

2009 Financial Aid Database Manual

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Texas Higher Education Coordinating Board

CONTACT:

Tanya Treviño

tanya.trevino@theccb.state.tx.us

512/427-6123 or 800/242-3062 x6123

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THE STATUTORY REQUIREMENT

Rider 13, Page III-46 of the current Appropriations Act directs the Coordinating Board to present an annual report to the Legislative Budget Board by September 1 of each calendar year concerning student financial aid at Texas public and independent institutions of higher education.

Institutional and statewide reports are required annually. The resulting financial aid database provides the state a means of accurately measuring the resources available to Texas students through financial aid, and is being used more and more as a basis for equitably distributing state aid resources among institutions. The database allows us to generate statewide, sector and individual institution reports.

In addition, Section 61.066, Texas Education Code, reads as follows:

(c) The board shall conduct a biennial study to determine the total cost of attending each institution of higher education and the resources used by students to cover that cost, including the amounts of money received by students at each institution from the major sources of public and private financial aid, including grants, loans, scholarships, gifts, and work-study programs. In conducting the study, the board shall solicit information and comments from the financial aid office at each institution of higher education. Not later than November 1 of each even-numbered year, the board shall report the findings of the study to each legislative standing committee and subcommittee with primary jurisdiction over higher education.

REPORTING DEADLINES AND PROCESSING TIMES

Report Due Dates:

July 1	Institutions may begin submitting files
November 16*	Report must be submitted, error free, reconciled to CB year-end reports and Certified

*If the deadline above is not met, penalties will be invoked.

To View the Status of your Report, you may go to <http://www.txhighereddata.org/Interactive/CBMStatus/>. The list is given by Institution Type. Under Reporting Cycle, be sure to select "Fall/Annual" and Under CBM Report, select "FAD001".

EDC Data Report Processing Schedule (7 days a week):

<u>Reports in by</u>	<u>Edit run begins</u>	<u>Edit reports posted</u>
6:00 a.m.	6:20 a.m.	7:00 a.m.
8:00 a.m.	8:20 a.m.	9:00 a.m.
10:00 a.m.	10:20 a.m.	11:00 a.m.
1:00 p.m.	1:20 p.m.	2:00 p.m.
3:00 p.m.	3:20 p.m.	4:00 p.m.
6:00 p.m.	6:20 p.m.	7:00 p.m.

Important things to Remember:

- You must disconnect promptly from the SFTP session after successfully transferring your file,
- Make sure only ONE SFTP session is open at any one time by only ONE user,
- Do not log into the SFTP server at the :03 minute or :33 minute times of the hour.

SEQUENCE OF ACTIVITIES

A. Our first step is done in April. We ask each Financial Aid Officer to confirm the “generic” e-mail address that begins with fadmail@institution or fad-mail@institution. We then update our file. If we cannot confirm the email addresses, file receipt confirmations and error report notifications cannot be sent by our system.

B. The institutions then submit their files to our office. They are sent electronically (either by Secured File Transfer Protocol, SFTP or by Data Entry) and the institution receives almost immediate confirmation that we have received the file. This does not mean that the file is correct; it simply means that the institutions’ transmissions were received. Even if you do not have a full report to submit, we recommend you submit some data so that your records can be run through the edit checks. Each time a file is submitted, it overwrites your previous file.

C. Our computer edits are performed, which will check to make sure your file is compatible with our required format in terms of spacing, field lengths, order of data elements and justification (numbers are right justified; alphabetic fields are left justified). The edit program will also check to make sure the figures you are submitting fall within acceptable ranges.

If errors are detected or your data appears questionable, you will be sent a notification (by email), which will indicate the location of your error report. The notification is sent to the institution’s generic e-mail address. Once you retrieve your error listing, it will list which fields are in error or have values we believe need review. Error messages must be corrected; warnings or questionable values must be reviewed for accuracy.

D. The school then makes corrections as indicated on the error listing and resubmits its entire file. None of your students’ data will be added to the statewide database until all of your errors have been eliminated in this fashion. A file with warnings or questionable values will be accepted. See page 4 regarding overrides.

We monitor the time delays in receiving responses from institutions. If more than 2 days pass between the sending of our error listings and the receipt of a response from the school, we will contact the institution through the generic email address. All edits need to be resolved by November 16th.

The steps mentioned above should keep schools aware of the status of their reports. Therefore, we plan to send letters to Presidents of institutions for anyone that has not met the deadline.

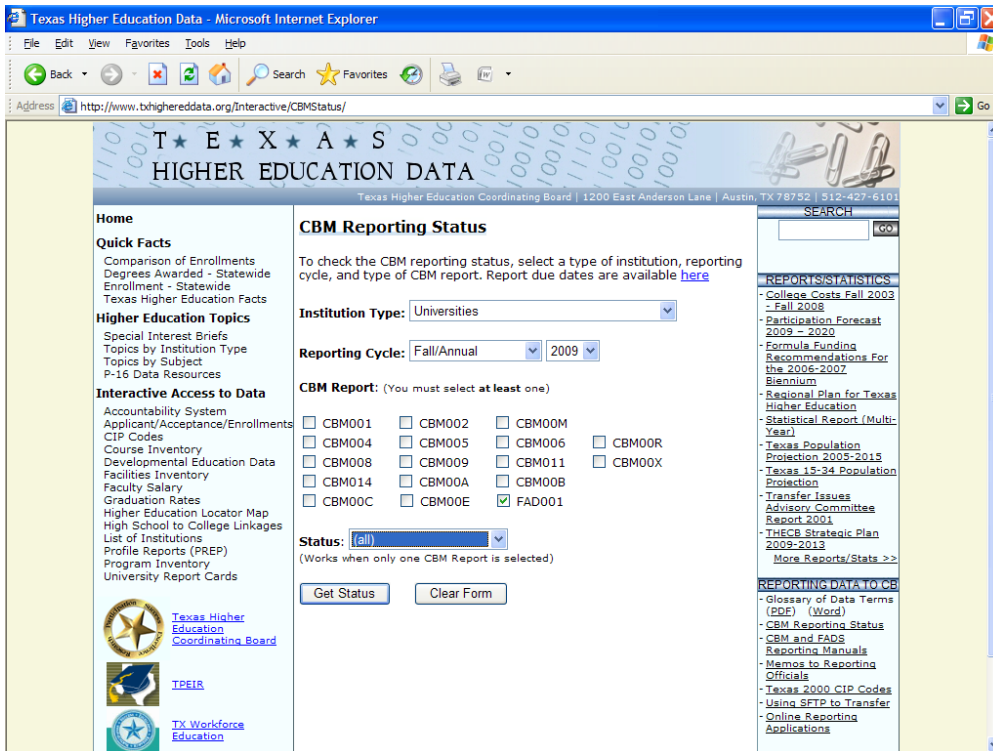
THE CYCLE IS REPEATED UNTIL ALL ERRORS HAVE BEEN RESOLVED.

E. Once your file is error free, a reconciliation memo along with summary reports, in Excel format, are sent to you for review. These are sent to the generic email address. The summary reports must be reviewed to make sure the program totals reconcile to CB year-end reports and that they accurately reflect the activities made by your Institution. Any programs that do not match must be reconciled. This includes either resubmitting your FADS to match the CB year-end report; or correcting your CB year-end report to match your FADS.

F. Once all programs are reconciled, you will receive new summary reports. If you agree with the reports, you should request the Certification by sending an email to Tanya Treviño (tanya.trevino@the.cb.state.tx.us). The Request for Certification is included at the bottom of the reconciliation memo that is sent. When the Certification is received by the institution, it must be completed and sent back by email. An institution will not be considered fully DONE until the request

for Certification is requested and returned completed.

To View the Status of your Report, you may go to <http://www.txhighereddata.org/Interactive/CBMStatus/>. The list is given by Institution Type; Under Reporting Cycle, be sure to select “Fall/Annual” and the year; then Under CBM Report, select “FAD001”.

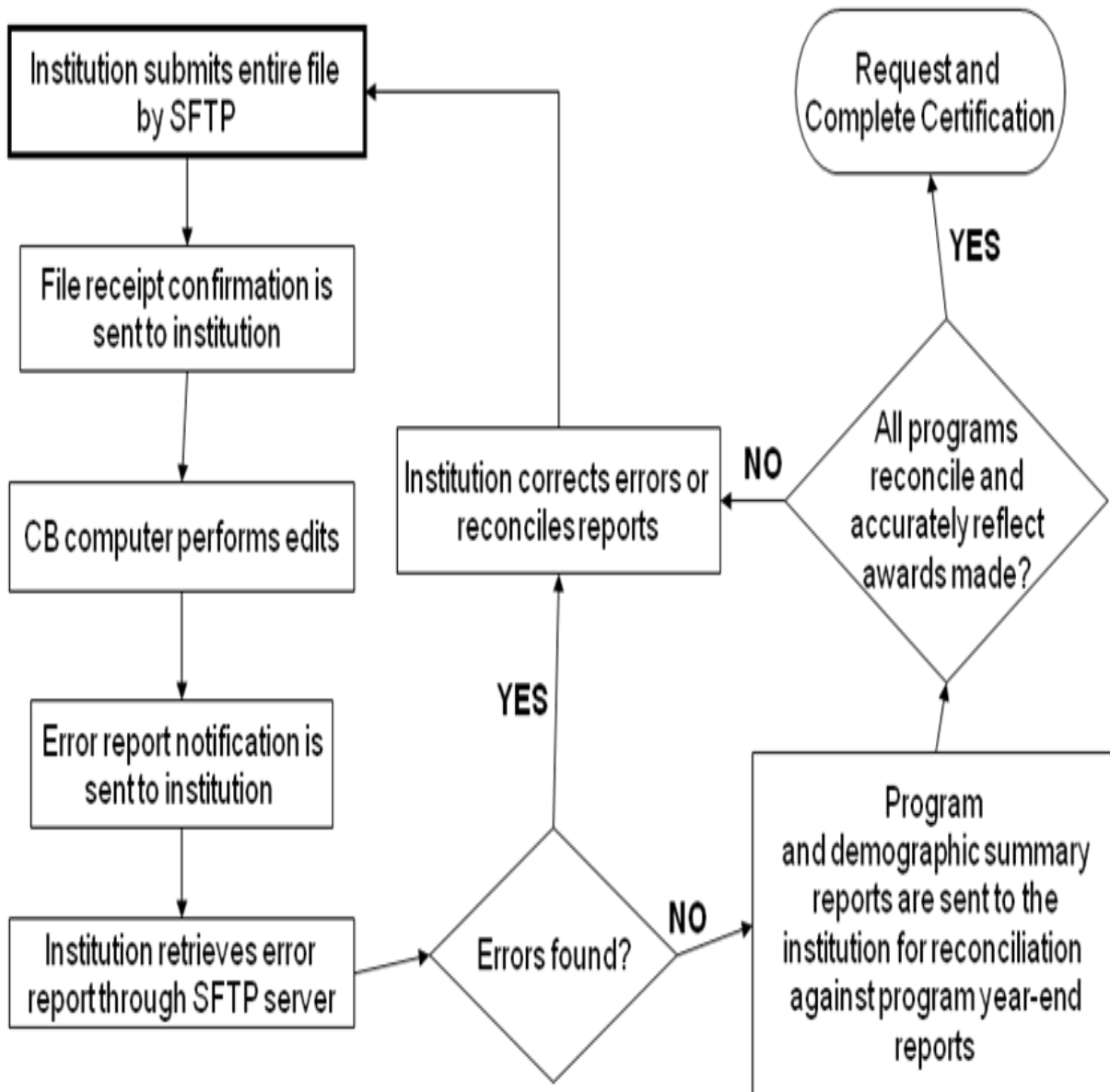


REMINDERS

Special Circumstances – Overriding our Limits: In those cases in which we have identified correct data as errors, you will need to send us something in writing that indicates the information is correct and that you authorize us to override our editing process to accept the unexpected value. The written statement should be e-mailed to Tanya Treviño at tanya.trevino@thecb.state.tx.us. If such an override is used to resolve the final error(s) remaining in an institution’s file, the institution will be sent an email that the errors have been overridden. Please use the format below when requesting an override:

List last 4 digits of student’s social, give data element requesting override for and list the reason the override should be given.

Sequence of Activities



STUDENT DATA LAYOUT

Revisions to Data Elements
Data Elements and Current Field Limitations
Instructions for Data Elements
Database Structure

REVISIONS TO DATABASE REPORT FOR REPORTING FY 2009 (Report due by 11/16/09)

- ✚ The due dates have been changed. We now only have one date, November 16th. This is the date in which your file must be submitted, error free, reconciled to year-end reports at the CB and certified. This date will be enforced and any institution not meeting this deadline will be penalized. A letter will be sent to your President informing them of the deadline.
- ✚ Data Element 19 (FILLER) – previously used to report Location Code. You will not have to report the student's location code. This information will be pulled from the CBM report you submit to the Coordinating Board. If you enter anything other than zero into this field, you will receive an error. Spaces are not acceptable in this field.
- ✚ Data Element 31a (PELL) - maximum changed to \$8,025;
- ✚ Data Element 31k (State Nursing Scholarship) – maximum changed to \$2,500;
- ✚ Data Element 31o (TEXAS Grant Program) – maximum changed to \$5,280;
 - Public Universities, Public Health-Related and State Colleges – maximum \$5,280
 - Public Community Colleges – maximum \$1,730
 - Public Technical Colleges – maximum \$2,650
 - Private Institutions – maximum \$3,331
- ✚ Data Element 31p (TEOG) – maximum changed to \$5,280;
 - State Colleges – maximum \$5,280
 - Public Community Colleges – maximum \$1,730
 - Public Technical Colleges – maximum \$2,650
- ✚ Data Element 33c (Perkins) – maximum changed to \$8,000;
- ✚ Data Element 33h (PLUS Federal Direct Loans) – previously used as a Filler field. Maximum set at cost of attendance; Student cannot be reported as Non-Resident Immigrant (option 5 under Residency field).
- ✚ Data Element 33l (BOT) – maximum changed to \$10,560.
- ✚ Data Element 34a (Teach Grant) – previously used as a Filler field. Maximum set at \$4000; Student cannot be reported as Non-Resident Immigrant (option 5 under Residency field).

REVISIONS TO DATABASE REPORT FOR REPORTING FY 2010 (Report due by 11/16/10)

- ✚ You will need to report merit, non-need based aid recipients along with your need-based aid recipients in fall 2010. You will include ALL students who completed a FAFSA or TASFA, regardless if they received aid or not. You will also include any student that received aid, but may not have completed either FAFSA or TASFA.
- ✚ Including the students above means we will also need to add a field that indicates how the student applied, whether by FASFA, TASFA or neither. We will use a current FILLER field. Details will follow later.
- ✚ New Ethnicity/Race Items to respond to federal reporting requirements: Beginning fall 2010, the Coordinating Board will add two new optional ethnicity/race items to the FADS report. The new federal requirement is that two ethnicity/race questions be asked. The layout of the fields will be sent out at a later date.
- ✚ We will be expanding the Tuition and/or Fees Exemptions and Waivers field to two fields. One field will capture the code of the exemption or waiver being reported and the other field will capture the amount that was awarded. This will replace the current data element #29. The layout of the fields will be sent out at a later date.

Data Elements and Current Field Limitations

Please provide the requested data for each person at your institution who completed a FAFSA or TASFA (Texas Application for State Financial Aid) during the 2008-2009 fiscal year, regardless if they received aid. All fields are required to be reported, even if reporting zeroes or blanks. **Changes are highlighted.** **Data Element Instructions begin on page 21.**

Data Element	Field Layout	Format	Error Listing Messages
1A. Report Code COLUMN 1	F	alpha; left justified F upper or lower case acceptable	error if does not equal F
1B. FICE COLUMN 2-7	999999	numeric; right justified 6-digit fice code of institution submitting file	error if non-numeric error if fice code does not match fice code in header record
1C. Report Year COLUMN 8-11	9999	numeric; right justified	error if non-numeric error if incorrect report year
1D. Student Social Security Number/ID Number COLUMN 12-20	999999999	numeric; right justified Cannot be blank or zeroes	error if non-numeric error if (social-security-number = 0) and ((county-code-perm-address < 401) and (county-code-perm-address > 0))
2. Student and or spouse adjusted gross income COLUMN 21-26	999999	numeric; right justified rounded to full dollar amounts response required even if 000000	error if non-numeric error if >999999 error if negative value warning if > 300,000
3. Parent's adjusted gross income COLUMN 27-32	999999	numeric; right justified rounded to full dollar amounts response required even if 000000	error if non-numeric error if >999999 error if dependency status (data element 16) = 2 error if negative value warning if >300,000

Data Element	Field Layout	Format	Error Listing Messages
4. FILLER COLUMN 33-37	99999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
5. FILLER COLUMN 38-42	99999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
6. FILLER COLUMN 43-47	99999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
7. FILLER COLUMN 48-52	99999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
8. FILLER COLUMN 53-58	999999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
9. FILLER COLUMN 59-64	999999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
10. FILLER COLUMN 65-69	99999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
11. FILLER COLUMN 70-74	99999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0

Data Element	Field Layout	Format	Error Listing Messages
12. FILLER COLUMN 75-79	99999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
13. FILLER COLUMN 80-84	99999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
14. Ethnic Origin COLUMN 85	1 = White, Non-Hispanic 2 = African-American, Black 3 = Hispanic or Latino 4 = Asian or Pacific Islander 5 = American Indian or Alaskan Native 6 = International 7 = Unknown or Not Reported (for students refusing to report their ethnic origin).	numeric; right justified in range of 1 through 7	error if non-numeric error if out of range (1-7)
15. Classification COLUMN 86	1 = undergraduate (has not received a bachelor's degree) 2 = graduate (has received a bachelor's degree) 3 = professional (enrolled in law, medicine, dentistry, veterinary medicine, etc.) 4 = student with bachelor's or higher degree enrolled in undergraduate program 5 = first-time entering freshman	numeric; right justified in range of 1 through 5	error if non-numeric error if out of range (1-5) error if public cc or public tech college and not = 1, 4 or 5
16. Dependency Status COLUMN 87	1 = dependent by Title IV definition 2 = independent by Title IV definition	numeric; right justified 1 through 2	error if non-numeric error if out of range (1-2)
17. Date of Birth COLUMN 88-95	MMDDYYYY	numeric; right justified; 8 digits month range 01 through 12 day range 01 through 31 Enter the month, day and the four digit year of the birth of the student	error if non-numeric error if mm is out of range of 1-12 error if dd is out of range of 1-31 error if age < 7 or > 110 warning if age < 16 or > 75

Data Element	Field Layout	Format	Error Listing Messages
18. Residency COLUMN 96	1 = resident 2 = out-of-state or foreign (invalid for students receiving any state aid except TPEG) 3 = unknown (to be used ONLY by private schools and NOT for students receiving any state aid) 4 = National Merit Finalist (to be used ONLY by private schools with TEG students) 5 = Non-immigrant Residents (students who formerly would have qualified through section 2 of HB 1403)	numeric; right justified 1, 2 or 5 (at public institution) 1, 2, 3, 4 or 5 (at independent institution; 4 only if student received TEG)	error if non-numeric error if public inst and not = 1 or 2 or 5 error if out of range (1-5)
19. FILLER Location Code of Permanent Home Address COLUMN 97-99	999	numeric; right justified DO NOT LEAVE BLANK; ENTER 000	error if >0
20. FILLER COLUMN 100-129	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	alphanumeric; left justified 30 characters LEAVE BLANK OR USE SPACES	ERROR IF NOT BLANK OR SPACES
21. FILLER COLUMN 130-149	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	alphanumeric; left justified 20 characters LEAVE BLANK OR USE SPACES	ERROR IF NOT BLANK OR SPACES
22. Zip Code of Permanent Home Address COLUMN 150-158	999999999	numeric response required, if USA address; leave blank, if not USA address must enter in full 9 digits; last 4 can be 0000	error if non-numeric error if zip prefix is 99999 (out of range) error if zip prefix is 00007 (out of range) error if zip not entered as 9 digits error if blank AND location code (data element 19) < 255
23. Enrollment Status COLUMN 159	1 = full-time 2 = 3/4-time 3 = ½ time 4 = less than ½ time	numeric; right justified 1 through 4	error if non-numeric error if out of range (1-4)

Data Element	Field Layout	Format	Error Listing Messages
24. Gender COLUMN 160	M = male F = female	alpha; left justified M or F upper or lower case acceptable	error if does not equal M or F
25. Highest grade level mother completed COLUMN 161	1 = elementary 2 = high school 3 = college or beyond 4 = unknown	numeric; right justified 1 through 4 if unknown, report 4	error if non-numeric error if out of range (1-4)
26. Highest grade level father completed COLUMN 162	1 = elementary 2 = high school 3 = college or beyond 4 = unknown	numeric; right justified 1 through 4 if unknown, report 4	error if non-numeric error if out of range (1-4)
27. Cost of Attendance COLUMN 163-167	99999	numeric; right justified rounded to full dollar amounts	error if non-numeric error if out of range (50-99999) error if <50 AND (data elements 29-31g > 0 AND data elements 31j-34b > 0)
28. Expected Family Contribution COLUMN 168-173	999999	numeric; right justified rounded to full dollar amounts	error if non-numeric error if > 999999
29. Tuition and/or Fee Exemptions or Waivers COLUMN 174-178	99999	numeric; right justified rounded to full dollar amounts	error if non-numeric error if >99999
30. Categorical Aid COLUMN 179-183	99999	numeric; right justified rounded to full dollar amounts	error if non-numeric error if >99999

Data Element	Field Layout	Format	Error Listing Messages
31. Grants and Scholarships		numeric; right justified rounded to full dollar amounts	error if non-numeric
a) Federal Pell COLUMN 184-188	a) 99999	a) PELL range 0 through 8,025	error if >8025 (out of range) error if residency (data element 18 = 5)
b) Federal SEOG (including match) COLUMN 189-193	b) 99999	b) SEOG range 0 through 4,000	error if >4000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if residency (data element 18 = 5)
c) TPEG COLUMN 194-198	c) 99999 PUBLIC INSTITUTIONS ONLY	c) TPEG range 0 through (COA-EFC)	error if not public inst and >0 error if >99999 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC
d) Federal Smart Grant COLUMN 199-203	d) 99999 PUBLIC AND PRIVATE UNIVERSITIES ONLY	d) SMART GRANT range 0 through 6,000	error if > 6000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if residency (data element 18 = 5)
e) TEG (private schools only) COLUMN 204-208	e) 99999 PRIVATE INSTITUTIONS ONLY	e) TEG range 0 through 4,997	error if not private inst and > 0 error if >4997 (out of range) error if >3331 and EFC > 1000 error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3

Data Element	Field Layout	Format	Error Listing Messages
f) LEAP (public and private schools) COLUMN 209-213	f) 99999 PUBLIC AND PRIVATE INSTITUTIONS	f) LEAP range 0 through 5,000	error if > 5000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 or 5
g) HB3015 Grants/Scholarships COLUMN 214-218	g) 99999	g) HB3015 GR/SCH range 0 through 99,999	Error if > 99999 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if not public university or health-related inst error if residency status (data element 18) = 2 or 3 or 4
h) Merit-based aid funded by private donations to the institution COLUMN 219-223	h) 99999	h) MERIT-TO-INST range 0 through 99,999	error if > 99999 (out of range)
i) Institution funded Merit-based Gift Aid COLUMN 224-228	i) 99999	i) MERIT-FROM-INST range 0 through 99,999	error if > 99999 (out of range)
j) Byrd Scholarship COLUMN 229-233	j) 99999	j) Byrd range 0 through 1,500	error if >1500 (out of range) error if classification (data element 15) = 2 or 3 or 4 error if residency status (data element 18) = 5

Data Element	Field Layout	Format	Error Listing Messages
k) State Nursing Scholarship COLUMN 234-238	k) 99999	k) State nurse scholarship range 0 through 2,500	error if >2500 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4
l) Student Deposit Scholarship COLUMN 239-243	l) 99999 PUBLIC INSTITUTIONS ONLY	l) Deposit scholarship range 0 through (COA-EFC)	error if not public inst and >0 error if >99999 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 18) = 2 or 3 or 4
m) Academic Competitive Grant COLUMN 244-248	m) 99999	m) Academic Competitive Grant range 0 through 1,400	error if >1400 error if residency (data element 18) = 5
n) Other Scholarships or Grants COLUMN 249-253	n) 99999	n) Other need-based scholarships or grants Maximum unknown	error if >99999 (out of range)

Data Element	Field Layout	Format	Error Listing Messages
o) TEXAS Grant Program COLUMN 254-258	o) 99999	o) TEXAS Grant range 0 through 5,280	error if >0 and not participating inst error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if >0 and classification (data element 15) =2 or 3 or 4 error if enrollment status (data element 23) = 3 or 4 error if residency status (data element 18) = 2 or 3 or 4 error if > 0 AND TEG (data element 31e) > 0 error if > 3331 AND private inst error if > 5280 AND public university, public hsc or state college error if > 1730 AND public cc error if > 2650 AND public technical college
p) TEOG COLUMN 259-263	p) 99999 PUBLIC STATE COLLEGES, PUBLIC COMMUNITY COLLEGES AND TSTC ONLY	p) TEOG range 0 through 5,280	error if >0 and not participating inst error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if >0 and classification (data element 15) = 2 or 3 or 4 error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 error if > 5280 AND state college error if > 1730 AND public cc error if > 2650 AND public technical college
q) SLEAP COLUMN 264-268	q) 99999	q) SLEAP range 0 through 5,000	error if >5000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 or 5

Data Element	Field Layout	Format	Error Listing Messages
32. Work-Study		numeric; right justified rounded to full dollar amounts	error if non-numeric
a) Federal Work-Study (federal funds plus match) COLUMN 269-273	a) 99999	a) Federal work-study range 0 through (COA-EFC) + 300	error if > (COA-EFC + 300) & EAP > 0 error if > (COA-EFC)+300 error if > 99999 (out of range) error if residency status (data element 18) = 5
b) Texas Work-Study (state funds plus match) COLUMN 274-278	b) 99999	b) Texas work-study range 0 through (COA-EFC)	error if >99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 or 5
c) Need-based Institutional Work-Study COLUMN 279-283	c) 99999	c) Institutional work-study range unknown	error if >99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC
d) AMERICORPS COLUMN 284-288	d) 99999	d) Americorps range 0 through (COA-EFC)	error if >99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 18) = 5
e) HB3015 Work-study COLUMN 289-293	e) 99999	e) HB3015 WS range 0 through 99,999	error if >99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 18) = 2 or 3 or 4 error if not public university or health-related inst
f) Texas Work-Study Mentorship Program COLUMN 294-298	f) 99999	f) Texas Work-Study Mentorship Program range 0 through 99,999	error if >99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 or 5

Data Element	Field Layout	Format	Error Listing Messages
33. Loans	Report gross amount borrowed for all loans:	numeric; right justified rounded to full dollar amounts	error if non-numeric
a) Subsidized Stafford Loans COLUMN 299-303	a) 99999	a) Sub. Stafford range 0 through 18,500	error if >18500 (out of range) error if residency (data element 18) = 5
b) Unsubsidized Stafford Loans COLUMN 304-308	b) 99999	b) Unsub. Stafford range 0 through 40,500	error if >40500 (out of range) error if residency (data element 18) = 5
c) Perkins Loans COLUMN 309-313	c) 99999	c) Perkins range 0 through 8,000	error if >8000 (out of range) error if residency (data element 18) = 5
d) Federal PLUS Loans (undergraduate and graduate) COLUMN 314-318	d) 99999	d) PLUS/Grad PLUS range 0 through COA	error if exceeds cost of attendance error if > 99999 (out of range) error if residency (data element 18) = 5
e) HELP Loans COLUMN 319-323	e) 99999	e) HELP range 0 through COA	error if exceeds cost of attendance error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 or 5
f) College Access Loan (CAL) COLUMN 324-328	f) 99999	f) CAL range 0 through COA	error if exceeds cost of attendance error if residency status (data element 18) = 2 or 3 or 4 error if enrollment status (data element 23) = 4
g) Primary Care Student Loans COLUMN 329-333	g) 99999	g) Primary care loans range unknown	error if non-numeric error if residency (data element 18) = 5

Data Element	Field Layout	Format	Error Listing Messages
h) PLUS Federal Direct Loans COLUMN 334-338	h) 99999	h) PLUS direct loans	error if exceeds cost of attendance error if > 99999 (out of range) error if residency (data element 18) = 5
i) Subsidized Federal Direct Loans COLUMN 339-343	i) 99999	i) Sub. direct loans range 0 through 18,500	error if >18500 (out of range) error if residency (data element 18)= 5
j) Other long-term loans COLUMN 344-348	j) 99999	j) Other loans range unknown	error if >99999 (out of range)
k) Unsubsidized Federal Direct Loans COLUMN 349-353	k) 99999	k) Unsub. direct loans range 0 through 20,500	error if >20500 (out of range) error if residency (data element 18) = 5
l) BOT (Be On Time) Loan Program COLUMN 354-358	l) 99999	l) BOT Loan Program range 0 through 10,560	error if >10560 (out of range) error if enrollment status (data element 23) = 2 or 3 or 4 error if residency status (data element 18) = 2 or 3 or 4 or 5 error if classification (data element 15) = 2 or 3 or 4 error if > 5280 AND public university, public hsc, state college or private institution error if > 1730 AND public cc error if > 2650 AND public technical college
m) HB3015 Loans COLUMN 359-363	m) 99999	m) HB3015 Loans range 0 through 99999	error if > 99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 18) = 2 or 3 or 4 error if not public university or health-related inst

Data Element	Field Layout	Format	Error Listing Messages
34. Other Programs		numeric; right justified rounded to full dollar amounts	error if non-numeric
a) Teach Grant COLUMN 364-368	a) 99999	a) Teach Grant Range 0 through 4,000	error if >4000 error if residency status (data element 18) = 5
b) HB3015 Other COLUMN 369-373	b) 99999	b) HB3015 Other range 0 through 99,999	error if >99999 error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 18) = 2 or 3 or 4 error if not public university or health-related inst
35. Enrollment adjustment percentage (EAP)		numeric; right justified rounded to full percentage points, no decimal points.	error if non-numeric
a) Enrollment adjustment percentage (EAP) for Cost of Attendance COLUMN 374-376	999	numeric; right justified do not leave blank, enter in 000	error if non-numeric error if >150
b) Enrollment adjustment percentage (EAP) for Total Family Contribution COLUMN 377-379	999	numeric; right justified do not leave blank, enter in 000	error if non-numeric error if >150
36. Student ID Number COLUMN 380-388	999999999	numeric; right justified do not leave blank, enter in zeroes	error if non-numeric

DATA ELEMENT INSTRUCTIONS

Include ALL eligible aid applicants who were enrolled at your institution and completed either a FAFSA or TASFA (Texas Application for State Financial Aid). Some of these students may not have received any aid. The number of records in your file should equal the number of aid applicants you report in your header record.

- Element #1A Report Code. Always enter 'F'.
- Element #1B FICE. Enter the 6-digit FICE Code of the Institution. This is the six-digit "FICE" code assigned by the federal government and the same number used to submit loan applications.
- Element #1C Report Year. Enter the year that is being reported; 2009 for fall 2008 through summer 2009. We will accept the school's definition of an academic year; however, it is imperative that the institution be consistent in reporting from year to year. Our statistics will be valid as long as they reflect a 12-month period, whenever that period begins or ends. Also, keep in mind that we use the fiscal year year-end reports to reconcile against your FADS report. So, if you use Fall/Spring and Summer, then you will be able to easily reconcile your programs.
- Element #1D Student Social Security Number/ID Number. Enter the social security number of the student. The institution will assign a unique (9-digit) identification number to students without social security numbers. If the student has both SSN and Student ID, report the SSN in Element 1 and the ID in Element 36. BE CONSISTENT WITH IDs REPORTED ON FADS, CBM, TEXAS GRANT YEAR-END AND ANY OTHER REPORTS SUBMITTED TO THE CB.
- Element #2 Student and/or spouse adjusted gross income. Enter in student and/or spouse's adjusted gross income. For Dependent and Independent Students, report the AGI amount actually used to justify the financial aid award, which may have been adjusted by the institution via professional judgment.
- Element #3 Parent's adjusted gross income. For Dependent Students ONLY, enter in parent's adjusted gross income. Report the AGI amount actually used to justify the financial aid award, which may have been adjusted by the institution via professional judgment.
- Element #4 - #13 Filler Fields. DO NOT LEAVE BLANK, report five zeroes as fillers, 00000.
- Element #14 Ethnic Origin. Enter the code indicating the ethnic origin of the student.
1. White, Non-Hispanic
 2. African-American, Black
 3. Hispanic or Latino
 4. Asian or Pacific Islander
 5. American Indian or Alaskan Native
 6. International
 7. Unknown or Not Reported

NOTE:

International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

Even though a foreign student is allowed to pay the “Resident Tuition” rate due to a waiver, report the student with the international code. If an out-of-state student is allowed to pay the “Resident Tuition” rate due to a waiver, report the ethnicity of the student.

Unknown or Not Reported. The unknown classification should only be used if the student refused to report his/her ethnic origin or has not selected a racial/ethnic designation and the institution finds it impossible to place the student in one of the categories during enrollment, post-matriculation, or verification processes.

Element #15

Classification. Enter the classification of the student at the beginning of the award period. Report the program of study the student is enrolled under at your institution. For Community Colleges, students should be classified based on the course work they are taking at your institution (i.e., only use undergraduate or First-time Entering Freshman).

1. Undergraduate
2. Graduate
3. Professional
4. Student with Bachelor’s or Higher Degree enrolled in undergraduate program
5. First-time Entering Freshman

Use the following guidelines to classify students:

1. Undergraduate – has not received a bachelor’s degree
2. Graduate – has received a bachelor’s degree
3. Professional – enrolled in law, medicine, dentistry, veterinary medicine, etc.
4. Student with Bachelor’s or Higher Degree enrolled in undergraduate program
5. First-time Entering Freshman

Element #16

Dependency Status. Enter the FAFSA dependency status of the students.

1. Dependent
2. Independent

Element #17

Date of Birth. Enter the month, the day of birth, and all four digits of the year for the student in the MMDDYYYY format. Day range is 01 through 31, month range is 01 through 12.
MM = Month; DD = Day; YYYY = Year

Element #18

Residency. Enter the code indicating the status of the student for tuition purposes.

1. Resident
2. Out-of-state or foreign
3. Unknown

4. National Merit Finalist
5. Non-Immigrant Residents

Use the following guidelines to classify students:

1. Resident – Texas residents; person who was classified as a resident of this state as described under Chapter 54, Subchapter B, Texas Education Code.
2. Out-of-state or Foreign – invalid for students receiving any state aid except TPEG.
3. Unknown – to be used ONLY by private institutions and NOT for students receiving any state aid.
4. National Merit Finalist – to be used ONLY by private institutions for students receiving TEG.
5. Non-Immigrant Residents – these are students who formerly would have qualified through section 2 of HB 1403.

NOTE:

Public institutions should use the classification assigned by the registrar or admissions officer. If you are using an electronic system, make sure you can tell the difference between the residents and nonresidents getting to pay the resident rate because of waivers.

Private institutions must also follow state residency laws and rules. The CB can provide you a residency questionnaire for this purpose.

Classifying Military Personnel: If their state of record with the military is not Texas, they must be reported as nonresidents, even if they are receiving waivers and are allowed to register by paying the resident rate. They are nonresidents. If their state of record with the military is Texas, they are Texas residents. Make sure you can tell from your admissions/registrar's records whether an individual is a resident or simply a nonresident who gets to pay the resident rate.

- | | |
|-------------------|--|
| Element #19 | <u>Filler Field.</u> DO NOT LEAVE BLANK, report three zeroes as fillers, 000. |
| Element #20 - #21 | <u>Filler Fields.</u> LEAVE BLANK OR USE SPACES. |
| Element #22 | <u>Zip Code of Permanent Home Address.</u> Enter the zip code of the student's permanent address. A response is required if USA address. If outside USA, leave blank. |
| Element #23 | <p><u>Enrollment Status.</u> Enter the code representing the highest enrollment status of the student during the reported academic year. In cases where the student's enrollment status is different from semester to semester, you would still report the highest enrollments status of the academic year being reported.</p> <ol style="list-style-type: none"> 1. Full-time 2. ¾-time 3. ½-time 4. Less than ½-time |

NOTE:

Use the following to define enrollment for Undergraduates:

1. Full-time = at least 12 hours per semester

2. $\frac{3}{4}$ -time = 9 to 11 hours per semester
3. $\frac{1}{2}$ -time = 6 to 8 hours per semester
4. Less than $\frac{1}{2}$ -time = fewer than 6 hours per semester

Use the following to define enrollment for Graduates:

1. Full-time = at least 9 hours per semester
2. $\frac{3}{4}$ -time = 7 to 8 hours per semester
3. $\frac{1}{2}$ -time = 4.5 to 6 hours per semester
4. Less than $\frac{1}{2}$ -time = fewer than 4.5 hours per semester

Element #24

Gender. Enter the gender of the student.

- M = Male
F = Female

Element #25

Highest Grade Level Mother Completed. Report the highest grade level the student's mother completed. Indicate the education level for the mother's last complete year of school. For example, if it was her 1st of college, indicate 3; if it was her senior year in high school, indicate 2.

1. Elementary
2. High School
3. College or Beyond
4. Unknown

Element #26

Highest Grade Level Father Completed. Report the highest grade level the student's father completed. Indicate the education level for the father's last complete year of school. For example, if it was his 1st of college, indicate 3; if it was his senior year in high school, indicate 2.

1. Elementary
2. High School
3. College or Beyond
4. Unknown

Element #27

Cost of Attendance. Enter the gross cost figure. If the student received an exemption or waiver of tuition and/or fees, such adjustments should be reported for element #29. You must report full cost. If your system does not allow you to adjust the cost for the period the student was enrolled, you MUST provide the enrollment adjustment percentage (EAP) in element 35a of this report. See element 35a for instructions.

Element #28

Expected Family Contribution. Enter the amount of expected family contribution as determined using federal methodology. This amount may reflect professional judgment calculation. If your system does not allow you to adjust the family contribution for the period the student was enrolled, you MUST provide enrollment adjustment percentage (EAP) in element 35b of this report. See element 35b for instructions.

Element #29

Tuition and/or Fee Exemptions/Waivers. Enter the amount of tuition and/or fee exemptions or waivers the student received. This should equal the amount of tuition and/or fees the student did NOT pay as a result of receiving an exemption or waiver. Fellowships should be reported under data element 31h, 31i or 31n, depending on the source of funding. Awards through the Educational Aides Exemption Program, Early High School or Temporary Assistance for Needy Families should NOT be reported here, but under data element 31n.

Element #30 Categorical Aid. Enter the amount of aid brought to the institution by the student and not packaged by the Financial Aid Office (the school did not get to select the recipient). This would include such things:

1. JTPA
2. Texas Rehabilitation Commission
3. Texas Employment Commission payments
4. The Houston Livestock and Rodeo Scholarship
5. VA Benefits
6. and outside scholarships

Texas Tomorrow Plan and 529 Savings Plan should NOT be reported here or elsewhere in the database since both are part of the EFC calculation.

GRANTS AND SCHOLARHIPS

Element #31a Federal Pell. Report the Federal Pell amount the student received. Student cannot be reported as a non-immigrant resident student (option 5 under data element 18, Residency).

Element #31b Federal SEOG. Report the Federal SEOG amount, including the match, the student received. Student cannot be reported as a non-immigrant resident student (option 5 under data element 18, Residency).

Element #31c Texas Public Educational Grant (TPEG). Report the TPEG amount the student received; For Public Institutions ONLY.

Element #31d Federal Smart Grant. Report the Federal Smart Grant amount the student received; For Public and Private Universities ONLY. Student cannot be reported as a non-immigrant resident student (option 5 under data element 18, Residency).

Element #31e Tuition Equilization Grant (TEG). Report the TEG amount the student received; For Private Institutions ONLY. When reporting TEG students, the SSNs or IDs and award amounts must match to Student-by-Student Year-End Reports submitted to the Coordinating Board. Student MUST be reported as:

1. Resident, National Merit Finalist or Non-Immigrant Resident (options 1, 4, or 5 under data element 18, Residency), and
2. Full-time, ¾-time or ½-time (options 1, 2, or 3 under data element 23, Enrollment Status).

Element #31f Leveraging Educational Assistance Partnership (LEAP) Program.
 Report the LEAP amount the student received. Student MUST be reported as:

1. Texas Resident (option 1 under data element 18, Residency), and
2. Full-time, ¾-time or ½-time (options 1, 2, or 3 under data element 23, Enrollment Status).

Element #31g HB3015 Grants/Scholarships. Report the amount of grants and scholarships, funded through designated tuition set-asides, the student received; Public Universities or Public Health-Related Institutions Only. Student MUST be reported as a Texas Resident or Non-Immigrant

Resident ONLY (options 1 or 5 under data element 18, Residency).

- Element #31h Merit-based aid funded by private donations to the institution. Report the amount of merit-based aid the student received. This includes gift aid provided to the institution by private donors and used to award merit-based grants or scholarships. Merit is based on such things as GPA, talent or performance and not need. If a student did not have to do a FAFSA for the merit aid and this was the only aid he/she received, the student should not be included in the database.
- Element #31i Institution funded Merit-based Gift Aid. Report the amount of institution-funded merit-based gift aid the student received. This includes gift aid generated from budgeted/unrestricted funds not reported elsewhere that is provided by the state, federal government or institution used to make merit-based awards. Merit is based on such things as GPA, talent or performance and not need. If a student did not have to do a FAFSA for the merit aid, the student would not be included in the database. Includes Athletic Scholarships.
- Element #31j Byrd Scholarship. Report the Robert C. Byrd Scholarship amount the student received. Student MUST be reported as:
1. Undergraduate or First-Time Entering Freshman ONLY (options 1 or 5 under data element 15, Classification), and
 2. Texas Resident, Out-of-state or Foreign, or Unknown (options 1, 2, or 3 under data element 18, Residency),
- Element #31k State Nursing Scholarship. Report the State Nursing Scholarship amount the student received, which includes vocational and professional scholarships funded by the state. Student MUST be reported as:
1. Full-time, $\frac{3}{4}$ -time or $\frac{1}{2}$ -time (options 1, 2, or 3 under data element 23, Enrollment Status), and a
 2. Texas Resident or Non-Immigrant Resident (options 1 or 5 under data element 18, Residency).
- Element #31l Student Deposit Scholarship. Report the Student Deposit Scholarship amount the student received; Public Institutions ONLY. Student MUST be reported as a Texas Resident or Non-Immigrant Resident ONLY (options 1 or 5 under data element 18, Residency).
- Element #31m Academic Competitive Grant. Report the Academic Competitive Grant amount the student received. Student CANNOT be reported as a Non-Immigrant (option 5 under data element 23).
- Element #31n Other Scholarships or Grants. Report the amount of Other Scholarships or Grants the student received. This would include any need-based awards not reported elsewhere in the report. Includes programs such as:
1. Fifth-year Accounting Scholarship
 2. Educational Aide Exemption
 3. Early High School Graduation Scholarship
 4. TANF (Temporary Assistance to Needy Families)
 5. GEAR UP

NOTE:

Educational Aide Exemption Students should only be included if they completed either a FAFSA or TASFA or received other types of need-based aid. Students that qualified based on the Income Method and received no other need-based aid would not be included.

Early High School and TANF students should only be included if they completed either a FAFSA or TASFA.

Element #31o TEXAS Grant Program. Report the TEXAS Grant amount the student received. When reporting TEXAS Grant students, the SSNs or IDs and award amounts must match to Student-by-Student Year-End Reports submitted to the Coordinating Board. Student MUST be reported as:

1. Undergraduate or First-time Entering Freshman (options 1 or 5 under data element 15, Classification, and
2. Full-time or 3/4 –time (options 1 or 2 under data element 23, Enrollment Status), and a
3. Texas Resident or Non-Immigrant Resident (options 1 or 5 under data element 18, Residency).

When reporting aid used to meet the shortfall between the state TEXAS Grant amount and Actual Tuition and Fees, the funds should be reported in the field relevant to the funds (Pell for Pell, TPEG for TPEG, etc). If institutional aid is used, report in data element #31n (Other Scholarships or Grants).

Element #31p TEOG. Report the TEOG amount the student received; Public State Colleges, Public Community Colleges and Technical Colleges ONLY. When reporting TEOG students, the SSNs or IDs and award amounts must match to Student-by-Student Year-End Reports submitted to the Coordinating Board. Student MUST be reported as:

1. Undergraduate or First-time Entering Freshman (options 1 or 5 under data element 15, Classification, and
2. Full-time, ¾-time or ½-time (options 1, 2, or 3 under data element 23, Enrollment Status), and a
3. Texas Resident or Non-Immigrant Resident ONLY (options 1 or 5 under data element 18, Residency).

Element #31q SLEAP (Special Leveraging Educational Assistance Partnership). Report the SLEAP amount the student received. Student MUST be reported as:

1. Full-time, ¾-time or ½-time (options 1, 2, or 3 under data element 23, Enrollment Status), and a
2. Texas Resident (option 1 under data element 18, Residency).

WORK-STUDY

- Element #32a Federal Work-Study. Report the Federal Work-Study amount earned by the student; includes federal funds plus match. Student CANNOT be reported as a Non-Immigrant Resident (option 5 under data element 18, Residency).
- Element #32b Texas Work-Study. Report the Texas Work-Study amount earned by the student; includes state funds plus match and any excess funds. Student MUST be reported as:
1. Full-time, $\frac{3}{4}$ -time or $\frac{1}{2}$ -time (options 1, 2, or 3 under data element 23, Enrollment Status), and a
 2. Texas Resident (option 1 under data element 18, Residency).
- Element #32c Need-based Institutional Work-Study. Report the Need-based Institutional Work-Study amount the student received.
- Element #32d AmeriCorps. Report the AmeriCorps amount the student received. Student CANNOT be reported as a Non-Immigrant (option 5 under data element 23).
- Element #32e HB3015 Work-Study. Report the HB3015 Work-Study amount the student received; Public University or Health-Related Institutions ONLY. This includes work-study funded through designated tuition set-asides. Student MUST be reported as a Texas Resident or Non-Immigrant Resident ONLY (options 1 or 5 under data element 18, Residency).
- Element #32f Texas Work-Study Mentorship Program. Report the Texas Work-Study Mentorship amount the student received. Student MUST be reported as:
1. Full-time, $\frac{3}{4}$ -time or $\frac{1}{2}$ -time (options 1, 2, or 3 under data element 23, Enrollment Status), and a
 2. Texas Resident (option 1 under data element 18, Residency).

LOANS

- Element #33a Subsidized Stafford Loans. Report the Subsidized Stafford Loan amount the student received. Student CANNOT be reported as a Non-Immigrant Resident (option 5 under data element 18, Residency).
- Element #33b Unsubsidized Stafford Loans. Report the Unsubsidized Stafford Loan amount the student received. Student CANNOT be reported as a Non-Immigrant Resident (option 5 under data element 18, Residency).
- Element #33c Perkins Loans. Report the Perkins Loan amount the student received. Student CANNOT be reported as a Non-Immigrant Resident (option 5 under data element 18, Residency).
- Element #33d Federal PLUS Loans. Report the Federal PLUS Loan amount the student received, includes undergraduate and graduate. Student CANNOT be reported as a Non-Immigrant Resident (option 5 under data element 18, Residency).

- Element #33e HELP Loans. Report the HELP Loan amount the student received. Student **MUST** be reported as:
1. Full-time, $\frac{3}{4}$ -time or $\frac{1}{2}$ -time (options 1, 2, or 3 under data element 23, Enrollment Status), and a
 2. Texas Resident (option 1 under data element 18, Residency).
- Element #33f College Access Loan (CAL). Report the CAL amount the student received. Student must be reported as:
1. Full-time, $\frac{3}{4}$ -time or $\frac{1}{2}$ -time (options 1, 2, or 3 under data element 23, Enrollment Status), and a
 2. Texas Resident or Non-Immigrant Resident **ONLY** (options 1 or 5 under data element 18, Residency).
- Element #33g Primary Care Student Loans. Report the Primary Care Student Loan amount the student received. Student **CANNOT** be reported as a Non-Immigrant Resident (option 5 under data element 18, Residency).
- Element #33h PLUS Federal Direct Loans. Report the PLUS Federal Direct Loan amount the student received. Student **CANNOT** be reported as a Non-Immigrant Resident (option 5 under data element 18, Residency).
- Element #33i Subsidized Federal Direct Loans. Report the Subsidized Federal Direct Loan amount the student received. Student **CANNOT** be reported as a Non-Immigrant Resident (option 5 under data element 18, Residency).
- Element #33j Other Long-Term Loans. Report the Other Long-Term Loan amount the student received.
- Element #33k Unsubsidized Federal Direct Loans. Report the Unsubsidized Federal Direct Loan amount the student received. Student **CANNOT** be reported as a Non-Immigrant Resident (option 5 under data element 18, Residency).
- Element #33l Be On Time Loan Program (BOT). Report the BOT amount the student received. Student **MUST** be reported as:
1. Undergraduate or First-time Entering Freshman (options 1 or 5 under data element 15, Classification, and
 2. Full-time (option 1 under data element 23, Enrollment Status), and a
 3. Texas Resident (option 1 under data element 18, Residency).
- Element #33m HB3015 Loans. Report the HB3015 Loan amount the student received; Public University or Health-Related Institutions **ONLY**. This includes loans funded through designated tuition set-asides. Student **MUST** be reported as a Texas Resident or Non-Immigrant Resident **ONLY** (options 1 or 5 under data element 18, Residency).

OTHER PROGRAMS

- Element #34a Teach Grant. Report the Teach Grant amount the student received. Student **CANNOT** be reported as a Non-Immigrant Resident (option 5 under data element 18, Residency).

Element #34b HB3015 Other. Report any other HB3015 amount the student received; Public University or Health-Related Institutions ONLY. This includes other funds funded through designated tuition set-asides. Student MUST be reported as a Texas Resident or Non-Immigrant Resident ONLY (options 1 or 5 under data element 18, Residency).

ENROLLMENT ADJUSTMENT PERCENTAGE (EAP)

Element #35a EAP for Cost of Attendance. Report the percentage by which the student's cost (data element 27) should be multiplied to derive accurate figures for the period of enrollment. The percentage is expressed in whole numbers (no decimal points). If the cost figure does not need adjustment and is accurate for the student's period of enrollment, enter three zeroes (000).

Example: Student A's reported cost figure is for 9 months, but the student only attended one quarter. The EAP for cost should be 033 ($3/9 = 0.33$), indicating that in determining unmet need for this student only 33 percent of the reported family contribution figure should be compared to the reported financial aid resources.

Student B is reported based on 9 month cost, but they were enrolled for 12 months. EAP for cost should be 133 ($12/9 = 1.33$).

Element #35b EAP for Total Family Contribution. Report the percentage by which the student's total family contribution (data element 28) should be multiplied to derive accurate figures for the period of enrollment. The percentage is expressed in whole numbers (no decimal points). If the total family contribution figure does not need adjustment and is accurate for the student's period of enrollment, enter three zeroes (000).

Example: A student's recorded family contribution figure is for 9 months but the student only attended one quarter. The EAP for Total Family Contribution should be 033, indicating that in determining unmet need for this student only 33 percent of the reported family contribution figure should be compared to the reported financial aid resources.

STUDENT ID NUMBER

Element #36 Student ID Number. Report the Student's ID here ONLY if student has both SSN and Student ID; report SSN in Element 1d; ID here in Element 36. BE CONSISTENT WITH IDs REPORTED ON ANY OTHER REPORTS SUBMITTED.

DATABASE STRUCTURE

(FIXED LENGTH TEXT)

<u>Data Element</u> #	<u>FIELD NAME</u>	<u>FIELD TYPE</u>	<u>FIELD LENGTH</u>	<u>FIELD INDEXED?</u>	<u>COLUMN POSITION</u>	
					<u>Beginning</u>	<u>Ending</u>
1A	REPORT_CODE	CHARACTER	1	N	1	1
1B	FICE	NUMERIC	6	N	2	7
1C	FISCAL_YEAR	NUMERIC	4	N	8	11
1D	SOC_SEC_NUMBER	CHARACTER	9	Y	12	20
2	STDNT_ADJ_INCOME	NUMERIC	6	N	21	26
3	PARENT_ADJ_INCOME	NUMERIC	6	N	27	32
4	FILLER	NUMERIC	5	N	33	37
5	FILLER	NUMERIC	5	N	38	42
6	FILLER	NUMERIC	5	N	43	47
7	FILLER	NUMERIC	5	N	48	52
8	FILLER	NUMERIC	6	N	53	58
9	FILLER	NUMERIC	6	N	59	64
10	FILLER	NUMERIC	5	N	65	69
11	FILLER	NUMERIC	5	N	70	74
12	FILLER	NUMERIC	5	N	75	79
13	FILLER	NUMERIC	5	N	80	84
14	ETHNIC_ORIGIN	CHARACTER	1	N	85	85
15	CLASSIFICATION	CHARACTER	1	N	86	86
16	DEPENDENCY_STATUS	CHARACTER	1	N	87	87
17	DATE_OF_BIRTH	CHARACTER	8	N	88	95
18	RESIDENCY	CHARACTER	1	N	96	96
19	FILLER	CHARACTER	3	N	97	99
20	FILLER	CHARACTER	30	N	100	129
21	FILLER	CHARACTER	20	N	130	149
22	ZIP_ADDRESS	CHARACTER	9	N	150	158
23	ENROLLMENT_STATUS	CHARACTER	1	N	159	159
24	GENDER	CHARACTER	1	N	160	160
25	MOTHER_HIGH_GRADE	CHARACTER	1	N	161	161
26	FATHER_HIGH_GRADE	CHARACTER	1	N	162	162
27	COST_OF_ATTEND	NUMERIC	5	N	163	167
28	EXP_FAMILY_CONT	NUMERIC	6	N	168	173
29	TUIT_EXEMPT_WAIV	NUMERIC	5	N	174	178
30	CATEGORICAL_AID	NUMERIC	5	N	179	183
31a	FEDERAL_PELL	NUMERIC	5	N	184	188
31b	FEDERAL_SEOG	NUMERIC	5	N	189	193
31c	TPEG	NUMERIC	5	N	194	198
31d	SMART_GRANT	NUMERIC	5	N	199	203
31e	TEG_PRIVATE_SCHL	NUMERIC	5	N	204	208
31f	LEAP	NUMERIC	5	N	209	213

<u>Data Element #</u>	<u>FIELD NAME</u>	<u>FIELD TYPE</u>	<u>FIELD LENGTH</u>	<u>FIELD INDEXED?</u>	<u>COLUMN POSITION</u>	
					<u>Beginning</u>	<u>Ending</u>
31g	HB3015_GRANTS	NUMERIC	5	N	214	218
31h	MERIT_TO_INST	NUMERIC	5	N	219	223
31i	MERIT_BY_INST	NUMERIC	5	N	224	228
31j	BYRD_SCHOLARSHIP	NUMERIC	5	N	229	233
31k	STATE_NURSE_SCHLR	NUMERIC	5	N	234	238
31l	STUDENT_DEP_SCHLR	NUMERIC	5	N	239	243
31m	ACAD_COMPET_GRANT	NUMERIC	5	N	244	248
31n	OTHER_SCHLR_GRANT	NUMERIC	5	N	249	253
31o	TEXAS_GRANT_PGM	NUMERIC	5	N	254	258
31p	TEOG	NUMERIC	5	N	259	263
31q	FEDERAL_SLEAP	NUMERIC	5	N	264	268
32a	FEDERAL_WK_STUDY	NUMERIC	5	N	269	273
32b	TEXAS_WORK_STUDY	NUMERIC	5	N	274	278
32c	NEED_BASED_INST	NUMERIC	5	N	279	283
32d	AMERICORPS	NUMERIC	5	N	284	288
32e	HB3015_WS	NUMERIC	5	N	289	293
32f	TXWS_MENTORSHIP	NUMERIC	5	N	294	298
33a	SUBS_STAFFORD_LN	NUMERIC	5	N	299	303
33b	UNSUB_STAFFORD_LN	NUMERIC	5	N	304	308
33c	PERKINS_LOAN	NUMERIC	5	N	309	313
33d	FEDERAL_PLUS_LNS	NUMERIC	5	N	314	318
33e	HELP	NUMERIC	5	N	319	323
33f	COLLEGE_ACCESS_LN	NUMERIC	5	N	324	328
33g	PRIM_CARE_STD_LN	NUMERIC	5	N	329	333
33h	PLUS_FED_DIR_LNS	NUMERIC	5	N	334	338
33i	SUB_FED_DIR_LNS	NUMERIC	5	N	339	343
33j	OTHER_LT_LOANS	NUMERIC	5	N	344	348
33k	UNSUB_FED_DIR_LNS	NUMERIC	5	N	349	353
33l	BOT	NUMERIC	5	N	354	358
33m	HB3015_LOANS	NUMERIC	5	N	359	363
34a	TEACH_GRANT	NUMERIC	5	N	364	368
34b	HB3015_OTHER	NUMERIC	5	N	369	373
35a	ENROLL_ADJ_COA	NUMERIC	3	N	374	376
35b	ENROLL_ADJ_TFC	NUMERIC	3	N	377	379
36	STUDENT_ID	CHARACTER	9	N	380	388

ELECTRONIC SUBMISSION

**Transmitting your File
Header and Trailer Records
Data Entry Instructions for Online Web System**

ELECTRONIC DATA TRANSFER SYSTEM

The submission of FADS reports must be by electronic transfer. If any data items need to be changed, make the changes to your file and re-submit it as a complete report. State and federal security requirements mandate that confidential data be transferred using a secure process. Since July 15, 2004 all files are required to be submitted or retrieved via SFTP (the secure FTP) server process. Connection to the SFTP File Server at the THECB is via the Internet.

You may create the data file containing a header record, data records, and a trailer record by whatever method available.

The header record contains information to identify the data in the file and the length of the data records. The trailer record contains a record count of the actual number of data records, not including the header and trailer records, in the file. The record count in the trailer record will be used to verify that all records were transferred through the communication system.

The actual file name is not critical. Information in the header record is used to identify data contained in the file. To avoid possible confusion or loss of file by writing over a previously transferred file of the same name, we recommend you make each file transferred a unique name.

In order to submit FADS files, you must log into the SFTP server, sftp.thecb.state.tx.us, with a username and password.

For USERID: Enter "fasNNNNNN" where "NNNNNN" is your six-digit FICE code.
For example, "fas001234" (lower case 'fas'; leading zeros required in the FICE code).

For PASSWORD: Enter your password, case sensitive. Contact Tanya Treviño at e-mail tanya.trevino@thecb.state.tx.us for your password.

Each FICE code has a unique password assigned to it. Guard it to prevent unauthorized access to your data.

The data sent to the Coordinating Board goes to the "INPUT" directory and the edit and summary report files are retrieved from the "OUTPUT" directory. Detailed installation instructions are located at <http://www.txhighereddata.org/UsingSFTP.cfm>.

The data content of files will be as defined on the Data Processing Record Layout of each report. The format and content of the HEADER and TRAILER records are critical and must be valid. Identification of the data depends totally on the accuracy of the information contained in the header record.

HEADER RECORD FORMAT

Header Record Example:

HY2K000781FAD00112009C038801500

		<u>Value</u>	<u>Position</u>	<u>Length</u>
Item #1	File Label-Id	HY2K	1	4
Item #2	Institution Code FICE - (Numeric)	6 digits (i.e. 000781)	5	6
Item #3	Data Identifier	FAD001	11	6
Item #4	Semester in which report is due (Numeric)	Fall = 1	17	1
Item #5	Year – YYYY (4 digits) State fiscal year covered by report (Numeric)	2009	18	4
Item #6	Record Type	(C)omplete Report	22	1
Item #7	Length of Data records (Numeric)	0388	23	4
Item #8	Number of Aid Applicants* (Numeric) (i.e. 01000) (right justified and leading zero filled)	5 digits (i.e. 01000)	27	5

*The number of records in your file should equal the number of aid applicants you report in your header record.

TRAILER RECORD FORMAT

Trailer example:
EOF100975

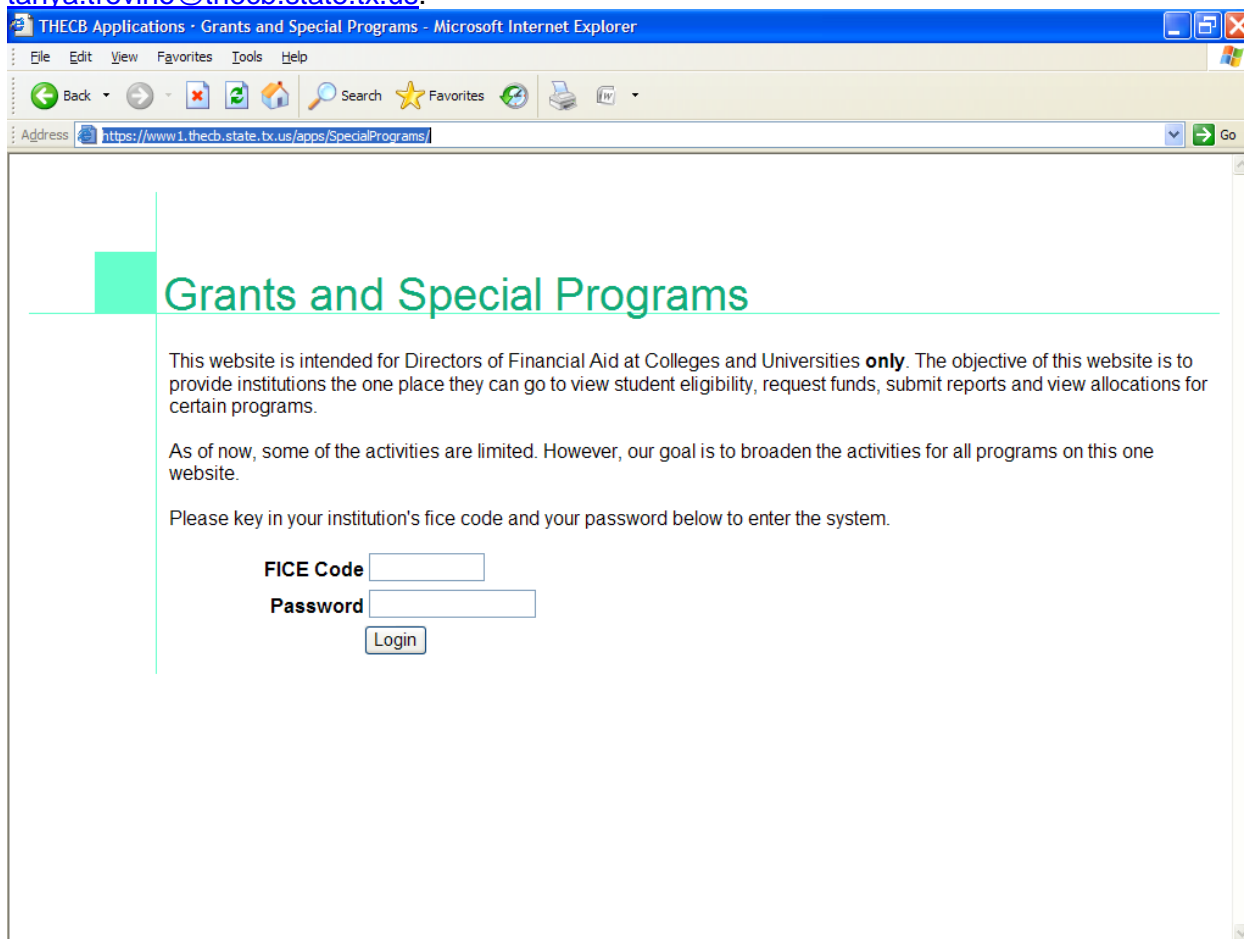
		<u>Value</u>	<u>Position</u>	<u>Length</u>
Item #1	File Label-ID	EOF1	1	4
Item #2	Record Count (Numeric)	Number of data records in file not including "Header" And "Trailer" records	5	5
	Reserved for Future Use (spaces)		10	71
Total Record Size				80

DATA ENTRY INSTRUCTIONS FOR ENTERING INTO THE FADS ONLINE WEB SYSTEM (for Institutions without Programming Support)

Welcome to the FADS Web System, to be used if your institution is unable to create an independent file to SFTP to the Coordinating Board. You create your FADS report by entering your student's records online using the Coordinating Board web system. This is not something that can be used to download information into from another program.

Go To <http://www.txhighereddata.org/>, click on Online Reporting Applications (on the bottom right of the screen), click on Special Programs or go to <https://www1.thecb.state.tx.us/apps/SpecialPrograms/>

The first screen you will see (shown below), will ask you to enter in your institution's six-digit FICE code and password. If you don't have a password, you can e-mail Tanya Treviño at tanya.trevino@thecb.state.tx.us.



THECB Applications - Grants and Special Programs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://www1.thecb.state.tx.us/apps/SpecialPrograms/> Go

Grants and Special Programs

This website is intended for Directors of Financial Aid at Colleges and Universities **only**. The objective of this website is to provide institutions the one place they can go to view student eligibility, request funds, submit reports and view allocations for certain programs.

As of now, some of the activities are limited. However, our goal is to broaden the activities for all programs on this one website.

Please key in your institution's fice code and your password below to enter the system.

FICE Code

Password

Login

Once you are logged in, you will need to click on Financial Aid Database System (FADS) Data Entry under the section labeled Interactive Tools. For security purposes, you will be asked to log in again. You will need to use the same fice and password you used to log in initially.

Financial Aid Database System - Data Entry

Please key in your institution's fice code and your password below to enter the system. If you don't know your institutional password, contact the [FADS Administrator](#) at the Texas Higher Education Coordinating Board.

FICE Code

Password

After logging in, you will see the screen below. You may notice that there are already students listed under “Student Records Entered”. For your convenience we have left the students that were entered in for 2008. This will allow you to make the corrections that are necessary for continuing students.

Main Menu - (123456)

Welcome to the FADS data entry system. This system is provided as a service to institutions who do not have the capability of directly submitting this via our SFTP server. **FADS information must be submitted by November 3rd. Your file must be error free, reconciled to CB reports and certified by December 1st. If any of these deadlines are NOT met, letters to your President will be sent and penalties will be invoked.**

Add a Student/Search for a Student

To add a student, enter their Social Security Number, then click on *Add/Search Student*. If the SSN you enter already exists, the system will allow you to edit that person's record.

Social Security Number

Submit Report

Once all data for your institution has been entered, you may submit the report.

Number of Aid Applications

Student Records Entered

Below are the student records entered for your institution. You can select an SSN to edit the record.

SSN	D.O.B.	Gender	Classification	Enrollment
123456789	01/01/1900	M	1	1
123456789	01/01/1900	M	1	1

To begin, enter in a student's social security number in the box provided and click on the "Add/Search Student" button. If the SSN you enter already exists, the system will automatically populate the next screen with the student's data. If this is a new student, then the next screen will be blank and ready for you to begin data entry.

Once you have finished entering information for one student, click on the Update Record. You will then be taken back to the main menu where you can enter in another social to continue.

If you need to delete a student's record, just click on Delete Record and you will be taken back to the main menu.

Once you have finished entering/editing all of your student records and you are ready to submit your report for editing by our system, click on “Submit Report”. The number of aid applicants is already populated for you.

Financial Aid Database System > Data Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address <https://www.1.thecb.state.tx.us/apps/SpecialPrograms/FADS/MainMenu.cfm?CFID=211643&CFTOKEN=46449794> Go

FINANCIAL AID DATABASE SYSTEM

Main Menu - (123456)

Welcome to the FADS data entry system. This system is provided as a service to institutions who do not have the capability of directly submitting this via our SFTP server. **FADS information must be submitted by November 3rd. Your file must be error free, reconciled to CB reports and certified by December 1st. If any of these deadlines are NOT met, letters to your President will be sent and penalties will be invoked.**

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Social Security Number

Submit Report

Once all data for your institution has been entered, you may submit the report.

Number of Aid Applications

Student Records Entered

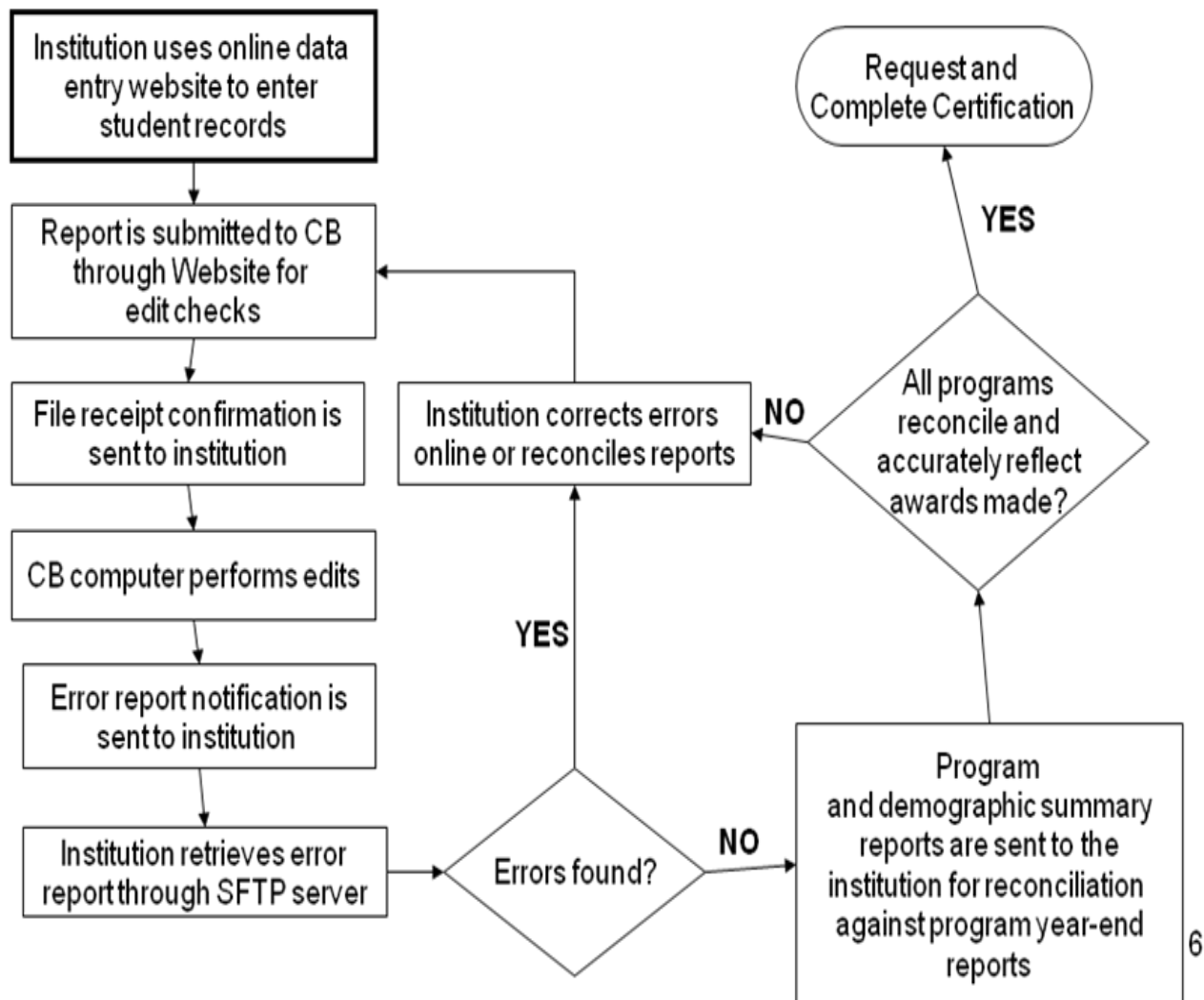
Below are the student records entered for your institution. You can select an SSN to edit the record.

SSN	D.O.B.	Gender	Classification	Enrollment
123456789	01/01/1900	M	1	1
123456789	01/01/1900	M	1	1

Your records will be submitted to the CB and you will receive a file receipt confirmation, just as if you had submitted your report by SFTP. Once the report has been processed, you will receive an error report notification, which will be sent to you “generic” email address. The following pages have information on the File Receipt Confirmation and Error Report.

To retrieve your error report, however, you will need to install the SFTP software. Instructions on installing the software can be found at <http://www.txhighereddata.org/UsingSFTP.cfm>.

Sequence of Activities for Institutions Data Entering Records



RECEIPT AND PROCESSING OF REPORTS

**File Receipt Confirmation
Edit Report Notification
Sample Error Reports**

FILE RECEIPT CONFIRMATION

Once your file has been submitted, you will receive a File Receipt Confirmation, shown below, which is sent to your institution's "generic" email address. The confirmation just indicates that your file was received. If you submit your file and do not receive a confirmation within an hour, follow the "Important Things to Remember" below. Then, if you still have not received your confirmation, contact Tanya Treviño (tanya.trevino@theeb.state.tx.us). The run times are also listed below.

Sample of File Receipt Confirmation Email:

COORDINATING BOARD TEST SYSTEM
Date Time: 10/11/2009 2:31:05 PM

SOURCE FILE: HY2K_test_Fads.wri
FILE RECEIVED FROM FICE CODE: 009999
INPUT FICE CODE: 009999
REPORT_ID: FAD001
SEMESTER: 1
YEAR: 2009
TYPE: C
SIZE: 0388
OTHER INFO: 00360
NUMBER OF RECORDS REPORTED IN 'EOF1' RECORD: 00360
NUMBER OF DATA RECORDS ACTUALLY RECEIVED: 1
TRAILER RECORD IN FILE: EOF100360

This is a confirmation of file receipt only. Editing of your file will take place during the next production run.
THECB Contact: Tanya Treviño - Grants & Special programs 512-427-6123

EDC Data Report Processing Schedule (7 days a week):

<u>Reports in by</u>	<u>Edit run begins</u>	<u>Edit reports posted</u>
6:00 a.m.	6:20 a.m.	7:00 a.m.
8:00 a.m.	8:20 a.m.	9:00 a.m.
10:00 a.m.	10:20 a.m.	11:00 a.m.
1:00 p.m.	1:20 p.m.	2:00 p.m.
3:00 p.m.	3:20 p.m.	4:00 p.m.
6:00 p.m.	6:20 p.m.	7:00 p.m.

Important things to Remember:

- You must disconnect promptly from the SFTP session after successfully transferring your file,
- Make sure only ONE SFTP session is open at any one time by only ONE user,
- Do not log into the SFTP server at the :03 minute or :33 minute times of the hour.

ERROR REPORT NOTIFICATION

Once your report is processed through our server, you will receive an edit/error report notification, which is sent to your institution's "generic" email address. The notification, sample below, indicates your error report is ready to be viewed. The actual error report can be found in the SFTP session for your institution and instructions are included below.

Sample of Edit/Error Report Notification Email:

-----Original Message-----

From: EDTS-CB-ADMIN@thecb.state.tx.us [mailto:EDTS-CB-ADMIN@thecb.state.tx.us]
Sent: Thursday, January 29, 2010 6:54 PM
To: fad-mail@college.edu
Cc: EDTS-CB-ADMIN
Subject: 009999 EDIT REPORTS ON EDC SERVER
Importance: High

REPORT FILE FAD001_FALL_2009_I_009999_201001291820584.TXT IS LOCATED IN THE OUTPUT DIRECTORY OF YOUR ACCOUNT.

This notification does not ensure that your edit report will be available for immediate viewing. There may be a 15 minute delay due to the security processes in place at the Texas Higher Education Coordinating Board.

When viewing the FADS_Output folder, you will notice that all of your edit/error reports from all years are still in the folder, so you want to make sure you download the file for 2009.

The following report file name is an example from above:

FAD001_FALL_2009_I_009999_201001291820584.TXT

FAD001 - FAD report type

_ - used as a separator

FALL – the report semester

_ - used as a separator

2009 - Report Year

_ - used as a separator

I - Institution type (can also be J, H or I)

_ - used as a separator

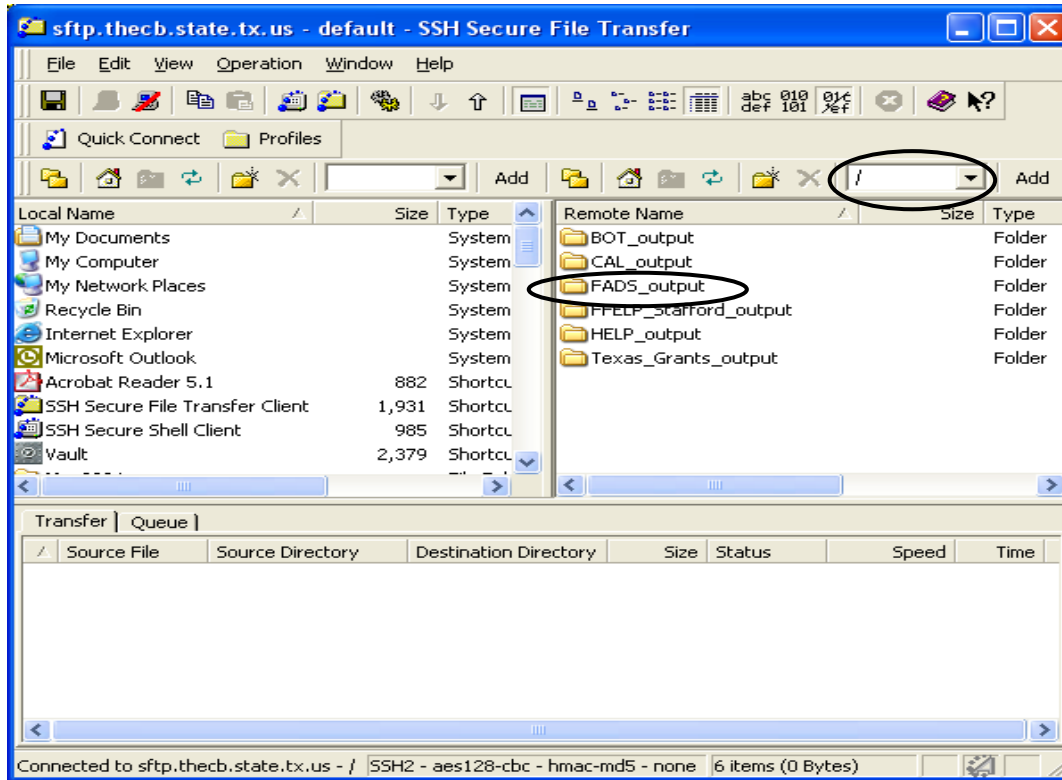
009999 - FICE code of institution

_ - used as a separator

201001291820584 – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

RETRIEVING YOUR ERROR REPORT

To retrieve your error report, log into the SFTP session and double click the FADS_OUTPUT folder in the right pane. The drop down dialog box circled below in the right pane would change to "/FADS_OUTPUT".



SAMPLE ERROR REPORT WITH ERRORS AND WARNINGS

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 FAD001 EDIT SUMMARY FROM RunDate: 08/29/2009 Time: 08:40:31
 U. OF THECB 009999 Fiscal Year 2009

of Warnings

that should be correct

of Errors

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 01A	ReportCode	108	0	0
ITEM 01B	Fice	108	0	0
ITEM 01C	FiscalYear	108	0	0
ITEM 01D	StudentID	108	0	0
ITEM 02	STDNT_SPOUSE_AGI	104	1	3
ITEM 03	PARENT_AGI	101	0	7
ITEM 04	FILLER	102	0	6
ITEM 05	FILLER	101	0	7
ITEM 06	FILLER	102	0	6
ITEM 07	FILLER	103	0	5
ITEM 08	FILLER	101	0	7
ITEM 09	FILLER	101	0	7
ITEM 10	FILLER	101	0	7
ITEM 11	FILLER	101	0	7
ITEM 12	FILLER	101	0	7
ITEM 13	FILLER	103	0	5
ITEM 14	ETHNIC_ORIGIN	102	0	6
ITEM 15	CLASSIFICATION	102	0	6
ITEM 16	DEPENDENCY_STATUS	99	0	9
ITEM 17	DATE_OF_BIRTH	99	2	7
ITEM 18	RESIDENCY	99	0	9
ITEM 19	FILLER	100	0	8
ITEM 20	FILLER	108	0	0
ITEM 21	FILLER	108	0	0
ITEM 22	ZIP_ADDRESS	108	0	0
ITEM 23	ENROLLMENT_STATUS	100	0	8
ITEM 24	GENDER	100	0	8
ITEM 25	MOTHER_HIGH_GRADE	102	0	6
ITEM 26	FATHER_HIGH_GRADE	103	0	5
ITEM 27	COST_OF_ATTEND	103	0	5
ITEM 28	TOTAL_FAMILY_CONT	103	0	5
ITEM 29	TUIT_EXEMPT_WAIV	103	0	5
ITEM 30	CATEGORICAL_AID	102	0	6
ITEM 31A	FEDERAL_PELL	103	0	5
ITEM 31B	FEDERAL_SEOG	101	0	7
ITEM 31C	TPEG	102	0	6
ITEM 31D	SMART_GRANT	100	0	8
ITEM 31E	TEG_PRIVATE_SCHL	101	0	7
ITEM 31F	LEAP	100	0	8
ITEM 31G	HB3015_GANDS	100	0	8
ITEM 31H	MERIT_TO_INST	100	0	8
ITEM 31I	MERIT_BY_INST	100	0	8
ITEM 31J	BYRD_SCHOLARSHIP	100	0	8
ITEM 31K	STATE_NURSE_SCHLR	100	0	8
ITEM 31L	STUDENT_DEP_SCHLR	102	0	6
ITEM 31M	ACAD_COMPET_GRANT	100	0	8
ITEM 31N	OTHER_SCHLR_GRANT	102	0	6
ITEM 31O	TEXAS_GRANT_PGM	100	0	8
ITEM 31P	TEOG	100	0	8
ITEM 31Q	FEDERAL_SLEAP	100	0	8
ITEM 32A	FEDERAL_WK_STUDY	104	0	4
ITEM 32B	TEXAS_WORK_STUDY	103	0	5
ITEM 32C	NEED_BASED_INST	102	0	6
ITEM 32D	AMERICORPS	103	0	5
ITEM 32E	HB3015_WS	100	0	8
ITEM 32F	TXWS_MENTORSHIP	100	0	8
ITEM 33A	SUBS_STAFFORD_LN	101	0	7
ITEM 33B	UNSUB_STAFFORD_LN	105	0	3
ITEM 33C	PERKINS_LOAN	101	0	7
ITEM 33D	FEDERAL_PLUS_LNS	101	0	7
ITEM 33E	HELP	100	0	8
ITEM 33F	COLLEGE_ACCESS_LN	103	0	5
ITEM 33G	PRIM_CARE_STD_LN	105	0	3
ITEM 33H	FILLER	103	0	5
ITEM 33I	SUB FED DIR LNS	100	0	8

Data Elements that need to be added to the beginning of each of your student records.

Data Element # and Field Name

ITEM 33J OTHER_LT_LOANS	103	0	5
ITEM 33K UNSUB_FED_DIR_LNS	102	0	6
ITEM 33L BOT	100	0	8
ITEM 33M HB3015_LOANS	100	0	8
ITEM 34A TEACH_GRANT	100	0	8
ITEM 34B HB3015_OTHER	100	0	8
ITEM 35A ENROLL_ADJ_COA	105	0	3
ITEM 35B ENROLL_ADJ_TFC	105	0	3
ITEM Computed and Temp Fields	108	0	0
ITEM X1A COA	108	0	0
ITEM X1B EFC	108	0	0
ITEM X1C Total Income	108	0	0
ITEM X1D Income Switch	108	0	0
ITEM X1E Total Gift	108	0	0
ITEM X1F Total Gift Switch	108	0	0
ITEM X1G Total Aid	108	0	0
ITEM X1H EFC Switch	108	0	0

Data Element # and Field Name

Data Elements computed by CB system--not reported as part of student's record

of Records from Trailer

Discrepancy is # of records read minus # of records in trailer

TOTAL Report Records	108	Total records reported in file
CONTROL TOTAL	200	DISCREPANCY -92
Total Recs on Db	108	Total records reported in file
Number Of Non-Unique/ Duplicated Id's	0	Number of duplicate SSN in the file
Number Of Duplicate Records	0	Number of records with same data in the file
Number Of Relative Duplicate Questionable	0	Doesn't apply to FADS--DISREGARD
Number Of Relative Duplicate Error	0	Doesn't apply to FADS--DISREGARD
Total Error Recs on Db	9	Number of records with errors
Total Questionable Recs on Db	2	Number of records with warnings
Total Non Error Records on Db	99	Number of "good" records
Total Rejected Records	0	Number of records rejected
Total Applicants	200	Number of applicants reported in header record
Total Recipients	108	Number of records being reported
Percent of Applicants receiving aid	0.540	Number of Recipients divided by Number of Applicants
Students Receiving Financial Aid	107	Number of students reported with data in items 31a -34b
Students with Zero Family Contribution	21	Number of Students being reported with EFC = 0
*** Total Students with Zero Family contribution Is not greater than Students receiving financial aid!		

Gender		
Male	40	99
Female	59	
Total		

Gender Field breakdown (Data Element 24)

Ethnic Origin		
White, Non-Hispanic	72	99
Black, Non-Hispanic	3	
Hispanic	8	
Asian/Pacific Islander	14	
American Indian/Alaskan Native	0	
International	2	
Unknown	0	
Total		

Ethnicity Field breakdown (Data Element 14)

Age		
Under 17	0	99
17	0	
18	1	
19-21	25	
22-24	25	
25-30	31	
31-35	9	
36-50	7	
51-64	1	
65 and Older	0	
UnReported(not in avg)	0	
Average Age	25.9	
Total		

DOB Field breakdown (Data Element 17)

Classification				
Undergraduate/NO Bachelors	40	}	←	Classification Field breakdown (Data Element 15)
Graduate/Bachelors	23			
Professional/Law Dentistry Vet etc	9			
Bachelors or greater/in Ug Program	13			
First-time Entering Freshman	14			
Total	99			
Dependency Status by Title IV Definition				
Dependent	44	}	←	Dependency Status Field breakdown (Data Element 16)
Independent	55			
Total	99			
Residency				
Resident	79	}	←	Residency Field breakdown (Data Element 18)
Out of State or Foreign	20			
Unknown	0			
National Merit Finalist	0			
Total	99			
Residence				
Texas Counties	54	}	←	Location Code Field breakdown (Data Element 19)
Other States	45			
Foreign Countries	0			
Total	99			
Enrollment Status				
Full Time	92	}	←	Enrollment Status Field breakdown (Data Element 23)
3/4 Time	3			
1/2 Time	4			
Less Than 1/2 Time	0			
Total	99			
Mother Highest Grade Level				
Elementary	3	}	←	Mother's Highest Grade Field breakdown (Data Element 25)
High School	34			
College or Beyond	57			
Unknown	5			
Total	99			
Father Highest Grade Level				
Elementary	0	}	←	Father's Highest Grade Field breakdown (Data Element 26)
High School	19			
College or Beyond	70			
Unknown	10			
Total	99			
Total Income				
'A' 0 - 9,999	21	}	←	Income Fields breakdown (Sum of Data Elements 2+3)
'B' 10,000 - 14,999	6			
'C' 15,000 - 19,999	3			
'D' 20,000 - 24,999	5			
'E' 25,000 - 29,999	9			
'F' 30,000 - 34,999	5			
'G' 35,000 - 39,999	4			
'H' 40,000 - 44,999	6			
'I' 45,000 - 49,999	3			
'J' 50,000 - 54,999	2			
'K' 55,000 - 59,999	1			
'L' 60,000 - 64,999	4			
'M' 65,000 - 69,999	2			
'N' 70,000 - 74,999	1			
'O' 75,000 - 79,999	3			
'P' 80,000 - 84,999	1			
'Q' 85,000 - 89,999	2			
'R' 90,000 - 94,999	2			
'S' 95,000 - 99,999	2			
'T' greater than 99,999	17			
Total	99			

Total Gift			
'01'	0	-	250
'02'	251	-	500
'03'	501	-	750
'04'	751	-	1,000
'05'	1,001	-	1,250
'06'	1,251	-	1,500
'07'	1,501	-	1,750
'08'	1,751	-	2,000
'09'	2,001	-	2,250
'10'	2,251	-	2,500
'11'	2,501	-	2,750
'12'	2,751	-	3,000
'13'	3,001	-	3,250
'14'	3,251	-	3,500
'15'	3,501	-	3,750
'16'	3,751	-	9,998
'00'	greater than		9,999
		Total	99

Gift Aid Fields breakdown (Sum of Data Elements 31c+31d+31e+31f+31j+31k+31l+31o+31p+31n+31q)

Total \$ Awarded

Total # Students

Minimum Award Amount Reported

Maximum Award Amount Reported

Financial Aid Data Fields Data Element # and Field Name

	Students	Dollars	Min Amt	Maximum Amt
31 Grants & Scholarships				
31A FEDERAL_PELL	13	27,825	200	4,050
31B FEDERAL_SEOG	5	10,018	490	4,000
31C TPEG	36	39,733	207	5,026
31D SMART_GRANT	0	0	0	0
31E TEG_PRIVATE_SCHL	0	0	0	0
31F LEAP	0	0	0	0
31G HB3015_GANDS	0	0	0	0
31H MERIT_TO_INST	0	0	0	0
31I MERIT_BY_INST	0	0	0	0
31J BYRD	0	0	0	0
31K STATE_NURSE_SCHLR	0	0	0	0
31L STUDENT_DEP_SCHLR	1	712	712	712
31M ACAD_COMPET_GRANT	0	0	0	0
31N OTHER_SCHLR_GRANT	68	56,997	150	18,200
31O TEXAS_GRANT_PGM	6	18,666	2,966	3,140
31P TEOG	0	0	0	0
31Q FEDERAL_SLEAP	0	0	0	0
32 Work-Study				
32A FEDERAL_WK_STUDY	3	8,208	2,170	3,499
32B TEXAS_WORK_STUDY	0	0	0	0
32C NEED_BASED_INST	0	0	0	0
32D AMERICORPS	0	0	0	0
32E HB3015_WS	0	0	0	0
32F TXWS_MENTORSHIP	0	0	0	0
33 Loans				
33A SUBS_STAFFORD_LN	66	374,319	508	12,313
33B UNSUB_STAFFORD_LN	65	440,630	687	17,944
33C PERKINS_LOAN	24	46,648	180	6,000
33D FEDERAL_PLUS_LNS	15	143,749	4,093	16,310
33E HELP	0	0	0	0
33F COLLEGE_ACCESS_LN	0	0	0	0
33G PRIM_CARE_STD_LN	0	0	0	0
33I SUB_FED_DIR_LNS	0	0	0	0
33J OTHER_LT_LOANS	12	92,375	1,004	19,764
33K UNSUB_FED_DIR_LNS	0	0	0	0
33L BOT	0	0	0	0
33M HB3015_LOANS	0	0	0	0
34 Other Programs				
34B HB3015_OTHER	0	0	0	0

***Note: Totals are net errors.

Totals above do not include records with errors

Data Element #'s

EDIT OF FAD001 DATA

Fiscal Year 20

U. OF THECB 009999

RunDate: 08/29/2009 Time: 08:40:31

***** I t e m s *****

01A	01B	01C	01D	02	03	04	05	06	07	08	09	10	11	12	13	36	Remarks	
14	15	16	17	18	23	24	25	26	27	28	29	30	32A	32B	32C	32D	32E	32F
31A	31B	31C	31D	31E	31F	31G	31H	31I	31J	31K	31L	31M	31N	31O	31P	31Q		
33A	33B	33C	33D	33E	33F	33G	33H	33I	33J	33K	33L	33M	33N	33O	33P	33Q		
19	20				21			22	34A	34B	35A	35B						

F	009999	2008	*111111111	084565	000000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	000000000	E
2	1	2	01011901	1	1	M	2	3	15712	014469	00000	00000	00000	00000	00000	00000	
00000	00000	*01243	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	
00000	05000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000				
212								75701	00000	00000	000	000					

Data as reported in record

Error or Warning Messages

SOC_SEC_NUMBER(Item01D), Mult. Records. REF0422
 TPEG(Item31C), is > zero and Not Public Institution. Error! REF0741
 Duplicate Record Questionable. REF0716!

Total Rejected Records	0
Total Records On DataBase	108
Total Non Error Records	99
Total Error Records	9
Total Questionable Records	2
Total Rejected Records	0

- Number of records rejected
- Total records reported in file
- Number of "good" records
- Number of records with errors
- Number of records with warnings
- Number of records rejected

Items In Error Are Indicated By (*), Questionable By (-)

Records with errors are grouped and listed first

Questionables ONLY

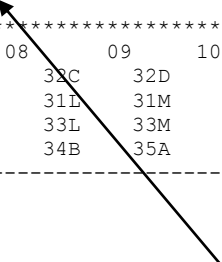
```

***** I t e m s *****
01A  01B  01C   01D   02   03   04   05   06   07   08   09   10   11   12   13   36   Remarks
14 15 16   17   18 23 24 25 26  27   28   29   30  32A  32B  32C  32D  32E  32F
   31A  31B  31C  31D  31E  31F  31G  31H  31I  31J  31K  31L  31M  31N  31O  31P  31Q
   33A  33B  33C  33D  33E  33F  33G  33H  33I  33J  33K  33L  33M  33N  33O  33P  33Q
   19   20                               21                               22   34A  34B  35A  35B
-----

```

Items In Error Are Indicated By (*), Questionable By (-)

Records with questionable or warnings are grouped and listed last



SAMPLE ERROR REPORT WITH NO ERRORS OR WARNINGS

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 FAD001 EDIT SUMMARY FROM RunDate: 08/29/2009 Time: 08:40:31
 U. OF THECB 009999 Fiscal Year 2009

of Warnings

that should be correct

of Errors

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 01A ReportCode	108	0	0
ITEM 01B Fice	108	0	0
ITEM 01C FiscalYear	108	0	0
ITEM 01D StudentID	108	0	0
ITEM 02 Stdnt_Spouse_AGI	108	0	0
ITEM 03 PARENT_AGI	108	0	0
ITEM 04 FILLER	108	0	0
ITEM 05 FILLER	108	0	0
ITEM 06 FILLER	108	0	0
ITEM 07 FILLER	108	0	0
ITEM 08 FILLER	108	0	0
ITEM 09 FILLER	108	0	0
ITEM 10 FILLER	108	0	0
ITEM 11 FILLER	108	0	0
ITEM 12 FILLER	108	0	0
ITEM 13 FILLER	108	0	0
ITEM 14 ETHNIC_ORIGIN	108	0	0
ITEM 15 CLASSIFICATION	108	0	0
ITEM 16 DEPENDENCY_STATUS	108	0	0
ITEM 17 DATE_OF_BIRTH	108	0	0
ITEM 18 RESIDENCY	108	0	0
ITEM 19 FILLER	108	0	0
ITEM 20 FILLER	108	0	0
ITEM 21 FILLER	108	0	0
ITEM 22 ZIP_ADDRESS	108	0	0
ITEM 23 ENROLLMENT_STATUS	108	0	0
ITEM 24 GENDER	108	0	0
ITEM 25 MOTHER_HIGH_GRADE	108	0	0
ITEM 26 FATHER_HIGH_GRADE	108	0	0
ITEM 27 COST_OF_ATTEND	108	0	0
ITEM 28 TOTAL_FAMILY_CONT	108	0	0
ITEM 29 TUIT_EXEMPT_WAIV	108	0	0
ITEM 30 CATEGORICAL_AID	108	0	0
ITEM 31A FEDERAL_PELL	108	0	0
ITEM 31B FEDERAL_SEOG	108	0	0
ITEM 31C TPEG	108	0	0
ITEM 31D SMART_GRANT	108	0	0
ITEM 31E TEG_PRIVATE_SCHL	108	0	0
ITEM 31F LEAP	108	0	0
ITEM 31G HB3015_GANDS	108	0	0
ITEM 31H MERIT_TO_INST	108	0	0
ITEM 31I MERIT_BY_INST	108	0	0
ITEM 31J BYRD_SCHOLARSHIP	108	0	0
ITEM 31K STATE_NURSE_SCHLR	108	0	0
ITEM 31L STUDENT_DEP_SCHLR	108	0	0
ITEM 31M ACAD_COMPET_GRANT	108	0	0
ITEM 31N OTHER_SCHLR_GRANT	108	0	0
ITEM 31O TEXAS_GRANT_PGM	108	0	0
ITEM 31P TEOG	108	0	0
ITEM 31Q FEDERAL_SLEAP	108	0	0
ITEM 32A FEDERAL_WK_STUDY	108	0	0
ITEM 32B TEXAS_WORK_STUDY	108	0	0
ITEM 32C NEED_BASED_INST	108	0	0
ITEM 32D AMERICORPS	108	0	0
ITEM 32E HB3015_WS	108	0	0
ITEM 32F TXWS_MENTORSHIP	108	0	0
ITEM 33A SUBS_STAFFORD_LN	108	0	0
ITEM 33B UNSUB_STAFFORD_LN	108	0	0
ITEM 33C PERKINS_LOAN	108	0	0
ITEM 33D FEDERAL_PLUS_LNS	108	0	0
ITEM 33E HELP	108	0	0
ITEM 33F COLLEGE_ACCESS_LN	108	0	0
ITEM 33G PRIM_CARE_STD_LN	108	0	0
ITEM 33H FILLER	108	0	0
ITEM 33I SUB_FED_DIR_LNS	108	0	0

Data Elements that need to be added to the beginning of each of your student records.

Data Element # and Field Name

ITEM 33J OTHER_LT_LOANS	108	0	0
ITEM 33K UNSUB_FED_DIR_LNS	108	0	0
ITEM 33L BOT	108	0	0
ITEM 33M HB3015_LOANS	108	0	0
ITEM 34A TEACH_GRANT	108	0	0
ITEM 34B HB3015_OTHER	108	0	0
ITEM 35A ENROLL_ADJ_COA	108	0	0
ITEM 35B ENROLL_ADJ_TFC	108	0	0
ITEM Computed and Temp Fields	108	0	0
ITEM X1A COA	108	0	0
ITEM X1B EFC	108	0	0
ITEM X1C Total Income	108	0	0
ITEM X1D Income Switch	108	0	0
ITEM X1E Total Gift	108	0	0
ITEM X1F Total Gift Switch	108	0	0
ITEM X1G Total Aid	108	0	0
ITEM X1H EFC Switch	108	0	0

Data Element # and Field Name

Data Elements computed by CB system--not reported as part of student's record

of Records from Trailer

Discrepancy is # of records read minus # of records in trailer

TOTAL Report Records	108
CONTROL TOTAL	108
Total Recs on Db	108
Number Of Non-Unique/ Duplicated Id's	0
Number Of Duplicate Records	0
Number Of Relative Duplicate Questionable	0
Number Of Relative Duplicate Error	0
Total Error Recs on Db	0
Total Questionable Recs on Db	0
Total Non Error Records on Db	108
Total Rejected Records	0
Total Applicants	108
Total Recipients	108
Percent of Applicants receiving aid	100.0
Students Receiving Financial Aid	108
Students with Zero Family Contribution	21
*** Total Students with Zero Family contribution	Is not greater than Students receiving financial aid!

DISCREPANCY 00

Total records reported in file

Total records reported in file

Number of SSN that are duplicated within the file

Number of records with the same data in the file

Doesn't apply to FADS--DISREGARD

Doesn't apply to FADS--DISREGARD

Number of records with errors

Number of records with warnings

Number of "good" records

Number of records rejected

Number of applicants as reported in header record

Number of records being reported

of Recipients divided by # of Applicants

Number of students reported with data in items 31a -34b

Students being reported with EFC = 0

Gender	
Male	45
Female	63
Total	108

Gender Field breakdown (Data Element 24)

Ethnic Origin	
White, Non-Hispanic	75
Black, Non-Hispanic	5
Hispanic	10
Asian/Pacific Islander	15
American Indian/Alaskan Native	1
International	2
Unknown	0
Total	108

Ethnicity Field breakdown (Data Element 14)

Age	
Under 17	0
17	0
18	10
19-21	25
22-24	25
25-30	31
31-35	9
36-50	7
51-64	1
65 and Older	0
UnReported(not in avg)	0
Average Age	25.9
Total	108

DOB Field breakdown (Data Element 17)

Classification

Undergraduate/NO Bachelors	49
Graduate/Bachelors	23
Professional/Law Dentistry Vet etc	9
Bachelors or greater/in Ug Program	13
First-time Entering Freshman	14
Total	108

Classification Field breakdown (Data Element 15)

Dependency Status by Title IV Definition

Dependent	49
Independent	59
Total	108

Dependency Status Field breakdown (Data Element 16)

Residency

Resident	83
Out of State or Foriegn	25
Unknown	0
National Merit Finalist	0
Total	108

Residency Field breakdown (Data Element 18)

Residence

Texas Counties	54
Other States	45
Foreign Countries	0
Total	108

Location Code Field breakdown (Data Element 19)

Enrollment Status

Full Time	92
3/4 Time	3
1/2 Time	13
Less Than 1/2 Time	0
Total	108

Enrollment Status Field breakdown (Data Element 23)

Mother Highest Grade Level

Elementary	12
High School	34
College or Beyond	57
Unknown	5
Total	108

Mother's Highest Grade Field breakdown (Data Element 25)

Father Highest Grade Level

Elementary	9
High School	19
College or Beyond	70
Unknown	10
Total	108

Father's Highest Grade Field breakdown (Data Element 26)

Total Income

'A' 0 - 9,999	21
'B' 10,000 - 14,999	6
'C' 15,000 - 19,999	3
'D' 20,000 - 24,999	5
'E' 25,000 - 29,999	9
'F' 30,000 - 34,999	5
'G' 35,000 - 39,999	4
'H' 40,000 - 44,999	6
'I' 45,000 - 49,999	3
'J' 50,000 - 54,999	2
'K' 55,000 - 59,999	1
'L' 60,000 - 64,999	4
'M' 65,000 - 69,999	2
'N' 70,000 - 74,999	1
'O' 75,000 - 79,999	3
'P' 80,000 - 84,999	1
'Q' 85,000 - 89,999	2
'R' 90,000 - 94,999	2
'S' 95,000 - 99,999	2
'T' greater than 99,999	17
Total	108

Income Fields breakdown (Sum of Data Elements 2+3)

Total Gift

'01'	0	-	250	21
'02'	251	-	500	15
'03'	501	-	750	12
'04'	751	-	1,000	5
'05'	1,001	-	1,250	1
'06'	1,251	-	1,500	20
'07'	1,501	-	1,750	0
'08'	1,751	-	2,000	9
'09'	2,001	-	2,250	0
'10'	2,251	-	2,500	0
'11'	2,501	-	2,750	2
'12'	2,751	-	3,000	1
'13'	3,001	-	3,250	14
'14'	3,251	-	3,500	8
'15'	3,501	-	3,750	0
'16'	3,751	-	9,998	0
'00'	greater than		9,999	0
			Total	108

Gift Aid Fields breakdown (Sum of Data Elements 31c+31d+31e+31f+31j+31k+31l+31o+31p+31n+31q)

Total \$ Awarded

Total # Students

Minimum Award Amount Reported

Maximum Award Amount Reported

Financial Aid Data Fields
Data Element # and Field Name

	Students	Dollars	Min Amt	Maximum Amt
31 Grants & Scholarships				
31A FEDERAL_PELL	13	27,825	200	4,050
31B FEDERAL_SEOG	5	10,018	490	4,000
31C TPEG	36	39,733	207	5,026
31D SMART_GRANT	0	0	0	0
31E TEG_PRIVATE_SCHL	0	0	0	0
31F LEAP	0	0	0	0
31G HB3015_GANDS	0	0	0	0
31H MERIT_TO_INST	0	0	0	0
31I MERIT_BY_INST	0	0	0	0
31K STATE_NURSE_SCHLR	0	0	0	0
31L STUDENT_DEP_SCHLR	1	712	712	712
31M ACAD_COMPET_GRANT	0	0	0	0
31N OTHER_SCHLR_GRANT	68	56,997	150	18,200
31O TEXAS_GRANT_PGM	6	18,666	2,966	3,140
31P TEOG	0	0	0	0
31Q FEDERAL_SLEAP	0	0	0	0
32 Work-Study				
32A FEDERAL_WK_STUDY	3	8,208	2,170	3,499
32B TEXAS_WORK_STUDY	0	0	0	0
32C NEED_BASED_INST	0	0	0	0
32D AMERICORPS	0	0	0	0
32E HB3015_WS	0	0	0	0
32F TXWS_MENTORSHIP	0	0	0	0
33 Loans				
33A SUBS_STAFFORD_LN	66	374,319	508	12,313
33B UNSUB_STAFFORD_LN	65	440,630	687	17,944
33C PERKINS_LOAN	24	46,648	180	6,000
33D FEDERAL_PLUS_LNS	15	143,749	4,093	16,310
33E HELP	0	0	0	0
33F COLLEGE_ACCESS_LN	0	0	0	0
33G PRIM_CARE_STD_LN	0	0	0	0
33I SUB_FED_DIR_LNS	0	0	0	0
33J OTHER_LT_LOANS	12	92,375	1,004	19,764
33K UNSUB_FED_DIR_LNS	0	0	0	0
33L BOT	0	0	0	0
33M HB3015_LOANS	0	0	0	0
34 Other Programs				
34B HB3015_OTHER	0	0	0	0

***Note: Totals are net errors.

Totals above do not include records with errors

Data Element #s

Fiscal Year 2009

U. OF THECB 009999

RunDate: 08/29/2009 Time: 08:40:31

***** I t e m s *****																		Remarks
01A	01B	01C	01D	02	03	04	05	06	07	08	09	10	11	12	13	36		
14	15	16	17	18	23	24	25	26	27	28	29	30	32A	32B	32C	32D	32E	32F
31A	31B	31C	31D	31E	31F	31G	31H	31I	31J	31K	31L	31M	31N	31O	31P	31Q		
33A	33B	33C	33D	33E	33F	33G	33H	33I	33J	33K	33L	33M	33N	33O	33P	33Q		
19	20				21			22		34A	34B	35A	35B					

There Were No Errors Detected For : U. OF THECB

Records with errors are grouped and listed first

Items In Error Are Indicated By (*), Questionable By (-)

Records with questionable or warnings are grouped and listed last

Fiscal Year 2009

RunDate: 08/29/2009 Time: 08:40:31

Questionables ONLY

***** I t e m s *****																		Remarks
01A	01B	01C	01D	02	03	04	05	06	07	08	09	10	11	12	13	36		
14	15	16	17	18	23	24	25	26	27	28	29	30	32A	32B	32C	32D	32E	32F
31A	31B	31C	31D	31E	31F	31G	31H	31I	31J	31K	31L	31M	31N	31O	31P	31Q		
33A	33B	33C	33D	33E	33F	33G	33H	33I	33J	33K	33L	33M	33N	33O	33P	33Q		
19	20				21			22		34A	34B	35A	35B					

Items In Error Are Indicated By (*), Questionable By (-)

RECONCILIATION AND CERTIFICATION

Sample Reconciliation Memo

Sample Summary Reports

Formulas of Calculations Used on Program Summary Report

Sample Certification Memo

SAMPLE RECONCILIATION MEMO

After receiving a file with no errors, you will receive the memo below with your summary reports attached. You must review your summary reports to make sure they accurately reflect awards made at your institution. If your FADS report needs to be corrected, you must make your corrections and resubmit your entire FADS file. If the year end reports are incorrect, then you must notify me and revise the year end reports.

RECONCILIATION OF FY2009 FINANCIAL AID DATABASE REPORT

The attached files are summary reports generated from your FY2009 Financial Aid Database. Please review them and make sure they accurately reflect the activities of your office. Our editing process allows us to check for values that fall within acceptable ranges (for instance, no more than \$1250 for LEAP), but only you can determine whether all of the programs are correctly reflecting awards made through your institution (for instance, that you had 500 LEAP awards or 200 BOT Loans last year).

The row labeled "CB In-house Reports:" on the program summary report spreadsheet reflects data from your FY2008 year-end reports for the following programs:

TEG	LEAP	Nursing Scholarships	TCWSP
SLEAP	TEXAS Grant	TEOG	

The two data sets must be in agreement. For example, if you reported \$2,000 and 2 awards when you submitted your Texas College Work-Study Program Year-End Report, those same numbers should appear on the database.

If the numbers are not in agreement or if any of your programs are not showing the correct total of awards made, you will need to either correct the Financial Aid Database Report or the CB reports (if one of the programs above), depending on which is incorrect. Please let me know which report you will be correcting. Keep in mind that resubmitting your database report will override any files for FY09 previously received for your school. Once the edits are clear again, we will re-send you the reports so that you can review them for accuracy.

Once you have reviewed your summary reports and if they accurately reflect the awards made at your institution, send an email to Tanya Treviño at tanya.trevino@thecb.state.tx.us, requesting your certification. Include the statement below when requesting your certification. Failure to request and complete your certification before November 16th will result in your report not meeting the deadline and your institution being penalized.

REQUEST FOR CERTIFICATION FOR OUR FY2009 FINANCIAL AID DATABASE REPORT

I have reviewed both the program and demographic summary reports sent to me by the Coordinating Board, and they accurately reflect the activities in our office for the 2008-2009 academic year. I am requesting the Certification be sent to the person named below so that we may complete our requirements for the Financial Aid Database Report. I understand that this is not the certification, but just a request and that the deadline to certify my report is November 16, 2009.

Institution Name/Fice Code:

Today's date:

Person to whom Certification is to be sent:

E-mail address of person named:

SAMPLE TAKEN FROM DEMOGRAPHIC SUMMARY REPORT IN EXCEL

Institution	Fice Code	Gender	Ethnic Group	Unknown	UnderGraduate	Graduate	Professional	Bachelors or Higher	First Time Entering Freshman	Dependent	Independent	Resident	Nonresident
	123456	Male	White, non-Hisp	0	499	0	0	0	0	224	275	482	17
	123456	Male	Black, non-Hisp	0	92	0	0	0	0	43	49	86	6
	123456	Male	Hispanic	0	593	0	0	0	0	326	267	590	3
	123456	Male	Asian/Pac. Is.	0	17	0	0	0	0	12	5	16	1
	123456	Male	Am. Ind/Alaskan	0	7	0	0	0	0	4	3	7	0
	123456	Male	Other	0	1	0	0	0	0	1	0	1	0
	123456	Male	Unknown	0	0	0	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	0	898	0	0	0	0	288	610	865	33
	123456	Female	Black, non-Hisp	0	164	0	0	0	0	57	107	156	8
	123456	Female	Hispanic	0	1,150	0	0	0	0	443	707	1,136	14
	123456	Female	Asian/Pac. Is.	0	47	0	0	0	0	15	32	46	1
	123456	Female	Am. Ind/Alaskan	0	12	0	0	0	0	3	9	12	0
	123456	Female	Other	0	2	0	0	0	0	0	2	2	0
	123456	Female	Unknown	0	0	0	0	0	0	0	0	0	0
ABC COLLEGE				0	3,482	0	0	0	0	1,416	2,066	3,399	83

Institution	Fice Code	Gender	Ethnic Group	Unknown	Full-time	3/4-time	1/2-time	Less than 1/2-time	Male	Female	Mother Completed Elementary	Mother Completed High School
	123456	Male	White, non-Hisp	0	325	82	82	10	499	0	41	230
	123456	Male	Black, non-Hisp	0	63	13	13	3	92	0	6	46
	123456	Male	Hispanic	0	400	89	97	7	593	0	94	284
	123456	Male	Asian/Pac. Is.	0	12	2	3	0	17	0	2	7
	123456	Male	Am. Ind/Alaskan	0	5	1	1	0	7	0	0	5
	123456	Male	Other	0	0	0	1	0	1	0	0	1
	123456	Male	Unknown	0	0	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	0	578	144	153	23	0	898	100	424
	123456	Female	Black, non-Hisp	0	99	25	37	3	0	164	11	64
	123456	Female	Hispanic	0	676	183	260	31	0	1,150	210	509
	123456	Female	Asian/Pac. Is.	0	29	7	10	1	0	47	6	20
	123456	Female	Am. Ind/Alaskan	0	8	1	2	1	0	12	1	6
	123456	Female	Other	0	2	0	0	0	0	2	0	2
	123456	Female	Unknown	0	0	0	0	0	0	0	0	0
ABC COLLEGE				0	2,197	547	659	79	1,209	2,273	471	1,598

SAMPLE TAKEN FROM PROGRAM SUMMARY REPORT IN EXCEL

The first total line represents totals of each column; the second line labeled "CB In-House Reports" are the totals we have from the year end reports submitted by your institution. The only programs that need to be reconciled against the year-end reports are LEAP, TEG, State Nursing, TX Grant, TEOG, SLEAP and Texas College Work-Study. However, you still need to review all program data to make sure they accurately reflects your institution's awards.

Institution	Fice Code	Gender	Ethnic Group	Unduplicated Number Of Aid Recipients	Aggregate Cost of Attendance	Aggregate Family Contribution	Number Receiving Tuition Ex/Waiver	Aggregate Value of Tuition Ex/Waiver	Number Receiving Categorical Aid	Aggregate Categorical Aid
	123456	Male	White, non-Hisp	115	2,862,433	736,202	1	8,232	35	197,468
	123456	Male	Black, non-Hisp	9	178,934	34,223	0	0	5	19,547
	123456	Male	Hispanic	13	297,715	58,707	0	0	4	18,410
	123456	Male	Asian/Pac. Is.	23	600,210	80,649	0	0	3	14,325
	123456	Male	Am. Ind/Alaskan	2	51,600	0	0	0	1	6,500
	123456	Male	Other	0	0	0	0	0	0	0
	123456	Male	Unknown	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	128	2,966,348	637,245	0	0	34	145,277
	123456	Female	Black, non-Hisp	22	424,669	28,986	0	0	5	22,664
	123456	Female	Hispanic	21	452,585	83,033	0	0	8	32,301
	123456	Female	Asian/Pac. Is.	29	753,764	241,333	0	0	3	4,500
	123456	Female	Am. Ind/Alaskan	6	145,372	46,809	0	0	2	6,750
	123456	Female	Other	0	0	0	0	0	0	0
	123456	Female	Unknown	0	0	0	0	0	0	0
ABC COLLEGE				368	8,733,630	1,947,187	1	8,232	100	467,742

CB IN-HOUSE REPORTS

Institution	Fice Code	Gender	Ethnic Group	Number Receiving Pell Grant	Aggregate Value of Pell Grant	Number Receiving SEOG	Aggregate Value of SEOG	Number Receiving On-Campus TPEG	Aggregate Value of On-Campus TPEG	Number Receiving TEG	Aggregate Value of TEG
	123456	Male	White, non-Hisp	0	0	0	0	94	97,600	0	0
	123456	Male	Black, non-Hisp	0	0	0	0	5	3,850	0	0
	123456	Male	Hispanic	0	0	0	0	12	13,800	0	0
	123456	Male	Asian/Pac. Is.	0	0	0	0	23	26,000	0	0
	123456	Male	Am. Ind/Alaskan	0	0	0	0	2	3,000	0	0
	123456	Male	Other	0	0	0	0	0	0	0	0
	123456	Male	Unknown	0	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	0	0	0	0	108	102,400	0	0
	123456	Female	Black, non-Hisp	0	0	0	0	17	10,200	0	0
	123456	Female	Hispanic	0	0	0	0	17	17,600	0	0
	123456	Female	Asian/Pac. Is.	0	0	0	0	28	28,300	0	0
	123456	Female	Am. Ind/Alaskan	0	0	0	0	6	7,500	0	0
	123456	Female	Other	0	0	0	0	0	0	0	0
	123456	Female	Unknown	0	0	0	0	0	0	0	0
ABC COLLEGE				0	0	0	0	312	310,250	0	0

CB IN-HOUSE REPORTS

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SAMPLE TAKEN FROM PROGRAM SUMMARY REPORT IN EXCEL, CON'T

Institution	Fice Code	Gender	Ethnic Group	Number Receiving Deposit Schol.	Aggregate Value of Deposit Schol.	Number Receiving Other Schol. & Grant	Aggregate Value of Other Schol. & Grant	Unduplicated # Students Receiving Tx Grant Schol.	Aggregate Value of Tx Grant Scholarship	Unduplicated # Students Receiving TEOG Schol.	Aggregate Value of TEOG Scholarship
	123456	Male	White, non-Hisp	0	0	0	0	0	0	0	0
	123456	Male	Black, non-Hisp	0	0	0	0	0	0	0	0
	123456	Male	Hispanic	0	0	0	0	0	0	0	0
	123456	Male	Asian/Pac. Is.	0	0	0	0	0	0	0	0
	123456	Male	Am. Ind/Alaskan	0	0	0	0	0	0	0	0
	123456	Male	Other	0	0	0	0	0	0	0	0
	123456	Male	Unknown	0	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	0	0	0	0	0	0	0	0
	123456	Female	Black, non-Hisp	0	0	0	0	0	0	0	0
	123456	Female	Hispanic	0	0	0	0	0	0	0	0
	123456	Female	Asian/Pac. Is.	0	0	0	0	0	0	0	0
	123456	Female	Am. Ind/Alaskan	0	0	0	0	0	0	0	0
	123456	Female	Other	0	0	0	0	0	0	0	0
	123456	Female	Unknown	0	0	0	0	0	0	0	0
ABC COLLEGE				0	0	0	0	0	0	0	0

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Institution	Fice Code	Gender	Ethnic Group	Unduplicated # Students RECEIVING SLEAP	Aggregate Value of SLEAP	Unduplicated # Students Receiving Grant & Schol.	Aggregate Value of Grant & Schol.	Number Receiving Federal Work Study	Aggregate Value of Federal Work Study	Number Receiving Texas Work Study	Aggregate Value of Texas Work Study
	123456	Male	White, non-Hisp	0	0	0	0	0	0	0	0
	123456	Male	Black, non-Hisp	0	0	0	0	0	0	0	0
	123456	Male	Hispanic	0	0	0	0	0	0	0	0
	123456	Male	Asian/Pac. Is.	0	0	0	0	0	0	0	0
	123456	Male	Am. Ind/Alaskan	0	0	0	0	0	0	0	0
	123456	Male	Other	0	0	0	0	0	0	0	0
	123456	Male	Unknown	0	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	0	0	0	0	0	0	0	0
	123456	Female	Black, non-Hisp	0	0	0	0	0	0	0	0
	123456	Female	Hispanic	0	0	0	0	0	0	0	0
	123456	Female	Asian/Pac. Is.	0	0	0	0	0	0	0	0
	123456	Female	Am. Ind/Alaskan	0	0	0	0	0	0	0	0
	123456	Female	Other	0	0	0	0	0	0	0	0
	123456	Female	Unknown	0	0	0	0	0	0	0	0
ABC COLLEGE				0	0	0	0	0	0	0	0

CB IN-HOUSE REPORTS 0 0 0 0

FORMULAS OF CALCULATIONS USED ON PROGRAM SUMMARY REPORT

Before cost of attendance or total family contribution is used in calculations, they are multiplied by enrollment adjustment percent (data element 35a and 35b).

Column Name	Formula used
Aggregate Cost of Attendance	Total of data element 27 (cost of attendance) * [data element 35a (enrollment adjustment percentage for COA) / 100]
Aggregate Family Contribution	Total of data element 28 (total family contribution) * [data element 35b (enrollment adjustment percentage for TFC) / 100]
Number Receiving Tuition Ex/Waiver	Number of records with data element 29 (Tuition Exemptions) > 0
Aggregate Value of Tuition Ex/Waiver	Data element 29 total – Tuition Exemptions or Waivers
Number Receiving Categorical Aid	Number of records with data element 30 (Categorical Aid) > 0
Aggregate Categorical Aid	Data element 30 total – Categorical Aid
Number Receiving Pell Grant	Number of records with data element 31a > 0
Aggregate Value of Pell Grant	Data element 31a total – Federal Pell
Number Receiving SEOG	Number of records with data element 31b > 0
Aggregate Value of SEOG	data element 31b total – Federal SEOG (including match)
Number Receiving TPEG	Number of records with data element 31c > 0
Aggregate Value of TPEG	data element 31c total – TPEG
Number Receiving SMART Grant	Number of records with data element 31d > 0
Aggregate Value of SMART Grant	data element 31d total – SMART GRANT
Number Receiving TEG	Number of records with data element 31e > 0
Aggregate Value of TEG	data element 31e total – TEG (Private Schools ONLY)
Number Receiving LEAP	Number of records with data element 31f > 0
Aggregate Value of LEAP	data element 31f total – LEAP
Number Receiving HB3015 Grants and Scholarships	Number of records with data element 31g > 0
Aggregate Value of HB3015 Grants and Scholarships	data element 31g total – HB3015 Grants and Scholarships
Number Receiving Merit aid taken to Institution	Number of records with data element 31h > 0
Aggregate Value of Merit aid taken to Institution	data element 31h total – Merit aid to Institution
Number Receiving Merit aid by Institution	Number of records with data element 31i > 0
Aggregate Value of Merit aid by Institution	data element 31i total – Merit aid by Institution
Number Receiving Byrd Scholarship	Number of records with data element 31j > 0
Aggregate Value of Byrd Scholarship	data element 31j total – Byrd Scholarship
Number Receiving State Nurse Schol.	Number of records with data element 31k > 0

Column Name	Formula used
Aggregate Value of State Nurse Schol.	data element 31k total – State Nursing Scholarship
Number Receiving Deposit Schol.	Number of records with data element 31l > 0
Aggregate Value of Deposit Schol.	data element 31l total – Student Deposit Scholarship
Number Receiving Academic Competitive Grant	Number of records with data element 31m > 0
Aggregate Value of Academic Competitive Grant	data element 31m total – Academic Competitive Grant
Number Receiving Other Schol. & Grants	Number of records with data element 31n > 0
Aggregate Value of Other Schol. & Grants	data element 31n total – Other Scholarships or Grants
Number Receiving Texas Grant Scholarship	Number of records with data element 31o > 0
Aggregate Value of Texas Grant Scholarship	data element 31o total – Texas Grant Program
Number Receiving TEOG	Number of records with data element 31p > 0
Aggregate Value of TEOG	data element 31p total – Texas Grant II Program
Number Receiving SLEAP	Number of records with data element 31q > 0
Aggregate Value of SLEAP	data element 31q total – SLEAP
Unduplicated # Students Receiving Grants & Schol.	Total number of records if any of the data elements 31a through 31q
Aggregate Value of Grants & Schol.	Total of data elements 31a through 31q
Number Receiving Federal Work-Study	Number of records with data element 32a > 0
Aggregate Value of Federal Work-Study	data element 32a total – Federal Work-Study (federal funds plus match)
Number Receiving Texas Work-Study	Number of records with data element 32b > 0
Aggregate Value of Texas Work-Study	data element 32b total – Texas Work-Study (state funds plus match)
Number Receiving Institutional Work-Study	Number of records with data element 32c > 0
Aggregate Value of Institutional Work-Study	data element 32c total – Need-based Institutional Work-Study
Number Receiving AmeriCorps	Number of records with data element 32d > 0
Aggregate Value of AmeriCorps	data element 32d total – AmeriCorps
Number Receiving HB3015 WS	Number of records with data element 32e > 0
Aggregate Value of HB3015 WS	data element 32e total – HB3015 WS
Number Receiving Texas Work-Study Mentorship Program	Number of records with data element 32f > 0
Aggregate Value of Texas Work-Study Mentorship Program	data element 32f total – TXWS Mentorship Program

Column Name	Formula used
Unduplicated # Students Receiving Work-Study	Total number of records if any of the data elements 32a through 32e are > 0
Aggregate Value of Work-Study	Total of data elements 32a through 32e
Number Receiving Subsidized Stafford Loans	Number of records with data element 33a > 0
Aggregate Value of Subsidized Stafford Loans	data element 33a total – Subsidized Stafford Loans
Number Receiving Unsub. Stafford Loans	Number of records with data element 33b > 0
Aggregate Value of Unsub. Stafford Loans	data element 33b total – Unsubsidized Stafford Loans
Number Receiving Perkins Loans	Number of records with data element 33c > 0
Aggregate Value of Perkins Loans	data element 33c total – Perkins Loans
Number Receiving SLS/PLUS Loans	Number of records with data element 33d > 0
Aggregate Value of SLS/PLUS Loans	data element 33d total – Federal SLS + PLUS Loans
Number Receiving HELP Loans	Number of records data element 33e > 0
Aggregate Value of HELP Loans	data element 33e total – HELP Loans
Number Receiving College Access Loans	Number of records with data element 33f > 0
Aggregate Value of College Access Loans	data element 33f total – College Access Loan (CAL)
Number Receiving Primary Care Loans	Number of records with data element 33g > 0
Aggregate Value of Primary Care Loans	data element 33g total – Primary Care Student Loans
Number Receiving Subsidized Fed. Direct Loans	Number of records with data element 33i > 0
Aggregate Value of Subsidized Fed. Direct Loans	data element 33i total – Subsidized Federal Direct
Number Receiving Other Long-Term Loans	Number of records with data element 33j > 0
Aggregate Value of Other Long-Term Loans	data element 33j total – Other Long-Term Loans
Number Receiving Unsub. Fed. Direct Loans	Number of records with data element 33k > 0
Aggregate Value of Unsub. Fed. Direct Loans	data element 33k total – Unsubsidized Federal Direct Loans
Number Receiving Be On Time (BOT) Loans	Number of records with data element 33l > 0
Aggregate Value of Be On Time (BOT) Loans	data element 33l total – Be On Time (BOT) Loans
Number Receiving HB 3015 Loans	Number of records with data element 33m > 0
Aggregate Value of HB3015 Loans	data element 33m total – HB3015 Loans
Unduplicated # Students Receiving Loans	Total number of records if any of the data elements 33a through 33m are > 0
Aggregate Value of All Loans	Total of data elements 33a through 33m
Number Receiving HB3015 Other Aid	Number of data element 34b > 0
Aggregate Value of HB3015 Other Aid	total of data element 34b – HB3015 Other Aid
Unduplicated # Students Receiving Any Aid	Total number of records if any of the date elements 29 through 34b are > 0
Aggregate Value of Funds Awarded	Total of date elements 29 through 34b
Number Unduplicated Recipients	Total number of records if any of fields 031 through 068 are > 0
Unduplicated # Students Receiving Grants	Total number of records if any of the data elements 29 through 31g or data elements 31o through 31q are > 0
Unduplicated # Students Receiving Schol.	Total number of records if any of the data elements 31h through 31n are > 0

SAMPLE CERTIFICATION

Below is a sample of the Certification you will receive once you have reviewed your summary reports and your reports reconcile. You must request the certification be sent to you using the statement from the memo that is sent with your summary reports. Failure to request the certification be sent to you may cause you to miss the November 16th deadline and therefore your institution being penalized.

CERTIFICATION OF FY2009 FINANCIAL AID DATABASE REPORT

A certification form is included at the bottom of this e-mail, which we ask you to complete and return to us by no later than November 16, 2009. You are receiving this certification because you have requested it after reviewing the information provided to you in the summary reports and verifying the numbers to be accurate. When we receive your completed form, we will consider it to be your certification for the data and you will have met your reporting requirements.

NOTE: If any data is not correct and you have to resubmit your database report after the deadline, your institution will be penalized.

CERTIFICATION STATEMENT FOR OUR FY2009 FINANCIAL AID DATABASE REPORT

I hereby certify that I have reviewed both summary reports returned to me by the Coordinating Board, and that they accurately reflect the activities in our office for the 2008-2009 academic year.

Institution Name/Fice Code:

Today's date:

Financial Aid Officer responding to this survey:

Phone number of respondent:

E-mail address of respondent:

Please submit this completed form **ASAP** by e-mail to tanya.trevino@thehb.state.tx.us. Thank you!

Tanya Treviño
System Support Specialist
Texas Higher Education Coordinating Board
tanya.trevino@thehb.state.tx.us
Fax: 512/427-6472



Don't hesitate to contact us!

