FINANCIAL AID DATABASE
Training Manual

Prepared by the Division of Student Services
TX Higher Education Coordinating Board

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The Financial Aid Database Report must be submitted by:

October 15

of each year.

ALL EDITS MUST BE COMPLETED AND YOUR FILE CERTIFIED BY NOVEMBER 1.

You may START the reporting process as of July 1.

The report contains data for individual students from the previous academic year.

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THE STATUTORY REQUIREMENT

Rider 12, Page III-55 of the current Appropriations Bill directs the Coordinating Board to present an annual report to the Legislative Budget Office by August 1 of each calendar year concerning the unmet financial need of students in Texas institutions of higher education. The report is to include the number of eligible students for whom sufficient aid is not available from existing programs and an estimate of the amounts necessary to meet their needs.

Institutional and statewide reports are required annually. The resulting financial aid database provides the state a means of accurately measuring the need for additional 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.

CONTENTS OF
STUDENT RECORDS

DATA ELEMENTS AND CURRENT FIELD LIMITATIONS

Data Elements and Current Field Limitations

Please provide the requested data for each person at your institution receiving any type of need-based aid or any aid for which a need assessment is required. **Shaded Elements have to be reported.**

Data Element	Field #	Field Layout	Instructions	Error Listing Messages
1. Student Social Security Number or ID Number COLUMN 1-9	001	999999999	numeric; right justified response required if student has no SSN, assign a 9-digit ID number composed of school FICE code +3 trailing digits. BE CONSISTENT WITH IDs REPORTED ON CBM REPORTS.	error if non-numeric error if (social-security-number = 0) and ((county-code-perm-address < 401) and (county-code-perm-address > 0))
2. Student Income Earned from Work COLUMN 10-15	002	999999 If your records include the details shown in fields 2-13, please report them, giving adjusted gross income in fields 2,3,8 and 9. If you cannot provide the full breakdown, report the Total Income figure you use on the FISAP in field 2 and leave fields 3-13 blank.	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 **ADVICE:** Provide Total Income as reported on FISAP in field 2 and leave fields 3-13 blank.	error if non-numeric warning if negative value error if >888,888 warning if > 200,000
3. Spouse Income Earned from Work COLUMN 16-21	003	999999	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	error if non-numeric error if >200,000
4. Social Security Benefits for Student and/or Spouse COLUMN 22-26	004	99999	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	error if non-numeric error if >30,000
5. Aid to Families with Dependent Children (AFDC or ADC) for Student and/or Spouse COLUMN 27-31	005	99999	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	error if non-numeric error if >30,000

Data Element	Field #	Field Layout	Instructions	Error Listing Messages
6. Child Support Received for All Children by Student and/or Spouse COLUMN 32-36	006	99999	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	error if non-numeric error if >30,000
7. Other Untaxed Income and Benefits for Student and/or Spouse COLUMN 37-41	007	99999	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	error if non-numeric error if >30,000
8. Father's Income Earned from Work COLUMN 42-47	008	999999 (reported for dependent aid applicants only)	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	error if non-numeric error if >222,222
9. Mother's Income Earned from Work COLUMN 48-53	009	999999 (reported for dependent aid applicants only)	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	error if non-numeric error if >222,222
10. Parents' Social Security Benefits COLUMN 54-58	010	99999 (reported for dependent aid applicants only)	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	error if non-numeric error if >30,000
11. Parents' AFDC, ADC Received COLUMN 59-63	011	99999 (reported for dependent aid applicants only)	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	error if non-numeric error if >30,000
12. Child Support Received by Parents for All Children COLUMN 64-68	012	99999 (reported for dependent aid applicants only)	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	error if non-numeric error if >30,000
13. Parents' Other Untaxed Income and Benefits COLUMN 69-73	013	99999 (reported for dependent aid applicants only)	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	error if non-numeric error if >88,888

Data Element	Field #	Field Layout	Instructions	Error Listing Messages
14. Ethnic Origin COLUMN 74	014	1 = White, Non-Hispanic 2 = African-American, Black 3 = Hispanic or Latino 4 = Asian or Pacific Islander 5 = American Indian or Alaskan Native 6 = Other (for foreign students or for students refusing to report their ethnic origin).	numeric; right justified in range of 1 through 6 response required	error if non-numeric error if out of range (1-6)
15. Classification COLUMN 75	015	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 Use 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.	numeric; right justified in range of 1 through 5 response required	error if non-numeric error if out of range (1-5)
16. Dependency Status COLUMN 76	016	1 = dependent by Title IV definition 2 = independent by Title IV definition	numeric; right justified 1 or 2 response required	error if non-numeric error if out of range (1-2)
17. Date of Birth COLUMN 77-84	017	MMDDYYYY Enter the month, day and the four digit year of the birth of the student	numeric; right justified; 8 digits month range 01 through 12 day range 01 through 31 year range1911 through 1988 response required	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 out of range 1911-1988

Data Element	Field #	Field Layout	Instructions	Error Listing Messages
18. Residency COLUMN 85	018	1 = resident 2 = out-of-state or foreign (cannot be used for students receiving any state aid) 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) Use the resident status of the student at the beginning of the award period.	numeric; right justified 1 or 2 (at public institution) 1, 2, 3 or 4 (at independent institution) response required	error if non-numeric error if out of range (1-4) NOTE: Eligible H.B. 1403 students should be classified as residents. NOTE: Both in-district and out-of-district residents should be coded by community colleges as residents (1)
19. County Code of Permanent Home Address COLUMN 86-88	019	999 Use list provided, which gives 3-digit codes for all Texas counties and for other states and foreign countries as used in the Coordinating Board CBM 001 report (see attached list).	numeric; right justified; 1 through 799 response required	error if non-numeric error if = 0 or if >799 error if in range of 371-400
20. Street Address of Permanent Address COLUMN 89-118	020	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXX Include number, street and apartment number (if appropriate)	alphanumeric; left justified 30 characters, maximum upper or lower case acceptable response required	may be blank if county code >370 error if = XXX or xxx (junk data) or spaces
21. City of Permanent Address COLUMN 119-138	021	XXXXXXXXXXXXXXXXXXXX	alpha; left justified 20 characters, maximum upper or lower case acceptable response required	error if left blank error if spaces
22. Zip Code of Permanent Home Address COLUMN 139-147	022	999999999 If last 4 digits are unknown, leave them blank.	numeric response required, if USA address; leave blank if not USA address	error if non-numeric error if zip prefix is 99999 (out of range) error if zip prefix is 00007 (out of range

Data Element	Field #	Field Layout	Instructions	Error Listing Messages
23. Enrollment Status COLUMN 148	023	1 = full-time 2 = 3/4-time 3 = ½ time 4 = less than ½ time Report the highest enrollment status of the student during the award period.	numeric; right justified 1 through 4 response required	error if non-numeric error if out of range (1-4)
24. Gender COLUMN 149	024	M = male F = female	alpha; left justified M or F response required upper or lower case acceptable	error if does not equal M or F
25. Highest grade level mother completed COLUMN 150	025	1 = elementary 2 = high school 3 = college or beyond 4 = unknown Indicate the education level for their last complete year of school. For example, if it was their 1st year of college, indicate 3; if it was their senior year in high school, indicate 2.	numeric; right justified 1 through 4 response required; if unknown, report 4	error if non-numeric error if out of range (1-4)
26. Highest grade level father completed COLUMN 151	026	1 = elementary 2 = high school 3 = college or beyond 4 = unknown Indicate the education level for their last complete year of school. For example, if it was their 1st year of college, indicate 3; if it was their senior year in high school, indicate 2.	numeric; right justified 1 through 4 response required; if unknown, report 4	error if non-numeric error if out of range (1-4)

Data Element	Field #	Field Layout	Instructions	Error Listing Messages
27. Cost of Attendance COLUMN 152-156	027	99999 This should be the gross cost figure. If the student received an exemption or waiver of tuition and/or fees, such adjustments should be reported for field 029.	numeric; right justified rounded to full dollar amounts response required If not accurate for the period the student was enrolled, you MUST provide enrollment adjustment percentage (EAP) for field 069 of this report.	error if non-numeric error if out of range (50-50,000)
28. Total Family Contribution COLUMN 157-162	028	999999 as determined using federal methodology (May reflect professional judgment calculation)	numeric; right justified rounded to full dollar amounts response required If not accurate for the period the student was enrolled, you MUST provide enrollment adjustment percentage (EAP) for field 070 of this report	error if non-numeric error if > 999,999
29. Tuition Exemptions or Waivers or Fellowships COLUMN 163-167	029	99999 This should equal the amount of tuition and/or fees the student did NOT pay as a result of receiving an exemption or waiver. Awards through the Educational Aides Exemption Program should be reported here.	numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric error if >88,888
30. Categorical Aid COLUMN 168-172	030	99999 Any aid brought to the institution by the student and not packaged by the Financial Aid Office. This would include such things as JTPA, Texas Rehabilitation Commission and Texas Employment Commission payments, Texas Tomorrow Plan and outside scholarships.	numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric error if >88,888

Data Element	Field #	Field Layout	Instructions	Error Listing Messages
31. Grants and Scholarships			numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric
a) Federal Pell COLUMN 173-177	031	a) 99999	a) Pell range 0 through 6,000	error if >6000 (out of range)
b) Federal SEOG (including match) COLUMN 178-182	032	b) 99999	b) SEOG range 0 through 4000	error if >4000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC
c) TPEG (On-Campus) COLUMN 183-187	033	c) 99999 PUBLIC INSTITUTIONS ONLY	c) TPEG range 0 through (COA-EFC)	error if not public inst and >0 error if >88,888 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC
d) PSIG-LEAP COLUMN 188-192	034	d) 99999 PUBLIC INSTITUTIONS ONLY INCLUDES PSIG AND FEDERAL LEAP FUNDS AWARDED	d) PSIG-LEAP range 0 through 2,500	error if not public inst and > 0 error if >2500 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC
e) TEG (private schools only) COLUMN 193-197	035	e) 99999 PRIVATE INSTITUTIONS ONLY	e) TEG range 0 through 3653	error if not private inst and > 0 error if >3653 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC
f) LEAP (private schools only) COLUMN 198-202	036	f) 99999 PRIVATE INSTITUTIONS ONLY	f) LEAP range 0 through 1250	error if not private inst and > 0 error if >1250 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC
g) Tax Reimbursement Grant (state funds plus match) COLUMN 203-207	037	g) 99999	g) program discontinued LEAVE BLANK	error if >0

Data Element	Field #	Field Layout	Instructions	Error Listing Messages
h) TPEG Refund Grant (state funds plus match) COLUMN 208-212	038	h) 99999	h) program discontinued LEAVE BLANK	error if >0
i) SSER Program (state funds plus match) COLUMN 213-217	039	i) 99999	i) program discontinued LEAVE BLANK	error if >0
j) Byrd Scholarship COLUMN 218-222	040	j) 99999	j) Byrd range 0 through 1,500	error if >1500 (out of range)
k) State Nursing Scholarship COLUMN 223-227	041	k) 99999	k) State nurse scholarship range 0 through 3,000	error if >3,000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC
l) Student Deposit Scholarship COLUMN 228-232	042	l) 99999 PUBLIC INSTITUTIONS ONLY	l) Deposit scholarship range 0 through (COA-EFC)	error if not public inst and >0 error if >88,888 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC
m) Line Item Scholarship COLUMN 233-237	043	m) 99999	m) program discontinued LEAVE BLANK	error if >0
n) Other Scholarships or Grants(including TTAG and New Horizons) COLUMN 238-242	044	n) 99999 This would include, among other things, TTAG, New Horizons and any award which would be considered in determining the student's eligibility for Title IV need-based aid (including fellowships).	n) Other scholarships or grants, Maximum unknown	error if >88,888 (out of range) error if > (COA-EFC) & EAP >0 error if > COA-EFC

Data Element	Field #	Field Layout	Instructions	Error Listing Messages
o) TEXAS Grant Program COLUMN 243-247	045	o) 99999 TEXAS Grant Program	o) TEXAS Grant range 0 through 3,140	error if >0 and not participating inst error if >0 and classification=2,3 or 4 error if >3140 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC
p) TEXAS Grant II Program COLUMN 248-252	046	p) 99999 TEXAS Grant II Program PUBLIC STATE COLLEGES, PUBLIC COMMUNITY COLLEGES AND TSTC ONLY	p) TEXAS Grant II range 0 through 3,140	error if >0 and not participating inst error if >0 and classification=2,3 or 4 error if >3140 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC
q) SLEAP COLUMN 253-257	047	q) 99999 SLEAP Program	q) SLEAP range 0 through 2,500	error if > 88,888 (out of range) error if >2500 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC

Data Element	Field #	Field Layout	Instructions	Error Listing Messages
32. Work-Study			numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric
a) Federal Work-Study (federal funds plus match) COLUMN 258-262	048	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 > 88,888 (out of range)
b) Texas Work-Study (state funds plus match) COLUMN 263-267	049	b) 99999	b) Texas work-study range 0 through (COA-EFC)	error if >88,888 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC
c) Need-based Institutional Work-Study COLUMN 268-272	050	c) 99999	c) Institutional work-study range unknown	error if >88,888 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC
d) AMERICORPS COLUMN 273-277	051	d) 99999	d) Americorps range 0 through (COA-EFC)	error if >88,888 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC
e) Filler COLUMN 278-282	052	e) 99999 For adding new programs	e) LEAVE BLANK	error if > 0
f) Filler COLUMN 283-287	053	f) 99999 For adding new programs	f) LEAVE BLANK	error if > 0

Data Element	Field #	Field Layout	Instructions	Error Listing Messages
33. Loans		Report gross amount borrowed for all loans:	numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric
a) Subsidized Stafford Loans COLUMN 288-292	054	a) 99999	a) Sub. Stafford range 0 through 65,000	error if > 65000 (out of range)
b) Unsubsidized Stafford Loans COLUMN 293-297	055	b) 99999	b) Unsub. Stafford range 0 through 73,000	error if > 73000 (out of range)
c) Perkins Loans COLUMN 298-302	056	c) 99999	c) Perkins range 0 through 12,000	error if >12000 (out of range)
d) Federal SLS+PLUS Loans COLUMN 303-307	057	d) 99999	d) SLS+PLUS range 0 through COA	error if exceeds cost of attendance error if > 88,888 (out of range)
e) HEAL/HELP Loans COLUMN 308-312	058	e) 99999	e) HEAL/HELP range 0 through 80,000	error if not health-related inst and > 0 error if >80000 (out of range)
f) College Access Loan (CAL) COLUMN 313-317	059	f) 99999	f) CAL range 0 through 45,000	error if >45000 (out of range)
g) Primary Care Student Loans COLUMN 318-322	060	g) 99999	g) Primary care loans range unknown	error if non-numeric
h) Income Contingent Loans COLUMN 323-327	061	h) 99999	h) Income contingent loans range unknown	error if >88,888 (out of range)

Data Element	Field #	Field Layout	Instructions	Error Listing Messages
i) Subsidized Federal Direct COLUMN 328-332	062	i) 99999	i) Sub. direct loans range 0 through 23,000	error if >23,000 (out of range)
j) Other long-term loans COLUMN 333-337	063	j) 99999	j) Other loans range unknown	error if >88,888 (out of range)
k) Unsubsidized Federal Direct Loans COLUMN 338-342	064	k) 99999	k) Unsub. direct loans range 0 through 46,000	error if >46000 (out of range)
l) BOT (Be On Time) Loan Program COLUMN 343-347	065	l) 99999	l) BOT Loan Program range 0 through 3,140	error if >3140 (out of range)
m) Filler COLUMN 348-352	066	m) 99999 For adding new programs	m) LEAVE BLANK	error if > 0
34. Other Programs			numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric
a) Teach for Texas Conditional Grant Program COLUMN 353-357	067	a) 99999	a) Teach for Texas range 0 through 11,800	error if >11800 (out of range)
b) State Nursing Matching Fund Employment Program COLUMN 358-362	068	b) 99999	b) program discontinued LEAVE BLANK	error if >0

Data Element	Field #	Field Layout	Instructions	Error Listing Messages
35. Enrollment adjustment percentage (EAP)		If the student's cost of attendance (field 27) or Total Family Contribution (field 28) figures do not correspond to the time-period in which the reported financial aid was received, indicate the percent by which the COA or TFC or both should be multiplied to derive the appropriate figure. If only COA should be adjusted, leave the EAP for TFC at 000 and vice versa. Example: A student's recorded total family contribution figure is for 9 months but the student only attended one quarter. The EAP for cost (field 069) 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. You would leave field 070 as 000.	numeric; right justified rounded to full percentage points, no decimal points. leave blank if cost and family contribution figures are correct for the period the student was enrolled.	error if non-numeric
a) Enrollment adjustment percentage (EAP) for Cost of Attendance COLUMN 363-365	069	999	numeric; right justified	error if non-numeric
b) Enrollment adjustment percentage (EAP) for Total Family Contribution COLUMN 366-368	070	999	numeric; right justified	error if non-numeric

DATABASE STRUCTURE

(FIXED LENGTH TEXT)

FIELD #	FIELD_NAME	FIELD_TYPE	FIELD LENGTH	FIELD INDEXED?	COLUMN POSITION Beginning	Ending
1	SOC_SEC_NUMBER	CHARACTER	9	Y	1	9
2	STDNT_WORK_INCOME	NUMERIC	6	N	10	15
3	SPOUSE_WK_INCOME	NUMERIC	6	N	16	21
4	SOC_SEC_BENEFITS	NUMERIC	5	N	22	26
5	AFDC_ADC	NUMERIC	5	N	27	31
6	CHILD_SUPPORT	NUMERIC	5	N	32	36
7	OTHER_INCOME_BENE	NUMERIC	5	N	37	41
8	FATHERS_WK_INCOME	NUMERIC	6	N	42	47
9	MOTHERS_WK_INCOME	NUMERIC	6	N	48	53
10	PAR_SOC_SEC_BENE	NUMERIC	5	N	54	58
11	PARENTS_AFDC_ADC	NUMERIC	5	N	59	63
12	PARENT_CHILD_SUPP	NUMERIC	5	N	64	68
13	PAR_INCOME_BENEF	NUMERIC	5	N	69	73
14	ETHNIC_ORIGIN	CHARACTER	1	N	74	74
15	CLASSIFICATION	CHARACTER	1	N	75	75
16	DEPENDENCY_STATUS	CHARACTER	1	N	76	76
17	DATE_OF_BIRTH	CHARACTER	8	N	77	84
18	RESIDENCY	CHARACTER	1	N	85	85
19	COUNTY_CODE	CHARACTER	3	N	86	88
20	STREET_ADDRESS	CHARACTER	30	N	89	118
21	CITY_ADDRESS	CHARACTER	20	N	119	138
22	ZIP_ADDRESS	CHARACTER	9	N	139	147
23	ENROLLMENT_STATUS	CHARACTER	1	N	148	148
24	GENDER	CHARACTER	1	N	149	149
25	MOTHER_HIGH_GRADE	CHARACTER	1	N	150	150
26	FATHER_HIGH_GRADE	CHARACTER	1	N	151	151
27	COST_OF_ATTEND	NUMERIC	5	N	152	156
28	TOTAL_FAMILY_CONT	NUMERIC	6	N	157	162
29	TUIT_EXEMPT_WAIV	NUMERIC	5	N	163	167
30	CATEGORICAL_AID	NUMERIC	5	N	168	172
31	FEDERAL_PELL	NUMERIC	5	N	173	177
32	FEDERAL_SEOG	NUMERIC	5	N	178	182
33	TPEG_ON_CAMPUS	NUMERIC	5	N	183	187
34	PSIG_LEAP	NUMERIC	5	N	188	192
35	TEG_PRIVATE_SCHL	NUMERIC	5	N	193	197
36	LEAP_PRIVATE_SCHL	NUMERIC	5	N	198	202
37	TAX_REIMB_GRANT	NUMERIC	5	N	203	207
38	TPEG_REFUND_GRANT	NUMERIC	5	N	208	212

FIELD #	FIELD_NAME	FIELD_TYPE	FIELD LENGTH	FIELD INDEXED?	COLUMN POSITION Beginning	Ending
39	SSER_PROGRAM	NUMERIC	5	N	213	217
40	BYRD_SCHOLARSHIP	NUMERIC	5	N	218	222
41	STATE_NURSE_SCHLR	NUMERIC	5	N	223	227
42	STUDENT_DEP_SCHLR	NUMERIC	5	N	228	232
43	LINE_ITEM_SCHLR	NUMERIC	5	N	233	237
44	OTHER_SCHLR_GRANT	NUMERIC	5	N	238	242
45	TEXAS_GRANT_PGM	NUMERIC	5	N	243	247
46	TEXAS_GRANT_2	NUMERIC	5	N	248	252
47	FEDERAL_SLEAP	NUMERIC	5	N	253	257
48	FEDERAL_WK_STUDY	NUMERIC	5	N	258	262
49	TEXAS_WORK_STUDY	NUMERIC	5	N	263	267
50	NEED_BASED_INST	NUMERIC	5	N	268	272
51	AMERICORPS	NUMERIC	5	N	273	277
52	FILLER_WORK_1	NUMERIC	5	N	278	282
53	FILLER_WORK_2	NUMERIC	5	N	283	287
54	SUBS_STAFFORD_LN	NUMERIC	5	N	288	292
55	UNSUB_STAFFORD_LN	NUMERIC	5	N	293	297
56	PERKINS_LOAN	NUMERIC	5	N	298	302
57	FEDERAL_PLUS_LNS	NUMERIC	5	N	303	307
58	HEAL_HELP	NUMERIC	5	N	308	312
59	COLLEGE_ACCESS_LN	NUMERIC	5	N	313	317
60	PRIM_CARE_STD_LN	NUMERIC	5	N	318	322
61	INCOME_CONTIG_LNS	NUMERIC	5	N	323	327
62	SUB_FED_DIR_LNS	NUMERIC	5	N	328	332
63	OTHER_LT_LOANS	NUMERIC	5	N	333	337
64	UNSUB_FED_DIR_LNS	NUMERIC	5	N	338	342
65	BOT	NUMERIC	5	N	343	347
66	FILLER_LOANS_2	NUMERIC	5	N	348	352
67	TEACH_FOR_TX_PGM	NUMERIC	5	N	353	357
68	STATE_NRS_EMPLMT	NUMERIC	5	N	358	362
69	ENROLL_ADJ_COA	NUMERIC	3	N	363	365
70	ENROLL_ADJ_TFC	NUMERIC	3	N	366	368

REVISIONS TO DATABASE REPORT FOR REPORTING FY 2004

✛   Field 035 (TEG) – maximum raised to $3,653;

✛   Field 045 (TEXAS Grant Program) – maximum raised to $3,140

✛   Field 046 (TEXAS Grant II Program) – maximum raised to $3,140;

✛   Field 054 (Subsidized Stafford Loan) – maximum raised to $65,000;

✛   Field 055 (Unsubsidized Stafford Loan) - maximum raised to $73,000;

✛   Field 065 activated for Be On Time Loan Program (BOT);

✛   The record length has changed from 370 to 368. Therefore, this changes your header record. See example below:

        HY2K000781FAD00112004C036801500

✛   ENROLLMENT ADJUSTMENT PERCENTAGE – We have split the EAP into two fields, one for Cost of Attendance and one for Family Contribution. There may be instances where you would need to adjust the enrollment period for Cost of attendance, but not for Family Contribution and vice versa. Or you may need to adjust both. In any case, there are now two fields:

        Field 069 has been activated for EAP-Cost of Attendance and;
        Field 070 is now for EAP-Family Contribution;

✛   SUBMITTING FILES – The process for submitting your FADB report has changed. You will need to submit your report using the same SFTP process used for submitting the CBM reports. You will not be able to submit reports using the old FTP process because the process is no longer operational. Detailed instructions are provided on page 40 of this manual.

IMPORTANT NOTE: Do **NOT** format your Financial Aid Database Report the same as your TEXAS Grant Year-End Report. If you have any questions, please contact Tanya Sifuentes at tanya.sifuentes@thecb.state.tx.us.

FREQUENTLY ASKED QUESTIONS
AND ANSWERS

The Most Frequently Asked Questions

Question 1.   Which students should be included?
>All students who receive any type of need-based aid, or any type of aid which requires a need analysis should be included -- residents and nonresidents; undergraduates and graduates; continuing education or regular students. <u>If the student is receiving only an academic scholarship, which does not require a need analysis or is receiving a tuition waiver or exemption, which does not require a need analysis, he or she should not be included.</u>

Question 2.   Must all students receiving some type of tuition exemption or waiver be included in the database?
>Exemptions and waivers are generally not need-based awards. Such students would only be reported if they were ALSO receiving some type of need-based aid.

Question 3. Should students receiving Texas National Guard Tuition Assistance Program be included in the database?
>The Texas National Guard Tuition Exemption program is not a need based exemption. So, if the student is receiving ONLY that exemption, then he/she would not be included in the database. If the student is receiving that exemption as well as a need based grant/scholarship, then you would report the exemption portion of their award under Field 029, Tuition Exemptions or Waivers or Fellowships.

Question 4.   What definition of academic year will need to be used for the report?
>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.

Question 5. If I report a TEG award to a nonresident, will my records be rejected?
>Yes, you must report the student as either a resident or a National Merit Finalist (added as #4 under Residency Field 018).

Question 6.   We have many people (especially foreign students) who have no social security numbers. Could we just use nine zeros for the student identification numbers for all of them?
>NO. Please use unique numbers for each individual. It would be helpful to us in tracking individuals if you would use the SAME number you have used to report the student in either the CBM or TEXAS Grant Student-by-Student reports.

Question 7.   What is the EASIEST way to have a student's record accurately reflect total income?
>The easiest way is to enter the TOTAL INCOME you use for the student on the FISAP report as a response to Field 2, and leave Fields 3-13 blank.

Question 8. We are a community college, but we have students enrolled who have Bachelors, Masters or PhD's. How should they be classified?
>They should be classified based on the course work they are taking at your institution.

Question 9. Can we use the FAFSA as our source of residency information?
>No. If you are a public institution, use the classification assigned by your registrar or admissions officer following state residency laws and rules. If you are a private institution you must also follow state laws and rules. The Coordinating Board can provide you a residency questionnaire for this purpose.

Question 10. Should students receiving only Educational Aides Exemptions be included in the data file? (If need is calculated based on the income method rather than the federal methodology, schools do not have all the demographic information included in a student record.)

If the only award the student received is an Educational Aide Exemption and they filed the FAFSA to determine eligibility, you need to include the student in the data file. You will receive an error for leaving all the other Financial Aid Fields (fields 31-69) blank, but you will need to submit an e-mail with an explanation and your report will be accepted. If the only award the student received is an Educational Aid Exemption and they used their income tax form to determine eligibility, you would NOT include the student in the data file.

If the student received at least one other type of need-based aid, the student should be included in the file and the EA award should be shown in the exemptions and waivers field.

Question 11.   Regarding field 43 (Line Item Scholarships). We have a line item for Engineering Scholarship because this is a new program. We also have a program called Tuition Scholarship. Should they both be reported in field 43?

No. The Line Item Scholarship has been discontinued. Such awards from the institution should be reported under field 44 (other scholarships or grants).

Frequently Asked Questions

I. REGARDING THE CONTENTS OF THE DATABASE REPORT

WHO SHOULD BE INCLUDED IN THE DATABASE?

Question 1.   Which students should be included?
All students who receive any type of need-based aid, or any type of aid which requires a need analysis should be included -- residents and nonresidents; undergraduates and graduates; continuing education or regular students. If the student is receiving only an academic scholarship, which does not require a need analysis or is receiving a tuition waiver or exemption, which does not require a need analysis, he or she should not be included.

Question 2.   If a student is receiving only an unsubsidized loan, should he/she be included in the database?
Yes. If the student must complete a need analysis to receive aid and receives aid, even if not subsidized, he/she should be included.

Question 3.   Must all students receiving some type of tuition exemption or waiver be included in the database?
Exemptions and waivers are generally not need-based awards. Such students would only be reported if they were ALSO receiving some type of need-based aid.

Question 4.   Must all students receiving some type of categorical aid be included in the database?
Such students would only be reported if they were ALSO receiving some type of need-based aid through your institution.

Question 5.   Should the student receiving only non-need based aid be included in the database?
If the student receives aid for which a need analysis is required, the student SHOULD BE reported. If the student receives only aid for which no need analysis is required, he/she SHOULD NOT BE reported.

Question 6.   Must all students receiving campus-based TPEG be reported?
Yes, since TPEG is a need-based grant.

Question 7.   Are students receiving only PLUS loans to be reported? They no longer are required to have need analysis.
Since PLUS no longer meets these criteria, you DO NOT have to report students who ONLY receive PLUS loans.

Question 8. Should students receiving Texas National Guard Tuition Assistance Program be included in the database?
The Texas National Guard Tuition Exemption program is not a need based exemption. So, if the student is receiving ONLY that exemption, then he/she would not be included in the database. If the student is receiving that exemption as well as a need based grant/scholarship, then you would report the exemption portion of their award under Field 029, Tuition Exemptions or Waivers or Fellowships.

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Question 9. Where should TEXAS Grant Subsidy, money that the institution covers for TEXAS Grant Awards that exceed hours covered?
> This should be reported in Field 044 (Other Grants or Scholarships).

Question 10. Where should The Houston Livestock and Rodeo Scholarship be reported?
> It should be reported under field 030 (Categorical Aid).

ACADEMIC YEAR AND SUMMER TERMS

Question 11.   What definition of academic year will need to be used for the report?
> 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.

Question 12.   How should summer costs/resources be handled?
> They should be added in with regular semester costs/resources on an individual student basis. Be sure each student is reported only once for the academic year, but include all of the student's relevant costs and resources. DO NOT report nine-month and summer data separately for a single student. Although such an approach would not necessarily distort aggregate cost or resource figures, the total number of students would be wrong, and all calculated average costs, resources, etc., would be significantly distorted.

Question 13.   Is this strictly a 9-month report, or should summer be included?
> This is an ACADEMIC YEAR report, and summer should be included. Make sure each student is reported only once, but that his/her cost and resource figures reflect his/her full period of enrollment during the relevant academic year.

DATA TO BE INCLUDED

Question 14.   Is the list of data elements finalized?
> The data elements will not change from the enclosed version for this year. (See pages 4-16 of this manual.) You will want to read over the full set of data elements very carefully.
>
> 1. Elements, which MUST be answered, are shaded. However, all other fields relevant to the student's financial aid awards should be filled. The un-shaded elements, if left blank, will be assumed to equal zero.
>
> 2. In the third column of the enclosed table of elements we have added details about edit checks, which will be run on data submitted by institutions. These details should be of interest to your programmers.

ERRORS AND EDITS

Question 15.   If my values fall outside the ranges indicated on the Coordinating Board's Data Elements and Edit Checks form, will my records be rejected?
> Yes. The ranges used for our fields were based on program maximums, as best as we could determine them. If you have a student whose value legitimately falls outside our range, you will need to send us confirmation in writing that his/her value is correct. With such documentation, we can override the edits in our system. Contact us if you feel a range is incorrect.

Question 16. If I report a TEG award to a nonresident, will my records be rejected?
>Yes, the student must be reported as either a resident or a National Merit Finalist (option 4) under field 18.

OUTSIDE AID

Question 17.   How should we capture financial aid which is not handled by the financial aid office?
>Use the same approach you currently use in making sure there are no over awards. If you package the aid or the student informs you of other resources, report them.   These funds would probably be reported as "categorical aid" (field 030) or "other scholarships or grants" (field 044).

FILLER FIELDS

Question 18   What information should be entered in the filler fields?
>NONE, unless you are advised by our office that a filler field has been activated. The filler fields are reserved for future programs.

Question 19   On filler fields, how long should the fillers be?
>The same length as other fields in that item. (All fields 27 through 69 are five digits long except field 28, which is 6 digits.)

PRIVACY

Question 20   If the student marks "no" to the question on the free aid application regarding the release of information to the state, can the schools report the data?
>Yes. You are submitting data to us for reporting purposes, not to determine whether the student is eligible for a state financial aid award.

II. REGARDING THE DEMOGRAPHIC INFORMATION PROVIDED FOR EACH STUDENT

SSN

Question 1.   Do hyphens (-) or slashes (/) appear in the 9-digit student ID code?
>No. All digits should be numeric. No punctuation should be added.

Question 2.   We have many people (especially foreign students) who have no social security numbers. Could we just use nine zeros for the student identification numbers for all of them?
>NO. Please use unique numbers for each individual. It would be helpful to us in tracking individuals if you would use the SAME number you have used to report the student in either the CBM or TEXAS Grant Student-by-Student reports.

INCOME

Question 3.   What is the EASIEST way to have a student's record accurately reflect total income?
>The easiest way is to enter the TOTAL INCOME you use for the student on the FISAP report as a response to Field 2, and leave Fields 3-13 blank.

Question 4.   For some institutions the reporting of income components will be more of a burden than reporting a summarized "Total Income" figure. Can the report be changed back to its earlier format?

Make it easy on yourself. The goal of the income questions on the Financial Aid Database is to allow us, by adding the figures in fields 2 through 13, to derive a Total Income figure. If your current reporting system holds all the components, report all of them and we'll derive the total; if your current reporting system aggregates all of them, record your Total Income figure in field 2 and leave the rest of the income fields blank. If your current system aggregates some of them, report the totals as best you can, using our format. The only way we will use your income figures will be in aggregate form. The specific numbers in fields 2 through 13 will not matter.

ETHNIC ORIGIN

Question 5.   What do we do if the student refuses to give his/her ethnic origin?

In field 14 (Ethnic Origin) we have modified the instructions to indicate that option 6 (other) may be used for foreign students OR for students refusing to report their ethnic origin.

Question 6.   What ethnic origin should we report for foreign students?

You may report "Other" for foreign students. This option has been added to the report, but should be used for foreign students and students refusing to give their ethnic origins only. See Question 5.

Question 7.   Are the ethnic origin fields on this report the same as on the TEG and/or TPEG applications?

No. They do not agree with the grant applications. Make sure your system converts your grant ethnic origin fields appropriately.

CLASSIFICATION

Question 8.   I am uncomfortable reporting students with bachelor's degrees who are enrolled in undergraduate programs as graduates.

The range of allowed responses to field 15 includes an option 4 for individuals who have at least bachelor's degree, but are enrolled in an undergraduate program of study.

Question 9. We are a community college, but we have students enrolled who have Bachelors, Masters or PhD's. How should they be classified?

They should be classified based on the course work they are taking at your institution.

Question 10.   We have some students on campus who are enrolled as "visitors", and are not officially considered undergraduates, graduates or professional students. How do we report them for field 15, Classification?

Remember, you are only reporting students who are receiving some type of need-based financial assistant. If you have such "nondenominational" students, assign them the classification which seems most appropriate.

Question 11.   When is the report to be "as of"? That is, do we take classification from spring semester or fall?

Report fall classification for the year being reported. That is, for the 2003-04 academic year, you will need to report fall, 2003 classifications.

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RESIDENCY

Question 12. Can we use the FAFSA as our source of residency information?
No. If you are a public institution, use the classification assigned by your registrar or admissions officer following state residency laws and rules. If you are a private institution you must also follow state laws and rules. The Coordinating Board can provide you a residency questionnaire for this purpose.

Question 13.   How should persons stationed in Texas by the military be classified with respect to residency?
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.

LOCATION CODES

Question 14.   Is a county code required for non-Texans?
Yes. A 3-digit location code is needed for all students in the database. State and country codes are available in the appendix to this manual. (See pages 85-89.)

Question 15.   If our school reporting system does not include a county code, what should we do?
Add one. The financial aid office will have such information, since it is required on all state grant applications.

Question 16.   With respect to field 19 on the report, where do we get location codes for students from outside the United States or from other states?
A copy of these lists is included in this manual on pages 85-89.

PERMANENT ADDRESSES

Question 17.   Why is street address information needed? Will individual addresses be shared with anyone, for instance, with the Legislature?
No. No individual data will be given out under any circumstances. Only aggregate data reports will be generated from the statewide financial aid database. We must protect the students' privacy. Individual street addresses are to be reported because the current technology for generating reports according to congressional and legislative district relies on a combination of street address and zip codes. If and when the technology allows an alternate approach (for instance, through 9-digit zip codes), we will stop collecting student street address data.

Question 18.   If the student has no permanent address on file, do we use the local address?
Use as permanent an address as you have for the student. His/her school address should not be used unless no other, more long-term address (such as the parents') is available.

Question 19.   Are post office boxes acceptable as addresses?
Yes, if zip codes are also provided.

ENROLLMENT STATUS

Question 20. For field 23, Enrollment Status, how are the terms defined?
In general, for undergraduates:
> full-time = at least 12 hours per semester
> ¾ time = 9-11 hours per semester
> ½ time = 6-8 hours per semester
> less than ½ time = fewer than 6 hours per semester

For graduates:
> full-time = at least 9 hours per semester
> ¾ time = 7-8 hours per semester
> ½ time = 4.5-6 hours per semester
> less than ½ time = fewer than 4.5 hours per semester

Question 21. Can we use the registrar's definition of enrollment status (full-time, part-time, etc.)
> You must use the breakdowns of full-time, ¾ time, ½ time and less than full-time, but you may use the registrar's selection of these options.

Question 22. If the student's enrollment status is different from semester to semester, which term's enrollment status should we report?
> Report the highest enrollment status of the student during the reported academic year.

PARENTS' EDUCATION LEVELS

Question 23. I do not collect the highest grade levels for my aid applicants' parents. Do I have to report it?
> The current Free Application for Federal Student Aid now collects this information (questions 23-24). This is one of the few questions on the survey with a response option of **"unknown"**. If you do not have the information available you should answer **"unknown"** and the answer will not be challenged by our office. Please do what you can, however, to gain access to this information.

Question 24. Are the parents' highest grade level statistics needed for independent students or only for dependent students?
> Both dependent and independent students, if available from the FAFSA. The Legislature has been known to propose grant programs targeted to "first-generation college students". This is our one source of this information.

III. REGARDING COST AND AWARD DATA PROVIDED FOR EACH STUDENT

COSTS AND ADJUSTMENTS

Question 1. My reporting system is based on 9-month cost and family contribution figures. If a student fails to return in the spring, the system automatically adjusts the awards going to the student, but cost and family contribution figures are not revised in my system. What should I do?
> You cannot just report the data as shown on your system, since they will indicate a significantly inflated unmet need for the student. The best way to handle it from OUR perspective is for you to go in and adjust your cost and family contributions to appropriately

correspond to the time in which the student was enrolled and receiving aid. If your system does not allow you to do this with any ease, you will need to report an "Enrollment Adjustment Percentage" for Cost of Attendance and/or Family Contribution as indicated in field 69 and field 70 of the report. This is the percentage by which your cost and/or family contribution figures 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 and/or family contribution figures do not need adjustment and are accurate for the student's period of enrollment, enter zeroes for field 69 and field 70. If the cost only needs to be adjusted, but not the family contribution, enter the percentage in field 69 and put zeroes in field 70 and vice versa.

Question 2.   As Financial Aid Officers we are accustomed to precision and accountability. I am uncomfortable with the use of the Enrollment Adjustment Percentage to convert cost of attendance and family contribution figures to less than nine-month numbers.
> Our preference is for you to report ACTUAL cost and family contribution figures. By all means, do not use the Enrollment Adjustment Percentage if you can otherwise report accurate data.

Question 3.   If a student makes a refund, must the report reflect the NET award, or can the original award amount be used?
> This is a year-end report. The student's NET award should be reported.

Question 4.   If a student drops some hours, but continues to be enrolled, must we adjust the student's cost of attendance accordingly?
> Only if the dropped hours has an impact on the student's financial aid package.

OFFERED VS RECEIVED AID

Question 5.   Do we report all aid offered to the student, or only the aid accepted and actually used by the student?
> Report only the aid accepted and actually used by the student.

EXEMPTIONS, WAIVERS AND FELLOWSHIPS

Question 6.   The cost figures we have in our system have already netted out any tuition exemption or waiver received by the student. Do we have to add exemptions or waivers back in to our cost figures to derive field 27, just so we can then report them and have them taken back out at field 29?
> We would prefer to work with FULL cost figures and FULL resource figures. If, however, doing so would create significant problems for you, just make sure nothing is double counted. That is, if your cost figure is a net figure, be sure you do NOT report an exemption or waiver amount in field 29.

Question 7.   Are tuition AND fee exemptions to be reported or only tuition exemptions?
> Both tuition and fee exemptions should be included either as an adjustment to the cost of attendance or as a separately reported item in field 29.

Question 8.   Should graduate fellowships be reported in Tuition exemptions, waivers or fellowships or Categorical aid?
> They should be reported with tuition exemptions, waivers or fellowships, field 29.

Question 9. Should students receiving only Educational Aides Exemptions be included in the data file? (If need is calculated based on the income method rather than the federal methodology, schools do not have all the demographic information included in a student record.)

If the only award the student received is an Educational Aide Exemption and they filed the FAFSA to determine eligibility, you need to include the student in the data file. You will receive an error for leaving all the other Financial Aid Fields (fields 31-69) blank, but you will need to submit an e-mail with an explanation and your report will be accepted. If the only award the student received is an Educational Aid Exemption and they used their income tax form to determine eligibility, you would NOT include the student in the data file.

If the student received at least one other type of need-based aid, the student should be included in the file and the EA award should be shown in the exemptions and waivers field.

CATEGORICAL AID

Question 10. Should any of the awards listed for fields 31-47 (Grants and Scholarships) be included in field 30 (Categorical Aid)?

No. Categorical aid is aid the student brings to the school (such as a PTA scholarship); the institutional aid office did not package such aid for the student (the school did not get to select the recipient.). Grants and Scholarships listed in fields 31-47 are awarded through the institution and should NOT be included in field 30.

Question 11. Should JTPA be considered categorical aid and be reported in field 30?

Yes.

Question 12. Where should VA benefits be reported?

Under categorical aid (field 30).

Question 13. Should an institutional grant or scholarship, which is not awarded through the financial aid office, be reported in Categorical Aid or Other Scholarships and Grants?

Other Scholarships and Grants. Categorical aid is aid from outside sources brought to the school by the student.

GRANTS AND SCHOLARSHIPS

Question 14. Must foreign students receiving only campus-based TPEG be reported?

Yes. TPEG must be awarded on the basis of financial need. The student's cost of attendance and resources will need to be reported, as used in determining his/her eligibility for the funds.

Question 15. Regarding field 43 (Line Item Scholarships). We have a line item for Engineering Scholarship because this is a new program. We also have a program called Tuition Scholarship. Should they both be reported in field 43?

No. The Line Item Scholarship has been discontinued. Such awards from the institution should be reported under field 44 (other scholarships or grants).

WORK-STUDY

Question 16. For work-study, what should be reported, amount awarded or amount earned?
　　　　Amount earned.

Question 17. Should only state funds be reported or should matching funds be included?
　　　　You need to include state and matching funds.

LOANS

Question 18.   Where should PLUS loans be reported?
　　　　PLUS loans should be reported in field 57.

Question 19. Some of the loan limits are too low on the report. They need to be raised.
　　　　In accordance with school input, we will edit based on the following maximums:
　　　　33(a) Subsidized Stafford Loans limit = $65,000
　　　　33(b) Unsubsidized Stafford Loans limit = $138,500
　　　　33(d) Federal PLUS limits = cost of attendance

THE REPORTING CYCLE

Sequence of Activities
Sequence of Activities Flowchart

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.

B. The institutions then submit their files to our office. They are sent electronically 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.

C. Our computer edits are performed and an error listing is automatically generated. The notification to retrieve your error listing is sent to the generic e-mail address for each institution. This normally occurs WITHIN 2 DAYS of the time we receive the transmission. Program totals are included at the bottom of each error report to help you spot-check the totals for accuracy.

D. The school then makes corrections as indicated on the error listing and resubmits its file. 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 and your certification returned by November 1.

THE CYCLE IS REPEATED UNTIL ALL ERRORS HAVE BEEN RESOLVED.

E. The steps mentioned above should eliminate the possibility of schools being unaware of the status of their reports. Therefore, we plan to send letters to Presidents of institutions on October 15 for institutions that have not yet submitted their reports to us. A second (different) letter will be sent to Presidents on November 1 for those schools that have not yet completed their edits.

F. Once your file is error free, a certification form and final Excel files are sent to you for review and signature. These are sent to the generic email address.

REMINDERS

Rewards for Early Filing: Files submitted prior to September 15 will generate COMPLETE listings of records with errors. This should make it easier for you to make all corrections at one time and complete your reporting requirement. Error listings for files submitted after September 15 will include the first 30 records with errors only. (This restriction must be in place because of the volume of files we process after September 15).

Percent of Applicants Receiving Aid: Using the number of aid applicants reported in your header record, the system will generate two additional pieces of information for the end of your error listing. There will be two statements: "the number of aid applicants reported = _____" and "The percent of aid applicants receiving aid = _____%".

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 indicate 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 Sifuentes at Tanya.sifuentes@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 a copy of our message to Information Services, indicating the school's report is now complete and may be added to the state's database.

IMPORTANT Header Record Field: The header record includes a 5-digit field in which you are to report the number of aid applicants you had for the year covered by your report. The number of records you include in your file will be compared to this number of aid applicants to derive a figure for the percent of your aid applicants who actually received aid. YOUR FILE WILL BE REJECTED IF THE NUMBER OF AID APPLICANTS IS NOT INCLUDED IN THE HEADER RECORD. The number of aid applicants should be taken directly from your FISAP report found on Part II, Section F (Information of Eligible Aid Applicants for the Award Year) and would be the sum of the columns for Dependent and Independent Students (a through e).

FINANCIAL AID DATABASE SEQUENCE OF ACTIVITIES

A

e-mail addresses sent to institutions for confirmation

B

e-mail addresses are updated

C

Institution submits data file

immediately

D

File receipt confirmation sent

1-2 days

E

CB computer performs edits

same day

F

Error report notification sent to Institution that includes program totals that need to be checked for accuracy

???

G

Entire file re-submitted by Institution after correcting errors

immediately

H

File receipt confirmation sent

1-2 days

I

CB computer performs edits

same day

J

Error report notification sent to Institution that includes program totals that need to be checked for accuracy

K

Repeat steps G-J until all errors are resolved

L

Certification and Excel program and demographic file summaries sent to institution

M

Repeat steps G-L until institution certifies data

TECHNOLOGY

Header and Trailer Records
SFTP Instructions for Transmitting Your File
Manual for Data Entering into Online Web System
       To be used by Institutions without SFTP capabilities ONLY
Security of FADS data
       Related Questions and Answers

Header Record Format

Header Record Example:

HY2K000781FAD00112004C036801500

		Value	Position	Length
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 State fiscal year covered by report (i.e. for Fiscal Year 2003-2004, you would use 2004) (Numeric)	4 digits	18	4
Item #6	Record Type	(C)omplete Report	22	1
Item #7	Length of Data records (Numeric)	0368	23	4
Item #8	Number of Aid Applicants (Numeric) (i.e. 01000) (right justified and leading zero filled)	5 digits	27	5

TRAILER RECORDS

Trailer example:
     EOF100975

		Value	Position	Length
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

Using SFTP to Transfer FINANCIAL AID DATABASE Reports

Over the years the Texas Higher Education Coordinating Board has utilized various methods to collect the required educational reports. Initially, paper forms and round reel tapes were used to transport these reports. As the internet grew, so did the use of the FTP protocol as a means to transfer these reports. FTP is almost universally deployed on every computing platform from mainframe to PC. FTP has served quite well for this purpose; however, the Internet is becoming increasingly hostile and many organizations are adopting policies that prohibit the transfer of data over unencrypted channels. Secure methods of transferring data must be implemented to satisfy these demands.

The Coordinating Board will require and distribute reports with the Secure Shell (SSH) and Secure FTP (SFTP) combination beginning July 15, 2004. SFTP is a logical replacement for FTP. The SFTP user interface will be familiar for FTP users. SFTP provides a secure channel for file transfer without the overhead and complexity of separate public key-based encryption. In SSH/SFTP transfers, all username/password and data transfer occurs over an encrypted channel. SFTP will be implemented using usernames and passwords similar to the current FTP system. SSH/SFTP provides some flexibility for authentication; in the future username/password-based authentication can be supplemented with shared host keys permitting script driven transfers if needed.

Instructions for Usernames and Passwords

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

FADS Username

If you are a FADS user, your username will be 'edcNNNNNN' where 'NNNNNN' is your FICE code. For example, if your FICE code is 123456, then your SFTP username will be 'edc123456'.

FADS Password

At the present time, EDC sftp passwords are the same as passwords on the old FTP system. EDC users can begin using the sftp server immediately with the sftp above username and their current password.

If you require your password, you should contact the THECB official in the contact information section below. You may request your password through e-mail; however, passwords will only be distributed by voice call or postal mail. If you are requesting your password through mail, specify your name, phone, institution, and head reporting official. The THECB contact staff (below) will then call you to deliver your password.

Contact Information

The THECB staff contact for obtaining your password is:

Tanya Sifuentes. Her email address is tanya.sifuentes@thecb.state.tx.us, the phone number is (512)427-6123;

OR

Scott Sewell. His e-mail address is scott.sewell@thecb.state.tx.us; the phone number is (512)427-6262.

The requirements for connecting to the SFTP server are an SSH/SFTP client and an internet connection that permits SSH connections to internet servers. There are excellent commercial and free implementations of SSH/SFTP available for use on windows platforms. Your ability to connect to SSH servers on the internet is going to be contingent upon your network security policies. You may need to contact your technical staff to determine if outbound SSH is permitted from your network. The following is the suggested downloadable SSH client to use for connecting to THECB SFTP.

SSH Secure Shell for Workstations – SSH Communication Security
SSH Secure Shell is an easy-to-use graphic SFTP client similar to the popular WS_FTP client for FTP servers. At the time of writing, the SSH Secure Shell license agreement allows use of the non-commercial version (3.2.9) available at the FTP site for educational institutions, non-profit organizations, and individuals for non-commercial use free of charge. Review the license agreement to determine if this is suitable for your environment. SSH.com has downloads for several operating systems on their FTP site. Windows users will require the installation file SSHSecureShellClient-3.2.9.exe. Please note that the latest version of this software (4.0) does not have a non-commercial version available. Non-commercial versions of the SSH.com client can be found at ftp://metalab.unc.edu/pub/packages/security/ssh/

Here is the page you will be taken to after selecting the hyperlink above:
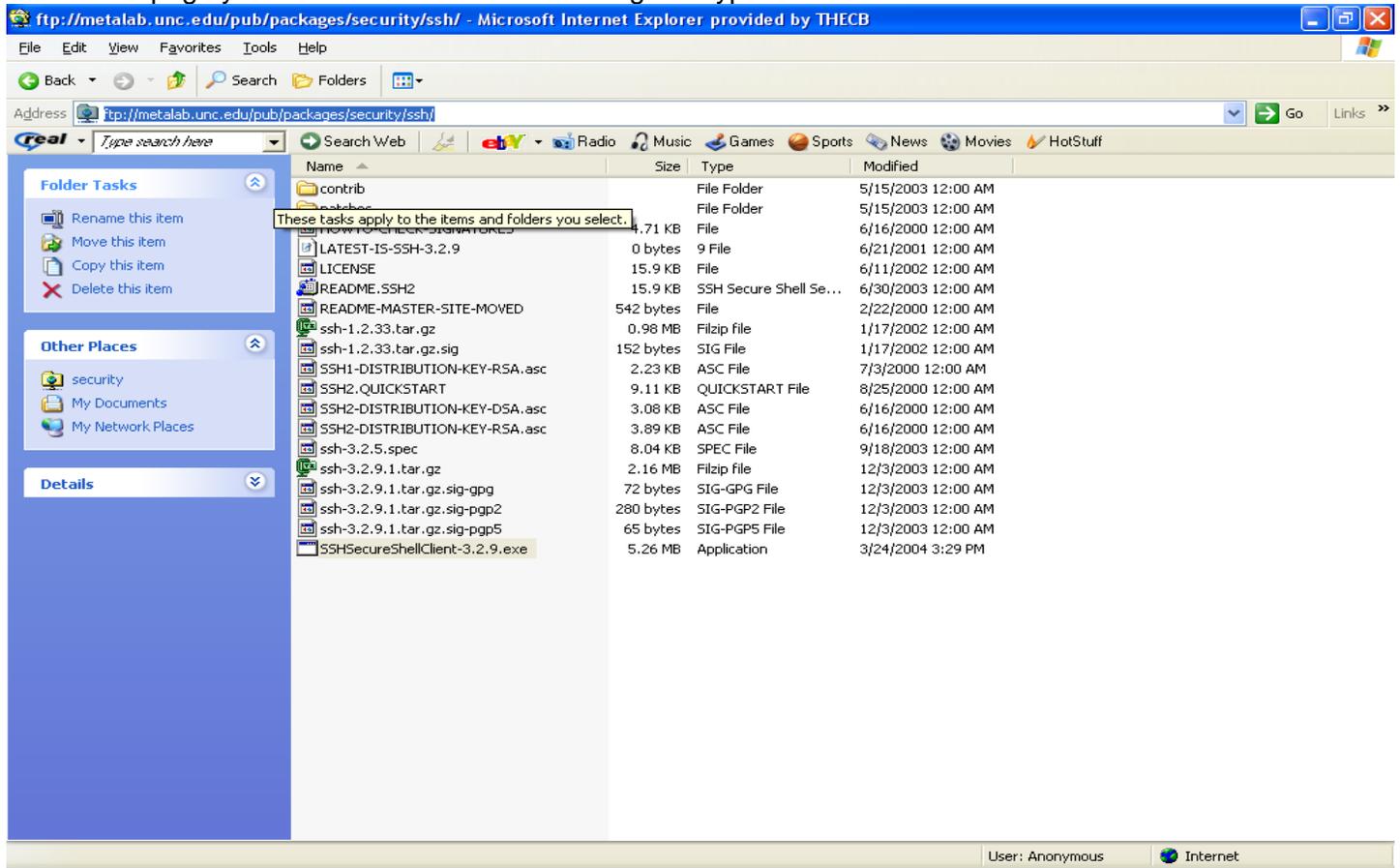
After linking to this web page, double-click the SSHShellSecureClient-3.2.9.exe application file to begin the automatic download of the SFTP client. After the download is complete, you will notice that 2 desktop icons have been installed on your PC. **You will only be interested in the icon entitled "SSH Secure File Transfer Client".** You can disregard the other icon entitled "SSH Secure Shell Client".

SSH Secure File Transfer Client

If you are using SSH.com's SSH Secure Shell for Windows Workstations, execute the following steps to connect to the server.

1. Start the "SSH Secure File Transfer" client by clicking on the desktop icon or selecting it from the start menu.
2. You must enter the Host Name, Username, Port Number and Authentication method as described in the **SSH First Time Setup** below.
    a. Then, a "message from server" dialog box appears; select OK
    b. Then, enter your password in the password dialog box.
3. At this point you should be connected. Your local files will appear on the left and files on the remote SFTP server will appear on the right. You will need to browse the files on your local machine and drag them to the right to transfer them to the SFTP server. When a transfer is in progress, a transfer progress display will appear at the bottom.

SSH First Time Setup

1. Open SSH Secure File Transfer Client (icon)
2. Click on Quick Connect
    a. Enter Host Name: sftp.thecb.state.tx.us
    b. Username: edc1*23456*   *(Replace 123456 with your FICE code)*
    c. Port Number: 22
    d. Authentication Method: <Profile Settings>
3. After the initial connection you will want to add the connection to the profile to simplify future connection. You should see a blinking 'Add to Profile' in the dialogue box above the OUTPUT folder in the right pane. Click it, change the name to something like "thecb-fads," and click 'add to profile.' After this you should be able to connect by clicking the Profiles tab on the menu bar, then selecting your saved "thecb-fads" profile, then entering your password directly without re-entering the hostname, username, port, authentication method.

Transfer Files

The picture below is the first in the series of steps described above to log into the SFTP server. This picture is of what you will see upon double-clicking the SSH Secure File Transfer Client icon on your desktop.
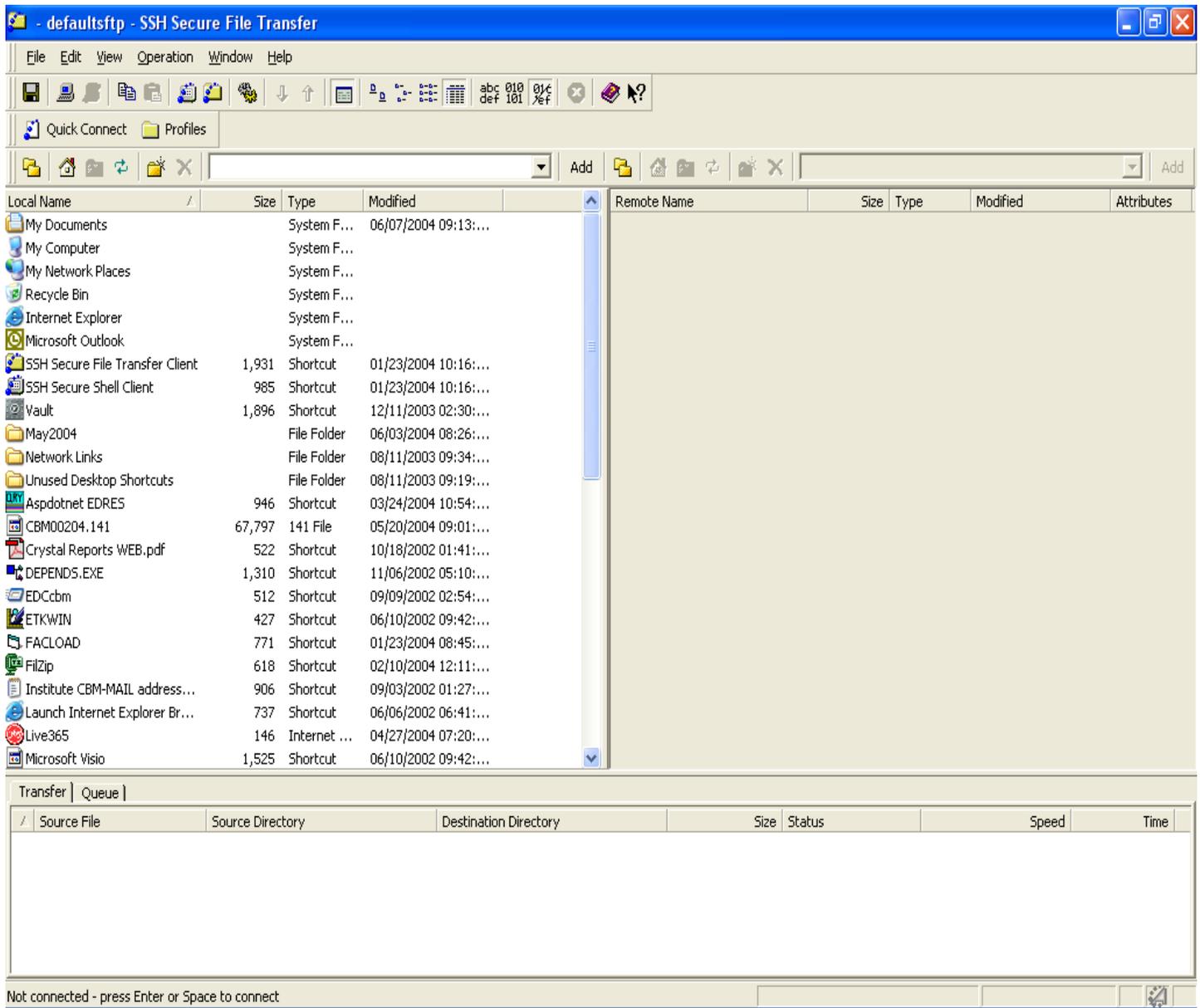
Next, select the "Quick Connect" tab on the menu bar and you will be prompted with a "Connect to Remote Host" dialog box, as seen below. At this point, enter the host name just as you see it below. Then, enter your user name as "edc" followed by your institution's FICE code. Be sure to include the leading zeroes in your FICE code. Example: if your FICE code is 003614, then your username will be "edc003614." Leave the port number and Authentication method selections as you see them below.

After successfully navigating the "Connect to Remote Host" dialog box (hit the "Connect" button), you will be prompted with an informational dialog box as seen below. Select "OK."
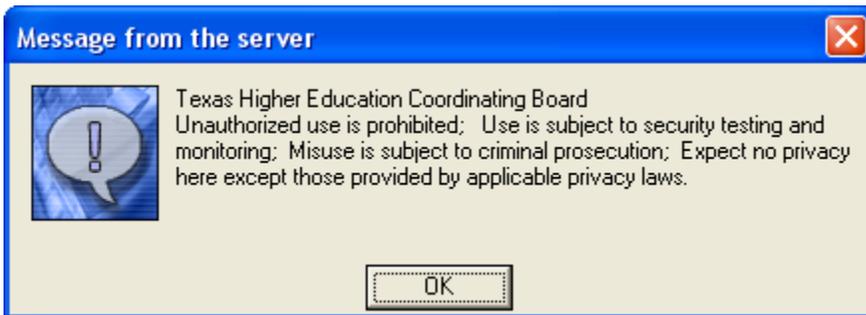
Now, you will be prompted for your password as seen in this next dialog box. If you need this password, call Tanya Sifuentes at 512-427-6123 or Scott Sewell at 512-427-6262 and they will provide it to you.
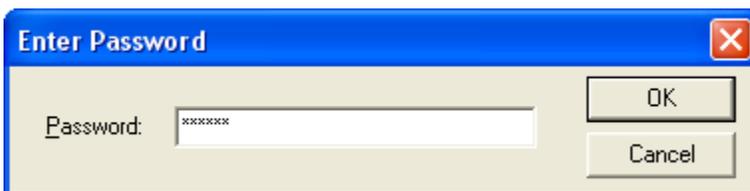
NOTE: The key exchange process of secure shell provides some protection against spoofing and man-in-the-middle attacks. If you attempt a transfer and get a message indicating that the server's key has changed without prior notification from THECB, you should treat the connection as suspicious and contact network security.

After successfully entering your password, you will see the next screenshot. Notice the "/" in the far right "drop down" list box above the OUTPUT folder in the right pane. This represents your INPUT folder on the SFTP server. You are automatically logged into the INPUT folder each and every time you log in to the SFTP server, regardless of which folder you intend to access (i.e., INPUT or OUTPUT). What you are looking at in the right pane of this screenshot is similar to a Windows Explorer view. The "/" represents a top-level folder (INPUT in this case) and the OUTPUT folders you see below that in the right pane represents varying financial accounts subordinate folders . Thus, if you intend on "submitting" a file to the THECB, then you will drag your file from the leftmost pane of this view and drop it onto the empty white space of the right pane. If you drop this file on top of the OUTPUT folders, you will be inadvertently placing your submission in your OUTPUT folders, whereby it will not be picked up and processed by our pre-edit application.
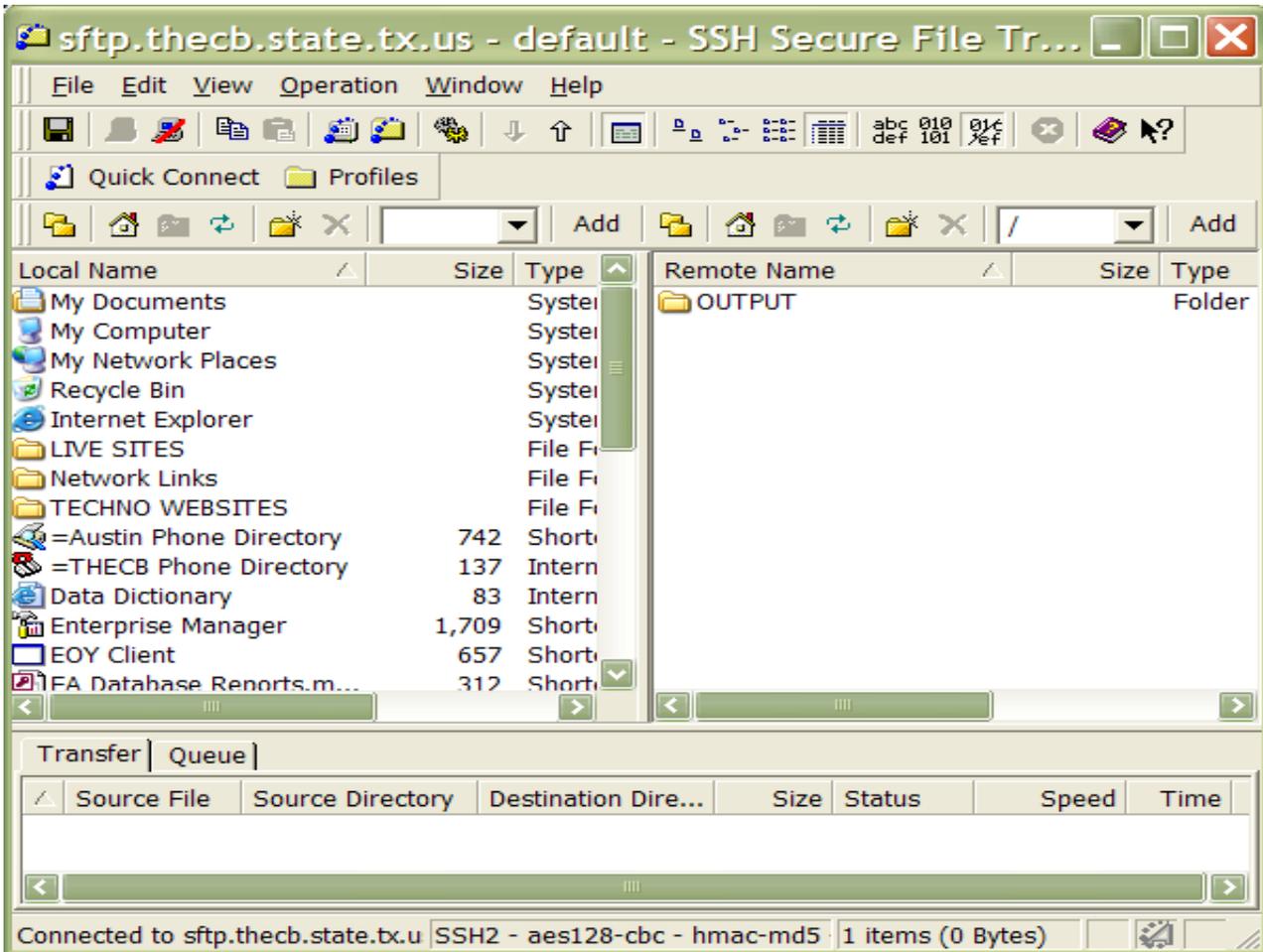
As depicted below, the highlighted file at the bottom of the left pane in this screenshot represents a file which is intended to be "submitted" to the THECB SFTP server. NOTE: You are still in your INPUT folder at this point (notice the "/" in the drop down list box above your OUTPUT folders). The highlighted file below must be dragged (with the left mouse button depressed) over to the empty white space in the right pane. This will place a copy of the file in your INPUT folder on the SFTP server. It will then be picked up and processed by the pre-edit application. Also, within 30 minutes of placing your file on the SFTP server, you should receive a "file receipt notification" email. If you notice that you have not received this notification email, please call your data analysts to discuss this with them.
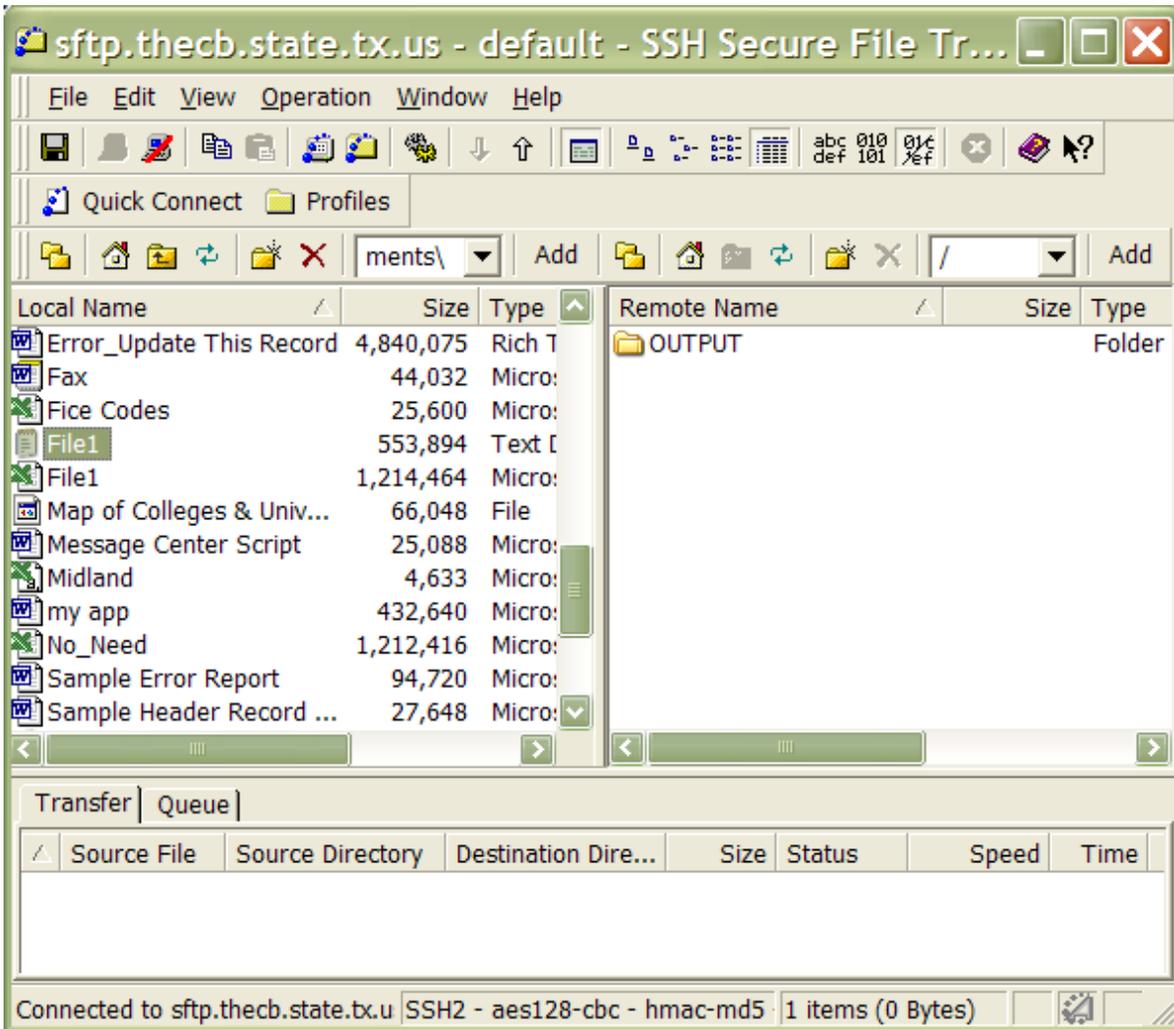
As seen below, you will notice that the file you selected and highlighted has been placed in your INPUT folder after dragging and dropping it into the right pane. You are still in your INPUT folder at this point. The file submission is complete and if you have no other files to transfer, then you can select the "disconnect" icon in the menu bar to exit this SFTP application. The disconnect icon will be the third button from the left under the "File" menu. It looks like a computer monitor with a red line through it.
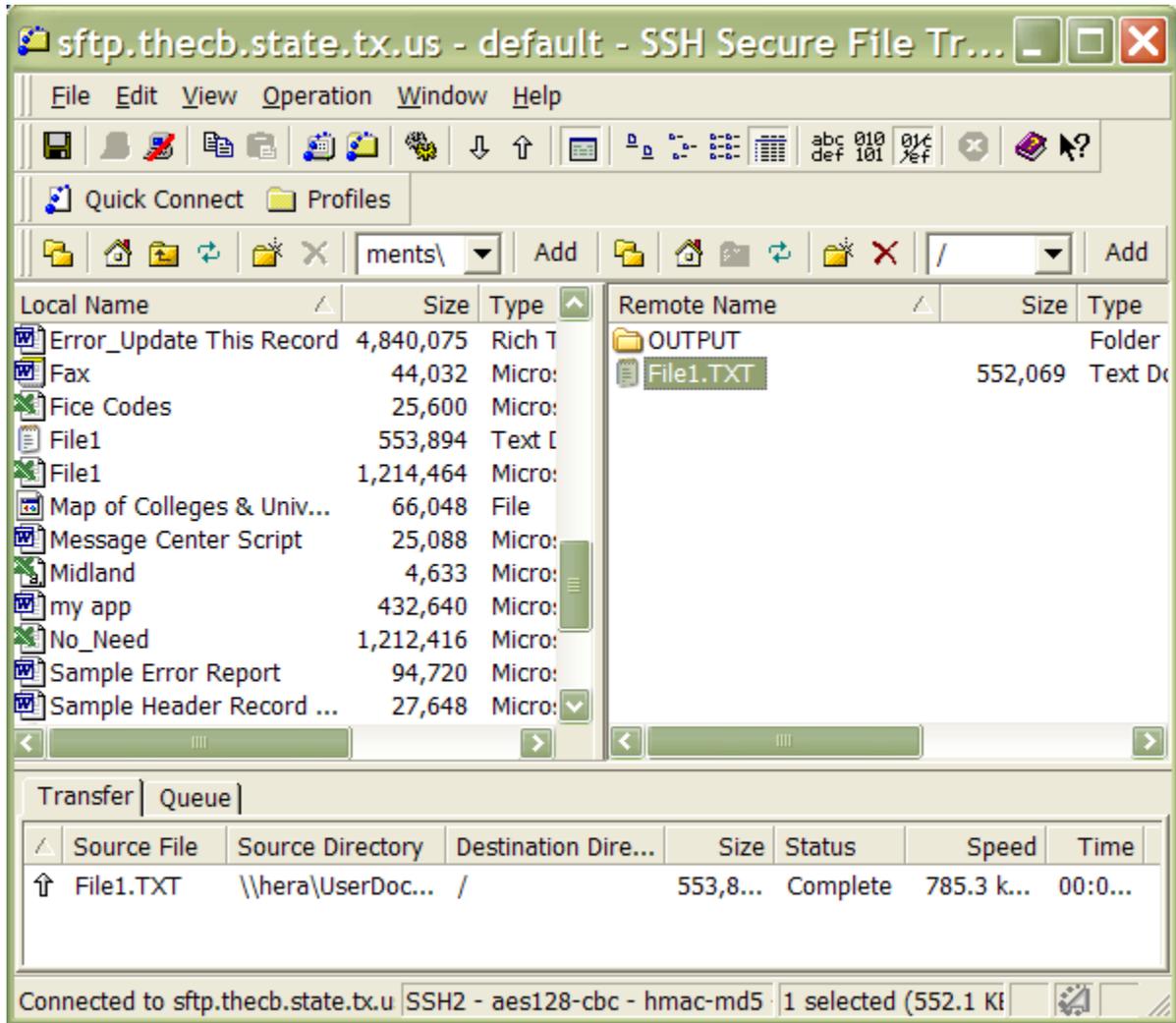
Retrieve Files

As seen below, if you wanted to go to your OUTPUT folders to retrieve reports, then you would double click the OUTPUT folder you intend to see in the right pane. The drop down dialog box above the right pane would change to "/OUTPUT". At this point, you would be looking at all the output reports that have been placed in your OUTPUT folder by the pre-edit application.

If you have been in your OUTPUT folder on the SFTP server and would like to get back to the INPUT folder, then you would select the "up arrow folder" icon located just above the right pane and four icons to the left of the drop down dialog box.

As seen below, you are now back in your INPUT folder after coming from the OUTPUT folder.
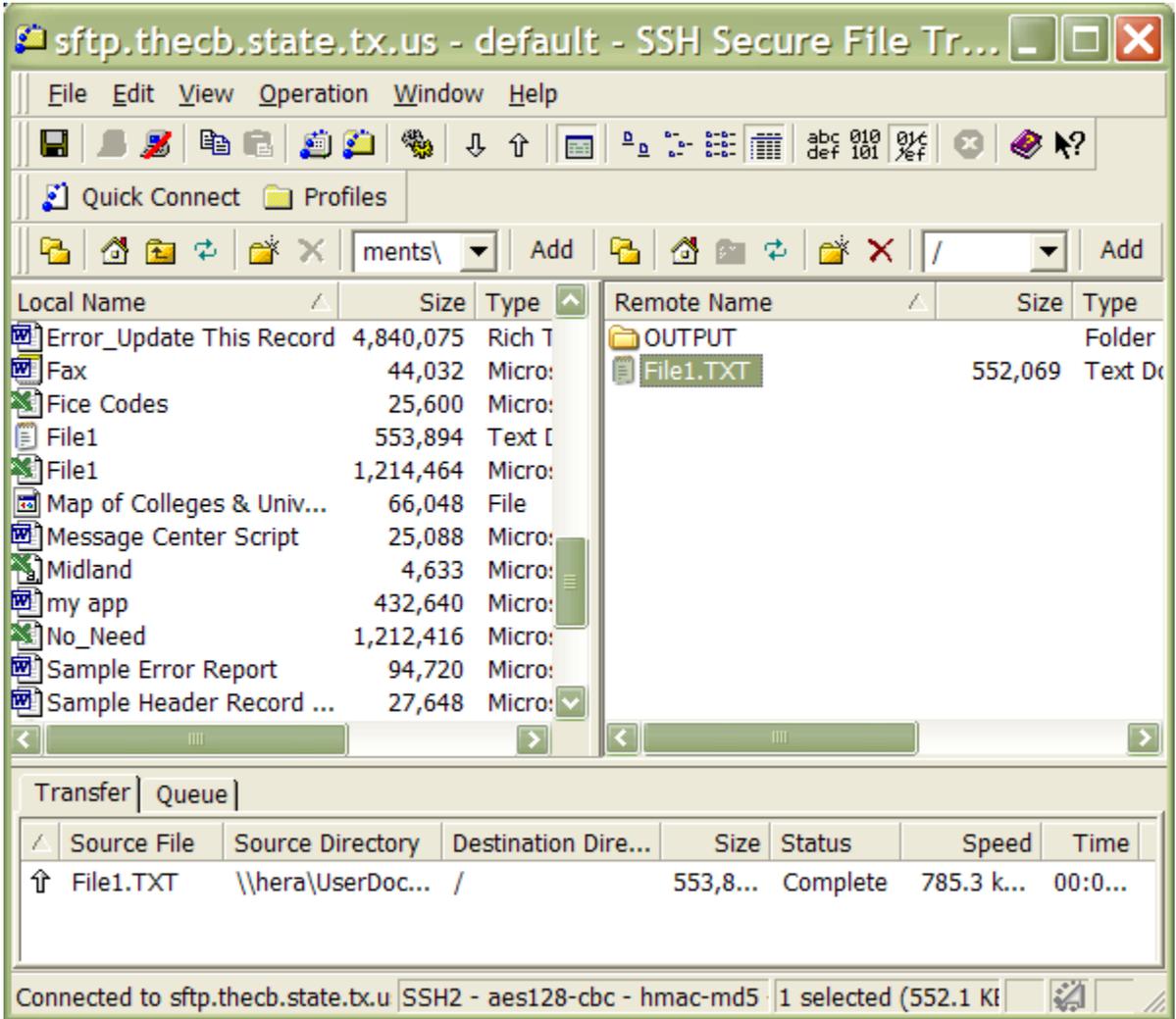
At this point, if you are finished transferring files to/from THECB's SFTP server, just disconnect and exit the application.

NOTE: Please disconnect promptly from the SFTP session after successfully transferring your files. Staying connected to the SFTP server will cause your transferred files to be inadvertently deleted off the server by a synchronization process that runs on the server. Also, please do NOT log into the SFTP server at the :03 minute and :33 minute times of the hour because that is when the synchronization process runs; it will for sure delete your transferred files at that precise moment if you are logged into an SFTP session at those two times.

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

INSTRUCTIONS ARE BEING UPDATED AND WILL BE SENT OUT AS SOON AS THEY ARE AVAILABLE.

.Frequently Asked Questions

IV. RELATED TO TECHNOLOGY AND TRANSMITTING YOUR FILES

FORMAT

Question 1.   My office has very little computer support. Can I submit my report on paper?
No. Since no funding was provided to support the development of the statewide database, we cannot hire data entry clerks to enter your information onto our system.

For schools with computers but no programmers to massage the data already on file, the simplest approach to meeting this reporting requirement will be to use the online data entry screen located at www1.thecb.state.tx.us/FADS/. Instructions are also provided on page 50.

TRANSMITTING DATA

Question 2.   How will the electronic transfer of our financial aid data be accomplished?
Files must be submitted to the Coordinating Board either by:
  ➢ SFTP (Secured File Transfer Protocol), see instructions on page 40; or
  ➢ Data entering student records onto our website at www1.thecb.state.tx.us/FADS/

Question 3.   How is data to be submitted to the Coordinating Board?
Data MUST be submitted in computer-readable form. No funding was provided by the Legislature to hire data entry clerks who could work with paper reports. Data should be submitted to the Coordinating Board through use of an electronic network. Among the most familiar network is the Internet. If you are a public institution, your reporting official has probably been sending its CBM reports to the Coordinating Board using one of the networks. Data must be submitted as ASCII text files.

Question 4.   What should we do when we have data ready to send to the Board?
If your school has ANY Internet connections on campus, use those connections to send your data. Instructions for using Internet connections are enclosed in this manual.

If your school has NO access to Internet, contact Tanya Sifuentes at tanya.sifuentes@thecb.state.tx.us.

Question 5. What is the Coordinating Board doing to secure our student records?

Files that are submitted to the Coordinating Board are now transmitted over our Secured File Transfer Protocol. The new process ensures that all files are secure.

TIMING

Question 6.   When is the transmission of data due?
The annual report will be due on October 15 of each year and will cover your financial aid activities during the previous academic year. Submission of the report is recommended as soon as your institution can submit. THIS IS THE FINAL DEADLINE TO HAVE A COMPLETED PASSED VERSION OF ALL YOUR DATA!!!

Question 7. How will I know I am ready to submit data?
>The report is a year-end report and covers the previous academic year. Your data may be submitted at any time after your academic year has ended and you have completed your files. The LATEST you can submit your data is October 15 of each year. We urge you to submit it as soon as possible after the close of your academic year, but no earlier than July 1, the start of our processing year.

HEADER RECORD

Question 8. What institution code should be used in the header record?
>The six-digit "FICE" code assigned by the federal government. (This is the same identification number submitted on grant and loan applications. An example would be 003604 for Rice University.)

Question 9. What about the name and e-mail address of the contact person?
>You are no longer required to include the name and e-mail address. Please remove this from your header record. We keep separate records of the contact person and the "generic" e-mail address.

ELECTRONIC CYCLE

Question 10. What will happen when we submit data?
>When data are submitted to the Coordinating Board, they will be run through an edit program, 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 appear questionable, you will be sent a notification (by electronic network), which will indicate the location of your error report. Your error report will list which fields are in error or have values we believe need review. Error messages must be corrected; warnings should just be reviewed for accuracy.
>
>You must then resubmit the ENTIRE file once the noted errors have been corrected. 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 can be accepted.

Question 11. Can we receive the error listings via our SFTP server, as with CBM reports?
>Error listings can ONLY be retrieved through your Output folder in the SFTP session,

TRIAL RUN

Question 12. Is there a way for me to do some trial runs before trying to submit my full report in fall?
>YES. In fact, ALL schools are encouraged to submit a set of sample records prior to submitting their full report. The sample records may be "dummy" (*i.e.*, made up) or valid for

the current year. The purpose of the trial run will be to provide time to iron out any problems in record keeping or data transmission long before the final report is due.

Question 13.   What should we do when we have data ready to send to the Board?
You should check your data first, to make sure it is formatted to be accepted by our system. Have the financial aid office check your data, to make sure it accurately reflects the activities of his/her office.

Once the information is correct, you should SFTP your report to our mainframe, see details on page 40.

EDITS/ERRORS

Question 14.   When we submit our reports to the Board, will our correct data be accepted and only our errors be rejected?
No. Only full reports with no errors will be added to the statewide database. If you have errors in your report, your full report will be rejected. An error report will be generated, indicating which records have errors, and indicating the fields in which the errors exist.

Question 15. When we have provided the Coordinating Board proof that field values rejected by the system are actually correct, how will we know when our report is complete?
We will do two things. 1) We will send you a copy of our e-mail to data processing, advising them to allow the file to be accepted based on information received from your office, 2) you will be sent a demographic and program summary report along with a certification memo that is to be completed and returned to us after reviewing your data.

REPORTS

LIST OF ALL POSSIBLE ERRORS AND DESCRIPTIONS FROM ERROR REPORT
SAMPLE ERROR REPORTS
SAMPLE CERTIFICATION AND SUMMARY REPORT
FORMULAS FOR COLUMNS IN PROGRAM SUMMARY REPORT

If you get the following type of error report, you have successfully completed the reporting cycle! If you do not have the message below at the end of your error report, then your file has not cleared the edit check program.

Error Report – 002222

```
TEXSCN          TEXAS HIGHER EDUCATION COORDINATING BOARD          20021218 - 1436
FICE:002222      '96 V1.0 ERROR REPORT ON FINANCIAL AID RECORDS      DATE  - TIME
FROM:TSIFUENTES 512-427-6123 EMAIL:FADSADMIN@THECB.STATE.TX.US FAX:512-427-6420
HY2K002222FAD00112002C036903025 (12100101.012)
===================================================================

-------------------------------------------------------------------
```

ERROR REPORT WITH NO ERRORS OR WARNINGS

```
RECORDS READ         >  01312
```

> This is the actual number of records on the database report (this includes the header record, but not the trailer)

```
THE NUMBER OF AID APPLICANTS REPORTED=      3025
```

> This is the number reported on your header record

```
THE PERCENT OF AID APPLICANTS RECEIVING AID=   43.33%
```

```
WARNING/ERROR LINES WRITTEN > 00000
```

> =[Records read – 1] divided by the number of aid applicants reported

```
================================================
COUNT OF WARNINGS/ERRORS
W:E   COUNT   FIELD#     NAME                             LAST VALUE
************************************************************************
*                 *** YOUR DATA SHOWS NO ERRORS ***
*    YOU HAVE COMPLETED THE REPORTING REQUIREMENT FOR THIS YEAR.
*                    CONGRATULATIONS!
************************************************************************
===================================================================
```

Error Report – 004444

```
TEXSCN          TEXAS HIGHER EDUCATION COORDINATING BOARD          20011113 - 1436
FICE:004444       '96 V1.0 ERROR REPORT ON FINANCIAL AID RECORDS       DATE  - TIME
FROM:TSIFUENTES 512-427-6123 EMAIL:FADSADMIN@THECB.STATE.TX.US FAX:512-427-6420
HY2K004444FAD00112001C036901310 (12100101.012)
==================================================================

RECORD NUMBER=00004
WARNING:ERROR TYPE       FIELD #:NAME                          VALUE
W:OUTOFRANGE(>200000)  002:STUDENT-WORK-INCOME               300456

COUNT OF WARNINGS IN THIS RECORD=001

123456789  STUDENT SSN
----------------------------------------------------------------------

RECORD NUMBER=00145
WARNING:ERROR TYPE       FIELD #:NAME                          VALUE
W:OUTOFRANGE(>200000)  002:STUDENT-WORK-INCOME               201524

COUNT OF WARNINGS IN THIS RECORD=001

910111213  STUDENT SSN
----------------------------------------------------------------------

RECORD NUMBER=00155
WARNING:ERROR TYPE       FIELD #:NAME                          VALUE
W:RANGE WARNING        009:MOTHERS-WORK-INCOME               233223

COUNT OF WARNINGS IN THIS RECORD=001

141516171  STUDENT SSN
----------------------------------------------------------------------
```

This is the actual number of records on the database report (this includes the header record, but not the trailer)

```
RECORDS READ         > 00804
```

```
THE NUMBER OF AID APPLICANTS REPORTED=    1148
```
This is the number reported on your header record

```
THE PERCENT OF AID APPLICANTS RECEIVING AID=   69.94%
```
=[Records read – 1] divided by the number of aid applicants reported

```
WARNING/ERROR LINES WRITTEN > 00003
======================================================
COUNT OF WARNINGS/ERRORS
W:E   COUNT       FIELD#      NAME                          LAST VALUE
W    00002        002         STUDENT-WORK-INCOME            201524
W    00001        009         MOTHERS-WORK-INCOME            233223
**********************************************************************
*              *** YOUR DATA SHOWS NO ERRORS ***
*              *** PLEASE CHECK THE WARNINGS ***
* IF YOUR WARNINGS ARE OKAY, YOU HAVE COMPLETED THE REPORTING
*              REQUIREMENT FOR THIS YEAR. CONGRATULATIONS!
**********************************************************************
==================================================================
```

Error Report – 009999

```
TEXSCN          Texas Higher Education Coordinating Board        20021025- 1055
FICE:009999      '96 V1.0 Error Report on Financial Aid Records     Date  - Time
From:TSIFUENTES512-427-6123 Email:FADSADMIN@THECB.STATE.TX.US FAX:512-427-6420
HY2K009999FAD00112002C036908191 (08500101.012)
======================================================================
----------------------------------------------------------------------

RECORD NUMBER=00069
WARNING:ERROR TYPE      FIELD #:NAME                           VALUE
E:OUTOFRANGE[COA-EFC] 044:OTHER-SCHOLARSHIP-GRANT              01863
```

```
COUNT OF ERRORS IN THIS RECORD=002

123456789   STUDENT SSN
----------------------------------------------------------------------


RECORD NUMBER=00090
WARNING:ERROR TYPE          FIELD #:NAME                    VALUE
E:TX GRANT CLASS INVALID   045:TEXAS-GRANT-PROGRAM          01164
                           015:CLASSIFICATION               2

COUNT OF ERRORS IN THIS RECORD=001

101112131   STUDENT SSN
----------------------------------------------------------------------


RECORD NUMBER=00126
WARNING:ERROR TYPE          FIELD #:NAME                    VALUE
E:TX GRANT CLASS INVALID   045:TEXAS-GRANT-PROGRAM          01164
                           015:CLASSIFICATION               3

COUNT OF ERRORS IN THIS RECORD=001

415161718   STUDENT SSN
----------------------------------------------------------------------


RECORD NUMBER=00140
WARNING:ERROR TYPE       FIELD #:NAME                       VALUE
E:OUTOFRANGE[COA-EFC]    044:OTHER-SCHOLARSHIP-GRANT         01860

E:*** RECEIVING ONLY GIFT AID (MINUS PELL), BUT EFC>COA

COUNT OF ERRORS IN THIS RECORD=002

192021222   STUDENT SSN
```

```
------------------------------------------------------------------------
RECORD NUMBER=00165
WARNING:ERROR TYPE        FIELD #:NAME                         VALUE
E:OUTOFRANGE[COA-EFC]    044:OTHER-SCHOLARSHIP-GRANT           02500

COUNT OF ERRORS IN THIS RECORD=001

324252627   STUDENT SSN
------------------------------------------------------------------------

RECORD NUMBER=00408
WARNING:ERROR TYPE        FIELD #:NAME                         VALUE
E:TX GRANT CLASS INVALID  045:TEXAS-GRANT-PROGRAM             00582

COUNT OF ERRORS IN THIS RECORD=001

282930313   STUDENT SSN
------------------------------------------------------------------------

RECORD NUMBER=00418
WARNING:ERROR TYPE        FIELD #:NAME                         VALUE
E:OUTOFRANGE[COA-EFC]    044:OTHER-SCHOLARSHIP-GRANT           00250

E:*** RECEIVING ONLY GIFT AID (MINUS PELL), BUT EFC>COA

COUNT OF ERRORS IN THIS RECORD=002

233343536   STUDENT SSN
------------------------------------------------------------------------

RECORD NUMBER=00512
WARNING:ERROR TYPE        FIELD #:NAME                         VALUE
E:OUTOFRANGE[COA-EFC]    044:OTHER-SCHOLARSHIP-GRANT           00500

COUNT OF ERRORS IN THIS RECORD=001

373839404   STUDENT SSN
------------------------------------------------------------------------

RECORD NUMBER=00587
WARNING:ERROR TYPE        FIELD #:NAME                         VALUE
E:TX GRANT CLASS INVALID  045:TEXAS-GRANT-PROGRAM             00582

COUNT OF ERRORS IN THIS RECORD=001

142434445   STUDENT SSN
------------------------------------------------------------------------

RECORD NUMBER=00609
WARNING:ERROR TYPE        FIELD #:NAME                         VALUE
E:OUTOFRANGE[COA-EFC]    044:OTHER-SCHOLARSHIP-GRANT(05)       00765
```

```
COUNT OF ERRORS IN THIS RECORD=001

474849505   STUDENT SSN
----------------------------------------------------------------------


RECORD NUMBER=00637
WARNING:ERROR TYPE        FIELD #:NAME                      VALUE
E:OUTOFRANGE[COA-EFC]    044:OTHER-SCHOLARSHIP-GRANT        01410

E:*** RECEIVING ONLY GIFT AID (MINUS PELL), BUT EFC>COA

COUNT OF ERRORS IN THIS RECORD=002

152535455   STUDENT SSN
----------------------------------------------------------------------


RECORD NUMBER=00804
WARNING:ERROR TYPE        FIELD #:NAME                      VALUE
E:OUTOFRANGE[COA-EFC]    051:AMERICORPS                     01175

COUNT OF ERRORS IN THIS RECORD=001

565758596   STUDENT SSN
----------------------------------------------------------------------


RECORD NUMBER=00934
WARNING:ERROR TYPE        FIELD #:NAME                      VALUE
E:OUTOFRANGE[COA-EFC]    044:OTHER-SCHOLARSHIP-GRANT        00940

COUNT OF ERRORS IN THIS RECORD=001

061626364   STUDENT SSN
----------------------------------------------------------------------


RECORD NUMBER=01114
WARNING:ERROR TYPE        FIELD #:NAME                      VALUE
E:TX GRANT CLASS INVALID  045:TEXAS-GRANT-PROGRAM           00999

COUNT OF ERRORS IN THIS RECORD=001

656667686   STUDENT SSN
----------------------------------------------------------------------


RECORD NUMBER=01126
WARNING:ERROR TYPE        FIELD #:NAME                      VALUE
E:OUT OF RANGE(COA)      057:FEDERAL-PLUS-LOANS             12056

COUNT OF ERRORS IN THIS RECORD=001

970717273   STUDENT SSN
----------------------------------------------------------------------
```

```
RECORD NUMBER=01165
WARNING:ERROR TYPE       FIELD #:NAME                          VALUE
E:OUTOFRANGE[COA-EFC]    044:OTHER-SCHOLARSHIP-GRANT           00500

COUNT OF ERRORS IN THIS RECORD=001

747576777  STUDENT SSN
----------------------------------------------------------------------


RECORD NUMBER=01343
WARNING:ERROR TYPE       FIELD #:NAME                          VALUE
E:TX GRANT CLASS INVALID  045:TEXAS-GRANT-PROGRAM              01164

COUNT OF ERRORS IN THIS RECORD=001

879808182  STUDENT SSN
----------------------------------------------------------------------


RECORD NUMBER=01374
WARNING:ERROR TYPE       FIELD #:NAME                          VALUE
E:OUTOFRANGE[COA-EFC]    044:OTHER-SCHOLARSHIP-GRANT           00500

E:*** RECEIVING ONLY GIFT AID (MINUS PELL), BUT EFC>COA

COUNT OF ERRORS IN THIS RECORD=002

838485868  STUDENT SSN
----------------------------------------------------------------------


RECORD NUMBER=01524
WARNING:ERROR TYPE       FIELD #:NAME                          VALUE
E:OUTOFRANGE[COA-EFC]    033:TPEG-ON-CAMPUS[COA-EFC]           00391

COUNT OF ERRORS IN THIS RECORD=001

788899091  STUDENT SSN
----------------------------------------------------------------------


RECORD NUMBER=01727
WARNING:ERROR TYPE       FIELD #:NAME                          VALUE
E:OUTOFRANGE[COA-EFC]    044:OTHER-SCHOLARSHIP-GRANT           01363

E:*** RECEIVING ONLY GIFT AID (MINUS PELL), BUT EFC>COA

COUNT OF ERRORS IN THIS RECORD=002

929394959  STUDENT SSN
----------------------------------------------------------------------
```

```
RECORD NUMBER=01736
WARNING:ERROR TYPE        FIELD #:NAME                              VALUE
E:TX GRANT CLASS INVALID  045:TEXAS-GRANT-PROGRAM                   01164


COUNT OF ERRORS IN THIS RECORD=001

697989910   STUDENT SSN
------------------------------------------------------------------------

RECORD NUMBER=01836
WARNING:ERROR TYPE        FIELD #:NAME                              VALUE
E:OUTOFRANGE[COA-EFC]     044:OTHER-SCHOLARSHIP-GRANT               01860

E:*** RECEIVING ONLY GIFT AID (MINUS PELL), BUT EFC>COA

COUNT OF ERRORS IN THIS RECORD=002

010110210   STUDENT SSN
------------------------------------------------------------------------

RECORD NUMBER=01939
WARNING:ERROR TYPE        FIELD #:NAME                              VALUE
E:TX GRANT CLASS INVALID  045:TEXAS-GRANT-PROGRAM                   00582

COUNT OF ERRORS IN THIS RECORD=001

310410510   STUDENT SSN
------------------------------------------------------------------------

RECORD NUMBER=01946
WARNING:ERROR TYPE        FIELD #:NAME                              VALUE
E:TX GRANT CLASS INVALID  045:TEXAS-GRANT-PROGRAM                   01164

COUNT OF ERRORS IN THIS RECORD=001

610710810   STUDENT SSN
------------------------------------------------------------------------

RECORD NUMBER=01959
WARNING:ERROR TYPE        FIELD #:NAME                              VALUE
E:NON-NUMERIC             022:PERM-ZIP-ADDRESS                      78745H000

COUNT OF ERRORS IN THIS RECORD=001

911011111   STUDENT SSN
------------------------------------------------------------------------

RECORD NUMBER=02073
WARNING:ERROR TYPE        FIELD #:NAME                              VALUE
E:OUTOFRANGE[COA-EFC]     044:OTHER-SCHOLARSHIP-GRANT               00650

E:*** RECEIVING ONLY GIFT AID (MINUS PELL), BUT EFC>COA
```

```
COUNT OF ERRORS IN THIS RECORD=002

211311411   STUDENT SSN
------------------------------------------------------------------------


RECORD NUMBER=02197
WARNING:ERROR TYPE        FIELD #:NAME                         VALUE
E:TX GRANT CLASS INVALID  045:TEXAS-GRANT-PROGRAM               00582


COUNT OF ERRORS IN THIS RECORD=001

511611711   STUDENT SSN
------------------------------------------------------------------------


RECORD NUMBER=02379
WARNING:ERROR TYPE        FIELD #:NAME                         VALUE
E:TX GRANT CLASS INVALID  045:TEXAS-GRANT-PROGRAM               01164

COUNT OF ERRORS IN THIS RECORD=001

811912012   STUDENT SSN
------------------------------------------------------------------------


RECORD NUMBER=02471
WARNING:ERROR TYPE        FIELD #:NAME                         VALUE
E:OUTOFRANGE[COA-EFC]     044:OTHER-SCHOLARSHIP-GRANT           00500

E:*** RECEIVING ONLY GIFT AID (MINUS PELL), BUT EFC>COA

COUNT OF ERRORS IN THIS RECORD=002

212312412   STUDENT SSN
------------------------------------------------------------------------


RECORD NUMBER=02646
WARNING:ERROR TYPE        FIELD #:NAME                         VALUE
W:OUTOFRANGE(#<0)         002:STUDENT-WORK-INCOME               006735

COUNT OF WARNINGS IN THIS RECORD=001

812913013   STUDENT SSN
------------------------------------------------------------------------
*** LIMIT OF RECORDS IN ERROR REACHED - PRINTING STOPPED
```

```
RECORDS READ          > 05420  ◄──────  This is the actual number of records on the database report (this
                                        includes the header record, but not the trailer)

THE NUMBER OF AID APPLICANTS REPORTED=     8191  ◄──────  This is the number reported on your header
                                                           record

THE PERCENT OF AID APPLICANTS RECEIVING AID=    66.15%

WARNING/ERROR LINES WRITTEN > 00030                    =[Records read – 1] divided by the
====================================================   number of aid applicants reported
COUNT OF WARNINGS/ERRORS
W:E COUNT    FIELD#       NAME                          LAST VALUE
W:00008      002     STUDENT-WORK-INCOME               001228
E:00001      022     PERM-ZIP-ADDRESS                  78745H000
E:00001      033     TPEG-ON-CAMPUS[27-28]             00391
E:00031      044     OTHER-SCHOLARSHIP-GRANT           01000
E:00019      045     TEXAS-GRANT-PROGRAM               00582
E:00002      051     AMERICORPS                        03300
E:00001      057     FEDERAL-PLUS-LOANS                12056

TOTAL STUDENTS RECEIVING ONLY GIFT AID, BUT EFC>COA = 000023

TOTAL ERROR COUNT      000078
DISPLAYED ERROR RECS   00030
TOTAL WARN COUNT   00008


========================================================================
```

LIST OF POSSIBLE ERRORS PER DATA ELEMENT

WARNING/ERROR	REF. LINE	FIELD#/NAME	Incorrect Value	ERROR DESCRIPTION
e:non-numeric	1	001:soc-sec-number	>XXXXXXXXX	if social-security-number not numeric
e:outofrange(=0)	2	001:soc-sec-number	>XXXXXXXXX	if (social-security-number = 0) and ((county-code-perm-address < 401) and (county-code-perm-address > 0))
e:non-numeric	3	002:stdnt-work-income	>XXXXXX	if student-work-income not numeric
w:outofrange(#<0)	4	002:stdnt-work-income	>100002	if student-work-income < 000000
e:outofrange(>888888)	5	002:stdnt-work-income	>888889	if student-work-income > 888888
W:OUTOFRANGE(>200000)	6	002:stdnt-work-income	>200001	if student-work-income > 200000
e:non-numeric	7	003:spouse-wk-income	>XXXXXX	if spouse-work-income not numeric
W:RANGE WARNING	8	003:spouse-wk-income	>200001	if spouse-work-income > 200000
e:non-numeric	9	004:soc-sec-benefits	>XXXXX	if soc-sec-benefits not numeric
W:RANGE WARNING	10	004:soc-sec-benefits	>30001	if soc-sec-benefits > 30000
e:non-numeric	11	005:afdc-adc	>XXXXX	if afdc-adc not numeric
W:RANGE WARNING	12	005:afdc-adc	>30001	if afdc-adc > 30000
e:non-numeric	13	006:child-support	>XXXXX	if child-support not numeric
W:RANGE WARNING	14	006:child-support	>30001	if child-support > 30000
e:non-numeric	15	007:other-income-bene	>XXXXX	if other-income-benefits not numeric
W:RANGE WARNING	16	007:other-income-bene	>30001	if other-income-benefits > 30000
e:non-numeric	17	008:fathers-wk-income	>XXXXXX	if fathers-work-income not numeric
W:RANGE WARNING	18	008:fathers-wk-income	>222223	if fathers-work-income > 222222
e:non-numeric	19	009:mothers-wk-income	>XXXXXX	if mothers-work-income not numeric
W:RANGE WARNING	20	009:mothers-wk-income	>222223	if mothers-work-income > 222222
e:non-numeric	21	010:par-soc-sec-bene	>XXXXX	if parents-soc-sec-benefit not numeric
W:RANGE WARNING	22	010:par-soc-sec-bene	>30001	if parents-soc-sec-benefit > 30000
e:non-numeric	23	011:parents-afdc-adc	>XXXXX	if parents-afdc-adc not numeric
W:RANGE WARNING	24	011:parents-afdc-adc	>30001	if parents-afdc-adc > 30000
e:non-numeric	25	012:parent-child-supp	>XXXXX	if parents-child-support not numeric
W:RANGE WARNING	26	012:parent-child-supp	>30001	if parents-child-support > 30000
e:non-numeric	27	013:par-income-benef	>XXXXX	if parents-income-benefits not numeric
W:OUT OF RANGE	28	013:par-income-benef	>88889	if parents-income-benefits > 88888
e:non-numeric	29	014:ethnic-origin	>X	if ethnic-origin not numeric
E:OUTOFRANGE(1-6)	30	014:ethnic-origin	>0	if (ethnic-origin < 1 or > 6)
e:non-numeric	31	015:classification	>X	if classification not numeric
E:OUTOFRANGE(1-5)	32	015:classification	>0	if (classification < 1 or > 5)
e:non-numeric	33	016:dependency-status	>X	if dependency-status not numeric
E:OUTOFRANGE(1-2)	34	016:dependency-status	>0	if (dependency-status < 1 or > 2)
e:non-numeric	35	017:date-of-birth	>XXXXXXXX	if date-of-birth not numeric
E:birth date out of range(1-12)	36	017:date-of-birth	>13	if (mm < 1) or (mm > 12)
e:birth month out of range(1-31)	37	017:date-of-birth	>32	if (DD < 1) or (DD > 31)
w:birth year out of range(1911-1988)	38	017:date-of-birth	>1985	if (yy < 1911) or (yy > 1988)

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WARNING/ERROR	REF. LINE	FIELD#/NAME	Incorrect Value	ERROR DESCRIPTION
e:non-numeric	39	018:residency	>X	if residency not numeric
E:OUTOFRANGE(1-3)	40	018:residency	>0	if (residency < 1) or (residency > 3)
e:non-numeric	41	019:county-code	>XXX	if county-code-perm-address not numeric
E:OUTOFRANGE(>799)	42	019:county-code	>999	if county-code-perm-address = zero or > 799
e:invalid code	43	019:county-code	>371	if county-code-perm-address > 370 and < 401
e:blank field	44	020:street-address	>	if perm-street-address = space
e:junk data	45	020:street-address	>XXX	if perm-street-address = "xxx"
e:blank field	46	021:city-address	>	if perm-city-address = space
e:non-numeric	47	022:zip-address	>XXXXXXXX	if perm-zip-address not numeric
E:OUT OF RANGE	48	022:zip-address	>999990000	if zip-prefix = 99999
E:OUT OF RANGE	49	022:zip-address	>000070000	if zip-prefix = 00007
e:non-numeric	50	023:enrollment-status	>X	if enrollment-status not numeric
E:OUTOFRANGE(1-4)	51	023:enrollment-status	>5	if (enrollment-status < 1 or > 4)
E:OUTOFRANGE(M/F)	52	024:gender	>0	if gender not = "m" and not = "f"
e:non-numeric	53	025:mother-high-grade	>X	if moms-highest-grade not numeric
E:OUTOFRANGE(1-4)	54	025:mother-high-grade	>0	if (moms-highest-grade < 1 or > 4)
e:non-numeric	55	026:father-high-grade	>X	if dads-highest-grade not numeric
E:OUTOFRANGE(1-4)	56	026:father-high-grade	>0	if (dads-highest-grade < 1 or > 4)
E:NON-NUMERIC	57	027:cost-of-attend	>XXXXX	if cost-of-attendance not numeric
E:OUTOFRANGE(<50)	58	027:cost-of-attend	>00000	if cost-of-attendance < 50
E:OUTOFRANGE(<50K)	59	027:cost-of-attend	>99999	if cost-of-attendance > 50000
E:NON-NUMERIC	60	028:total-family-cont	>XXXXXX	if total-family-contribution not numeric
e:out of range	61	028:total-family-cont	>999999	if total-family-contribution > 999999
E:NON-NUMERIC	62	029:tuit-exempt-waiv	>XXXXX	if tuition-exemptions-waivers not numeric
e:out of range	63	029:tuit-exempt-waiv	>88889	if tuition-exemptions-waivers > 88888
E:NON-NUMERIC	64	030:categorical-aid	>XXXXX	if categorical-aid not numeric
e:out of range		030:categorical-aid	>88889	if categorical-aid > 88888
E:NON-NUMERIC	65	031:federal-pell	>XXXXX	if federal-pell not numeric
e:outofrange(0-5750)		031:federal-pell	>05751	if federal-pell > 5750
E:NON-NUMERIC	66	032:federal-seog	>XXXXX	if federal-seog not numeric
e:outofrange(0-4000)	67	032:federal-seog	>04001	if federal-seog > 4000
e:outofrange([COA-EFC]*EAP)	68	032:federal-seog	>56565	if (federal-seog > coa-efc and > 0)AND (enroll-adjust-percent > 000)
e:outofrange [COA-EFC]	69	032:federal-seog	>45454	if (federal-seog > coa-efc and > 0)
E:NON-NUMERIC	70	033:tpeg-on-campus	>XXXXX	if tpeg-on-campus not numeric
e:ind-inst ineligible	71	033:tpeg-on-campus	>01000	if (FICE-type = "2" or "4" OR "7") and tpeg-on-campus not = 0
W:OUT OF RANGE	72	033:tpeg-on-campus	>88889	if tpeg-on-campus > 88888
e:outofrange([COA-EFC]*EAP)	73	033:tpeg-on-campus	>56565	if (tpeg-on-campus > coa-efc and > 0)AND (enroll-adjust-percent > 000)
e:OUTOFRANGE[COA-EFC]	74	033:tpeg-on-campus	>45454	if (tpeg-on-campus > coa-efc and > 0)

WARNING/ERROR	REF. LINE	FIELD#/NAME	Incorrect Value	ERROR DESCRIPTION
E:NON-NUMERIC	75	034:psig-leap	>XXXXX	if psig-leap not numeric
e:ind-inst ineligible	76	034:psig-leap	>01000	if (FICE-type = "2" or "4" OR "7")and psig-leap not = 0
e:outofrange(0-2500)	77	034:psig-leap	>02500	if psig-leap > 02500
e:outofrange([COA-EFC]*EAP)	78	034:psig-leap	>56565	if (psig-leap > coa-efc and > 0) AND (enroll-adjust-percent > 000)
e:outofrange[COA-EFC]	79	034:psig-leap	>45454	if (psig-leap > coa-efc and > 0)
E:NON-NUMERIC	80	035:teg-private-schl	>XXXXX	if teg-private-schools not numeric
e:ind-inst ineligible	81	035:teg-private-schl	>01000	if (FICE-type = "1" or "3" or "6" or "8" or "9")and teg-private-schools not = 0
e:outofrange(0-3653)	82	035:teg-private-schl	>03654	if teg-private-schools > 3653
e:outofrange([COA-EFC]*EAP)	83	035:teg-private-schl	>56565	if (teg-private-schools > coa-efc and > 0) AND (enroll-adjust-percent > 000)
e:outofrange[COA-EFC]	84	035:teg-private-schl	>45454	if (teg-private-schools > coa-efc and > 0)
E:NON-NUMERIC	85	036:leap-private-schl	>XXXXX	if leap-private-schools not numeric
e:ind-inst ineligible	86	036:leap-private-schl	>01000	if (FICE-type = "1" or "3" or "6" or "8" or "9") and leap-private-schools not = 0
e:outofrange(0-1250)	87	036:leap-private-schl	>01251	if leap-private-schools > 1250
e:outofrange([COA-EFC]*EAP)	88	036:leap-private-schl	>56565	if (leap-private-schools > coa-efc and > 0) AND (enroll-adjust-percent > 000)
e:outofrange[COA-EFC]	89	036:leap-private-schl	>45454	if (leap-private-schools > coa-efc and > 0)
E:NON-NUMERIC	90	037:tax-reimb-grant	>XXXXX	if tax-reimbursement-grant not numeric
e:tax-reimburse n/a	91	037:tax-reimb-grant	>00001	if tax-reimbursement-grant NOT = 0
E:NON-NUMERIC	92	038:tpeg-refund-grant	>XXXXX	if tpeg-refund-grant not numeric
e:tpeg-refund n/a	93	038:tpeg-refund-grant	>00001	if tpeg-refund-grant NOT = 0
E:NON-NUMERIC	94	039:sser-program	>XXXXX	if sser-program not numeric
e:outofrange(>0)	95	039:sser-program	>00001	if sser-program > 0
E:NON-NUMERIC	96	040:byrd-scholarship	>XXXXX	if byrd-scholarship not numeric
e:outofrange(0-1500)	97	040:byrd-scholarship	>01501	if byrd-scholarship > 1500
E:NON-NUMERIC	98	041:state-nurse-schlr	>XXXXX	if state-nurse-scholarship not numeric
e:outofrange(0-3000)	99	041:state-nurse-schlr	>03001	if state-nurse-scholarship > 3000
e:outofrange([COA-EFC]*EAP)	100	041:state-nurse-schlr	>56565	if (state-nurse-scholarship > coa-efc and > 0) AND (enroll-adjust-percent > 000)
e:outofrange[COA-EFC]	101	041:state-nurse-schlr	>45454	if (state-nurse-scholarship > coa-efc and > 0)
E:NON-NUMERIC	102	042:student-dep-schlr	>XXXXX	if student-deposit-scholar not numeric
e:ind-inst ineligible	103	042:student-dep-schlr	>01000	if (FICE-type = "2" or "4" OR "7")
e:OUT OF RANGE	104	042:student-dep-schlr	>88889	if student-deposit-scholar > 88888 and student-deposit-scholar not = 0
e:outofrange([COA-EFC]*EAP)	105	042:student-dep-schlr	>56565	if (student-deposit-scholar > coa-efc and student-deposit-scholar > 0)AND (enroll-adjust-percent > 000)
e:OUTOFRANGE[COA-EFC]	106	042:student-dep-schlr	>45454	if (student-deposit-scholar > coa-efc and student-deposit-scholar > 0)

WARNING/ERROR	REF. LINE	FIELD#/NAME	Incorrect Value	ERROR DESCRIPTION
E:NON-NUMERIC	107	043:line-item-schlr	>XXXXX	if line-item-scholarship not numeric
e:line-item n/a	108	043:line-item-schlr	>00001	if line-item-scholarship not = 0
E:NON-NUMERIC	109	044:other-schlr-grant	>XXXXX	if other-scholarship-grant not numeric
e:OUT OF RANGE	110	044:other-schlr-grant	>88889	if other-scholarship-grant > 88888
e:outofrange([COA-EFC]*EAP)	111	044:other-schlr-grant	>56565	If (other-scholarship-grant > coa-efc and other-scholarship-grant > 0) AND (enroll-adjust-percent > 000
e:outofrange [COA-EFC]	112	044:other-schlr-grant	>45454	If (other-scholarship-grant > coa-efc and other-scholarship-grant > 0)
W:OUT OF RANGE (>COA-EFC)	113	044:other-schlr-grant		If fields 44 + 55 are greater than (coa-efc) and fields 29 thru 43, 45 thru 54, 56 thru 69 are zero
W:OUT OF RANGE (>COA-EFC)	114	044:other-schlr-grant		If fields 44 + 57 are greater than (coa-efc) and fields 29 thru 43, 45 thru 56, and 58 thru 69 are zero
E:NON-NUMERIC	115	045:texas-grant-pgm	>XXXXX	if texas-grant-program not numeric
e:inst ineligible	116	045:texas-grant-pgm	>01000	if texas-grant-program > 0 & flag-grant = "n"
e:tx grant class invalid	117	045:texas-grant-pgm	>00555	if (classification = 2 or 3 or 4)and texas-grant-program not = 0
e:OUT OF RANGE (0-3140)	118	045:texas-grant-pgm	>03141	if texas-grant-program > 3140
e:outofrange([COA-EFC]*EAP)	119	045:texas-grant-pgm	>56565	if (texas-grant-program > coa-efc)and (texas-grant-program > 0)and (enroll-adjust-percent > 000)
e:outofrange[COA-EFC]	120	045:texas-grant-pgm	>45454	if (texas-grant-program > coa-efc and > 0)
E:NON-NUMERIC	121	046:texas-grant-2	>XXXXX	if texas-grant-2 not numeric
e:inst ineligible	122	046:texas-grant-2	>00001	if (fice-type = 1 or 2 or 4 or 6 or 7 or fice-code = 003572) and (texas-grant-2 > 0)
e:tx grnt ii class invalid	123	046:texas-grant-2	>00010	if (classification = 2 or 3 or 4) and (texas-grant-2 > 0)
e:OUT OF RANGE (0-3140)	124	046:texas-grant-2	>03141	if texas-grant-2 > 3140
e:outofrange([COA-EFC]*EAP)	125	046:texas-grant-2	>56565	if (texas-grant-2 > coa-efc and > 0)and (enroll-adjust-percent > 000)
e:outofrange[COA-EFC]	126	046:texas-grant-2	>45454	if (texas-grant-2 > coa-efc and > 0)
E:NON-NUMERIC	127	047:federal-sleap	>XXXXX	if federal-sleap not numeric
e:out of range (0-2500)	128	047:federal-sleap	>02501	if federal-sleap > 2500
e:outofrange([COA-EFC]*EAP)	129	047:federal-sleap	>56565	if (federal-sleap > coa-efc and > 0) AND (enroll-adjust-percent > 000)
e:outofrange[COA-EFC]	130	047:federal-sleap	>45454	if (federal-sleap > coa-efc and > 0)
E:NON-NUMERIC	131	048:federal-wk-study	>XXXXX	if federal-work-study not numeric
e:outofrange([COA-EFC]*EAP)+300	132	048:federal-wk-stud	>56565	if federal-work-study > (coa-efc + 300) and > 0 and (enroll-adjust-percent > 000)
e:outofrange[COA-EFC]+300	133	048:federal-wk-study	>45454	if federal-work-study > (coa-efc + 300) and > 0
e:OUT OF RANGE	134	048:federal-wk-study	>88889	if federal-work-study > 88888

WARNING/ERROR	REF. LINE	FIELD#/NAME	Incorrect Value	ERROR DESCRIPTION
E:NON-NUMERIC	135	049:texas-work-study	>XXXXX	if texas-work-study not numeric
e:OUT OF RANGE	136	049:texas-work-study	>88889	if texas-work-study > 88888
e:outofrange([COA-EFC]*EAP)	137	049:texas-work-study	>56565	if (texas-work-study > coa-efc and > 0) and (enroll-adjust-percent > 000)
e:outofrange[COA-EFC]	138	049:texas-work-study	>45454	if texas-work-study > coa-efc and > 0
E:NON-NUMERIC	139	050:need-based-inst	>XXXXX	if need-based-institution not numeric
e:OUT OF RANGE	140	050:need-based-inst	>88889	if need-based-institution > 88888
e:outofrange([COA-EFC]*EAP)	141	050:need-based-inst	>56565	if (need-based-institution > coa-efc and > 0) and (enroll-adjust-percent > 000)
e:outofrange[COA-EFC]	142	050:need-based-inst	>45454	if (need-based-institution > coa-efc and > 0)
E:NON-NUMERIC	143	051:americorps	>XXXXX	if americorps not numeric
e:OUT OF RANGE	144	051:americorps	>88889	if americorps > 88888
e:outofrange([COA-EFC]*EAP)	145	051:americorps	>56565	if ((americorps > coa-efc) and americorps > 0) and (enroll-adjust-percent > 000)
e:outofrange[COA-EFC]	146	051:americorps	>45454	if (americorps > coa-efc and > 0)
E:NON-NUMERIC	147	052:filler-work-1	>XXXXX	if filler-work-1 not numeric
e:OUT OF RANGE	148	052:filler-work-1	>88889	if filler-work-1 > 0
e:OUT OF RANGE	149	052:filler-work-1	>56565	if filler-work-1 > 88888
E:NON-NUMERIC	150	053:filler-work-2	>XXXXX	if filler-work-2 not numeric
e:OUT OF RANGE	151	053:filler-work-2	>88889	if filler-work-2 > 0
e:OUT OF RANGE	152	053:filler-work-2	>56565	if filler-work-2 > 88888
E:NON-NUMERIC	153	054:subs-stafford-ln	>XXXXX	if subsidized-stafford-ln not numeric
e:outofrange(0-65000)	154	054:subs-stafford-ln	>65001	if subsidized-stafford-ln > 65000
E:NON-NUMERIC	155	055:unsub-stafford-ln	>XXXXX	if unsub-stafford-loan not numeric
e:outofrange(0-138500)	156	055:unsub-stafford-ln	>138501	if unsub-stafford-loan > 138500
E:NON-NUMERIC	157	056:perkins-loans	>XXXXX	if perkins-loans not numeric
e:outofrange(0-12000)	158	056:perkins-loans	>12001	if perkins-loans > 12000
E:NON-NUMERIC	159	057:federal-plus-lns	>XXXXX	if federal-plus-loans not numeric
e:OUT OF RANGE (COA)	160	057:federal-plus-lns	>45454	if (federal-plus-loans > COA)
E:NON-NUMERIC	161	058:heal-help	>XXXXX	if heal-help not numeric
e:health inst only	162	058:heal-help	>00001	if (fice-type = 1 or 2 or 3 or 4 or 8 or 9) and (heal-help not = 0)
e:outofrange(0-80000)	163	058:heal-help	>80001	if heal-help > 80000
E:NON-NUMERIC	164	059:college-access-ln	>XXXXX	if college-access-loan not numeric
e:outofrange(0-45000)	165	059:college-access-ln	>45001	if college-access-loan > 45000
E:NON-NUMERIC	166	060:prim-care-std-ln	>XXXXX	if primary-care-student-ln not numeric
E:NON-NUMERIC	167	061:income-contig-lns	>XXXXX	if income-contigent-loans not numeric
e:out of range	168	061:income-contig-lns	>88889	if income-contigent-loans > 88888

WARNING/ERROR	REF. LINE	FIELD#/NAME	Incorrect Value	ERROR DESCRIPTION
E:NON-NUMERIC e:outofrange(23000)	169 170	062:sub-fed-dir-lns 062:sub-fed-dir-lns	>XXXXX >23001	if sub-fed-dir-lns not numeric if sub-fed-dir-lns > 23000
E:NON-NUMERIC e:out of range	171 172	063:other-lt-loans 063:other-lt-loans	>XXXXX >88889	if other-long-term-loans not numeric if other-long-term-loans > 88888
E:NON-NUMERIC E:out of range (0-46000)	173 174	064:unsub-fed-dir-lns 064:unsub-fed-dir-lns	>XXXXX >46001	if unsub-fed-dir-lns not numeric if unsub-fed-dir-lns > 37000
E:NON-NUMERIC E:out of range (0-3140)	175 176	065:BOT 065:BOT	>XXXXX >03141	if BOT not numeric if BOT > 03140
E:NON-NUMERIC e:out of range	177 178	066:filler-loans-2 066:filler-loans-2	>XXXXX >00001	if filler-loans-2 not numeric if filler-loans-2 > 00000
E:NON-NUMERIC e:outofrange(>11800)	179 180	067:teach-for-tx-pgm 067:teach-for-tx-pgm	>XXXXX >12753	if teach-for-texas-program not numeric if teach-for-texas-program > 11800
E:NON-NUMERIC e:program discontinued	181 182	068:state-nrs-emplmt 068:state-nrs-emplmt	>XXXXX >00001	if state-nrs-emplmt not numeric if state-nrs-emplmt > 0
E:NON-NUMERIC	183	069:enroll-adj-coa	>XXX	if enroll-adjust-coa not numeric
E:NON-NUMERIC	184	070:enroll-adj-tfc	>XXX	if enroll-adjust-fc not numeric
E:*** receiving only gift aid, but efc > coa ***> 999999	185			if (tuition-exemptions-waivers + categorical-aid + all grants and scholarships minus pell) > 0 and total loans = 0 and total ws = 0 and total-family-contribution is greater than coa and enrollment-status not = "4"
e:fin-aid data required e:fin-aid fields (31-69) zero	186			if sum of (all grants and scholarships + all work- study + all loans + teach-for-texas-program) = zero

WARNINGS OR ERRORS THAT MAY APPEAR AT END OF ERROR REPORTS

REF. LINE	ERROR CONDITION	MESSAGE PRINTED STD – INDICATES MESSAGE IS PRINTED FOR STUDENT INST – INDICATES MESSAGE IS PRINT FOR THE INSTITUTION

1	`IF NUMBER-RECEIVING-AID > NUMBER-OF-APPLICANTS`
	`    PRINT ERROR`
	`ELSE`
	`    PRINT MESSAGE`
		`*** ERROR *** THE NUMBER OF AID RECIPIENTS`
		`EXCEEDS THE NUMBER OF APPLICANTS`
		`              TOTAL APPLICANTS...     99`
		`              TOTAL RECIPIENTS...     99`
		OR
		`** MESSAGE ** NUMBER OF RECIPIENTS DOES NOT`
		`EXCEED THE NUMBER OF APPLICANTS`
		`              TOTAL APPLICANTS...     99`
		`              TOTAL RECIPIENTS...     99`
		INST

2	`IF NUMBER-RECEIVING-AID = NUMBER-OF-APPLICANTS`
	`    PRINT WARNING`
	`ELSE`
	`    PRINT MESSAGE`
		`** WARNING ** THE NUMBER OF AID APPLICANTS EQUALS`
		`THE NUMBER OF AID RECIPIENTS`
		`              TOTAL APPLICANTS...     99`
		`              TOTAL RECIPIENTS...     99`
		`OR`
		`** MESSAGE ** NBR OF AID APPLICANTS IS NOT EQUAL`
		`TO THE NBR OF AID RECIPIENTS`
		`              TOTAL APPLICANTS...     99`
		`              TOTAL RECIPIENTS...     99`
		INST

3	`IF TOTAL OF FEDERAL PELL FOR ALL STUDENTS IS NOT`
	`GREATER THAN ZERO`
	`    PRINT WARNING`
	`ELSE`
	`    PRINT MESSAGE`
		`** WARNING ** TOTAL PELL MONEY ACCUMULAT ED EQUALS`
		`ZERO`
		OR
		`** MESSAGE ** TOTAL PELL ACCUMULATED IS GREATER`
		`THAN ZERO....... $999,999`
		
		INST

4	`IF TOTAL OF ALL STUDENTS RECEIVING ONLY GIFT AID,`
	`BUT EFC > COA > ZERO`
	`    PRINT ERROR`
	`ELSE`
	`    PRINT MESSAGE`
		`*** ERROR *** RECEIVING ONLY GIFT AID, BUT`
		`EFC>COA................9`
		OR
		`** MESSAGE ** STUDENTS RECEIVING ONLY GIFT AID,`
		`BUT EFC>COA.......9`
		
		INST

REF. LINE	ERROR CONDITION	MESSAGE PRINTED STD – INDICATES MESSAGE IS PRINTED FOR STUDENT INST – INDICATES MESSAGE IS PRINT FOR THE INSTITUTION

5	IF INST-TYPE = PUBLIC COMM COLLEGE OR INDEP JR COLLEGE
	    IF TOTAL UNDERGRADUATES + FIRST TIME FRESHMEN <
	TOTAL NOT UNDERGRADUATES /FIRST TIME FRESHMEN
	        PRINT ERROR
	     ELSE
	        PRINT MESSAGE
		*** ERROR *** TOTAL UNDERGRADUATE STUDENTS (CLASS CODES 1 & 5) IS LESS THAN TOTAL GRAUDATE STUDENTS (CLASS CODES NOT EQUAL 1 & 5)
		       STUDENTS WITH CLASS CODE = 1 OR 5........9
		       STUDENTS WITH CLASS CODE NOT = 1 OR 5....9
		OR
		** MESSAGE ** TOTAL UNDERGRADUATE STUDENTS (CLASS CODES 1 & 5) IS NOT LESS THAN TOTAL GRAUDATE STUDENTS (CLASS CODES NOT = 1 & 5)
		       STUDENTS WITH CLASS CODE = 1 OR 5........9
		       STUDENTS WITH CLASS CODE NOT = 1 OR 5....9
		INST

6	IF TOTAL STUDENTS WITH RESIDENCY CODE 1 < TOTAL STUDENTS WITH RESIDENCY CODES 2 & 3
	    PRINT ERROR
	ELSE
	    PRINT MESSAGE
		*** ERROR *** TOTAL STUDENTS WITH RESIDENCY CODES 2 & 3 EXCEEDS TOTAL STUDENTS WITH RESIDENCY CODE 1
		       STUDENTS WITH RESIDENCY CODE 1..........9
		       STUDENTS WITH RESIDENCY CODES 2 & 3.....9
		OR
		** MESSAGE ** TOTAL STUDENTS WITH RESIDENCY CODES 2 & 3 DOES NOT EXCEED TOTAL STUDENTS WITH RESIDENCY CODE 1
		       STUDENTS WITH RESIDENCY CODE 1..........9
		       STUDENTS WITH RESIDENCY CODES 2 & 3.....9
		INST

7	IF TOTAL STUDENTS WITH ZERO FAMILY CONTRIBUTION > TOTAL STUDENT RECEIVING FINANCIAL AID
	    PRINT ERROR
	ELSE
	    PRINT MESSAGE
		*** ERROR *** TOTAL STUDENTS WITH ZERO FAMILY CONTRIBUTION IS GREATER THAN STUDENTS RECEIVING FINANCIAL AID
		       STUDENTS WITH ZERO FAMILY CONTRIBUTION...9
		       STUDENTS RECEIVING FINANCIAL AID.........9
		OR
		** MESSAGE ** TOTAL STUDENTS WITH ZERO FAMILY CONTRIBUTION IS NOT GREATER THAN STUDENTS RECEIVING FINANCIAL AID
		       STUDENTS WITH ZERO FAMILY CONTRIBUTION.....9
		       STUDENTS RECEIVING FINANCIAL AID...........9
		INST

8	IF TOTAL-UNDERGRADS NOT > ZERO
	    PRINT WARNING
	ELSE
	    PRINT MESSAGE
		** WARNING ** INSTITUTION DID NOT REPORT ANY UNDERGRADUATE STUDENTS
		OR
		** MESSAGE ** NUMBER OF UNDERGRADUATE STUDENTS REPORTED........... 9
		
		INST

REF. LINE	ERROR CONDITION	MESSAGE PRINTED STD – INDICATES MESSAGE IS PRINTED FOR STUDENT INST – INDICATES MESSAGE IS PRINT FOR THE INSTITUTION

9	IF TOTAL STUDENTS WITH DEPENDENCY CODE 1 > 0 AND TOTAL STUDENTS WITH DEPENDENCY CODE 2 = 0
	    PRINT WARNING
	ELSE
	    PRINT MESSAGE
		** WARNING ** INSTITUTION DID NOT REPORT ANY INDEPENDENT STUDENTS
		OR
		** MESSAGE ** NUMBER OF INDEPENDENT STUDENTS REPORTED............. 9
		
		INST

10	IF TOTAL STUDENTS WITH DEPENDENCY CODE 1 = 0 AND TOTAL STUDENT WITH DEPENDENCY CODE 2 > 0
	    PRINT ERROR
	ELSE
	    PRINT MESSAGE
		** WARNING ** INSTITUTION DID NOT REPORT ANY DEPENDENT STUDENTS
		OR
		** MESSAGE ** NUMBER OF DEPENDENT STUDENTS REPORTED............... 9
		
		INST

11	IF TOTAL NUMBER OF STUDENTS WITH FIN-AID = ZERO > ZERO
	    PRINT ERROR
	ELSE
	    PRINT MESSAGE
		*** ERROR *** TOTAL STUDENTS WITH FINANCAL AID EQUAL ZERO.... 9
		OR
		** MESSAGE ** NO STUDENTS REPORTED FINANCIAL AID EQUAL ZERO
		
		INST

12	IF THE TOTAL GRANT SUM FOR TEXAS GRANT PROGRAM = 0 AND THE INSTITUTION <u>PARTICIPATES</u> IN THE TEXAS GRANT PROGRAM
	    PRINT ERROR
	ELSE
	IF THE TOTAL GRANT SUM FOR TEXAS GRANT PROGRAM = 0 AND THE INSTITUTION <u>DOES NOT PARTICIPATES</u> IN THE TEXAS GRANT PROGRAM
	    PRINT MESSAGE
		** WARNING ** GRANT PARTICIPANT & TEXAS GRANT PGM NOT REPORTED....$999,999
		
		OR
		
		** MESSAGE ** NOT GRANT PARTICIPANT & TX GRANT PGM NOT REPORTED....$999,999
		
		INST

13	IF THE TOTAL GRANT SUM FOR TEXAS GRANT PROGRAM IS GREATER THAN 0 AND THE INSTITUTION <u>DOES NOT PARTICIPATE</u> IN THE TEXAS GRANT PROGRAM
	    PRINT ERROR
	ELSE
	IF THE TOTAL GRANT SUM FOR TEXAS GRANT PROGRAM IS GREATER THAN 0 AND THE INSTITUTION <u>PARTICIPATES</u> IN THE TEXAS GRANT PROGRAM
	    PRINT MESSAGE
		*** ERROR *** NOT GRANT PARTICIPANT & TEXAS GRANT PGM REPORTED...$999,999
		
		OR
		
		** MESSAGE ** GRANT PARTICIPANT & TEXAS GRANT PGM REPORTED.......$999,999
		
		INST

14	If FICE CODE IN HEADER IS NOT NUMERIC PRINT ERROR	E:HEADER INSTITUTION NOT NUMERIC

REF. LINE	ERROR CONDITION	MESSAGE PRINTED STD – INDICATES MESSAGE IS PRINTED FOR STUDENT INST – INDICATES MESSAGE IS PRINT FOR THE INSTITUTION
15	IF FILE LABEL ID IN HEADER RECORD NOT = "HY2K" PRINT ERROR	E:HEADER LABEL-ID NOT = HY2K
16	IF FICE CODE IN HEADER IS NOT FOUND IN FICES FILE PRINT ERROR	E:HEADER INSTITUTION NOT ON FILE
17	IF DATA IDENTIFIER IN HEADER RECORD NOT = "FAD001" PRINT ERROR	E:HEADER DATA INDENTIFIER NOT = FAD001
18	IF SEMESTER IN HEADER RECORD NOT = "1" PRINT ERROR	E:HEADER SEMESTER NOT = 1
19	IF FISCAL YEAR IN HEADER RECORD NOT = CURRENT FISCAL YEAR PRINT ERROR	E:HEADER FISCAL YEAR NOT = 2003
20	IF RECORD TYPE IN HEADER RECORD NOT = "C" PRINT ERROR	E:HEADER RECORD TYPE NOT = C
21	IF LENGTH OF DATA IN HEADER RECORD NOT = "0370" PRINT ERROR	E: HEADER RECORD LENGTH NOT = 0370
22	IF THE NUMBER OF APPLICANTS IN THE HEADER RECORD IS NOT NUMERIC PRINT ERROR	E:HEADER NBR AID APPLICANTS NOT NUMERIC
23	IF THE HEADER RECORD NUMBER OF APPLICANTS IS NOT > 0 PRINT ERROR	E:HEADER NBR AID APPLICANTS NOT > 0

SAMPLE CERTIFICATION OF SUMMARY REPORTS

TO: Director of Financial Aid Addressed

FROM   Tanya Sifuentes
                 System Support Specialist
                 Texas Higher Education Coordinating Board

SUBJECT: Certification of Data Submitted through the Financial Aid Database for FY04

The attached files are summary reports generated from your FY04 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). Only you can determine whether the approved data are appropriate for your school (for instance, that you had 500 LEAP awards last year). **Pay special attention to the row labeled "CB In-house Reports:" on the program summary report spreadsheet. This data is from your FY2003 year-end reports and from mainframe reports for the following programs:**

| **PSIG-LEAP** | **TEG** | **Nursing Scholarships** | **TCWSP** |
| **LEAP** | **SLEAP** | **TEXAS Grant** | **TEXAS Grant II** |

For the database numbers to be correct, 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 consistent, you will need to correct the report that is not accurately reflecting your figures, whether it be the Financial Aid Database Report or the CB reports. Please let me know which report you will be correcting.

If you have any questions regarding the information contained in these files, please feel free to contact me. These attachments are being sent to you in excel format.

A certification form is included at the bottom of this e-mail, which we ask you to complete and return to us as soon as you have reviewed the information in the excel files and believe it is correct. You are not being asked to certify the unmet need calculations at the end of the program summary report. We understand that you are unable to verify that data. When we receive your completed form, we will consider it to be your certification for the data.

If the data does not seem correct, correct the relevant records and resubmit your database file. It will override any files for FY04 previously received for your school. Once the edits are clear again, we will re-send you the reports and a new certification form. Thank you for your cooperation.

<u>CERTIFICATION STATEMENT FOR OUR FY04 FINANCIAL AID DATABASE REPORT</u>

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 2003-2004 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 at <u>tanya.sifuentes@thecb.state.tx.us</u>. Thank you!

SAMPLE DEMOGRAPHIC SUMMARY REPORT IN EXCEL

Institution	Fice Code	Gender	Race	Income <10,000	Income <20,000	Income <30,000	Income <40,000	Income <50,000	Income <60,000	Income >59,999	White, non-Hisp	Black, non-Hisp	Hispanic	Asian/ Pac. Is.	Am. Ind/ Alaskan	Other	Undergraduate	Graduate	Professional	Bachelors or Higher	First Time Entering Freshman
	0123456	Male	White, non-Hisp	72	29	17	20	11	4	5	158	0	0	0	0	0	157	0	0	1	0
	0123456	Male	Black, non-Hisp	26	3	3	0	0	0	0	0	32	0	0	0	0	32	0	0	0	0
	0123456	Male	Hispanic	25	16	10	13	3	1	1	0	0	69	0	0	0	69	0	0	0	0
	0123456	Male	Asian\Pac. Is.	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0	0	0	0
	0123456	Male	Am. Ind.\Alaskan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0123456	Male	Other	1	1	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0
	0123456	Female	White, non-Hisp	112	100	65	52	31	9	11	380	0	0	0	0	0	380	0	0	0	0
	0123456	Female	Black, non-Hisp	15	17	10	5	3	1	0	0	51	0	0	0	0	51	0	0	0	0
	0123456	Female	Hispanic	36	45	37	15	12	2	1	0	0	148	0	0	0	148	0	0	0	0
	0123456	Female	Asian\Pac. Is.	2	1	3	0	1	0	0	0	0	0	7	0	0	7	0	0	0	0
	0123456	Female	Am. Ind.\Alaskan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0123456	Female	Other	0	2	1	1	2	0	0	0	0	0	0	0	6	6	0	0	0	0
ABC COLLEGE				289	214	146	106	64	17	18	538	83	217	8	0	8	853	0	0	1	0

Summary Con't

Institution	Fice Code	Gender	Race	Dependent	Independent	Resident	Nonresident	Unknown	Full-time	3/4-time	1/2-time	less than 1/2-time	Male	Female	Mother Completed Elementary	Mother Completed High School	Mother Completed College	Mother Completed Unknown	Father Completed Elementary	Father Completed High School	Father Completed College	Father Completed Unknown
	0123456	Male	White, non-Hisp	37	121	157	1	0	84	16	54	4	158	0	12	50	31	65	6	59	21	72
	0123456	Male	Black, non-Hisp	2	30	31	1	0	11	4	17	0	32	0	1	5	1	25	1	4	3	24
	0123456	Male	Hispanic	31	38	69	0	0	42	11	16	0	69	0	5	23	8	33	10	16	10	33
	0123456	Male	Asian\Pac. Is.	1	0	1	0	0	1	0	0	0	1	0	0	0	0	1	0	0	1	0
	0123456	Male	Am. Ind.\Alaskan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0123456	Male	Other	0	2	2	0	0	1	0	1	0	2	0	1	0	0	1	0	0	0	2
	0123456	Female	White, non-Hisp	65	315	377	3	0	242	68	65	5	0	380	40	171	109	60	42	147	105	86
	0123456	Female	Black, non-Hisp	10	41	50	1	0	30	11	8	2	0	51	5	22	13	11	6	17	10	18
	0123456	Female	Hispanic	45	103	146	2	0	85	42	17	4	0	148	32	56	24	36	25	57	16	50
	0123456	Female	Asian\Pac. Is.	4	3	7	0	0	3	3	1	0	0	7	2	1	3	1	0	5	1	1
	0123456	Female	Am. Ind.\Alaskan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0123456	Female	Other	2	4	5	1	0	3	0	3	0	0	6	0	4	2	0	1	3	2	0
ABC COLLEGE				197	657	845	9	0	502	155	182	15	262	592	98	332	191	233	91	308	169	286

SAMPLE 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 PSIG-LEAP, Private LEAP, TEG, State Nursing, TX Grant, TX Grant II, SLEAP and Texas College Work-Study.

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	Number Receiving Pell Grant	Aggregate Value of Pell Grant
	003545	Male	White, non-Hisp	2,232	52,144,267	29,141,713	0	0	244	502,659	417	895,209
	003545	Male	Black, non-Hisp	214	4,939,238	1,381,124	0	0	26	46,889	118	295,447
	003545	Male	Hispanic	345	8,181,541	2,743,471	0	0	38	92,358	132	333,946
	003545	Male	Asian\Pac. Is.	192	4,361,764	1,052,348	0	0	16	32,841	104	263,690
	003545	Male	Am. Ind.\Alaskan	22	561,065	264,587	0	0	6	20,730	10	27,863
	003545	Male	Other	85	2,013,304	930,094	0	0	15	36,487	25	70,988
	003545	Female	White, non-Hisp	2,905	66,533,458	36,278,359	0	0	354	634,302	596	1,301,212
	003545	Female	Black, non-Hisp	464	10,737,277	2,988,701	0	0	68	125,254	226	550,948
	003545	Female	Hispanic	470	10,966,954	3,309,182	0	0	55	134,684	213	556,880
	003545	Female	Asian\Pac. Is.	225	5,248,434	1,759,501	0	0	23	59,128	92	242,288
	003545	Female	Am. Ind.\Alaskan	23	550,738	194,702	0	0	7	9,584	12	29,916
	003545	Female	Other	113	2,489,335	810,632	0	0	15	40,462	41	99,325
ABC COLLEGE				7,290	168,727,375	80,854,414	0	0	867	1,735,378	1,986	4,667,712
CB IN-HOUSE REPORTS												

Summary Con't

Institution	Fice Code	Gender	Ethnic Group	Number Receiving SEOG	Aggregate Value of SEOG	Number Receiving On-Campus TPEG	Aggregate Value of On-Campus TPEG	Number Receiving PSIG-LEAP	Aggregate Value of PSIG-LEAP	Number Receiving TEG	Aggregate Value of TEG	Number Receiving Private Inst LEAP	Aggregate Value of Private Inst LEAP
	003545	Male	White, non-Hisp	409	140,865	0	0	0	0	958	2,521,450	25	28,316
	003545	Male	Black, non-Hisp	97	33,471	0	0	0	0	126	348,890	5	6,050
	003545	Male	Hispanic	130	47,300	0	0	0	0	239	654,174	6	5,600
	003545	Male	Asian\Pac. Is.	105	37,525	0	0	0	0	140	382,349	2	2,450
	003545	Male	Am. Ind.\Alaskan	9	3,984	0	0	0	0	10	20,176	1	1,250
	003545	Male	Other	22	7,800	0	0	0	0	43	123,977	1	600
	003545	Female	White, non-Hisp	593	209,600	0	0	0	0	1,419	3,779,540	38	44,889
	003545	Female	Black, non-Hisp	218	80,615	0	0	0	0	343	877,228	6	7,075
	003545	Female	Hispanic	212	78,400	0	0	0	0	340	921,954	1	1,250
	003545	Female	Asian\Pac. Is.	90	31,900	0	0	0	0	149	383,139	2	1,613
	003545	Female	Am. Ind.\Alaskan	12	4,300	0	0	0	0	11	27,064	0	0
	003545	Female	Other	41	14,330	0	0	0	0	62	172,421	2	2,500
ABC COLLEGE				1,938	690,090	0	0	0	0	3,840	10,212,362	89	101,593
CB IN-HOUSE REPORTS								0	0	3,840	10,212,362	89	101,593

SAMPLE PROGRAM SUMMARY REPORT IN EXCEL, CON'T

Institution Fice Code	Gender	Ethnic Group	Number Receiving Tax Reim-bursemet	Aggregate Value of Tax Reim-bursemet	Number Receiving Refund TPEG	Aggregate Value of Refund TPEG	Number Receiving SSER	Aggregate Value of SSER	Number Receiving Byrd Schol.	Aggregate Value of Byrd Schol.	Number Receiving State Nurse Schol.	Aggregate Value of State Nurse Schol.
003545	Male	White, non-Hisp	0	0	0	0	0	0	14	21,000	0	0
003545	Male	Black, non-Hisp	0	0	0	0	0	0	0	0	0	0
003545	Male	Hispanic	0	0	0	0	0	0	5	6,750	0	0
003545	Male	Asian\Pac. Is.	0	0	0	0	0	0	1	1,500	0	0
003545	Male	Am. Ind.\Alaskan	0	0	0	0	0	0	0	0	0	0
003545	Male	Other	0	0	0	0	0	0	1	1,500	0	0
003545	Female	White, non-Hisp	0	0	0	0	0	0	21	30,000	0	0
003545	Female	Black, non-Hisp	0	0	0	0	0	0	1	1,500	0	0
003545	Female	Hispanic	0	0	0	0	0	0	1	1,500	0	0
003545	Female	Asian\Pac. Is.	0	0	0	0	0	0	1	1,500	0	0
003545	Female	Am. Ind.\Alaskan	0	0	0	0	0	0	0	0	0	0
003545	Female	Other	0	0	0	0	0	0	0	0	0	0
ABC COLLEGE			**0**	**0**	**0**	**0**	**0**	**0**	**45**	**65,250**	**0**	**0**
CB IN-HOUSE REPORTS											**0**	**0**

Summary Con't

Institution Fice Code	Gender	Ethnic Group	Number Receiving Deposit Schol.	Aggregate Value of Deposit Schol.	Number Receiving Line Item Schol.	Aggregate Value of Line Item Schol.	Number Receiving Other Schol. & Grants	Aggregate Value of Other Schol. & Grants	Unduplicated # Students Receiving Tx Grant Schol.	Aggregate Value of Texas Grant Scholarship	Unduplicated # Students Receiving Tx Grant II Schol.	Aggregate Value of Texas Grant II Scholarship
003545	Male	White, non-Hisp	0	0	0	0	434	1,047,324	109	292,992	0	0
003545	Male	Black, non-Hisp	0	0	0	0	34	85,752	13	34,529	0	0
003545	Male	Hispanic	0	0	0	0	60	116,918	37	98,112	0	0
003545	Male	Asian\Pac. Is.	0	0	0	0	31	61,014	25	65,856	0	0
003545	Male	Am. Ind.\Alaskan	0	0	0	0	8	38,150	4	10,752	0	0
003545	Male	Other	0	0	0	0	17	20,930	5	13,440	0	0
003545	Female	White, non-Hisp	0	0	0	0	632	1,463,491	216	573,554	0	0
003545	Female	Black, non-Hisp	0	0	0	0	102	241,253	66	176,064	0	0
003545	Female	Hispanic	0	0	0	0	88	179,654	57	150,528	0	0
003545	Female	Asian\Pac. Is.	0	0	0	0	44	99,745	31	83,328	0	0
003545	Female	Am. Ind.\Alaskan	0	0	0	0	7	17,250	2	5,376	0	0
003545	Female	Other	0	0	0	0	36	78,286	9	22,848	0	0
ABC COLLEGE			**0**	**0**	**0**	**0**	**1,493**	**3,449,767**	**574**	**1,527,379**	**0**	**0**
CB IN-HOUSE REPORTS									**574**	**1,527,379**	**0**	**0**

SAMPLE PROGRAM SUMMARY REPORT IN EXCEL, CON'T

Institution Fice Code	Gender	Ethnic Group	Unduplicated # Students Receiving SLEAP	Aggregate Value of SLEAP	Number Receiving Teach for Texas Conditional Grant	Aggregate Value of Teach for Texas Conditional Grant	Unduplicated # Students Receiving Grants & Schol.	Aggregate Value of Grants & Schol.	Number Receiving Federal Work-Study	Aggregate Value of Federal Work-Study	Number Receiving Texas Work-Study	Aggregate Value of Texas Work-Study	Number Receiving Institutional Work-Study	Aggregate Value of Institutional Work-Study
003545	Male	White, non-Hisp	4	4,822	2	13,440	1,314	4,965,418	420	518,218	19	25,700	0	0
003545	Male	Black, non-Hisp	7	8,835	1	5,376	178	818,350	55	74,936	3	3,100	0	0
003545	Male	Hispanic	5	6,242	0	0	272	1,269,042	112	172,990	11	13,300	0	0
003545	Male	Asian\Pac. Is.	2	3,572	0	0	166	817,956	51	57,885	2	2,400	0	0
003545	Male	Am. Ind.\Alaskan	0	0	0	0	18	102,175	7	12,420	2	1,570	0	0
003545	Male	Other	0	0	0	0	56	239,235	13	15,195	0	0	0	0
003545	Female	White, non-Hisp	15	21,616	8	38,904	1,859	7,462,806	663	869,512	11	14,504	0	0
003545	Female	Black, non-Hisp	11	16,422	2	11,128	406	1,962,233	191	258,511	9	10,300	0	0
003545	Female	Hispanic	4	4,728	2	11,128	388	1,906,022	177	247,758	11	14,286	0	0
003545	Female	Asian\Pac. Is.	2	1,335	0	0	180	844,848	75	67,609	4	4,200	0	0
003545	Female	Am. Ind.\Alaskan	0	0	0	0	16	83,906	5	5,489	0	0	0	0
003545	Female	Other	2	3,572	0	0	86	393,282	38	45,052	0	0	0	0
ABC COLLEGE			**52**	**71,144**	**15**	**79,976**	**4,939**	**20,865,273**	**1,807**	**2,345,575**	**72**	**89,360**	**0**	**0**
CB IN-HOUSE REPORTS			**52**	**71,144**							**72**	**89,360**		

Summary Con't

Institution Fice Code	Gender	Ethnic Group	Unduplicated # Students Receiving AmeriCorps	Aggregate Value of AmeriCorps	Unduplicated # Students Receiving Work-Study	Aggregate Value of Work-Study	Number Receiving Subsidized Stafford Loans	Aggregate Value of Subsidized Stafford Loans	Number Receiving Unsub. Stafford Loans	Aggregate Value of Unsub. Stafford Loans	Number Receiving Perkins Loans	Aggregate Value of Perkins Loans
003545	Male	White, non-Hisp	0	0	420	543,918	1,425	6,909,017	1,258	6,573,576	181	302,937
003545	Male	Black, non-Hisp	0	0	55	78,036	151	653,375	114	565,340	30	67,589
003545	Male	Hispanic	0	0	112	186,290	272	1,218,192	160	876,410	49	94,270
003545	Male	Asian\Pac. Is.	0	0	51	60,285	136	572,285	37	185,498	25	33,932
003545	Male	Am. Ind.\Alaskan	0	0	7	13,990	11	54,113	11	53,637	1	1,200
003545	Male	Other	0	0	13	15,195	53	251,900	35	157,989	4	9,200
003545	Female	White, non-Hisp	0	0	663	884,016	1,835	8,276,285	1,487	7,197,575	289	493,566
003545	Female	Black, non-Hisp	0	0	191	268,811	366	1,507,380	267	1,245,381	106	224,730
003545	Female	Hispanic	0	0	177	262,044	390	1,653,711	196	898,843	68	123,400
003545	Female	Asian\Pac. Is.	0	0	75	71,809	150	653,654	60	275,373	25	39,150
003545	Female	Am. Ind.\Alaskan	0	0	5	5,489	20	67,334	15	65,164	4	3,950
003545	Female	Other	0	0	38	45,052	81	327,300	39	160,346	13	17,200
ABC COLLEGE			**0**	**0**	**1,807**	**2,434,935**	**4,890**	**22,144,546**	**3,679**	**18,255,132**	**795**	**1,411,124**
CB IN-HOUSE REPORTS												

SAMPLE PROGRAM SUMMARY REPORT IN EXCEL, CON'T

Institution	Fice Code	Gender	Ethnic Group	Number Receiving SLS/PLUS Loans	Aggregate Value of SLS/PLUS Loans	Number Receiving HEAL/HELP Loans	Aggregate Value of HEAL/HELP Loans	Number Receiving College Access Loans	Aggregate Value of College Access Loans	Number Receiving Primary Care Loans	Aggregate Value of Primary Care Loans	Number Receiving Income Contingent Loans	Aggregate Value of Income Contingent Loans
	003545	Male	White, non-Hisp	263	2,689,024	0	0	294	1,998,282	0	0	0	0
	003545	Male	Black, non-Hisp	11	126,210	0	0	25	172,062	0	0	0	0
	003545	Male	Hispanic	40	362,353	0	0	67	401,540	0	0	0	0
	003545	Male	Asian\Pac. Is.	15	124,677	0	0	26	177,255	0	0	0	0
	003545	Male	Am. Ind.\Alaskan	5	44,818	0	0	2	15,000	0	0	0	0
	003545	Male	Other	10	118,502	0	0	13	91,295	0	0	0	0
	003545	Female	White, non-Hisp	350	3,513,301	0	0	401	2,626,293	0	0	0	0
	003545	Female	Black, non-Hisp	46	438,975	0	0	63	426,626	0	0	0	0
	003545	Female	Hispanic	53	461,283	0	0	101	685,572	0	0	0	0
	003545	Female	Asian\Pac. Is.	20	209,174	0	0	30	183,680	0	0	0	0
	003545	Female	Am. Ind.\Alaskan	5	52,357	0	0	0	0	0	0	0	0
	003545	Female	Other	13	130,070	0	0	15	101,444	0	0	0	0
ABC COLLEGE				**831**	**8,270,744**	**0**	**0**	**1,037**	**6,879,049**	**0**	**0**	**0**	**0**

CB IN-HOUSE REPORTS

Summary Con't

Institution	Fice Code	Gender	Ethnic Group	Number Receiving Subsidized Fed. Direct Loans	Aggregate Value of Subsidized Fed. Direct Loans	Number Receiving Other Long-Term Loans	Aggregate Value of Other Long-Term Loans	Number Receiving Unsub. Fed. Direct Loans	Aggregate Value of Unsub. Fed. Direct Loans	Unduplicated # Students Receiving Loans	Aggregate Value of All Loans
	003545	Male	White, non-Hisp	0	0	430	3,176,926	0	0	2,048	21,649,762
	003545	Male	Black, non-Hisp	0	0	41	219,802	0	0	187	1,804,378
	003545	Male	Hispanic	0	0	80	616,891	0	0	323	3,569,656
	003545	Male	Asian\Pac. Is.	0	0	32	243,690	0	0	152	1,337,337
	003545	Male	Am. Ind.\Alaskan	0	0	5	29,649	0	0	16	198,417
	003545	Male	Other	0	0	15	97,019	0	0	70	725,905
	003545	Female	White, non-Hisp	0	0	475	3,367,309	0	0	2,599	25,474,329
	003545	Female	Black, non-Hisp	0	0	96	590,371	0	0	420	4,433,463
	003545	Female	Hispanic	0	0	90	700,485	0	0	443	4,523,294
	003545	Female	Asian\Pac. Is.	0	0	30	222,496	0	0	176	1,583,527
	003545	Female	Am. Ind.\Alaskan	0	0	5	29,650	0	0	23	218,455
	003545	Female	Other	0	0	21	166,453	0	0	100	902,813
ABC COLLEGE				**0**	**0**	**1,320**	**9,460,741**	**0**	**0**	**6,557**	**66,421,336**

CB IN-HOUSE REPORTS

SAMPLE PROGRAM SUMMARY REPORT IN EXCEL, CON'T

Institution	Fice Code	Gender	Ethnic Group	Number Receiving State Nurse Emp. Fund	Aggregate Value of State Nurse Emp. Fund	Unduplicated # Students Receiving Any Aid	Aggregate Value of Funds Awarded	Number Unduplicated Recipients	Unduplicated # Students Receiving Grants	Unduplicated # Students Receiving Schol.	TegNeed
	003545	Male	White, non-Hisp	0	0	2,232	27,661,757	2,232	1,242	444	4,741,778
	003545	Male	Black, non-Hisp	0	0	214	2,747,653	214	176	34	517,407
	003545	Male	Hispanic	0	0	345	5,117,346	345	263	63	830,619
	003545	Male	Asian\Pac. Is.	0	0	192	2,248,419	192	158	32	479,740
	003545	Male	Am. Ind.\Alaskan	0	0	22	335,312	22	15	8	52,503
	003545	Male	Other	0	0	85	1,016,822	85	57	18	194,219
	003545	Female	White, non-Hisp	0	0	2,905	34,455,453	2,905	1,726	647	6,291,840
	003545	Female	Black, non-Hisp	0	0	464	6,789,761	464	392	102	1,148,928
	003545	Female	Hispanic	0	0	470	6,826,044	470	375	89	1,160,433
	003545	Female	Asian\Pac. Is.	0	0	225	2,559,312	225	171	45	544,087
	003545	Female	Am. Ind.\Alaskan	0	0	23	317,434	23	17	7	54,516
	003545	Female	Other	0	0	113	1,381,609	113	79	36	273,385
ABC COLLEGE				0	0	7,290	91,456,922	7,290	4,671	1,525	16,289,455

CB IN-HOUSE REPORTS

Summary Con't

Institution	Fice Code	Gender	Ethnic Group	Need (COA-Fam. Contr.)	Need after Categorical Aid Ex & Waivers	Need after Cat. Aid, Ex, Waivers, Grants & Schol.	Need after Cat. Aid, Ex, Waivers, Grants, Schol. & Wk	Unmet Need (Need after Cat. Aid, Ex, Waivers, Grants, Schol., Work & Loans)	Adjusted Unmet Need (adjusted for varying terms of enrollment)	Aid Awarded in Excess Of Need
	003545	Male	White, non-Hisp	29,732,057	29,344,433	24,422,376	23,878,943	9,123,767	9,123,767	13,782,970
	003545	Male	Black, non-Hisp	3,769,776	3,727,570	2,912,120	2,834,865	1,410,664	1,410,664	600,203
	003545	Male	Hispanic	5,838,452	5,746,344	4,480,027	4,293,737	1,553,556	1,553,556	1,232,832
	003545	Male	Asian\Pac. Is.	3,399,280	3,366,439	2,548,483	2,488,198	1,319,149	1,319,149	258,152
	003545	Male	Am. Ind.\Alaskan	369,148	348,418	246,243	232,253	117,357	117,357	156,191
	003545	Male	Other	1,305,771	1,278,434	1,039,199	1,024,004	500,219	500,219	433,831
	003545	Female	White, non-Hisp	37,928,231	37,370,596	29,970,730	29,088,358	12,096,655	12,096,655	16,297,009
	003545	Female	Black, non-Hisp	8,121,955	7,998,761	6,042,253	5,773,442	2,212,022	2,212,022	1,253,207
	003545	Female	Hispanic	7,991,202	7,867,951	5,964,477	5,702,433	2,146,496	2,146,496	1,314,768
	003545	Female	Asian\Pac. Is.	3,815,226	3,762,598	2,917,750	2,845,941	1,595,194	1,595,194	665,573
	003545	Female	Am. Ind.\Alaskan	362,638	353,054	269,663	264,174	101,549	101,549	62,947
	003545	Female	Other	1,736,752	1,703,349	1,310,067	1,265,015	585,189	585,189	288,095
ABC COLLEGE				104,370,488	102,867,947	82,123,388	79,691,363	32,761,817	32,761,817	36,345,778

CB IN-HOUSE REPORTS

FORMULAS OF CALCULATIONS USED ON
PROGRAM SUMMARY REPORT

Before coa or efc is used in calculations it is multiplied by enrollment adjustment percent (field 070).

Column Name	Ref. Line	Formula used
Aggregate Cost of Attendance	1	Total of field 027 (cost of attendance) * [field 070 (enrollment adjustment percentage) / 100]
Aggregate Family Contribution	2	Total of field 028 (total family contribution) * [field 070 (enrollment adjustment percentage) / 100]
Number Receiving Tuition Ex/Waiver	3	Number of records with field 029 (Tuition Exemptions or Waivers or Fellowships) > 0
Aggregate Value of Tuition Ex/Waiver	4	Field 029 total – Tuition Exemptions or Waivers or Fellowships
Number Receiving Categorical Aid	5	Number of records with field 030 (Categorical Aid) > 0
Aggregate Categorical Aid	6	Field 030 total – Categorical Aid
Number Receiving Pell Grant	7	Number of records with field 031 (item 31a on Data Elements Table) > 0
Aggregate Value of Pell Grant	8	Field 031 total – Federal Pell
Number Receiving SEOG	9	Number of records with field 032 (item 31b on Data Elements Table) > 0
Aggregate Value of SEOG	10	Field 032 total – Federal SEOG (including match)
Number Receiving On-Campus TPEG	11	Number of records with field 033 (item 31c on Data Elements Table) > 0
Aggregate Value of On-Campus TPEG	12	Field 033 total – TPEG (On-Campus)
Number receiving PSIG-LEAP	13	Number of records with field 034 (item 31d on Data Elements Table) > 0
Aggregate Value of PSIG-LEAP	14	Field 034 total – PSIG-LEAP
Number Receiving TEG	15	Number of records with field 035 (item 31e on Data Elements Table) > 0
Aggregate Value of TEG	16	Field 035 total – TEG (Private Schools ONLY)
Number Receiving Private Inst LEAP	17	Number of records with field 036 (item 31f on Data Elements Table) > 0
Aggregate Value of Private Inst LEAP	18	Field 036 total – LEAP (Private Schools ONLY)
Number Receiving Tax Reimbursement	19	Program discontinued – total number of field 037 (item 31g on Data Elements Table) will be 0
Aggregate Value of Tax Reimbursement	20	Program discontinued - total of Field 037 – Tax Reimbursement Grant (state funds plus match) will be 0
Number Receiving Refund TPEG	21	Program discontinued – total number of field 038 (item 31h on Data Elements Table) will be 0
Aggregate Value of Refund TPEG	22	Program discontinued - total of Field 038 – TPEG Refund Grant (state funds plus match) will be 0
Number Receiving SSER	23	Program discontinued – total number of field 039 (item 31i on Data Elements Table) will be 0
Aggregate Value of SSER	24	Program discontinued - total of Field 039 – SSER Program (state funds plus match) will be 0
Number Receiving Byrd Schol.	25	Number of records with field 040 (item 31j on Data Elements Table) > 0
Aggregate Value of Byrd Schol.	26	Field 040 total – Byrd Scholarship
Number Receiving State Nurse Schol.	27	Number of records with field 041 (item 31k on Data Elements Table) > 0
Aggregate Value of State Nurse Schol.	28	Field 041 total – State Nursing Scholarship
Number Receiving Deposit Schol.	29	Number of records with field 042 (item 31l on Data Elements Table) > 0
Aggregate Value of Deposit Schol.	30	Field 042 total – Student Deposit Scholarship
Number Receiving Line Item Schol.	31	Number of records with field 043 (item 31m on Data Elements Table) > 0
Aggregate Value of Line Item Schol.	32	Field 043 total – Line Item Scholarship
Number Receiving Other Schol. & Grants	33	Number of records with field 044 (item 31n on Data Elements Table) > 0

Column Name	Ref. Line	Formula used
Aggregate Value of Other Schol. & Grants	34	Field 044 total – Other Scholarships or Grants (including TTAG and New Horizons)
Number Receiving TX Grant Scholar.	35	Number of records with field 045 (item 31o on Data Elements Table) > 0
Aggregate Value of Texas Grant Scholarship	36	Field 045 total – Texas Grant Program
Number Receiving TX Grant II Schol.	37	Number of records with field 046 (item 31p on Data Elements Table) > 0
Aggregate Value of Texas Grant II Scholarship	38	Field 046 total – Texas Grant II Program
Number Receiving SLEAP	39	Number of records with field 047 (item 31q on Data Elements Table) > 0
Aggregate Value of SLEAP	40	Field 047 total – SLEAP
Unduplicated # Students Receiving Grants & Schol.	41	Total number of records if any of the fields 031 through 047 or field 067 are > 0
Aggregate Value of Grants & Schol.	42	Total of fields 031 through 047 and field 067
Number Receiving Federal Work-Study	43	Number of records with field 048 (item 32a on Data Elements Table) > 0
Aggregate Value of Federal Work-Study	44	Field 048 total – Federal Work-Study (federal funds plus match)
Number Receiving Texas Work-Study	45	Number of records with field 049 (item 32b on Data Elements Table) > 0
Aggregate Value of Texas Work-Study	46	Field 049 total – Texas Work-Study (state funds plus match)
Number Receiving Institutional Work-Study	47	Number of records with field 050 (item 32c on Data Elements Table) > 0
Aggregate Value of Institutional Work-Study	48	Field 050 total – Need-based Institutional Work-Study
Number Receiving AmeriCorps	49	Number of records with field 051 (item 32d on Data Elements Table) > 0
Aggregate Value of AmeriCorps	50	Field 051 total – AmeriCorps
Unduplicated # Students Receiving Work-Study	51	Total number of records if any of the fields 048 through 051 are > 0
Aggregate Value of Work-Study	52	Total of fields 048 through 051
Number Receiving Subsidized Stafford Loans	53	Number of records with field 054 (item 33a on Data Elements Table) > 0
Aggregate Value of Subsidized Stafford Loans	54	Field 054 total – Subsidized Stafford Loans
Number Receiving Unsub. Stafford Loans	55	Number of records with field 055 (item 33b on Data Elements Table) > 0
Aggregate Value of Unsub. Stafford Loans	56	Field 055 total – Unsubsidized Stafford Loans
Number Receiving Perkins Loans	57	Number of records with field 056 (item 33c on Data Elements Table) > 0
Aggregate Value of Perkins Loans	58	Field 056 total – Perkins Loans
Number Receiving SLS/PLUS Loans	59	Number of records with field 057 (item 33d on Data Elements Table) > 0
Aggregate Value of SLS/PLUS Loans	60	Field 057 total – Federal SLS + PLUS Loans
Number Receiving HEAL/HELP Loans	61	Number of records with field 058 (item 33e on Data Elements Table) > 0
Aggregate Value of HEAL/HELP Loans	62	Field 058 total – HEAL/HELP Loans
Number Receiving College Access Loans	63	Number of records with field 059 (item 33f on Data Elements Table) > 0
Aggregate Value of College Access Loans	64	Field 059 total – College Access Loan (CAL)
Number Receiving Primary Care Loans	65	Number of records with field 060 (item 33g on Data Elements Table) > 0
Aggregate Value of Primary Care Loans	66	Field 060 total – Primary Care Student Loans

Column Name	Ref. Line	Formula used
Number Receiving Income Contingent Loans	67	Number of records with field 061 (item 33h on Data Elements Table) > 0
Aggregate Value of Income Contingent Loans	68	Field 061 total – Income Contingent Loans
Number Receiving Subsidized Fed. Direct Loans	69	Number of records with field 062 (item 33i on Data Elements Table) > 0
Aggregate Value of Subsidized Fed. Direct Loans	70	Field 062 total – Subsidized Federal Direct
Number Receiving Other Long-Term Loans	71	Number of records with field 063 (item 33j on Data Elements Table) > 0
Aggregate Value of Other Long-Term Loans	72	Field 063 total – Other Long-Term Loans
Number Receiving Unsub. Fed. Direct Loans	73	Number of records with field 064 (item 33k on Data Elements Table) > 0
Aggregate Value of Unsub. Fed. Direct Loans	74	Field 064 total – Unsubsidized Federal Direct Loans
Number Receiving Be On Time (BOT) Loans	75	Number of records with field 065 (item 33l on Data Elements Table) > 0
Aggregate Value of Be On Time (BOT) Loans	76	Field 065 total – Be On Time (BOT) Loans
Unduplicated # Students Receiving Loans	77	Total number of records if any of the fields 054 through 065 are > 0
Aggregate Value of All Loans	78	Total of fields 054 through 065
Number Receiving Teach for Texas Conditional Grant	79	Number of records with field 067 (item 34a on Data Elements Table) > 0
Aggregate Value of Teach for Texas Conditional Grant	80	Field 067 total – Teach for Texas Conditional Scholarship Program
Number Receiving State Nurse Emp. Fund	81	Program discontinued – total number of field 068 (item 34b on Data Elements Table) will be 0
Aggregate Value of State Nurse Emp. Fund	82	Program discontinued - total of Field 068 – State Nursing Matching Fund Employment Program
Unduplicated # Students Receiving Any Aid	83	Total number of records if any of the fields 029 through 068 are > 0
Aggregate Value of Funds Awarded	84	Total of fields 030 through 067
Number Unduplicated Recipients	85	Total number of records if any of fields 031 through 068 are > 0
Unduplicated # Students Receiving Grants	86	Total number of records if any of the fields 029 through 038 or fields 045 through 047 are > 0
Unduplicated # Students Receiving Schol.	87	Total number of records if any of the fields 039 through 044 are > 0
TEGNeed	88	Field 027 (cost of attendance) **minus** field 028 (total family contribution) **minus** field 030 (categorical aid) **minus** field 031 (federal pell) – this is ONLY for private senior, private jr and private health-related institutions.

APPENDICES

LOCATION CODES ISSUED BY CB

COUNTY CODES

code	county	code	county	code	county	code	county
001	ANDERSON	071	EL PASO	141	LAMPASAS	211	SHERMAN
002	ANDREWS	072	ERATH	142	LA SALLE	212	SMITH
003	ANGELINA	073	FALLS	143	LAVACA	213	SOMERVELL
004	ARANSAS	074	FANNIN	144	LEE	214	STARR
005	ARCHER	075	FAYETTE	145	LEON	215	STEPHENS
006	ARMSTRONG	076	FISHER	146	LIBERTY	216	STERLING
007	ATASCOSA	077	FLOYD	147	LIMESTONE	217	STONEWALL
008	AUSTIN	078	FOARD	148	LIPSCOMB	218	SUTTON
009	BAILEY	079	FORT BEND	149	LIVE OAK	219	SWISHER
010	BANDERA	080	FRANKLIN	150	LLANO	220	TARRANT
011	BASTROP	081	FREESTONE	151	LOVING	221	TAYLOR
012	BAYLOR	082	FRIO	152	LUBBOCK	222	TERRELL
013	BEE	083	GAINES	153	LYNN	223	TERRY
014	BELL	084	GALVESTON	154	MADISON	224	THROCKMORTON
015	BEXAR	085	GARZA	155	MARION	225	TITUS
016	BLANCO	086	GILLESPIE	156	MARTIN	226	TOM GREEN
017	BORDEN	087	GLASSCOCK	157	MASON	227	TRAVIS
018	BOSQUE	088	GOLIAD	158	MATAGORDA	228	TRINITY
019	BOWIE	089	GONZALES	159	MAVERICK	229	TYLER
020	BRAZORIA	090	GRAY	160	MCCULLOCH	230	UPSHER
021	BRAZOS	091	GRAYSON	161	MCLENNAN	231	UPTON
022	BREWSTER	092	GREGG	162	MCMULLEN	232	UVALDE
023	BRISCOE	093	GRIMES	163	MEDINA	233	VAL VERDE
024	BROOKS	094	GUADALUPE	164	MENARD	234	VAN ZANDT
025	BROWN	095	HALE	165	MIDLAND	235	VICTORIA
026	BURLESON	096	HALL	166	MILAM	236	WALKER
027	BURNET	097	HAMILTON	167	MILLS	237	WALLER
028	CALDWELL	098	HANSFORD	168	MITCHELL	238	WARD
029	CALHOUN	099	HARDEMAN	169	MONTAGUE	239	WASHINGTON
030	CALLAHAN	100	HARDIN	170	MONTGOMERY	240	WEBB
031	CAMERON	101	HARRIS	171	MOORE	241	WHARTON
032	CAMP	102	HARRISON	172	MORRIS	242	WHEELER
033	CARSON	103	HARTLEY	173	MOTLEY	243	WICHITA
034	CASS	104	HASKELL	174	NACOGDOCHES	244	WILBARGER
035	CASTRO	105	HAYS	175	NAVARRO	245	WALLACY
036	CHAMBERS	106	HEMPHILL	176	NEWTON	246	WILLIAMSON
037	CHEROKEE	107	HENDERSON	177	NOLAN	247	WILSON
038	CHILDRESS	108	HIDALGO	178	NUECES	248	WINKLER
039	CLAY	109	HILL	179	OCHILTREE	249	WISE
040	COCHRAN	110	HOCKLEY	180	OLDHAM	250	WOOD
041	COKE	111	HOOD	181	ORANGE	251	YOAKUM
042	COLEMAN	112	HOPKINS	182	PALO PINTO	252	YOUNG
043	COLLIN	113	HOUSTON	183	PANOLA	253	ZAPATA
044	COLLINGSWORTH	114	HOWARD	184	PARKER	254	ZAVALA
045	COLORADO	115	HUDSPETH	185	PARMER		
046	COMAL	116	HUNT	186	PECOS		
047	COMANCHE	117	HUTCHINSON	187	POLK		
048	CONCHO	118	IRION	188	POTTER		
049	COOKE	119	JACK	189	PRESIDIO		
050	CORYELL	120	JACKSON	190	RAINS		
051	COTTLE	121	JASPER	191	RANDALL		
052	CRANE	122	JEFF DAVIS	192	REAGAN		
053	CROCKETT	123	JEFFERSON	193	REAL		
054	CROSBY	124	JIM HOGG	194	RED RIVER		
055	CULBERSON	125	JIM WELLS	195	REEVES		
056	DALLAM	126	JOHNSON	196	REFUGIO		
057	DALLAS	127	JONES	197	ROBERTS		
058	DAWSON	128	KARNES	198	ROBERTSON		
059	DEAF SMITH	129	KAUFMAN	199	ROCKWALL		
060	DELTA	130	KENDALL	200	RUNNELS		
061	DENTON	131	KENNEDY	201	RUSK		
062	DEWITT	132	KENT	202	SABINE		
063	DICKENS	133	KERR	203	SAN AUGUSTINE		
064	DIMMIT	134	KIMBLE	204	SAN JACINTO		
065	DONLEY	135	KING	205	SAN PATRICIO		
066	DUVAL	136	KINNEY	206	SAN SABA		
067	EASTLAND	137	KLEBERG	207	SCHLEICHER		
068	ECTOR	138	KNOX	208	SCURRY		
069	EDWARDS	139	LAMAR	209	SHACKLEFORD		
070	ELLIS	140	LAMB	210	SHELBY		

FOREIGN COUNTRY CODES

Code	Name	Code	Name
401	Abu Dhabi	459	Coral Sea Islands
402	Afghanistan	460	Costa Rica
403	Albania	561	Cote Divoire (Ivory Coast)
404	Algeria	462	Croatia
409	Andorra	465	Cuba
406	Angola	470	Cyprus
411	Anguilla	476	Czech Republic
412	Antartica	471	Czechoslovakia
407	Antigua and Barbuda	472	Denmark
405	Argentina	473	Djibouti
408	Armenia	474	Dominica
413	Aruba	475	Dominican Republic
780	Ashmore & Cartier Islands	478	East Africa
410	Australia	480	Ecuador
415	Austria	481	Egypt (A.R.E)
414	Azerbaijan	485	El Salvador
419	Bahamas	490	England
418	Bahrain	482	Equatorial Guinea
416	Bangladesh	484	Eritrea
421	Barbados	491	Estonia
782	Bassas Da India	492	Ethiopa
428	Belarus	483	Europa Island
420	Belgium	486	Falkland Islands
431	Belize (British Honduras)	487	Faroe Islands
423	Benin	493	Fiji
672	Benin (Republic of)	494	Finland
417	Bermuda	495	France
422	Bhutan	489	French Guiana
535	Bolivia	496	French Polynesia
424	Bosnia-Herzegovina	517	French Southern & Antarct
426	Botswana	497	Gabon Republic
783	Bouvet Island	498	Gambia
430	Brazil	721	Gambia, The
784	British Indian Ocean Terr	501	Gaza Strip
785	British Virgin Islands	503	Georgia (C.I.S.)
432	British West Indies	500	Germany
427	Brunei Darussalam	499	Germany, (East)
433	Bulgaria	502	Ghana
739	Burkina Faso (Upper Volta)	504	Gibralter
434	Burundi	508	Glorioso Islands
436	Cambodia (Kampuchea)	505	Greece
437	Cameroon	506	Greenland
440	Canada	507	Grenada
441	Cape Verde	509	Guadeloupe
438	Cayman Islands	510	Guatemala
447	Central African Republic	512	Guernsey
444	Chad	671	Guinea
445	Chile	669	Guinea-Bissau
450	China, People=s Republic of	511	Guyana
452	Christmas Island	513	Haiti
453	Clipperton Island	514	Heard Island & McDonald
454	Cocos (Keeling) Islands	515	Honduras
455	Colombia	520	Hong Kong
456	Comoros	525	Hungary
457	Congo	528	Iceland
458	Cook Islands	530	India

FOREIGN COUNTRY CODES

Code	Name	Code	Name
535	Indonesia	620	Netherlands
540	Iran	621	Netherlands Antilles
545	Iraq	624	New Caledonia
550	Ireland	625	New Zealand
555	Israel	630	Nicaragua
560	Italy	636	Niger
562	Jamaica	635	Nigeria
563	Jan Mayen	637	Niue
565	Japan	638	Norfolk Island
567	Jersey	641	Northern Ireland
570	Jordan	640	Norway
571	Juan De Nova Island	643	Oman
572	Kazakhstan	799	Other Foreign
575	Kenya	645	Pakistan
577	Kiribati	650	Panama
579	Korea, (North)	651	Papua New Guinea
580	Korea, Republic of	653	Paracel Islands
585	Kuwait	655	Paraguay
578	Kyrgyzstan	660	Peru
590	Laos	665	Philippines
592	Latvia	664	Pitcairn Islands
595	Lebanon	666	Poland
596	Lesotho	667	Portugal
598	Liberia	668	Portuguese E. Africa
600	Libya	670	Qatar
597	Liechtenstein	673	Reunion Islands
593	Lithuania	677	Romania
599	Luxembourg	676	Russia
601	Macao	678	Rwanda
619	Macedonia	680	Ryukyu Islands
618	Madagascar	702	S. Georgia & S. Sandwich
606	Malagasy Republic	681	Saint Kitts & Nevis
602	Malawi (Central Africa)	688	San Marino
605	Malaysia	689	Sao Tome & Principe
763	Maldives	685	Saudi Arabia
609	Mali	690	Scotland
608	Malta	692	Senegal
764	Man. Isle of	697	Serbia
607	Martinique	691	Seychelles
603	Mauritania	686	Sierra Leone
604	Mauritius	693	Singapore
765	Mayotte	707	Slovakia
610	Mexico	698	Slovenia
612	Moldova	696	Solomon Islands
614	Monaco	694	Somalia
611	Mongolia	700	South Africa
622	Montenegro	695	Spain
766	Montserrat	699	Spratly Islands
613	Morocco	443	Sri Lanka (Ceylon)
617	Mozambique	682	St. Helena
435	Myanmar (Burma)	683	St. Lucia
616	Namibia	684	St. Pierre & Miquelon
623	Nauru	687	St. Vincent & The Grenadi
615	Nepal	703	Sudan

FOREIGN STATE CODES

Code	Name		Code	Name
704	Suriname			
708	Svalbard			
706	Swaziland			
705	Sweden			
710	Switzerland			
715	Syria			
451	Taiwan			
717	Tajikistan			
718	Tanzania			
720	Thailand			
722	Togo			
719	Tokelau			
723	Tonga			
724	Transkei			
725	Trinidad & Tobago			
727	Tromelin Island			
728	Tunisia			
730	Turkey			
731	Turkmenistan			
729	Turks & Caicos Islands			
716	Tuvalu			
732	Uganda			
733	Ukraine			
738	Union Sou. Soc. Rep.			
734	United Arab Emirates			
735	United Arab Republic			
736	United Kingdom			
740	Uruguay			
743	Uzbekistan			
744	Vanuatu			
745	Venezuela			
749	Viet Nam (North)			
750	Viet Nam (South)			
752	Wales			
756	Wallis & Futuna			
753	West Africa			
757	West Bank			
758	West Sahara			
754	Western Samoa			
701	Yemen			
755	Yemen (North)			
760	Yugoslavia			
770	Zaire			
771	Zambia			
772	Zimbabwe			
675	Zimbabwe (Rhodesia)			

CB Documentation of Inactive Codes:

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STATE CODES

Code	Name	Code	Name
310	Alabama	339	New Hampshire
311	Alaska	340	New Jersey
312	Arizona	341	New Mexico
313	Arkansas	342	New York
314	California	343	North Carolina
315	Colorado	344	North Dakota
316	Connecticut	345	Ohio
317	Delaware	346	Oklahoma
318	District of Columbia	347	Oregon
319	Florida	348	Pennsylvania
320	Georgia	349	Rhode Island
321	Hawaii	350	South Carolina
322	Idaho	351	South Dakota
323	Illinois	352	Tennessee
324	Indiana	354	Utah
325	Iowa	355	Vermont
326	Kansas	356	Virginia
327	Kentucky	357	Washington
328	Louisiana	358	West Virginia
329	Maine	359	Wisconsin
330	Maryland	360	Wyoming
331	Massachusetts	362	Canal Zone
332	Michigan	363	Guam
333	Minnesota	364	Puerto Rico
334	Mississippi	365	Pacific Trust Territory (Outlying Area of U.S.)
335	Missouri		
336	Montana	366	Virgin Islands
337	Nebraska	368	American S
338	Nevada		

And

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