school user.
  - **LEN** followed by a number and letters (such as LEN28LG). This indicates that the change was made online by a lender.
  - **O** followed by letters and numbers (such as OCOMBNK00\_0802S00002.UPD). This indicates that the change was made by a batch file sent as a lender or originator file.

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- **G** followed by a string of numbers (such as G72900\_076S00037.UPD). This indicates that the change was made by batch file sent as a guarantor file.

The information in the **Requester** column may also show the words *Legacy, File, Real-Time, Web* or *Manual*. These indicate the ELMNet internal application that caused the database trigger to start the internal CommonLine 4 or 5 translation processes. This information may be used by ELM to research problems with a particular file.

6. The **Transaction Type** column will show the field which was changed.
7. The **New Value** column will show the new value which was put in the field mentioned in the **Transaction Type** column.
8. The **Old Value** column will show the old value which was replaced by the new value in the field mentioned in the **Transaction Type** column.

☞ The value found in the **New Value** or **Old Value** column may be a status code. Status codes are three-digit numbers that indicate the status of the loan. A list of status codes is found in the back of this manual.

9. To view only school change requests, click the **School Change Requests** button at the bottom of the page.
10. To view only lender change requests, click the **Lender/Processor Change Requests** button at the bottom of the page.
11. To return to the **Loan Status** page, click the **Back** button at the bottom of the page.

## Viewing a Borrower's Application

To view or print a PDF version of the borrower's Stafford, PLUS, or Grad PLUS loan master promissory note (MPN):

1. From the **Loan Status** page, click **ViewApp** at the bottom of the page.

## RETRIEVING LOANS

- A PDF-format copy of the borrower's MPN will appear. This is not a scanned copy of the original application.
- To print the loan application, click the browser's **Print** button.

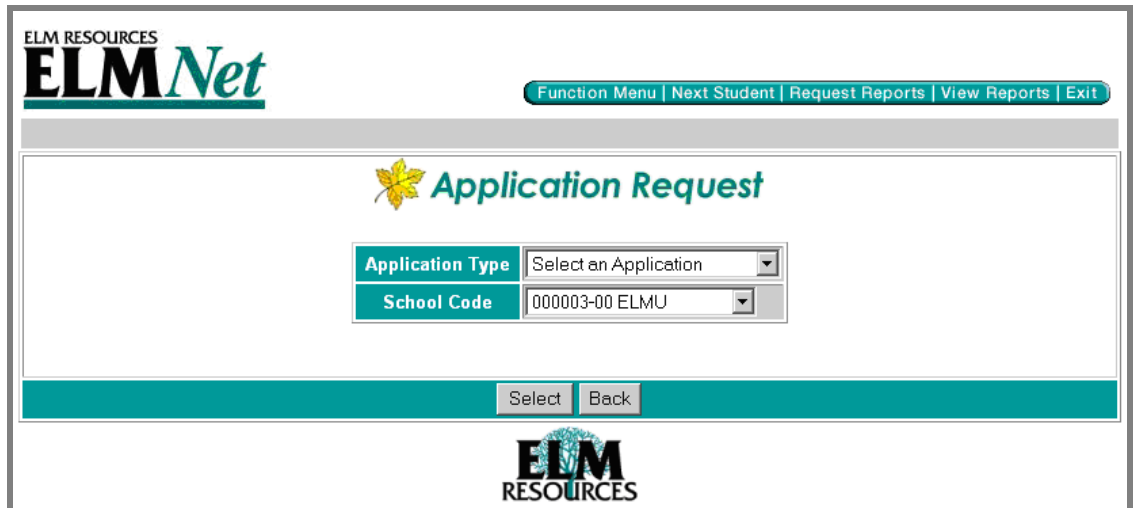
<b>Federal Family Education Loan Program (FFELP)</b> <b>Federal Stafford Loan</b> <b>Master Promissory Note</b> <small>WARNING: Any person who knowingly makes a false statement or misrepresentation on this form is subject to penalties which may include fines or imprisonment under the United States Criminal Code and 20 U.S.C. 1097.</small>		Guarantor, Program, or Lender Identification Illinois Student Assist. Commission IL		<small>OMB No. 1845-0066          Form approved          Exp. date 6-31-2002</small>
<b>Borrower Information</b> <span style="float: right;"><i>Please print neatly or type. Read the instructions carefully.</i></span>				
1. Last Name SMITH		First Name CHRIS		2. Social Security Number 666-66-6603
3. Permanent Street Address (If P.O. Box, see instructions.) 750 N DIAMOND BAR BLVD #204			4. Home Telephone Number ( 000 ) 000-0000	5. Date of Birth (Month/Day/Year) 01/14/1970
City DIAMOND BAR		State CA	Zip Code 91765-0000	6. Driver's License State and Number State #
8. Lender Name Wells Fargo EFS		City Sioux Falls	State SD	Zip Code 57117-5185
9. Lender Code, if known 807176		7. E-mail Address (Optional)		
10. References: You must provide two separate references with different U.S. addresses. The first reference should be a parent (if living) or legal guardian. Both references must be completed in full.				
Name		A. _____		B. _____
Permanent Address		_____		_____
City, State, Zip Code		0000-0000		_____
Area Code/Telephone		( 000 ) _____		( ) _____
Relationship to Borrower		_____		_____
11. Requested Loan Amount: I request a total amount of subsidized and unsubsidized loans under this Master Promissory Note not to exceed the allowable maximums under the Higher Education Act. My school will notify me of the type(s) and amount(s) of loan(s) that I am eligible to receive. I may decline a loan or request a lower amount by contacting my lender or school. Additional information about my right to cancel or reduce my loan is included in the Borrower's Rights and Responsibilities Statement and Disclosure Statements that have been or will be provided to me.			12. Interest Payments (Optional): <input type="checkbox"/> I want to pay unsubsidized interest while I am in school.	
<b>Borrower Certifications and Authorizations</b> <span style="float: right;"><i>Read carefully before signing below.</i></span>				
13. I declare under penalty of perjury that the following is true and correct:			C. I authorize my school to pay to the lender any refund that may be due up to the	

## Cloning an Application

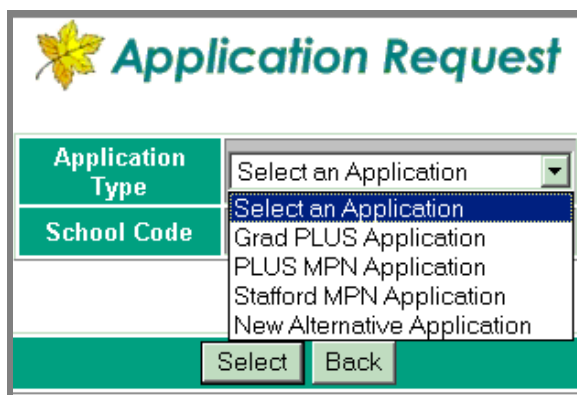
The CloneApp function allows you to copy information from any existing loan to a new alternative loan. This saves time when you are manually completing a loan application. To create a new loan application by copying information from an existing loan:

- From the **Loan Status** page, click **CloneApp** at the bottom of the page.

## RETRIEVING LOANS



2. The **Application Request** page will appear.
3. In the **Application Type** field, click the drop-down arrow.



4. The drop-down list will allow you to select:
  - Grad PLUS Application
  - PLUS MPN Application
  - Stafford MPN Application
  - New Alternative Application
5. Highlight New Alternative Application.
6. The **School Code** drop-down list will allow you to select the school for the new loan. Highlight the school code.
7. Click **Select**.

## RETRIEVING LOANS

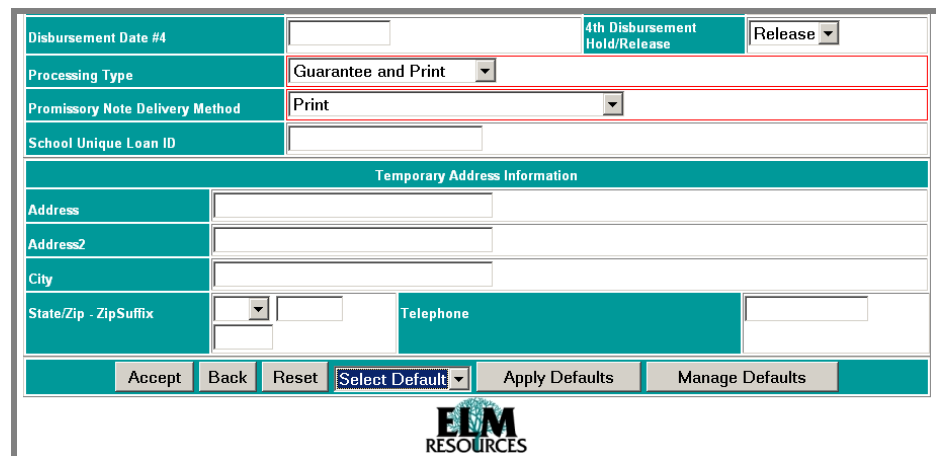
8. Select the type of alternative loan for the new application from the drop-down list.
9. A new loan application will appear. The relevant information from the existing loan has been copied to this application. Required fields on the loan application are outlined in red.
10. Complete the loan application and click **Accept** to save.

## Creating Multiple Defaults

You can create up to twenty default sets in the Clone Application function, for different loan periods, disbursement dates, or codes. This feature is a timesaver as it reduces the manual entry of data.

To create a new default set:

1. Scroll to the bottom of the **Clone Application** page.



The screenshot shows a web form with several sections. The top section includes 'Disbursement Date #4' (text input), '4th Disbursement Hold/Release' (checkbox), and 'Release' (dropdown). Below this are 'Processing Type' (dropdown, 'Guarantee and Print'), 'Promissory Note Delivery Method' (dropdown, 'Print'), and 'School Unique Loan ID' (text input). A teal header section is labeled 'Temporary Address Information'. Below it are fields for 'Address', 'Address2', 'City', 'State/Zip - ZipSuffix' (dropdown and text input), and 'Telephone' (text input). At the bottom, there is a row of buttons: 'Accept', 'Back', 'Reset', 'Select Default' (dropdown), 'Apply Defaults', and 'Manage Defaults'. The ELM RESOURCES logo is centered below the buttons.


2. At the bottom of the page you will see the **Select Default** drop-down list, the **Apply Defaults** button, and the **Manage Defaults** button.
3. Click the **Manage Defaults** button.

## RETRIEVING LOANS

 **Manage Defaults**

Certification Defaults		
Default Set Name	Date Created	Action
Fall 2009 Freshmen	09/11/2009	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

4. The **Manage Defaults** page will appear.
5. Click **New Default Set**.

 **Default Details**

Default Set Information	
Name of Default Set	<input type="text"/>

Loan Information	
Lender Code/Branch	<input type="text"/>
Guarantor Code	No Default Value <input type="button" value="v"/>
MPN Type	No Default Value <input type="button" value="v"/>
Promissory Note Delivery Code	No Default Value <input type="button" value="v"/>
Processing Type Code	No Default Value <input type="button" value="v"/>

Grade Level	No Default Value <input type="button" value="v"/>
Loan Begin Date	<input type="text"/>
Loan End Date	<input type="text"/>
Anticipated Completion Date	<input type="text"/>

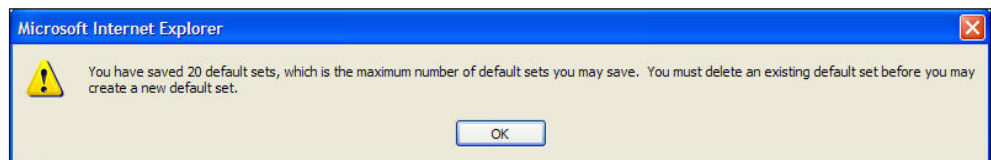
  

Disbursement Information		
Disbursement Number	Disbursement Date	Disbursement I/R
Disbursement #1	<input type="text"/>	Blank <input type="button" value="v"/>
Disbursement #2	<input type="text"/>	Blank <input type="button" value="v"/>
Disbursement #3	<input type="text"/>	Blank <input type="button" value="v"/>
Disbursement #4	<input type="text"/>	Blank <input type="button" value="v"/>

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## RETRIEVING LOANS

6. The **Default Details** page will appear.
7. Enter a name for this default in the **Name of Default Set** field.
8. Select the defaults for this default set.
9. When you have entered the default information, click **Save**. The defaults you created are specific to your User ID.
10. When you save your twentieth default set, you will receive a warning message.



### Using an Existing Default

When you have created a default set, you can select and use that set or other existing default sets.

To access an existing default:

1. Click the drop-down arrow for the **Select Default** field.

A screenshot of a web form titled "Temporary Address Information". The form has several input fields: "Address", "Address2", "City", "State/Zip - ZipSuffix" (with a dropdown arrow), and "Telephone". Below the form is a row of buttons: "Accept", "Back", "Reset", "Select Default" (with a dropdown arrow), "Apply Defaults", and "Manage Defaults". The "Select Default" dropdown menu is open, showing "Select Default" and "My Defaults" options. At the bottom center, there is a logo for "ELM RESOURCES" featuring a stylized "M" and the word "RESOURCES" below it.

2. Select the default you wish to use.
3. Click **Apply Defaults**.
4. The page will be populated with the default values that you created.

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### Editing and Deleting Existing Defaults

To edit or delete a default that you have created:

1. Click **Manage Defaults**.



The screenshot shows a web interface titled "Manage Defaults" with a yellow maple leaf icon. Below the title is a teal header bar labeled "Certification Defaults". Underneath is a table with three columns: "Default Set Name", "Date Created", and "Action". The table contains one row with the following data:

Default Set Name	Date Created	Action
Fall 2009 Freshmen	09/11/2009	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

At the bottom of the interface, there are two buttons: "New Default Set" and "Close".

2. The **Manage Defaults** page will appear.
3. To delete an existing default, click the **Delete** button for that default set.
4. To edit an existing default, click the **Edit** button for that default set, and edit the default information. Click **Save Changes** when done.
5. You may create a new default set from an existing default set. Click the **Edit** button for that default set and make the changes. Enter a new name for this default set, and then click **Save as New Defaults**.
6. If you have already created the maximum number of twenty default sets, then the **New Default Set** button will disappear.

# RETRIEVING LOANS

## Reviewing Transmission History

The Transmission function allows you to view the initial file transmission history associated with a loan.

To check file transmission history for a loan:

1. From the **Loan Status** page, click **Transmission** at the bottom of the page.

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**Transmission History**

Borrower Name	SSN	Address	Telephone	Driver's License	DOB
SMITH, CHRIS	<a href="#">666-66-6603</a>	750 N DIAMOND BAR BLVD #204 DIAMOND BAR, CA 91766-0000	000-000-0000		01/14/1970

Detail	Student Name	Loan Type	Loan Amount	Loan Begin	Loan End	School	Lender	Guar	Status	As of
<a href="#">View</a>	SMITH,CHRIS	Stafford-Unsub	\$4,000.00	08/23/2004	05/12/2005	<a href="#">Com96_Test_2</a>	<a href="#">Wells Fargo</a>	<a href="#">ISAC</a>	Disbursement Scheduled	08/12/2004

Tran Date	File Name	Destination
07/27/2000	S00000300_ACCESTST.EUF	Wells Fargo

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[LoanListing](#)

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2. The **Transmission History** page will appear. The initial file transmission for this loan will be shown, along with the date the file was sent, and the destination for the transmission.

## RETRIEVING LOANS


### Creating and Viewing Comments for a Loan

The View Comments function allows you to create and view comments for a loan.

To create or view comments:

1. From the **Loan Status** page, click the **ViewComments** button at the bottom of the page.

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 **Loan Comments**

**COMMENT HISTORY**


09/11/2009 01:18:49 (SCH933K) CERT AMOUNT CHANGED PER STUDENT REQUEST.

**NEW COMMENTS(TO ADD,TYPE IN SPACE BELOW AND SAVE)**

Accept Clear Back LoanListing

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2. The **Loan Comments** page will appear. Use the scroll bar to scroll through the comments.
3. To add comments, click in the **New Comments** box.
4. Enter the comments.
5. Click **Accept** to save the comments.

 Comments are only viewable by school staff, but should be kept professional.

# RETRIEVING LOANS

## Exercise 7

### **Retrieving Loans**

1. Find a loan for a student.
2. View the loan details for this loan.
3. View the loan history for this loan.
4. View the disbursement dates for this loan.
5. How would you reschedule the disbursement date for the second disbursement of this loan?
6. View any comments for this loan.
7. Check for the transmission for this loan.
8. Use this loan to clone a new alternative loan for this student. Don't save the new application.
9. Return to the Function Selection menu.