2008
FINANCIAL AID DATABASE
Training
Manual

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

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You may START submitting your files as of July 1.

The Financial Aid Database Report must be submitted by:

November 3

YOUR REPORT MUST BE ERROR FREE, RECONCILED TO YEAR END PROGRAM REPORTS AND CERTIFIED BY DECEMBER 1.

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

IF DEADLINES ABOVE ARE NOT MET, PENALTIES WILL BE INVOKED.

Table of Contents

THE STATUTORY REQUIREMENT

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

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

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

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

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 who completed a FAFSA or TASFA (Texas Application for State Financial Aid. All fields are required to be reported, even if reporting zeroes or blanks. Changes are highlighted.

Data Element	Field Layout	Instructions	Error Listing Messages
1A. Report Code COLUMN 1	F	alpha; left justified F upper or lower case acceptable	error if does not equal F
1B. FICE COLUMN 2-7	999999	numeric; right justified 6-digit fice code of institution submitting file	error if non-numeric error if fice code does not match fice code in header record
1C. Report Year COLUMN 8-11	9999	numeric; right justified 4 digit year that is being reported (ie. 2008 for fall 2007 through summer 2008)	error if non-numeric error if incorrect report year
1D. Student Social Security Number (IF ID Number, see data element 36) COLUMN 12-20	999999999	numeric; right justified response required Cannot be blank or zeroes if student has no SSN, report ID number on data element 36. If student has no SSN, assign a 9-digit ID number composed of school 6-digit fice code +3 trailing digits. If student has both SSN and Student ID, report SSN in Element 1; ID in Element 36 BE CONSISTENT WITH IDs REPORTED ON FADS, CBM, TEXAS GRANT YEAR-END AND ANY OTHER REPORTS SUBMITTED TO THE CB.	error if non-numeric error if (social-security-number = 0) and ((county-code-perm-address < 401) and (county-code-perm-address > 0))

4

Data Element	Field Layout	Instructions	Error Listing Messages
2. Student and or spouse adjusted gross income Student Income Earned from Work COLUMN 21-26	999999 For Independent Students ONLY For Dependent and Independent Students Report the AGI amount actually used to justify the financial aid award, which may have been adjusted by the institution via professional judgment.	numeric; right justified rounded to full dollar amounts response required even if 0	error if non-numeric error if >999999 error if dependency status (data element 16) = 1 error if negative value warning if > 300,000
3. Parent's adjusted gross income Spouse Income Earned from Work COLUMN 27-32	999999 For Dependent Students ONLY Report the AGI amount actually used to justify the financial aid award, which may have been adjusted by the institution via professional judgment.	numeric; right justified rounded to full dollar amounts response required even if 0	error if non-numeric error if >999999 error if dependency status (data element 16) = 2 error if negative value warning if >300,000
4. FILLER Social Security Benefits for Student and/or Spouse COLUMN 33-37	99999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
5. FILLER Aid to Families with Dependent Children (AFDC or ADC) for Student and/or Spouse COLUMN 38-42	99999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
6. FILLER Child Support Received for All Children by Student and/or Spouse COLUMN 43-47	99999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0

Data Element	Field Layout	Instructions	Error Listing Messages
7. FILLER Other Untaxed Income and Benefits for Student and/or Spouse COLUMN 48-52	99999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
8. FILLER Father's Income Earned from Work COLUMN 53-58	999999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
9. FILLER Mother's Income Earned from Work COLUMN 59-64	999999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
10. FILLER Parents' Social Security Benefits COLUMN 65-69	99999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
11. FILLER Parents' AFDC, ADC Received COLUMN 70-74	99999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0
12. FILLER Child Support Received by Parents for All Children COLUMN 75-79	99999	numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	ERROR IF >0

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

Data Element	Field Layout	Instructions	Error Listing Messages
18. Residency COLUMN 96	1 = resident 2 = out-of-state or foreign (cannot be used for students receiving any state aid except TPEG) 3 = unknown (to be used ONLY by private schools and NOT for students receiving any state aid) 4 = National Merit Finalist (to be used ONLY by private schools with TEG students) 5 = Non-immigrant Residents (students who formerly would have qualified through section 2 of HB 1403) Use the resident status of the student at the beginning of the award period.	numeric; right justified 1, 2 or 5 (at public institution) 1, 2, 3, 4 or 5 (at independent institution)	error if non-numeric error if public inst and not = 1 or 2 or 5 error if out of range (1-5) NOTE: Both in-district and out-of-district residents should be coded by community colleges as residents (1)
19. Location Code of Permanent Home Address COLUMN 97-99	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	error if non-numeric error if = 0 or > 799 error if in range of 371-400
20. FILLER Street Address of Permanent Address COLUMN 100-129	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	alphanumeric; left justified LEAVE BLANK OR USE SPACES	ERROR IF NOT BLANK OR SPACES
21. FILLER City of Permanent Address COLUMN 130-149	XXXXXXXXXXXXXXXXXXXX	alphanumeric; left justified LEAVE BLANK OR USE SPACES	ERROR IF NOT BLANK OR SPACES
22. Zip Code of Permanent Home Address COLUMN 150-158	999999999 must enter in full 9 digits; last 4 can be 0000	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 error if zip not entered as 9 digits error if blank AND location code (data element 19) < 255

8

Data Element	Field Layout	Instructions	Error Listing Messages
23. Enrollment Status COLUMN 159	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	error if non-numeric error if out of range (1-4)
24. Gender COLUMN 160	M = male F = female	alpha; left justified M or F upper or lower case acceptable	error if does not equal M or F
25. Highest grade level mother completed COLUMN 161	1 = elementary 2 = high school 3 = college or beyond 4 = unknown 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 if unknown, report 4	error if non-numeric error if out of range (1-4)
26. Highest grade level father completed COLUMN 162	1 = elementary 2 = high school 3 = college or beyond 4 = unknown 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 if unknown, report 4	error if non-numeric error if out of range (1-4)

Data Element	Field Layout	Instructions	Error Listing Messages
27. Cost of Attendance COLUMN 163-167	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 data element # 29.	numeric; right justified rounded to full dollar amounts If not accurate for the period the student was enrolled, you MUST provide enrollment adjustment percentage (EAP) for data element # 35a of this report.	error if non-numeric error if out of range (50-99999) error if <50 AND (data elements 29-31g > 0 AND data elements 31j-34b > 0)
28. Expected Family Contribution COLUMN 168-173	999999 as determined using federal methodology (May reflect professional judgment calculation)	numeric; right justified rounded to full dollar amounts If not accurate for the period the student was enrolled, you MUST provide enrollment adjustment percentage (EAP) for data element # 35b of this report	error if non-numeric error if > 999999
29. Tuition Exemptions or Waivers COLUMN 174-178	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. **Fellowships should be reported under data element 31h, 31i or 31n, depending on the source of funding.** **Awards through the Educational Aides Exemption Program, Early High School or Temporary Assistance for Needy Families should NOT be reported here, but under data element 31n.**	numeric; right justified rounded to full dollar amounts	error if non-numeric error if >99999
30. Categorical Aid COLUMN 179-183	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 and outside scholarships. **Texas Tomorrow Plan and 529 Savings Plan should NOT be reported here or elsewhere in the database since both are part of the EFC calculation.**	numeric; right justified rounded to full dollar amounts	error if non-numeric error if >99999

Data Element	Field Layout	Instructions	Error Listing Messages
31. Grants and Scholarships		numeric; right justified rounded to full dollar amounts	error if non-numeric
a) Federal Pell COLUMN 184-188	a) 99999	a) PELL range 0 through 6,465	error if >6465 (out of range) error if residency (data element 18 = 5)
b) Federal SEOG (including match) COLUMN 189-193	b) 99999	b) SEOG range 0 through 4,000	error if >4000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if residency (data element 18 = 5)
c) TPEG COLUMN 194-198	c) 99999 PUBLIC INSTITUTIONS ONLY	c) TPEG range 0 through (COA-EFC)	error if not public inst and >0 error if >99999 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC
d) Federal Smart Grant COLUMN 199-203	d) 99999 PUBLIC AND PRIVATE UNIVERSITIES ONLY	d) SMART GRANT range 0 through 6,000	error if > 6000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if residency (data element 18 = 5)
e) TEG (private schools only) COLUMN 204-208	e) 99999 PRIVATE INSTITUTIONS ONLY	e) TEG range 0 through 4,997	error if not private inst and > 0 error if >4997 (out of range) error if >3331 and EFC > 1000 error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3

Data Element	Field Layout	Instructions	Error Listing Messages
f) LEAP (public and private schools) COLUMN 209-213	f) 99999 PUBLIC AND PRIVATE INSTITUTIONS	f) LEAP range 0 through 5,000	error if > 5000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 or 5
g) HB3015 Grants/Scholarships COLUMN 214-218	g) 99999 This includes grants and scholarships funded through designated tuition set-asides	g) HB3015 GR/SCH range 0 through 99,999	Error if > 99999 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if not public university or health-related inst error if residency status (data element 18) = 2 or 3 or 4
h) Merit-based aid funded by private donations to the institution COLUMN 219-223	h) 99999 This includes gift aid provided to the institution by private donors and used to award merit-based grants or scholarships	h) MERIT-TO-INST range 0 through 99,999	error if > 99999 (out of range)
i) Institution funded Merit-based Gift Aid COLUMN 224-228	i) 99999 This includes gift aid generated from budgeted/unrestricted funds not reported elsewhere that is provided by the state, federal government or institution used to make merit-based awards. **Includes Byrd Scholarship.**	i) MERIT-FROM-INST range 0 through 99,999	error if > 99999 (out of range)
j) Byrd Scholarship COLUMN 229-233	j) 99999	j) Byrd range 0 through 1,500	error if >1500 (out of range) error if classification (data element 15) = 2 or 3 or 4

Data Element	Field Layout	Instructions	Error Listing Messages
k) State Nursing Scholarship COLUMN 234-238	k) 99999 Includes vocational and professional nursing scholarships funded by the state	k) State nurse scholarship range 0 through 3,000	error if >3000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4
l) Student Deposit Scholarship COLUMN 239-243	l) 99999 PUBLIC INSTITUTIONS ONLY	l) Deposit scholarship range 0 through (COA-EFC)	error if not public inst and >0 error if >99999 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 18) = 2 or 3 or 4
m) Academic Competitive Grant COLUMN 244-248	m) 99999	m) Academic Competitive Grant range 0 through 1,400	error if >1400 error if residency (data element 18 = 5)
n) Other Scholarships or Grants COLUMN 249-253	n) 99999 This would include any need-based awards not reported elsewhere in the report. Includes Fifth-year Accounting Scholarship and Educational Aide. Also EHS and TANF for students also receiving need-based aid. If the only awards the student received were Educational Aide, EHS and/or TANF, include the student only if he/she completed a FAFSA or TASFA.	n) Other need-based scholarships or grants Maximum unknown	error if >99999 (out of range) error if > (COA-EFC) & EAP >0 error if > COA-EFC

Data Element	Field Layout	Instructions	Error Listing Messages
o) TEXAS Grant Program COLUMN 254-258	o) 99999 SSNs or IDs and award amounts must match to TEXAS Grant Year-End Student-by-Student Report	o) TEXAS Grant range 0 through 5,170	error if >0 and not participating inst error if >0 and classification (data element 15) =2 or 3 or 4 error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 3 or 4 error if residency status (data element 18) = 2 or 3 or 4 error if > 0 AND TEG (data element 31e) > 0 error if > 3331 AND private inst error if > 5170 AND public university, public hsc or state college error if > 1730 AND public cc error if > 2650 AND public technical college
p) TEOG COLUMN 259-263	p) 99999 PUBLIC STATE COLLEGES, PUBLIC COMMUNITY COLLEGES AND TSTC ONLY SSNs and award amounts must match to TEOG Year End Student-by-Student Report	p) TEOG range 0 through 5,170	error if >0 and not participating inst error if >0 and classification (data element 15) = 2 or 3 or 4 error if >5170 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 error if > 5170 AND state college error if > 1730 AND public cc error if > 2650 AND public technical college
q) SLEAP COLUMN 264-268	q) 99999	q) SLEAP range 0 through 5,000	error if >5000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 or 5

Data Element	Field Layout	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 269-273	a) 99999	a) Federal work-study range 0 through (COA-EFC) + 300	error if > (COA-EFC + 300) & EAP >0 error if > (COA-EFC)+300 error if > 99999 (out of range) error if residency status (data element 18) = 5
b) Texas Work-Study (state funds plus match) COLUMN 274-278	b) 99999	b) Texas work-study range 0 through (COA-EFC)	error if >99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 or 5
c) Need-based Institutional Work-Study COLUMN 279-283	c) 99999	c) Institutional work-study range unknown	error if >99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC
d) AMERICORPS COLUMN 284-288	d) 99999	d) Americorps range 0 through (COA-EFC)	error if >99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 18) = 5
e) HB3015 Work-study COLUMN 289-293	e) 99999 This includes work-study funded through designated tuition set-asides	e) HB3015 WS range 0 through 99,999	error if >99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 18) = 2 or 3 or 4 error if not public university or health-related inst
f) Texas Work-Study Mentorship Program COLUMN 294-298	f) 99999	f) Texas Work-Study Mentorship Program range 0 through 99,999	error if >99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 or 5

Data Element	Field Layout	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 299-303	a) 99999	a) Sub. Stafford range 0 through 18,500	error if >18500 (out of range) error if residency (data element 18 = 5)
b) Unsubsidized Stafford Loans COLUMN 304-308	b) 99999	b) Unsub. Stafford range 0 through 40,500	error if >40500 (out of range) error if residency (data element 18 = 5)
c) Perkins Loans COLUMN 309-313	c) 99999	c) Perkins range 0 through 6,000	error if >6000 (out of range) error if residency (data element 18 = 5)
d) Federal PLUS Loans (undergraduate and graduate) COLUMN 314-318	d) 99999	d) PLUS/Grad PLUS range 0 through COA	error if exceeds cost of attendance error if > 99999 (out of range) error if residency (data element 18 = 5)
e) HELP Loans COLUMN 319-323	e) 99999	e) HELP range 0 through COA	error if exceeds cost of attendance error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 or 5
f) College Access Loan (CAL) COLUMN 324-328	f) 99999	f) CAL range 0 through COA	error if exceeds cost of attendance error if residency status (data element 18) = 2 or 3 or 4 error if enrollment status (data element 23) = 4
g) Primary Care Student Loans COLUMN 329-333	g) 99999	g) Primary care loans range unknown	error if non-numeric error if residency (data element 18 = 5)

Data Element	Field Layout	Instructions	Error Listing Messages
h) FILLER COLUMN 334-338	h) 99999	h) DO NOT LEAVE BLANK; ENTER 00000	error if >0
i) Subsidized Federal Direct COLUMN 339-343	i) 99999	i) Sub. direct loans range 0 through 18,500	error if >18500 (out of range) error if residency (data element 18 = 5)
j) Other long-term loans COLUMN 344-348	j) 99999	j) Other loans range unknown	error if >99999 (out of range)
k) Unsubsidized Federal Direct Loans COLUMN 349-353	k) 99999	k) Unsub. direct loans range 0 through 20,500	error if >20500 (out of range) error if residency (data element 18 = 5)
l) BOT (Be On Time) Loan Program COLUMN 354-358	l) 99999	l) BOT Loan Program range 0 through 10,340	error if >10340 (out of range) error if enrollment status (data element 23) = 2 or 3 or 4 error if residency status (data element 18) = 2 or 3 or 4 or 5 error if classification (data element 15) = 2 or 3 or 4 error if > 5170 AND public university, public hsc, state college or private institution error if > 1730 AND public cc error if > 2650 AND public technical college
m) HB3015 Loans COLUMN 359-363	m) 99999 This includes loans funded through designated tuition set-asides	m) HB3015 Loans range 0 through 99999	error if > 99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 18) = 2 or 3 or 4 error if not public university or health-related inst

Data Element	Field Layout	Instructions	Error Listing Messages
34. Other Programs		numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric
a) Filler COLUMN 364-368	a) 99999 For adding new programs	a) DO NOT LEAVE BLANK; ENTER 00000	error if >0
b) HB3015 Other COLUMN 369-373	b) 99999 This includes other funds funded through designated tuition set-asides	b) HB3015 Other range 0 through 99,999	error if >99999 error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 18) = 2 or 3 or 4 error if not public university or health-related inst

Data Element	Field Layout	Instructions	Error Listing Messages
35. Enrollment adjustment percentage (EAP)	If the student's COA (data element 27) or EFC (data element 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 EFC or both should be multiplied to derive the appropriate figure. Example: A student's recorded 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.	numeric; right justified rounded to full percentage points, no decimal points. Enter in 000 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 374-376	999	numeric; right justified do not leave blank, enter in 000	error if non-numeric
b) Enrollment adjustment percentage (EAP) for Total Family Contribution COLUMN 377-379	999	numeric; right justified do not leave blank, enter in 000	error if non-numeric
36. Student ID Number COLUMN 380-388	999999999	numeric; right justified do not leave blank, enter in zeroes Report Student ID here ONLY If student has both SSN and Student ID; report SSN in Element 1; ID in Element 36 BE CONSISTENT WITH IDs REPORTED ON ANY OTHER REPORTS SUBMITTED TO THE CB.	error if non-numeric

DATABASE STRUCTURE

(FIXED LENGTH TEXT)

Data Element #	FIELD_NAME	FIELD_TYPE	FIELD LENGTH	FIELD INDEXED?	COLUMN POSITION Beginning	Ending
1A	REPORT_CODE	CHARACTER	1	N	1	1
1B	FICE	NUMERIC	6	N	2	7
1C	FISCAL_YEAR	NUMERIC	4	N	8	11
1D	SOC_SEC_NUMBER	CHARACTER	9	Y	12	20
2	STDNT_ADJ_INCOME	NUMERIC	6	N	21	26
3	PARENT_ADJ_INCOME	NUMERIC	6	N	27	32
4	FILLER	NUMERIC	5	N	33	37
5	FILLER	NUMERIC	5	N	38	42
6	FILLER	NUMERIC	5	N	43	47
7	FILLER	NUMERIC	5	N	48	52
8	FILLER	NUMERIC	6	N	53	58
9	FILLER	NUMERIC	6	N	59	64
10	FILLER	NUMERIC	5	N	65	69
11	FILLER	NUMERIC	5	N	70	74
12	FILLER	NUMERIC	5	N	75	79
13	FILLER	NUMERIC	5	N	80	84
14	ETHNIC_ORIGIN	CHARACTER	1	N	85	85
15	CLASSIFICATION	CHARACTER	1	N	86	86
16	DEPENDENCY_STATUS	CHARACTER	1	N	87	87
17	DATE_OF_BIRTH	CHARACTER	8	N	88	95
18	RESIDENCY	CHARACTER	1	N	96	96
19	LOCATION_CODE	CHARACTER	3	N	97	99
20	FILLER	CHARACTER	30	N	100	129
21	FILLER	CHARACTER	20	N	130	149
22	ZIP_ADDRESS	CHARACTER	9	N	150	158
23	ENROLLMENT_STATUS	CHARACTER	1	N	159	159
24	GENDER	CHARACTER	1	N	160	160
25	MOTHER_HIGH_GRADE	CHARACTER	1	N	161	161
26	FATHER_HIGH_GRADE	CHARACTER	1	N	162	162
27	COST_OF_ATTEND	NUMERIC	5	N	163	167
28	EXP_FAMILY_CONT	NUMERIC	6	N	168	173
29	TUIT_EXEMPT_WAIV	NUMERIC	5	N	174	178
30	CATEGORICAL_AID	NUMERIC	5	N	179	183
31a	FEDERAL_PELL	NUMERIC	5	N	184	188
31b	FEDERAL_SEOG	NUMERIC	5	N	189	193
31c	TPEG	NUMERIC	5	N	194	198
31d	SMART_GRANT	NUMERIC	5	N	199	203
31e	TEG_PRIVATE_SCHL	NUMERIC	5	N	204	208
31f	LEAP	NUMERIC	5	N	209	213
31g	HB3015_GRANTS	NUMERIC	5	N	214	218
31h	MERIT_TO_INST	NUMERIC	5	N	219	223

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

REVISIONS TO DATABASE REPORT FOR REPORTING FY 2008
(Report due by 11/3/08)

✚   Institutions are to include ALL eligible aid applicants, this includes all students who are enrolled and completed a FAFSA or TASFA. Therefore, the number of records in your file should equal the number of aid applicants you report in your header record of your FADS file.

✚   The length of each record must be extended to 388 characters to accommodate 3 new fields, the Student's ID field, field 36, Report Code, FICE and Report Year (more information given below). This also changes the header record to reflect the new record length. An example of the header record is below:
           HY2K000781FAD00112008C**0388**1500

✚   Your programming needs to include three fields at the beginning of each of your student records, identical to the CBM001 report. Our system has been inserting those fields for you, but your student records need to be programmed to include them. The codes are:
         A – **Report Code** – an F;
         B – **FICE** – your 6-digit fice code;
         C – **Report Year** – the 4 digit fiscal year that is being reported (ie 2008).

✚   Data Element 1 (Student Social Security Number) – You will report the student's social security number or ID in this field. If student has both SSN and Student ID, report SSN in Element 1; ID in Element 36 (see below). Element 1 should NOT be left blank as previously stated.

✚   Data Element 2 (Student/Spouse Adjusted Gross Income) – All types of income and earnings previously reported (data elements 4 through 13) have been eliminated. You will report the student/spouse's adjusted gross income. The AGI to be reported should be the amount actually used to justify the financial aid award, which may have been adjusted by the institution via professional judgment. AGI is a more useful statistic than the other data we have been collecting.

✚   Data Element 3 (Parent's Adjusted Gross Income) – You will report the parent's adjusted gross income for **dependent students only.** The AGI to be reported should be the amount actually used to justify the financial aid award, which may have been adjusted by the institution via professional judgment. If the student is an independent student, you must report zeroes.

✚   Data Element 4 through 13 (FILLERS) – previously used to report Income and Earnings. If you enter anything other than zeroes, you will receive an error. Spaces are not acceptable in these fields.

✚   Data Element 20 (FILLER) – previously used to report Street Address of Permanent Address. You will no longer have to report the student's address. If you enter anything other than blanks or spaces into this field, you will receive an error.

✚   Data Element 21 (FILLER) – previously used to report City of Permanent Address. You will no longer have to report the student's city. If you enter anything other than blanks or spaces into this field, you will receive an error.

✚   Data Element 31j (BYRD Scholarship) – previously used to report Educational Aide Exemption Program. You will no longer report the Educational Aide Exemption separately. You should report the exemptions in field 31n (Other Scholarships/Grants). In 2006 you were to report the Robert C. Byrd Scholarship in this field. You will report Byrd Scholarships once again in this field.

✚   Data Element 36 (STUDENT ID) – report the student's ID number in this field, if the student has both an ID and a social security number. Report the student's social security number in element 1.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Frequently Asked Questions Index

Frequently Asked Questions

Question 1.   Which students should be included?
> ALL eligible aid applicants, this includes all students who were enrolled at your institution and completed either a FAFSA or TASFA (Texas Application for State Financial Aid). Some of these students may not have received any aid.

Question 2.   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. Also, keep in mind that we use the fiscal year year-end reports to reconcile against your FADS report. So, if you use Fall/Spring and Summer, then you will be able to easily reconcile your programs.

Question 3.   We have many people (especially international 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. Since this database is often matched with other CB databases, you must use the SAME number you have used to report the student in either the CBM or TEXAS Grant Student-by-Student reports.

Question 4. 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 5. Can we use the FAFSA as our source of residency information?
> No. Public institutions should use the classification assigned by your registrar or admissions officer. *If you are using an electronic system, make sure you can tell the difference between nonresidents getting to pay the resident rate because of waivers and regular residents.* If you are a private institution you must also follow state residency laws and rules. The Coordinating Board can provide you a residency questionnaire for this purpose.

Question 6. 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.)
> No. Such students should not be reported, unless they qualified based on the FAFSA or TASFA. The only Educational Aide students that should be reported in data element field 31n (Other Scholarships or Grants), are those that qualified based on the FAFSA or who received other types of need-based aid.

Question 7. Where should money that the institution uses to cover the shortfall between the state TEXAS Grant amount and Actual Tuition and Fees be reported?
> This should be reported in the field relevant to the funds (Pell for Pell, TPEG for TPEG. If institutional aid is used, report data element 31n (Other Scholarships or Grants).

Question 8. Where should The Houston Livestock and Rodeo Scholarship be reported?
> It should be reported under data element 30 (Categorical Aid).

Question 9.   Where should GEAR UP funds be reported?
>It should be reported under data element 31n (Other Scholarships or Grants).

Question 10.   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 11.   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.

Question 12.   What information should be entered in the filler fields and how long should the filler fields be?
>No numeric fields should be left blank. For filler fields that are numeric, enter in 00000 and spaces for character fields, unless you are advised by our office that a filler field has been activated. The filler fields are reserved for future programs. All data elements 27 through 34b are five digits long except data element 28, which is 6 digits.

Question 13.   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.

Question 14.   What do we do if the student refuses to give his/her ethnic origin?
>In data element 14 (Ethnic Origin) we have option 7 (Unknown or Not Reported) which may be used for students refusing to report their ethnic origin.

Question 15.   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 2007-08 academic year, you will need to report fall, 2007 classifications.

Question 16.   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. *Make sure you can tell from your admissions/registrar's records whether an individual is a resident or simply a nonresident who gets to pay the resident rate.*

Question 17.   For data element 23, Enrollment Status, how are the terms defined?
Make sure your report is reflecting the following:
>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 18.   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.

Question 19.   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 data element 35a and 35b 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 data element 35a and 35b. If the cost only needs to be adjusted, but not the family contribution, enter the percentage in data element 35a and put zeroes in data element 35b and vice versa.

Question 20.   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 data element 27, just so we can then report them and have them taken back out at data element 29?
> Yes. You will need to report full cost and report exemptions/waivers as resources.

Question 21.   Are tuition AND fee exemptions to be reported or only tuition exemptions?
> Both tuition and fee exemptions should be included in data element 29.

Question 22.   Should any of the awards listed for data elements 31a-31q (Grants and Scholarships) be included in data element 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 data elements 31a-31q are awarded through the institution and should NOT be included in data element 30.

Question 23.   Where should VA benefits be reported?
> Under categorical aid (data element 30).

Question 24.   For work-study, what should be reported, amount awarded or amount earned?
> Amount earned.

Question 25. For Texas Work-Study, should only state funds be reported or should matching funds be included?
> You need to include state and matching funds.

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. The processing times are:

Report in by	Edit report ready (approx)
6:00 a.m	7:00 a.m
8:00 a.m	9:00 a.m
10:00 a.m	11:00 a.m
1:00 p.m	2:00 p.m
3:00 p.m	4:00 p.m
6:00 p.m	7:00 p.m

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 by December 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 for anyone that has not completed the deadlines.

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

Special Circumstances – Overriding our Limits: In those cases in which we have identified correct data as errors, you will need to send us something in writing that indicates the information is correct and that you authorize us to override our editing process to accept the unexpected value. The written statement should be e-mailed to Tanya 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.

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

24 hours

E
CB computer performs edits

24 hours

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

24 hours

I
CB computer performs edits

24 hours

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 for reconciliation against program year end reports.

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:

HY2K000781FAD00112008C038801500

		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 (4 digits) State fiscal year covered by report (Numeric)	2008	18	4
Item #6	Record Type	(C)omplete Report	22	1
Item #7	Length of Data records (Numeric)	0388	23	4
Item #8	Number of Aid Applicants (Numeric) (i.e. 01000) (right justified and leading zero filled)	5 digits	27	5

TRAILER RECORDS

Trailer example:
     EOF100975

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

Install SSHSecureShellClient-3.2.9

Open *Internet Explorer* and type this address: ftp://metalab.unc.edu/pub/packages/security/ssh/
The following screen will display:
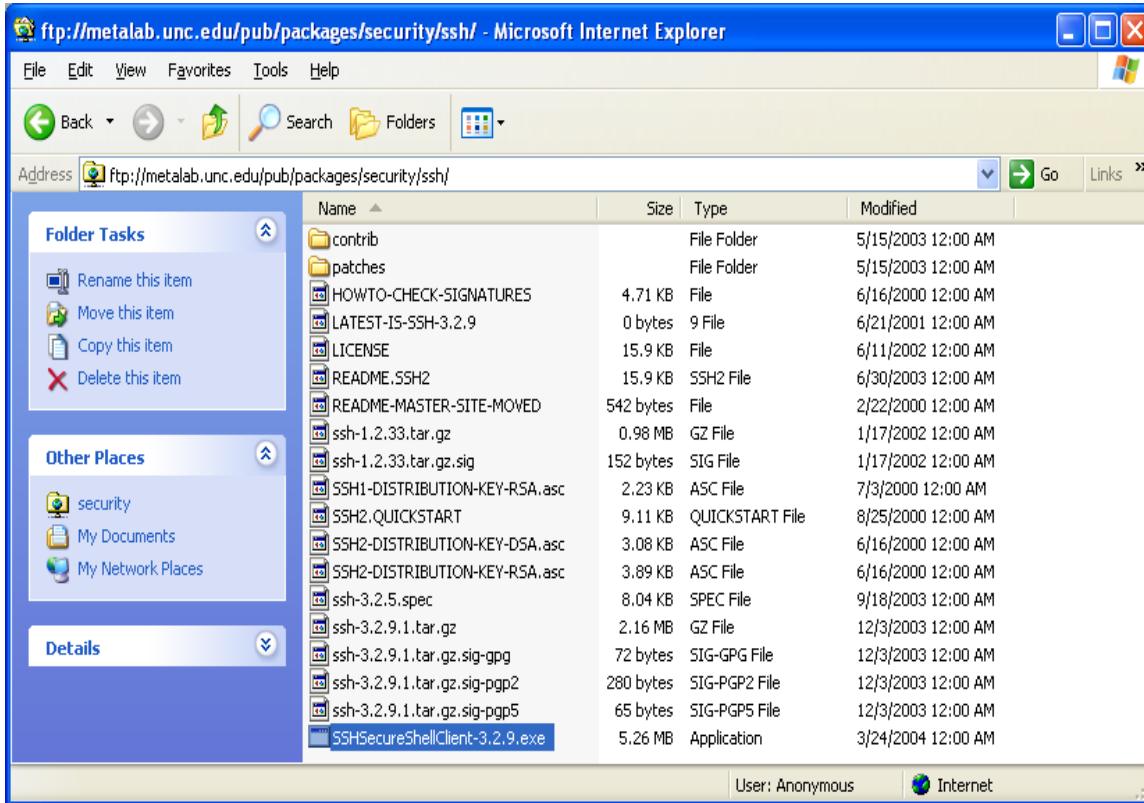
Double click on **SSHSecureShellClient-3.2.9.exe.** This dialog box will be displayed.
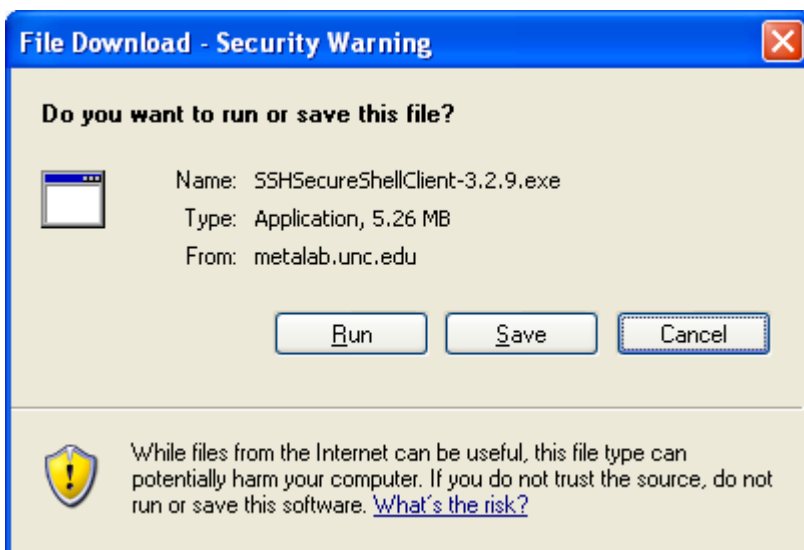
Click on the **Save** button. The dialog box will pop up and ask you the location where you want to save this .exe file.
Click the **Save** button to download the file.
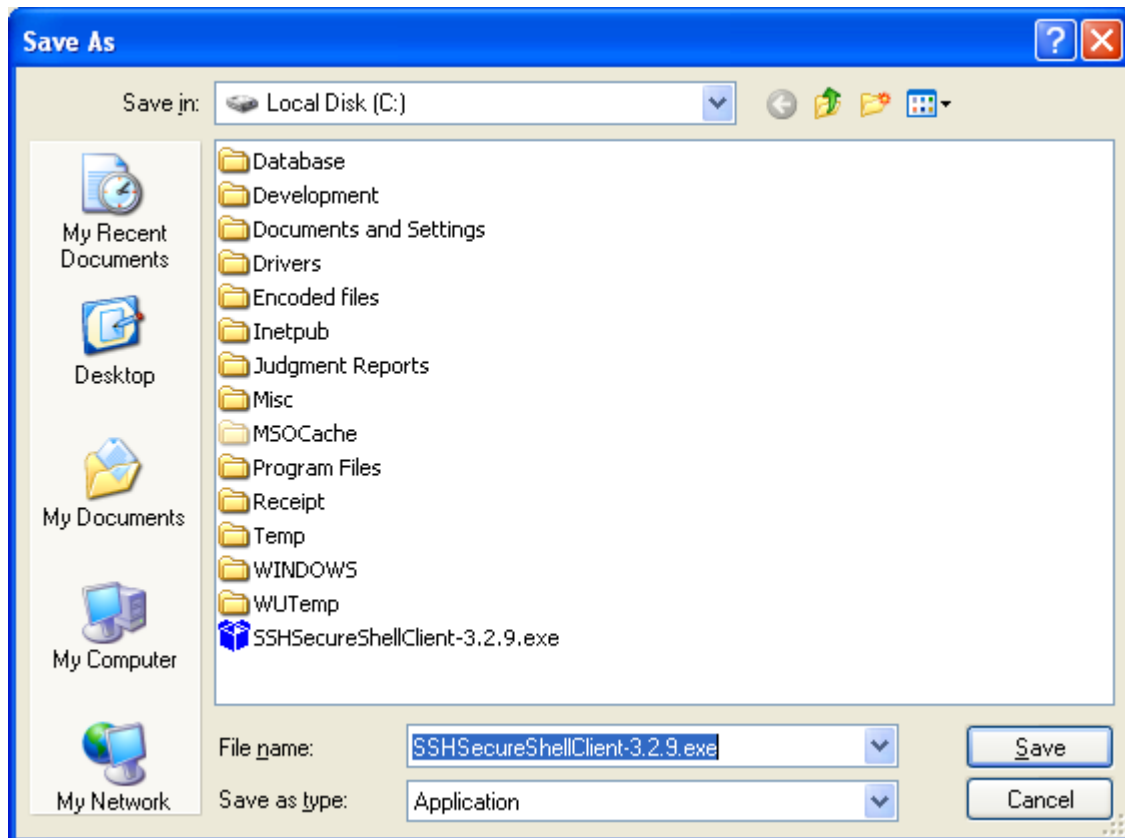
After the download is done, go to the location where you saved the .EXE file.
Double-click on the box icon (SSHSecureShellClient-3.2.9.exe). The following screen displays. Click on the **Run** button.

This screen displays. Click on **Next** button

This screen displays. Click on the **Yes** button.
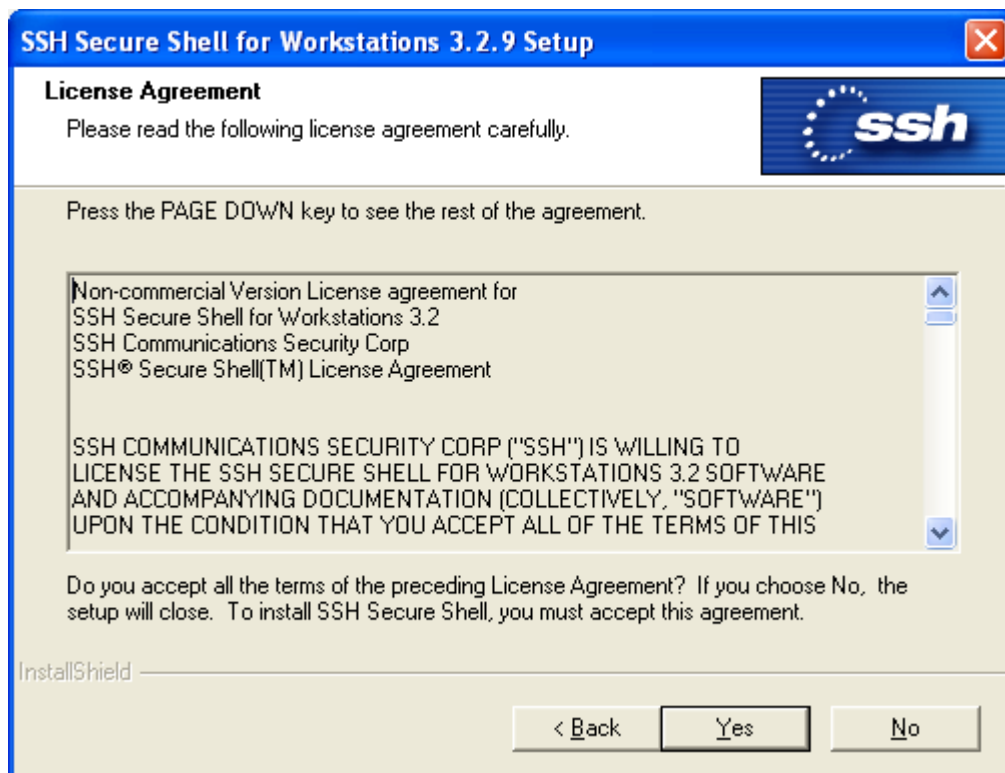
The following screen displays. Click on **Browse** button to select the location where you want to save this application. Click **Next**.
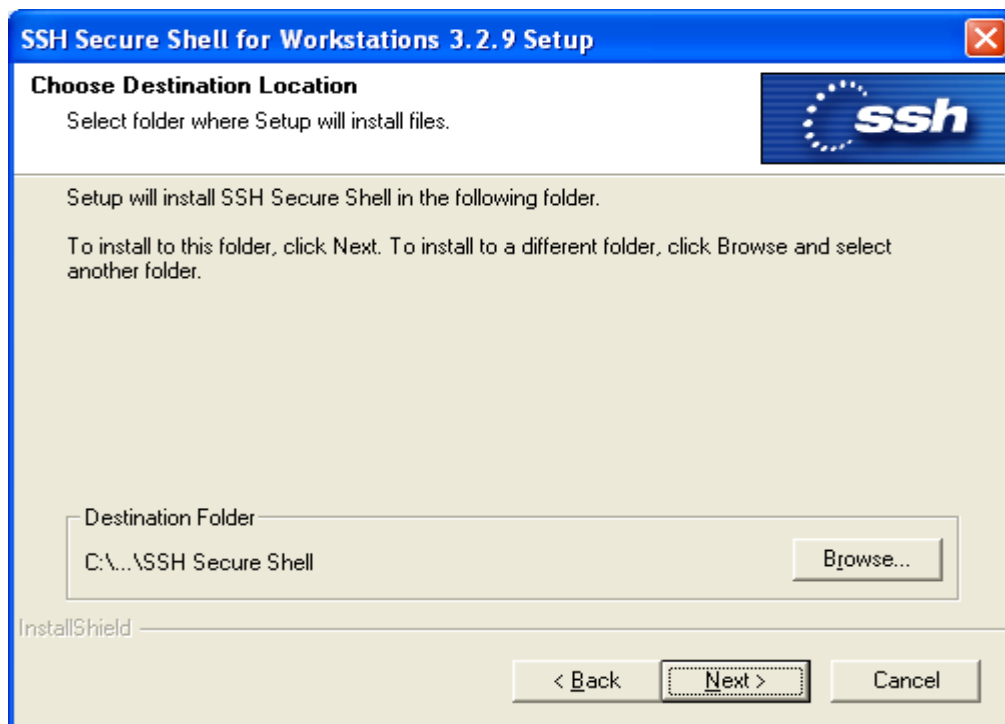
The following screen appears. Click **Next**.
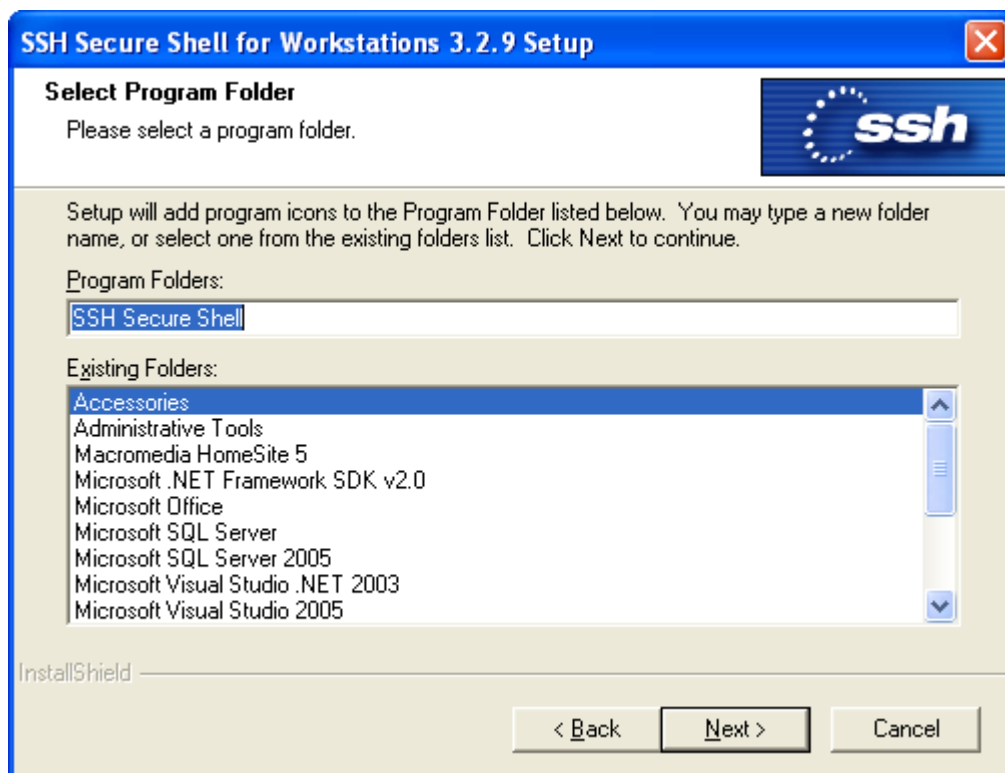
The following screen appears. Click **Next**.
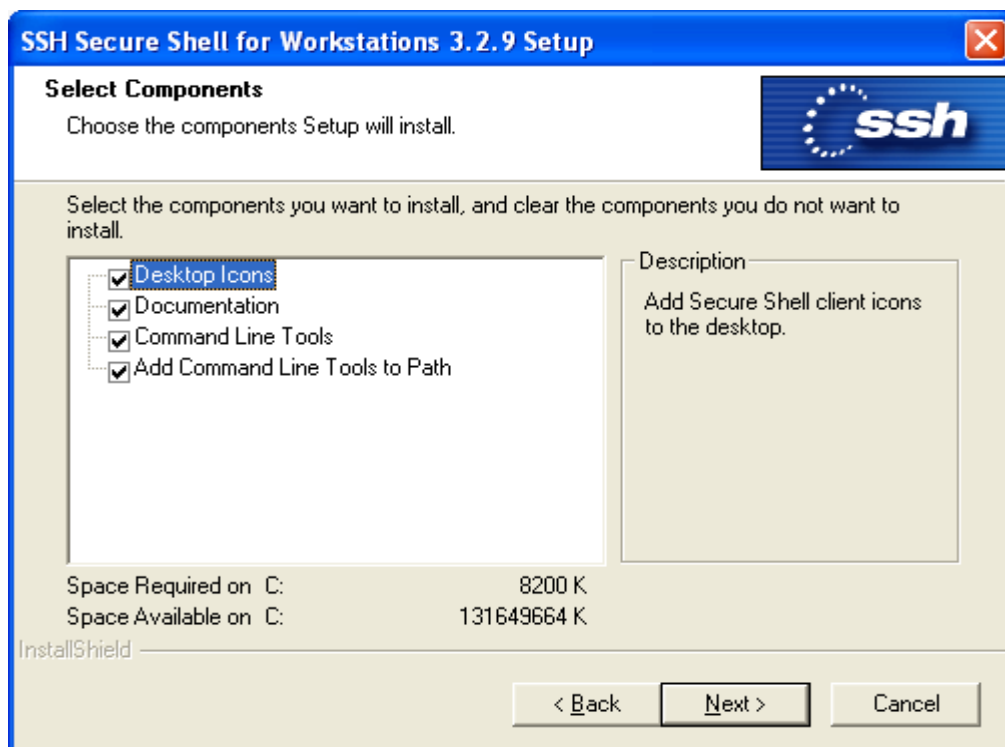
The following screen appears. Click **Next**.
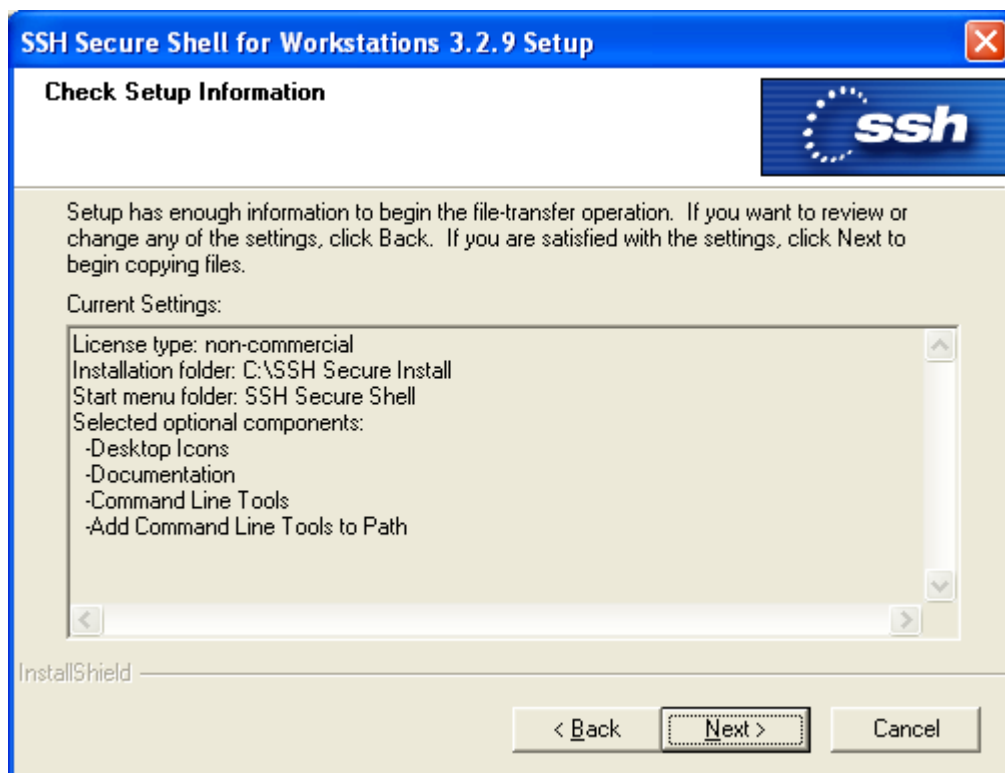
The following screen displays. Click **Finish**.
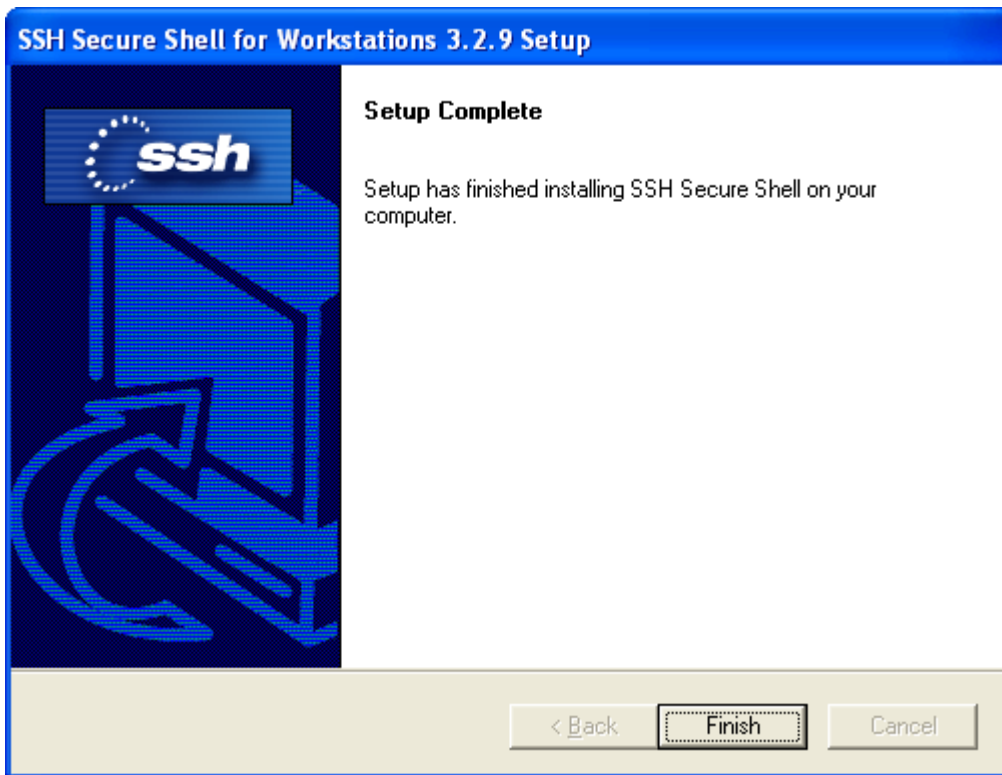
You have now installed SSH Secure Shell.

There will be two icons on your desk top -

only use the one that is named SSH Secure File Transfer Client.

Go to your desktop. You will see two more icons on your desktop as pictured below. Double-click on the **SSH Secure File Transfer Client** icon located on your desktop.
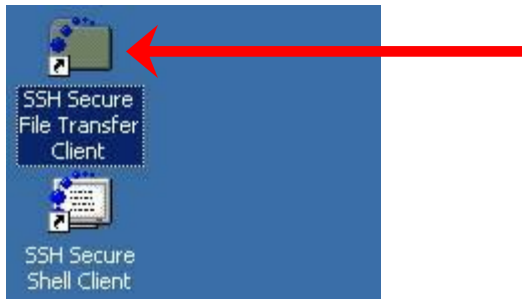
The following screen displays – the files shown will be a mirror of your desktop:
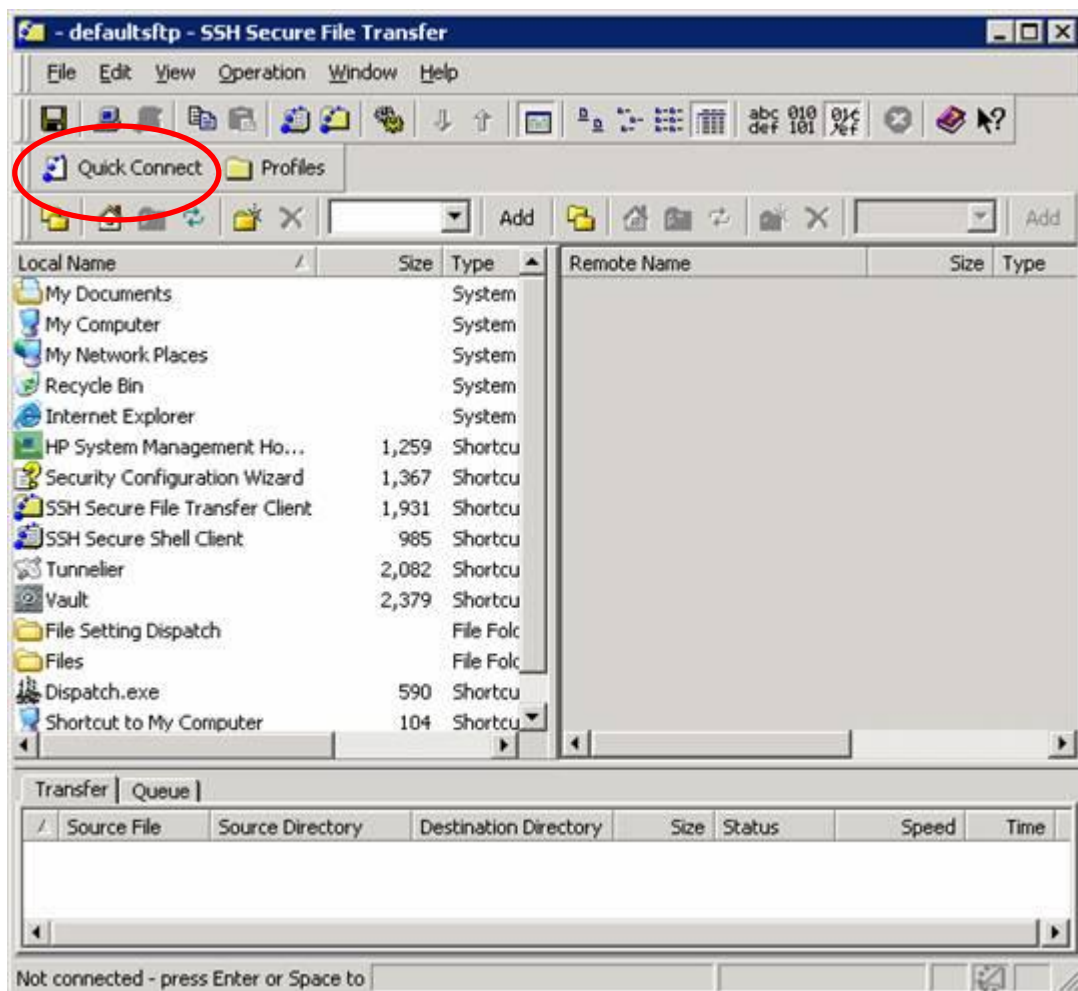
Click on the **Quick Connect** button to launch login window.
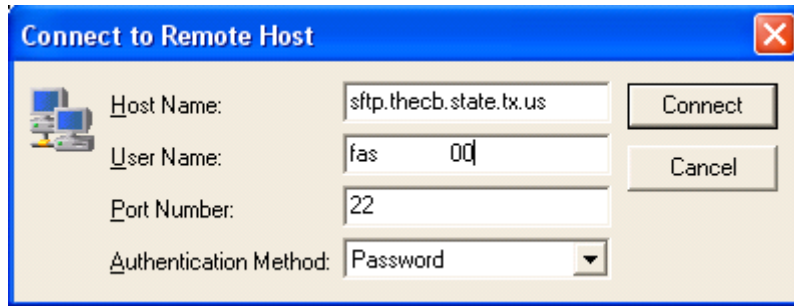
Enter your 6-digit fice code in **User Name**, e.g. **fas**999999**00**.

Enter your password – remember it is case sensitive.
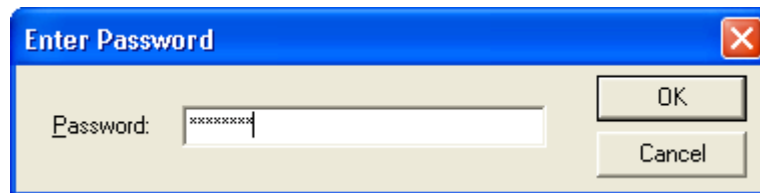
To submit a file for editing, you will drag your file from the leftmost pane of this view and drop it onto the empty white space of the right pane. If you drop this file on top of the OUTPUT folders, you will be inadvertently placing your submission in your OUTPUT folders, whereby it will not be picked up and processed by our pre-edit application.
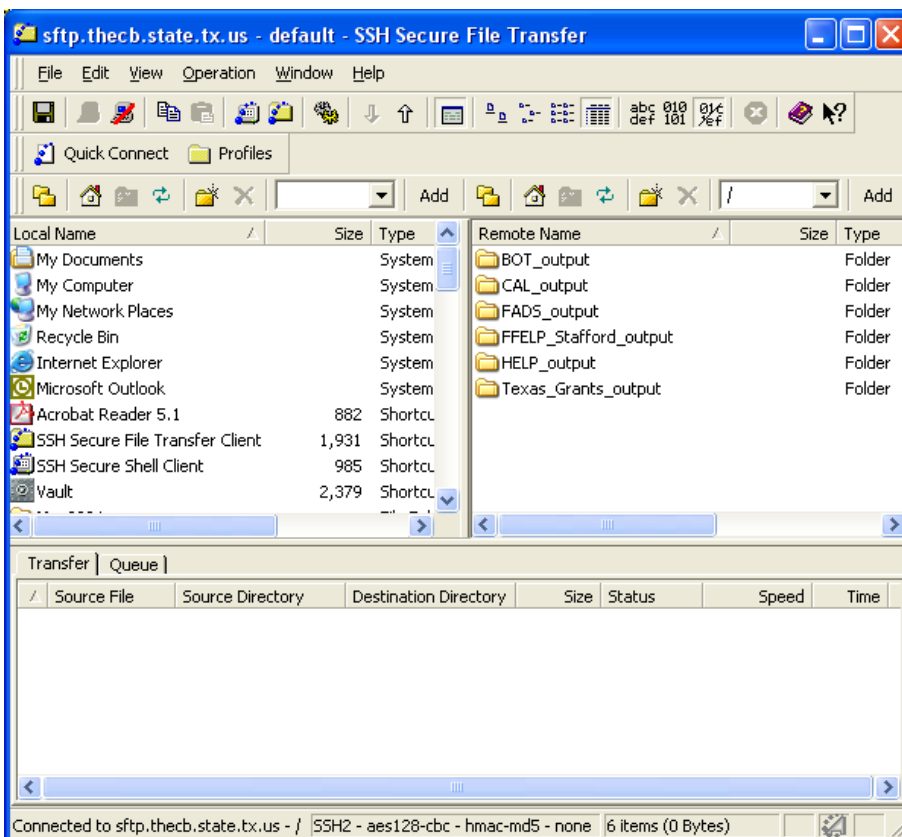
Retrieve Files

To retrieve reports, double click the FADS_OUTPUT folder in the right pane. The drop down dialog box above the right pane would change to "/FADS_OUTPUT". At this point, you would be looking at all the output reports that have been placed in your FADS OUTPUT folder by the pre-edit application (none in this case at this time).
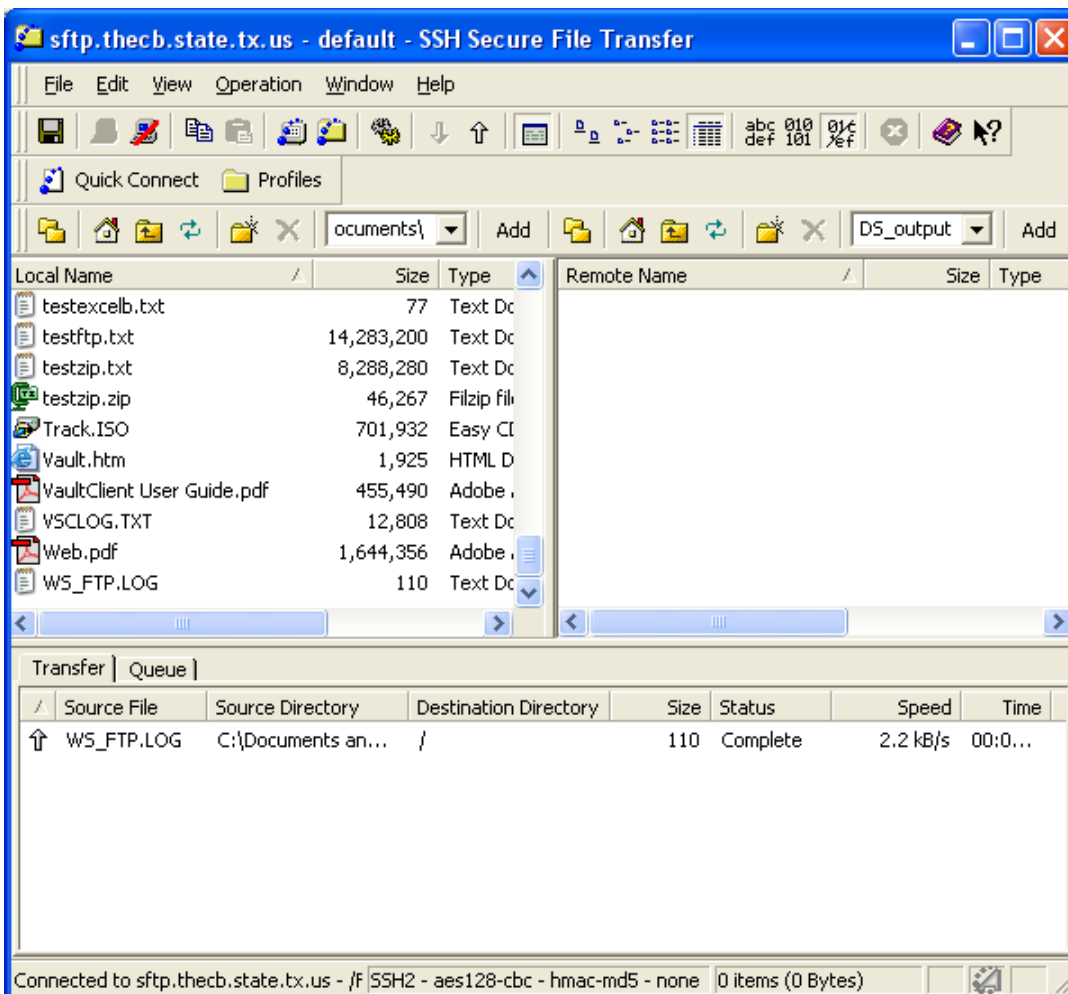
DATA ENTRY INSTRUCTIONS FOR
ENTERING INTO THE FADS ONLINE WEB SYSTEM
(for Institutions without Programming Support)

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

Go To www.thecb.state.tx.us, click on Data and Statistics, click on Financial Aid Database System (FADS) or go to https://www1.thecb.state.tx.us/FAD/

The first screen you will see (shown below), will ask you to enter in your institution's six-digit FICE code and password. The password is the same password you have used to process your FADS report. If you don't have a password, you can e-mail Tanya Sifuentes at fadsadmin@thecb.state.tx.us.

You have three options (shown below is the first screen):

1. If it is the first time you are entering into the system, you will need to click on the "Add New Student" button;
2. If you have already entered students into the system, and you need to edit a student's information, click on the student's ssn at the bottom of the screen;
3. If you have finished entering students into the system, click on the "Report" button and your records will be submitted to the CB (this will be covered later in the manual).

TEXAS HIGHER EDUCATION COORDINATING BOARD

STUDENT-BY-STUDENT ONLINE DATA ENTRY SYSTEM

HOME | SEARCH | COMMENTS AND QUESTIONS |

DATA ENTRY SCREEN INSTRUCTION MANUAL (PDF) (MSWORD)

To **ADD** a new student, click the "Add New Student" button at the bottom of the screen.

To **SUBMIT** your entire report for editing, click the "Report" button at the bottom of the screen (done only after you have entered in all of your student records).

To **VIEW, EDIT or DELETE** an individual Student's Record, click on a student's social security number below.

To **SEARCH** for a student by social security number, enter the SSN in the text box below and click on the "Search Button"

[   ] Search

Below are the student records entered for your institution:

SSN	Student Income	Spouse Income	SS Benefits	AFDC or ADC	Child Support Received by Student	Student's Other Untaxed Income	Father's Income	Mother's Income	Parents' SS Benefits	Parents AFDC, ADC	Child Support Received by Parents	Parents' Other Untaxed Income	Ethnic Origin	Classification	Dependency Status
555889999													White-Non-Hispanic	Undergraduate	Dependent-Title-IV

[Add New Student]

Before you click on the REPORT button to submit your file for editing:

Enter the number of aid applicants (5 digits with leading zeroes): [   ]
(This number comes from your FISAP Report and is the number of students that applied for aid).

[Report]

45

1. The screen below is what the beginning of a blank form looks like.

If you hover over the name of the field, you will see help information.

Once you have finished entering information for one student, click on the Add Student button at the bottom of the screen. Click on Add New Student at the bottom of the main page to continue entering information for another student.

Add Student - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back | Search | Favorites | Media

Address https://www1.thecb.state.tx.us/FAD/AddStudent.cfm   Go

Search Web | Mail | My Yahoo! | Games | Personals | LAUNCH | Sign In

d) AMERICORPS: [____]

Loans

33. **Loans:**
   a) Subsidized Stafford Loans: [____]
   b) Unsubsidized Stafford Loans: [____]
   c) Perkins Loans: [____]
   d) Federal SLS+PLUS Loans: [____]
   e) HEAL/HELP Loans: [____]
   f) College Access Loans: [____]
   g) Primary Care Student Loans: [____]
   h) Income Contingent Loans: [____]
   i) Subsidized Federal Direct: [____]
   j) Other Long-Term Loans: [____]
   k) Unsubsidized Federal Direct Loans: [____]
   h) Bot: [____]
34. **Other Programs:**
   a) Teach for Texas Conditional Scholarship Program: [____]
   b) State Nursing Matching Fund Employment Program:0
35. **Enrollment Adjustment Percentage (EAP):** [____]
36. **Other Enrollment Adjustment Percentage (TFC):** [____]

[Add Student]   [Reset Form]

Internet

2. At the bottom of the main page all of the student's that have already been entered will be shown, see below. Click on a student's ssn if you need to edit that student's record or if you need to delete that student's record from the system.

Branch - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back | Search | Favorites | Media

Address https://www1.thecb.state.tx.us/fad/branch.cfm?CFID=542537&CFTOKEN=38955269   Go

Below are the student records entered for your institution:

SSN	Student Income	Spouse Income	SS Benefits	AFDC or ADC	Child Support Received by Student	Student's Other Untaxed Income	Father's Income	Mother's Income	Parents' SS Benefits	Parents AFDC, ADC	Child Support Received by Parents	Parents' Other Untaxed Income	Ethnic Origin	Classification	Dependency Status	Date of Birth	Count Code Perman Addres
123456789	0	0	0	0	0		0	0	0	0	0		White-Non-Hispanic	Undergraduate	Dependent-Title-IV	Resident	001
222888333	0	0	0	0	0		0	0	0	0	0		White-Non-Hispanic	Undergraduate	Dependent-Title-IV	Resident	001
456395784	25												White-Non-Hispanic	Undergraduate	Dependent-Title-IV	Resident	
456398888	30	25	30	50	60								Hispanic	Undergraduate	Dependent-Title-IV	Resident	
555889474													White-Non-Hispanic	Undergraduate	Dependent-Title-IV	Resident	
555889999													White-Non-Hispanic	Undergraduate	Dependent-Title-IV	Resident	
695865845													White-Non-Hispanic	Undergraduate	Dependent-Title-IV	Resident	

[Add New Student]

Done   Internet

47

When you click on the student's ssn to edit or delete their record, you will see the data entry screen with their information populated, shown below.

3. Once you have finished entering all of your student records and you are ready to submit your report for editing by our system, enter in the number of aid applicants at the bottom of the main page. Then click on the "REPORT" button.

Your records will be submitted to the CB and you will receive a file receipt confirmation, just as if you had submitted your report by SFTP. Once the report has been processed, you will receive an error report.

If you have any questions or problems, you can contact us at tanya.sifuentes@thecb.state.tx.us.

.Frequently Asked Questions

IV. RELATED TO TECHNOLOGY AND TRANSMITTING YOUR FILES

TRANSMITTING DATA

Question 1. 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 34; or
> ➢ Data entering student records onto our website at www1.thecb.state.tx.us/FADS/

Question 2. 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 3.   When is the transmission of data due?
Submission of the annual report will be due on November 1st (if the 1st falls on a weekend, the date will be the following Monday) 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. Even if you do not have a full report to submit, we recommend you submit some data to make sure you meet the deadline and so that your records can be run the edit checks.

HEADER RECORD

Question 4.   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.)

ELECTRONIC CYCLE

Question 5.   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 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. See page 30 of the manual for a flowchart of the reporting cycle.

TRIAL RUN

Question 6.   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.

EDITS/ERRORS

Question 7   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 8 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 an e-mail letting you know that your errors were overridden, 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. You are only to complete the certification if your data on the program and summary reports are correct and reconcile to year-end reports.

REPORTS

SAMPLE ERROR REPORT
SAMPLE CERTIFICATION AND SUMMARY REPORT
FORMULAS FOR COLUMNS IN PROGRAM SUMMARY REPORT

SAMPLE ERROR REPORT WITH ERRORS AND WARNINGS

that should be correct

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

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

Data Element # and Field Name

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

Data Element # and Field Name

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

# of Records from Trailer

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

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

*** Total Students with Zero Family contribution Is not greater than Students receiving financial aid!

Gender
Male	40	
Female	59	
Total		99

Gender Field breakdown (Data Element 24)

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

Ethnicity Field breakdown (Data Element 14)

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

DOB Field breakdown (Data Element 17)

53

```
Classification
  Undergraduate/NO Bachelors          40
  Graduate/Bachelors                  23
  Professional/Law Dentistry Vet etc   9
  Bachelors or greater/in Ug Program  13
  First-time Entering Freshman        14
                 Total                 99
```

Classification Field breakdown (Data Element 15)

```
Dependency Status by Title IV Definition
  Dependent                           44
  Independent                         55
                 Total                 99
```

Dependency Status Field breakdown (Data Element 16)

```
Residency
  Resident                            79
  Out of State or Foreign             20
  Unknown                              0
  National Merit Finalist              0
                 Total                 99
```

Residency Field breakdown (Data Element 18)

```
Residence
  Texas Counties                      54
  Other States                        45
  Foreign Countries                    0
                 Total                 99
```

Location Code Field breakdown (Data Element 19)

```
Enrollment Status
  Full Time                           92
  3/4 Time                             3
  1/2 Time                             4
  Less Than 1/2 Time                   0
                 Total                 99
```

Enrollment Status Field breakdown (Data Element 23)

```
Mother Highest Grade Level
  Elementary                           3
  High School                         34
  College or Beyond                   57
  Unknown                              5
                 Total                 99
```

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

```
Father Highest Grade Level
  Elementary                           0
  High School                         19
  College or Beyond                   70
  Unknown                             10
                 Total                 99
```

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

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

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

```
Total Gift
 '01'      0    -     250                21
 '02'     251   -     500                15
 '03'     501   -     750                12
 '04'     751   -   1,000                 5
 '05'   1,001   -   1,250                 1
 '06'   1,251   -   1,500                20
 '07'   1,501   -   1,750                 0
 '08'   1,751   -   2,000                 9
 '09'   2,001   -   2,250                 0
 '10'   2,251   -   2,500                 0
 '11'   2,501   -   2,750                 2
 '12'   2,751   -   3,000                 0
 '13'   3,001   -   3,250                14
 '14'   3,251   -   3,500                 0
 '15'   3,501   -   3,750                 0
 '16'   3,751   -   9,998                 0
 '00'  greater than 9,999                 0
                     Total               99
```

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

Total $ Awarded

Financial Aid Data Fields
Data Element # and Field Name

Total # Students

Minimum Award Amount Reported

Maximum Award Amount Reported

31 Grants & Scholarships	Students	Dollars	Min Amt	Maximum Amt
31A FEDERAL_PELL	13	27,825	200	4,050
31B FEDERAL_SEOG	5	10,018	490	4,000
31C TPEG	36	39,733	207	5,026
31D SMART_GRANT	0	0	0	0
31E TEG_PRIVATE_SCHL	0	0	0	0
31F LEAP	0	0	0	0
31G HB3015_GANDS	0	0	0	0
31H MERIT_TO_INST	0	0	0	0
31I MERIT_BY_INST	0	0	0	0
31K STATE_NURSE_SCHLR	0	0	0	0
31L STUDENT_DEP_SCHLR	1	712	712	712
31M ACAD_COMPET_GRANT	0	0	0	0
31N OTHER_SCHLR_GRANT	68	56,997	150	18,200
31O TEXAS_GRANT_PGM	6	18,666	2,966	3,140
31P TEOG	0	0	0	0
31Q FEDERAL_SLEAP	0	0	0	0

32 Work-Study	Students	Dollars	Min Amt	Maximum Amt
32A FEDERAL_WK_STUDY	3	8,208	2,170	3,499
32B TEXAS_WORK_STUDY	0	0	0	0
32C NEED_BASED_INST	0	0	0	0
32D AMERICORPS	0	0	0	0
32E HB3015_WS	0	0	0	0
32F TXWS_MENTORSHIP	0	0	0	0

33 Loans	Students	Dollars	Min Amt	Maximum Amt
33A SUBS_STAFFORD_LN	66	374,319	508	12,313
33B UNSUB_STAFFORD_LN	65	440,630	687	17,944
33C PERKINS_LOAN	24	46,648	180	6,000
33D FEDERAL_PLUS_LNS	15	143,749	4,093	16,310
33E HELP	0	0	0	0
33F COLLEGE_ACCESS_LN	0	0	0	0
33G PRIM_CARE_STD_LN	0	0	0	0
33I SUB_FED_DIR_LNS	0	0	0	0
33J OTHER_LT_LOANS	12	92,375	1,004	19,764
33K UNSUB_FED_DIR_LNS	0	0	0	0
33L BOT	0	0	0	0
33M HB3015_LOANS	0	0	0	0

34 Other Programs	Students	Dollars	Min Amt	Maximum Amt
34B HB3015_OTHER	0	0	0	0

        ***Note: Totals are net errors.

Totals above do not include records with errors

55

Data Element #s

Data as reported in record

Error or Warning Messages

```
****************************************************** I t e m s ******************************************************
01A    01B    01C     01D      02      03      04      05      06      07      08      09      10      11      12      13        Remarks
14 15 16    17      18 23 24 25 26    27      28      29      30      32A     32B     32C     32D     32E     32F
   31A     31B     31C     31D     31E     31F     31G     31H     31I     31J     31K     31L     31M     31N     31O     31P     31Q
   33A     33B     33C     33D     33E     33F     33G     33H     33I     33J     33K     33L     33M     33N     33O     33P     33Q
   19      20                                      21                              22              34A     34B     35A     35B
----
 F  009999  2006  222222222  000000  000000  00000  00000  00000  00000  000000  000000  00000  00000  00000  00000       E
*0 *0 *0 -00000000 *0 *0 *0 *0 *0 *00000  000000  00000  00000  00000  00000  00000  00000  00000  00000
 00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000
 00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000
*000   00000000000000000000000000000000   000000000000000000000   000000000   00000   00000    000    000
                                                                    ETHNIC_ORIGIN(Item14), Value Error.  REF9999
                                                                   CLASSIFICATION(Item15), Value Error.  REF9999
                                                                DEPENDENCY_STATUS(Item16), Value Error.  REF9999
                                                                     DATE_OF_BIRTH(Item17) Zeroes. REF0011
                                                                      RESIDENCY(Item18), Value Error.  REF9999
                                                          LOCATION_CODE(Item19) Not Found on Data base! REF0731
                                                             ENROLLMENT_STATUS(Item23), Value Error.  REF9999
                                                                        GENDER(Item24), Value Error.  REF9999
                                                             MOTHER_HIGH_GRADE(Item25), Value Error.  REF9999
                                                             FATHER_HIGH_GRADE(Item26), Value Error.  REF9999
                                            COST_OF_ATTEND(Item27) Value = 0 is Greater than 50000 Or is Less Than 50. REF0595
                                                       Student Has No Income or fields Not numeric. Questionable! REF0749
-------------------------------------------------------------------------------------------------------------------
 F  009999  2006  333333333  000000  000000  00000  00000  00000  00000  000000  000000  00000  00000  00000  00000       Q
 4  1  1  10091981  1  1  F  1  3  12334  000000  00000  00000  00000  00000  00000  00000  00000  00000
 04050  00000  02174  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00360  03140  00000  00000
 00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000
 227  906 TAYSIDE DR.               PFLUGERVILLE          78660        00000  00000    000    000
                                                       Student Has No Income or fields Not numeric. Questionable! REF0749
-------------------------------------------------------------------------------------------------------------------
 F  009999  2006  444444444  000000  000000  00000  00000  00000  00000  000000  000000  00000  00000  00000  00000       Q
 1  3  2  05291977  1  2  F  3  3  23736  000000  00000  00000  00000  00000  00000  00000  00000  00000
 00000  00000  01250  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00180  00000  00000  00000
 08244  09700  00750  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000
 342  378 MIDDLE ST                 BATH                  04530        00000  00000    000    000
                                                       Student Has No Income or fields Not numeric. Questionable! REF0749
-------------------------------------------------------------------------------------------------------------------
Items In Error Are Indicated By (*), Questionable By (-)
```

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

Total Rejected Records	0	**Number of records rejected**
Total Records On DataBase	108	**Total records reported in file**
Total Non Error Records	99	**Number of "good" records**
Total Error Records	9	**Number of records with errors**
Total Questionable Records	2	**Number of records with warnings**
Total Rejected Records	0	**Number of records rejected**

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

SAMPLE ERROR REPORT WITH NO ERRORS OR WARNINGS

Edit00v00   TEXAS HIGHER EDUCATION COORDI   Page 1
                                    EDIT OF FAD001 DAT
Fiscal Year 2006   U. OF THECB   0099   RunDate: 08/29/2006 Time: 08:40:31

Labels (callout boxes): # of Warnings · # of Errors · # that should be correct · Items added by our system to the beginning of each of your student records. · Data Element # and Field Name

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

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

| | | Data Element # and Field Name |

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

| # of Records from Trailer | | Discrepancy is # of records read minus # of records in trailer |

```
TOTAL Report Records                       108
CONTROL TOTAL                              108      DISCREPANCY    00
Total  Recs on Db                          108
Number Of Non-Unique/ Duplicated Id's        0
Number Of Duplicate Records                  0
Number Of Relative Duplicate Questionable    0
Number Of Relative Duplicate Error           0
Total Error Recs on Db                       0
Total Questionable Recs on Db                0
Total Non Error Records on Db              108
Total Rejected Records                       0
Total Applicants                           108
Total Recipients                           108
Percent of Applicants receiving aid      100.0
Students Receiving Financial Aid           108
Students with Zero Family Contribution      21
*** Total Students with Zero Family contribution Is not greater than Students receiving financial aid!
```

Total records reported in file
Total records reported in file
Number of SSN that are duplicated within the file
Number of records with the same data in the file
Doesn't apply to FADS--DISREGARD
Doesn't apply to FADS--DISREGARD
Number of records with errors
Number of records with warnings
Number of "good" records
Number of records rejected
Number of applicants as reported in header record
Number of records being reported
# of Recipients divided by # of Applicants
Number of students reported with data in items 31a -34b
 # Students being reported with EFC = 0

```
Gender
  Male                                      45
  Female                                    63
                 Total                            108
```

| | Gender Field breakdown (Data Element 24) |

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

| | Ethnicity Field breakdown (Data Element 14) |

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

| | DOB Field breakdown (Data Element 17) |

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

Classification Field breakdown (Data Element 15)

```
Dependency Status by Title IV Definition
  Dependent                             49
  Independent                           59
               Total               108
```

Dependency Status Field breakdown (Data Element 16)

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

Residency Field breakdown (Data Element 18)

```
Residence
  Texas Counties                        54
  Other States                          45
  Foreign Countries                      0
               Total               108
```

Location Code Field breakdown (Data Element 19)

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

Enrollment Status Field breakdown (Data Element 23)

```
Mother Highest Grade Level
  Elementary                            12
  High School                           34
  College or Beyond                     57
  Unknown                                5
               Total               108
```

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

```
Father Highest Grade Level
  Elementary                             9
  High School                           19
  College or Beyond                     70
  Unknown                               10
               Total               108
```

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

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

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

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

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

Total $ Awarded

Financial Aid Data Fields
Data Element # and Field Name

Total # Students

Minimum Award Amount Reported

Maximum Award Amount Reported

31 Grants & Scholarships	Students	Dollars	Min Amt	Maximum Amt
31A FEDERAL_PELL	13	27,825	200	4,050
31B FEDERAL_SEOG	5	10,018	490	4,000
31C TPEG	36	39,733	207	5,026
31D SMART_GRANT	0	0	0	0
31E TEG_PRIVATE_SCHL	0	0	0	0
31F LEAP	0	0	0	0
31G HB3015_GANDS	0	0	0	0
31H MERIT_TO_INST	0	0	0	0
31I MERIT_BY_INST	0	0	0	0
31K STATE_NURSE_SCHLR	0	0	0	0
31L STUDENT_DEP_SCHLR	1	712	712	712
31M ACAD_COMPET_GRANT	0	0	0	0
31N OTHER_SCHLR_GRANT	68	56,997	150	18,200
31O TEXAS_GRANT_PGM	6	18,666	2,966	3,140
31P TEOG	0	0	0	0
31Q FEDERAL_SLEAP	0	0	0	0

32 Work-Study	Students	Dollars	Min Amt	Maximum Amt
32A FEDERAL_WK_STUDY	3	8,208	2,170	3,499
32B TEXAS_WORK_STUDY	0	0	0	0
32C NEED_BASED_INST	0	0	0	0
32D AMERICORPS	0	0	0	0
32E HB3015_WS	0	0	0	0
32F TXWS_MENTORSHIP	0	0	0	0

33 Loans	Students	Dollars	Min Amt	Maximum Amt
33A SUBS_STAFFORD_LN	66	374,319	508	12,313
33B UNSUB_STAFFORD_LN	65	440,630	687	17,944
33C PERKINS_LOAN	24	46,648	180	6,000
33D FEDERAL_PLUS_LNS	15	143,749	4,093	16,310
33E HELP	0	0	0	0
33F COLLEGE_ACCESS_LN	0	0	0	0
33G PRIM_CARE_STD_LN	0	0	0	0
33I SUB_FED_DIR_LNS	0	0	0	0
33J OTHER_LT_LOANS	12	92,375	1,004	19,764
33K UNSUB_FED_DIR_LNS	0	0	0	0
33L BOT	0	0	0	0
33M HB3015_LOANS	0	0	0	0

34 Other Programs	Students	Dollars	Min Amt	Maximum Amt
34B HB3015_OTHER	0	0	0	0

```
    ***Note:  Totals are net errors.
```

Totals above do not include records with errors

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

Total Rejected Records	0	**Number of records rejected**
Total Records On DataBase	108	**Total records reported in file**
Total Non Error Records	108	**Number of "good" records**
Total Error Records	0	**Number of records with errors**
Total Questionable Records	0	**Number of records with warnings**
Total Rejected Records	0	**Number of records rejected**

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

62

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

_____

RECONCILIATION OF FY2008 FINANCIAL AID DATABASE REPORT

The attached files are summary reports generated from your FY2008 Financial Aid Database. Please review them and make sure they accurately reflect the activities of your office.
Our editing process allows us to check for values that fall within acceptable ranges (for instance, no more than $1250 for LEAP), but only you can determine whether all of the programs are correctly reflecting awards made through your institution (for instance, that you had 500 LEAP awards or 200 BOT Loans last year).

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

TEG	**LEAP**	**Nursing Scholarships**	**TCWSP**
SLEAP	**TEXAS Grant**	**TEOG**	

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

If the numbers are not in agreement or if any of your programs are not showing the correct total of awards made, you will need to either correct the Financial Aid Database Report or the CB reports (if one of the programs above), depending on which is incorrect. Please let me know which report you will be correcting. Keep in mind that resubmitting your database report will override any files for FY08 previously received for your school. Once the edits are clear again, we will re-send you the reports so that you can review them for accuracy.

Once you have reviewed your summary reports and if they accurately reflect the awards made at your institution, send me an email at tanya.sifuentes@thecb.state.tx.us, requesting your certification. Include the statement below when requesting your certification. Failure to request and complete your certification before December 1st will result in your report not meeting the deadline and your institution being penalized.

REQUEST FOR CERTIFICATION FOR OUR FY2008 FINANCIAL AID DATABASE REPORT

I have reviewed both the program and demographic summary reports sent to me by the Coordinating Board, and they accurately reflect the activities in our office for the 2007-2008 academic year. I am requesting the Certification be sent to the person named below so that we may complete our requirements for the Financial Aid Database Report. I understand that this is not the certification, but just a request and that the deadline to certify my report is December 1, 2008.

Institution Name/Fice Code:

Today's date:

Person to whom Certification is to be sent:

E-mail address of person named:

Below is a sample of the Certification you will receive once you have reviewed your summary reports and your reports reconcile. You must request the certification be sent to you using the statement from the memo that is sent with your summary reports. Failure to request the certification be sent to you may cause you to miss the December 1st deadline and therefore your institution being penalized.

_____

CERTIFICATION OF FY2008 FINANCIAL AID DATABASE REPORT

A certification form is included at the bottom of this e-mail, which we ask you to complete and return to us by no later than December 1, 2008. You are receiving this certification because you have requested it after reviewing the information provided to you in the summary reports and verifying the numbers to be accurate. When we receive your completed form, we will consider it to be your certification for the data and you will have met your reporting requirements.

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

CERTIFICATION STATEMENT FOR OUR FY2008 FINANCIAL AID DATABASE REPORT

I hereby certify that I have reviewed both summary reports returned to me by the Coordinating Board, and that they accurately reflect the activities in our office for the 2007-2008 academic year.

Institution Name/Fice Code:

Today's date:

Financial Aid Officer responding to this survey:

Phone number of respondent:

E-mail address of respondent:

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

Tanya Sifuentes
System Support Specialist
Texas Higher Education Coordinating Board
sifuenteta@thecb.state.tx.us
Fax: 512/427-6472

SAMPLE TAKEN FROM DEMOGRAPHIC SUMMARY REPORT IN EXCEL

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

Summary Con't

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

SAMPLE TAKEN FROM PROGRAM SUMMARY REPORT IN EXCEL

The first total line represents totals of each column; the second line labeled "CB In-House Reports" are the totals we have from the year end reports submitted by your institution. The only programs that need to be reconciled against the year end reports are Private LEAP, TEG, State Nursing, TX Grant, TEOG, 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
	123456	Male	White, non-Hisp	115	2,862,433	736,202	1	8,232	35	197,468
	123456	Male	Black, non-Hisp	9	178,934	34,223	0	0	5	19,547
	123456	Male	Hispanic	13	297,715	58,707	0	0	4	18,410
	123456	Male	Asian/Pac. Is.	23	600,210	80,649	0	0	3	14,325
	123456	Male	Am. Ind/Alaskan	2	51,600	0	0	0	1	6,500
	123456	Male	Other	0	0	0	0	0	0	0
	123456	Male	Unknown	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	128	2,966,348	637,245	0	0	34	145,277
	123456	Female	Black, non-Hisp	22	424,669	28,986	0	0	5	22,664
	123456	Female	Hispanic	21	452,585	83,033	0	0	8	32,301
	123456	Female	Asian/Pac. Is.	29	753,764	241,333	0	0	3	4,500
	123456	Female	Am. Ind/Alaskan	6	145,372	46,809	0	0	2	6,750
	123456	Female	Other	0	0	0	0	0	0	0
	123456	Female	Unknown	0	0	0	0	0	0	0
ABC COLLEGE				368	8,733,630	1,947,187	1	8,232	100	467,742
CB IN-HOUSE REPORTS										

Summary Con't

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

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

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

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

FORMULAS OF CALCULATIONS USED ON
PROGRAM SUMMARY REPORT

Before coa or efc is used in calculations it is multiplied by enrollment adjustment percent (data element 35a and 35b).

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

Column Name	Formula used
Number Receiving Academic Competitive Grant	Number of records with data element 31m > 0
Aggregate Value of Academic Competitive Grant	data element 31m total – Academic Competitive Grant
Number Receiving Other Schol. & Grants	Number of records with data element 31n > 0
Aggregate Value of Other Schol. & Grants	data element 31n total – Other Scholarships or Grants
Number Receiving Texas Grant Scholarship	Number of records with data element 31o > 0
Aggregate Value of Texas Grant Scholarship	data element 31o total – Texas Grant Program
Number Receiving TEOG	Number of records with data element 31p > 0
Aggregate Value of TEOG	data element 31p total – Texas Grant II Program
Number Receiving SLEAP	Number of records with data element 31q > 0
Aggregate Value of SLEAP	data element 31q total – SLEAP
Unduplicated # Students Receiving Grants & Schol.	Total number of records if any of the data elements 31a through 31q
Aggregate Value of Grants & Schol.	Total of data elements 31a through 31q
Number Receiving Federal Work-Study	Number of records with data element 32a > 0
Aggregate Value of Federal Work-Study	data element 32a total – Federal Work-Study (federal funds plus match)
Number Receiving Texas Work-Study	Number of records with data element 32b > 0
Aggregate Value of Texas Work-Study	data element 32b total – Texas Work-Study (state funds plus match)
Number Receiving Institutional Work-Study	Number of records with data element 32c > 0
Aggregate Value of Institutional Work-Study	data element 32c total – Need-based Institutional Work-Study
Number Receiving AmeriCorps	Number of records with data element 32d > 0
Aggregate Value of AmeriCorps	data element 32d total – AmeriCorps
Number Receiving HB3015 WS	Number of records with data element 32e > 0
Aggregate Value of HB3015 WS	data element 32e total – HB3015 WS
Number Receiving Texas Work-Study Mentorship Program	Number of records with data element 32f > 0
Aggregate Value of Texas Work-Study Mentorship Program	data element 32f total – TXWS Mentorship Program
Unduplicated # Students Receiving Work-Study	Total number of records if any of the data elements 32a through 32e are > 0
Aggregate Value of Work-Study	Total of data elements 32a through 32e
Number Receiving Subsidized Stafford Loans	Number of records with data element 33a > 0
Aggregate Value of Subsidized Stafford Loans	data element 33a total – Subsidized Stafford Loans

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

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
425	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 COUNTRY 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:

726

751

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
335	Missouri		(Outlying Area of U.S.)
336	Montana	366	Virgin Islands
337	Nebraska	368	American S
338	Nevada		

Don't hesitate to contact me!

PENALTIES