HelmNet Change Transactions Instruction Guide

Purpose

The purpose of this guide is to provide instructions on how to process change transactions during the current program year after completing certification for the College Access Loan (CAL) and Texas Armed Services Scholarship Program (TASSP) through the HelmNet Online portal.

Accessing Update Options

Institutions can use the **Update Loan** feature within the HelmNet portal to make certain updates to a **certified** loan or scholarship using two different options.

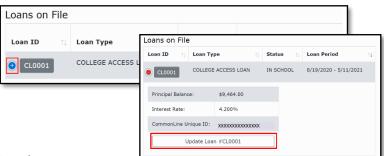
Option 1. Pull up the student record in HelmNet by using the Borrower Query.

• Click on the **Update Loan** option on the **Borrower Summary** screen.



System Tip

Depending on your screen resolution settings, you may need to **EXPAND** • the data in order to access the **Update Loan** button.



Option 2: Institution can use the online Loan Reporting feature in HelmNet to access a listing of scholarship or loan recipients. Available reports include:

- Pending School Certification
- Certified-No Allocated Funds Available
- Certified Applications in Process
- Pending Disbursement-Need Documents
- Pending Future Disbursements
- Disbursed

Note: Refer to the HelmNet Online Reporting Instructions for more information regarding this tool.

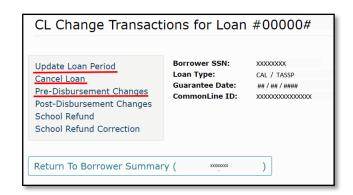
Transaction Options

The following three transaction options are currently available:

- Update Loan Period
- Cancel Loan
- Pre-Disbursement Changes

The following are unavailable:

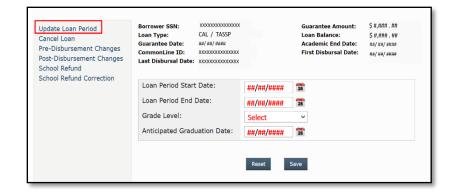
- Post-Disbursement Changes
- School Refund
- School Refund Correction



Update Loan Period

By selecting the **Update Loan Period** option, institutions can make the following changes during the program year:

- Change Loan Period
- Change Grade Level
- Change Anticipated Graduation Date





Cancel Loan

By selecting the Cancel Loan Option, institutions can enter a date of cancellation prior to disbursement.

Once canceled, the **Reinstate Loan** option appears but reinstatement requests must be sent through **CONTACT US** to be processed by the THECB.

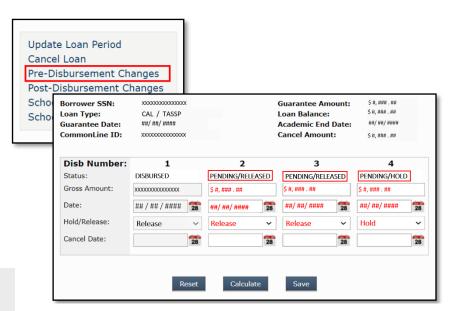
Pre-Disbursement Changes

By selecting the Pre-Disbursement Changes option, institutions can make the following changes on pending disbursements:

- Cancel Disbursement
 - Enter \$0.00 in Gross Amount and enter a Cancel Date
- Change Disbursement Date
- Change Disbursement Amounts
 - Increase/Decrease pending disbursements
- Change Disbursement Status
 - Hold or Release

System Tip

Using the **Hold** feature will prevent funds from disbursing to the institution. Institutions will need to manually Release the disbursements on Hold.



Note: To increase an amount, the total of all disbursements cannot exceed the Guarantee Amount.

HelmNet Loans and Scholarships Updates Chart

Changes can be made at various stages of the loan or scholarhip life-cyle. The chart below identifies the appropriate action based on the stage.

	HelmNet Change Transactions	LIFE CYCLE					
Program		Application	School Certification Complete LAD Sent	LAD Accepted Loan Pending Future Disbursement	Partial Disbursement	Full Disbursement	Additional Information
CAL TASSP	Cancel a loan		√	✓			A loan or scholarship can be fully canceled up until the first payment is Ready to be Disbursed (3 business days before the disbursement date).
CAL TASSP	Cancel a disbursement		√	√	✓		Pending disbursements can be changed up until they are Ready to be Disbursed (3 business days before the disbursement date).
CAL TASSP	Change disbursement date		✓	✓	✓		
CAL TASSP	Change disbursement amount (increase/decrease)		✓	✓	✓		
CAL TASSP	Change disbursement status to Hold or Release		✓	1	✓		
CAL TASSP	Change loan period date		✓	✓	✓	✓	Changes to the Loan Period Dates , Graduation Date and Grade level can be made during the current program year after an institution certifies an application.
CAL TASSP	Change student's Anticipated Graduation Date		✓	✓	✓	✓	
CAL TASSP	Change student's grade level		✓	✓	✓	✓	

^{*}LAD = Private Education Loan Approval Disclosure