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Texas Higher Education Coordinating Board

FY 2018

Financial Aid Database Report Manual 2017-18

Reporting Cycle 2

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Financial Aid Database (FAD) Overview

Purpose

The purpose of the **Financial Aid Database (FAD) Report** is to collect data used by the Texas Higher Education Coordinating Board (THECB) to produce an annual statewide **Financial Aid Report**, determine state aid program allocations, conduct compliance monitoring, and generate additional statewide and institutional reports. The FAD Report provides the state with a means of measuring and analyzing the funding resources available to students attending public and private/independent institutions of higher education in Texas.

Reporting Cycle Dates

Reporting Cycle	First Day to Submit	Deadline	Submission Requirements
First	**December 1, 2017**	February 28, 2018	Validate student data
Second	**May 1, 2018**	June 27, 2018	Target date to correct all student data errors
		August 1, 2018	Deadline to reconcile state program totals and validate data
Third	**August 31, 2018**	November 14, 2018	Target date to correct all student data errors
		December 12, 2018	Deadline to reconcile state program totals and certify data

Institutions are required to submit a more comprehensive FAD Report three times a year to consolidate data collection. The first two report cycles require a validation of data and the third report cycle requires certification.

File Format

The file must be submitted in a **Fixed-Length** (also known as Fixed-Width) text format. Below are the alignment standards for the following position types:

- **Numeric Positions** are right justified.
- **Alphanumeric Positions** are left justified.
- **Blank Positions** are left justified.

File Process

The chart below illustrates the FAD Report file process. File data is not valid until all errors are resolved, and state financial aid program totals reconcile. Prior to submission, institutions should ensure that residency codes reported in the FAD Report file match those reported on the Coordinating Board Management (CBM) Report.

Step 1: Upload FAD Report file using MOVEit DMZ.

- Once the file is submitted, a receipt confirmation is sent automatically, and the file is processed for Errors or Warnings.
- Move to **Step 2**.

Step 2: Download FAD Edit Reports from MOVEit DMZ.

- If errors or discrepancies are found on any report, correct the file and repeat **Step 1**.
- If no errors or discrepancies are found, move to **Step 3**.

**Step 3**: Complete file process through CBPass portal.

- **First Reporting Cycle:** Institution confirms report totals and completes an online **Validation** statement.
- **Second Reporting Cycle:** Institution confirms report totals and completes an online **Validation** statement.
- **Third Reporting Cycle:** Institution confirms report totals and completes online **Certification** statement.

File Upload Process

All FAD Report files must be submitted using the MOVEit DMZ portal. Files need to be uploaded into the **Home Folder**. For assistance with MOVEit DMZ, contact Financial Aid Services at (844) 792-2640 or by email at UserAccess@thecb.state.tx.us.

NOTE: All participating institutions must have a designated email address on file with the THECB to receive file notifications (i.e. fadmail@institution.edu). To update the email address, contact THECB at FADB@thecb.state.tx.us.
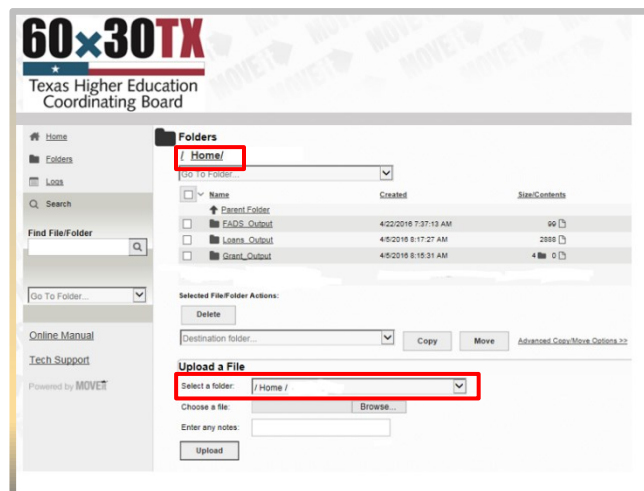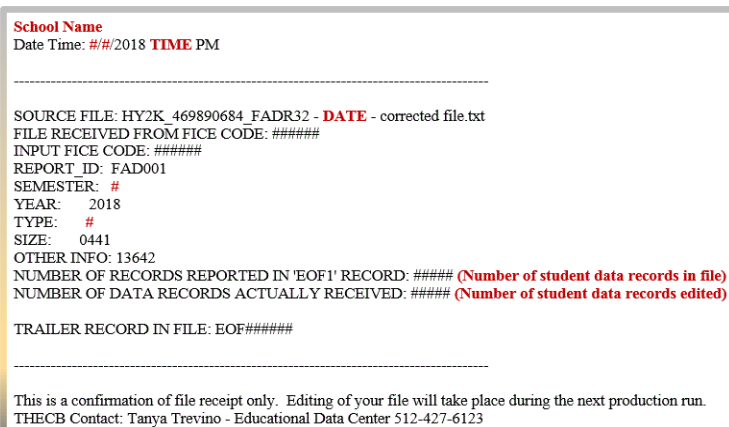
File Receipt Confirmation

A **File Receipt Confirmation** is automatically sent to the institution's designated email address after a FAD Report file is submitted. This confirmation indicates that the institution's file was received. If a **File Receipt Confirmation** email is not generated within 24 hours, please contact the THECB at FADB@thecb.state.tx.us.

Sample File Receipt Confirmation

- Date and time the file was received
- Number of records in the file
- Contact number for assistance


```
School Name
Date Time: #/#/2018 TIME PM

---------------------------------------------------------------------

SOURCE FILE: HY2K_469890684_FADR32 - DATE - corrected file.txt
FILE RECEIVED FROM FICE CODE: ######
INPUT FICE CODE: ######
REPORT_ID:  FAD001
SEMESTER:  #
YEAR:      2018
TYPE:      #
SIZE:      0441
OTHER INFO: 13642
NUMBER OF RECORDS REPORTED IN 'EOF1' RECORD: ##### (Number of student data records in file)
NUMBER OF DATA RECORDS ACTUALLY RECEIVED: ##### (Number of student data records edited)

TRAILER RECORD IN FILE: EOF######

---------------------------------------------------------------------

This is a confirmation of file receipt only.  Editing of your file will take place during the next production run.
THECB Contact: Tanya Trevino - Educational Data Center 512-427-6123
```

Edit Reports Notification

An **Edit Reports Notification** is automatically sent to the institution's designated email address after the file has gone through an edit check process.

Reports

The following **Reports** are generated each time a file is processed. The reports can be downloaded from the **FADS_Output Folder** in MOVEit DMZ.

- Edit Report
  - Edit Summary
  - Error Report
  - Warning/Questionable Report
- Reconciliation Report
- Program Comparison Report
- Unmatched SSN Report
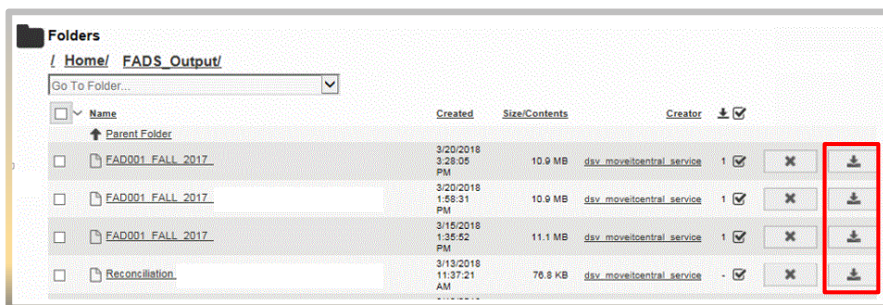
Files with errors must be corrected and resubmitted. Each time a file is submitted, the previously processed report will be overwritten until the file is error-free. A file with only **Warnings** should be reviewed for accuracy but will be accepted as error-free.

NOTE: For additional information, refer to the **Generated Reports and Notifications** section of this manual.

Override Request Process

Institutions may need to submit an override request on a case-by-case basis for errors that cannot be cleared by an exception (Data Element 9), justification (Data Element 58), or hardship (Data Element 59). Override requests must be submitted via email to FADB@thecb.state.tx.us and must include errors found on the institution's most recent **Edit Report**.

NOTE: Overrides will not be processed until all other errors are resolved.

For auditing purposes, all override requests must be submitted in the following format:

Include the Institution's **FICE Code** in the **Subject** line of the email.

Send email to: FADB@thecb.state.tx.us

Subject: XXXXX (FICE Code) FAD's Override Request XX-XX-XXXX (Enter Date)

Example: 000001 FAD's Override Request 06-31-2018

Body of the email: List the last 4 digits of the student SSN or ID, the ERROR message and the Justification for the override.

Error-Free Notification

An **Error-Free Notification** is automatically sent to the institution's designated email address after all errors have been cleared and state financial aid program totals reconcile. This notification will include a link to login to the CBPass portal. The reporting official at the institution will submit the online form to either **validate** (Reporting Cycles 1 and 2) or **certify** (Reporting Cycle 3) FAD reporting data.

Return to the main menu

FADS·Validation·Certification

☐ FADS Validation
☐ FADS Certification

NOTE: Current users will need to login to CBPass and click the **My Access** tab to request the new "Financial Aid Data Certification" application. First-time users will be required to create a profile for CBPass and then request access to the online validation/certification application. See **Appendix E** for instructions.

Date: 08-01-2017	FICE Code:	Institution:

VALIDATION/CERTIFICATION

By submitting this form, you are confirming the information provided to you in the latest edit report is accurate. When you complete the validation form and click submit, we will consider it to be your confirmation of the data and you will have met your reporting requirements for the first/second cycle.

NOTE: If any data during the first and/or second cycle is found to be incorrect after you have submitted your validation, you will be unable to resubmit your database report. Corrections should be made to the data in the following cycle. During the third cycle, all data must be corrected and accurate to be certified.

Sample Validation/Certification online form

Validating Name   Title   Date

Email   Phone

I hereby confirm that the student-by-student data provided to the Coordinating Board is valid and all items marked as "Review" accurately reflect the activities in our office for the 2017-2018 academic year.

Reset   Submit

FILE LAYOUT

2018 FAD REPORTING CYCLE 2

File Layout

The file must be in a Fixed-Length (also known as Fixed-Width) text format.
All Positions are required, even if reporting zeros or blanks. All dollar amount fields should be rounded to the nearest dollar.

Header Record

The **Header Record** contains information to identify the type of data in the file.

Data Element	Type Length	Description	Edits
File Label ID POSITION 1-4	Alphanumeric XXXX	4 characters, left justified Enter "HY2K"	Error if not HY2K
Institution's FICE Code POSITION 5-10	Numeric XXXXXX	6 characters, right justified **Must use leading zeros**	Error if non-numeric
Data Identifier POSITION 11-16	Alphanumeric XXXXXX	6 characters, left justified Enter "FAD001"	Error if not FAD001
Reporting Cycle POSITION 17	Numeric X	1 character, right justified 1 = First Reporting Cycle 2 = Second Reporting Cycle 3 = Third Reporting Cycle	Error if non-numeric Error if out of range (1-3)
Reporting Year POSITION 18-21	Numeric XXXX	4 characters, right justified Enter "2018"	Error if non-numeric Error if incorrect year
Record Type POSITION 22	Alphanumeric X	1 character, left justified Enter "C"	Error if not C
Length of Data POSITION 23-26	Numeric XXXX	4 characters, right justified Enter "0441"	Error if non-numeric Error if not 0441
Record Count POSITION 27-31	Numeric XXXXX	5 characters, right justified The number of records in the file Does not include header or trailer records **Must use leading zeros**	Error if non-numeric

Header Record Example: HY2KXXXXXXFAD001X2018C0441XXXXX

Detailed Records

Provide data for all enrolled students who meet the following criteria during the 2017-18 academic year:

- Completed a FAFSA or TASFA/Institutional application and received financial assistance.
- Completed a FAFSA or TASFA/Institutional application and **did not** receive financial assistance.
- **Did not** complete a FAFSA or TASFA/Institutional application, but received financial assistance (i.e. Private Loans, Merit Scholarship, Exemption and Waivers).

Note: Do not include students currently enrolled in high school.

MODIFIED	Data Element has been modified from the 2017-18 FAD Cycle 1 Report.

Data Element	Type Length	Description	Edits
1) Report Code POSITION 1	Alphanumeric X	1 character, left justified Enter "F" Upper or lower case is acceptable	Error if not F
2) FICE POSITION 2-7	Numeric XXXXXX	6 characters, right justified Must use leading zeros	Error if non-numeric Error if FICE code does not match FICE code in header record
3) Reporting Cycle POSITION 8	Numeric X	1 character, right justified 1 = First Reporting Cycle 2 = Second Reporting Cycle 3 = Third Reporting Cycle	Error if non-numeric Error if out of range (1-3) Error if reporting cycle does not match reporting cycle in header record
4) Reporting Year POSITION 9-12	Numeric XXXX	4 characters, right justified Enter "2018"	Error if non-numeric Error if incorrect year Error if reporting year does not match reporting year in header record
5) Student Social Security Number (SSN)/Identification (ID) Number POSITION 13-21	Alphanumeric XXXXXXXXX	9 characters, left justified Do not use dashes or slashes Cannot be blank or all zeros Use leading zeroes, no spaces If reporting a student's ID in Data Element 5, report the student's ID again in Data Element 95.	Error if left blank Error if 000000000 **REPORTING CYCLE 3:** Warning if ID/SSN not on file on CBM001 and exception (#9) = 00, 11, 12, 13, 14 or 15

Data Element	Type Length	Description	Edits
6) <mark>MODIFIED</mark> Student and/or Spouse Adjusted Gross Income (AGI) POSITION 22-28	Numeric XXXXXXX	7 characters, right justified Range 0 - 9999999 Enter "0000000" if the student's AGI is less than or equal to "0". Enter "9999998" if the student's AGI is equal to or greater than $9,999,999. Enter "9999999" if the student did NOT complete a FAFSA, TASFA or EFC calculation based on the Federal Methodology.	Error if non-numeric Error if > 9999998 and need analysis (#23) = 1 Error if < 9999999 and need analysis (#23) = 2
7) <mark>MODIFIED</mark> Parent(s) Adjusted Gross Income (AGI) POSITION 29-35	Numeric XXXXXXX	7 characters, right justified Range 0 - 9999999 Enter "0000000" if the parent(s) AGI is less than or equal to "0". Enter "9999998" if the parent(s) AGI is equal to or greater than $9,999,999. Enter "9999999" if the student did NOT complete a FAFSA, TASFA or EFC calculation based on the Federal Methodology.	Error if non-numeric Error if > 9999998 and need analysis (#23) = 1 Error if < 9999999 and need analysis (#23) = 2
8) Top Ten Percent (Top 10%) Scholarship POSITION 36-40	Numeric XXXXX	5 characters, right justified Range 0 - 2000	Error if non-numeric Error if > 2000 Error if > 0 and COA (#46) - EFC (#47) = 0 Error if > 0 and COA (#46) - EFC (#47) & (EAP (#93, #94) > 0) = 0 Error if > 0 and enrollment status (#42) = 2 or 3 or 4 and hardship (#59) or justification (#58) = 0 Error if > 0 and residency (#36) = 2 or 3 Error if > 0 and classification (#33) ≠ 1 Error if > 0 and private/independent institution

Data Element	Type Length	Description	Edits
9) **MODIFIED** Exceptions POSITION 41-42	Numeric XX	2 characters, right justified Range 00 - 17 00 = No exception needed 01 = Student dropped all classes before census date in all terms in which he/she enrolled 02 = Student enrolled after the census date in all terms in which he/she enrolled and not reported on CBM001 03 = Student enrolled 100% in continuing education courses 04 = Student enrolled 100% in distance education 05 = Student enrolled only in winter or mini session 06 = Student's SSN/ID or residency was reported incorrectly and a change will/has been made through the CBM00N or a future CBM001 07 = Student reported as Affidavit Non-Citizen with a student ID on the CBM001, and is reported with a SSN on the FAD 08 = Student deceased 09 = Student attended this campus, but enrollment was reported by another one of our campuses 10 = Student/classes are not reported for state funding 11 = Reason not listed and an override request must be submitted to THECB 12 = Student completed FAFSA/TASFA but did not attend any terms (no hours and tuition/fees reported) 13 = Student enrolled and received 100% tuition and fees refunded 14 = Student enrolled and was not charged tuition/fees by your institution 15 = Program Level (#22) or Classification (#33) changed during the academic year 16 = Student enrolled only in summer session 17 = Student enrolled and has a completed FAFSA/TASFA and no COA was calculated but tuition and fees were reported	Error if non-numeric Error if out of range (00-17) Error if = 11
10) Tuition Exemption/Waiver Award 1 POSITION 43-47	Numeric XXXXX	5 characters, right justified Range 0 - 99999	Error if non-numeric Error if > 0 and private/independent institution Error if > 0 and Tuition Exemption/Waiver Award 1 Code (#11) = 0

Data Element	Type Length	Description	Edits
11) Tuition Exemption/Waiver Award 1 Code POSITION 48-49	Numeric XX	2 characters, right justified Range 00 – 69 See list of codes on pages 34-36	Error if non-numeric Error if out of range (00-69) Error if > 0 and private/independent institution Error if > 0 and Tuition Exemption/Waiver Award 1 (#10) = 0 Error if = 0 and Tuition Exemption/Waiver Award 1 (#10) > 0 Error if = 24 or 36
12) Tuition Exemption/Waiver Award 1 Impact POSITION 50	Numeric X	1 character, right justified Range 0 – 2 0 = Not applicable 1 = Exemption/Waiver represented by lower COA 2 = Exemption/Waiver represented as financial assistance	Error if non-numeric Error if out of range (0-2) Error if > 0 and private/independent institution Error if > 0 and Tuition Exemption/Waiver Award 1 (#10) = 0
13) Tuition Exemption/Waiver Award 2 POSITION 51-55	Numeric XXXXX	5 characters, right justified Range 0 – 99999	Error if non-numeric Error if > 0 and private/independent institution Error if > 0 and Tuition Exemption/Waiver Award 2 Code (#14) = 0 Error if > 0 and Tuition Exemption/Waiver Award 1 (#10) = 0
14) Tuition Exemption/Waiver Award 2 Code POSITION 56-57	Numeric XX	2 characters, right justified Range 00 – 69 See list of codes on pages 34-36	Error if non-numeric Error if out of range (00-69) Error if > 0 and private/independent institution Error if > 0 and Tuition Exemption/Waiver Award 2 (#13) = 0 Error if = 0 and Tuition Exemption/Waiver Award 2 (#13) > 0 Error if = 24 or 36
15) Tuition Exemption/Waiver Award 2 Impact POSITION 58	Numeric X	1 character, right justified Range 0 – 2 0 = Not applicable 1 = Exemption/Waiver represented by lower COA 2 = Exemption/Waiver represented as financial assistance	Error if non-numeric Error if out of range (0-2) Error if > 0 and private/independent institution Error if > 0 and Tuition Exemption/Waiver Award 2 (#13) = 0

16) Tuition Exemption/Waiver Award 3
 	
POSITION 59-63
	Numeric
	XXXXX
		5 characters, right justified
		Range 0 – 99999
			Error if non-numeric
			Error if > 0 and private/independent institution
			Error if > 0 and Tuition Exemption/Waiver Award 3 Code (#17) = 0
			Error if > 0 and
			   Tuition Exemption/Waiver Award 1 (#10) = 0 and
			   Tuition Exemption/Waiver Award 2 (#13) = 0

Data Element	Type Length	Description	Edits
17) Tuition Exemption/Waiver Award 3 Code POSITION 64-65	Numeric XX	2 characters, right justified Range 00 – 69 See list of codes on pages 34-36	Error if non-numeric Error if out of range (00-69) Error if > 0 and private/independent institution Error if > 0 and Tuition Exemption/Waiver Award 3 (#16) = 0 Error if = 0 and Tuition Exemption/Waiver Award 3 (#16) > 0 Error if = 24 or 36
18) Tuition Exemption/Waiver Award 3 Impact POSITION 66	Numeric X	1 character, right justified Range 0 – 2 0 = Not applicable 1 = Exemption/Waiver represented by lower COA 2 = Exemption/Waiver represented as financial assistance	Error if non-numeric Error if out of range (0-2) Error if > 0 and private/independent institution Error if > 0 and Tuition Exemption/Waiver Award 3 (#16) = 0

19) Tuition Exemption/Waiver Award 4
 	
POSITION 67-71
	Numeric
	XXXXX
		5 characters, right justified
		Range 0 – 99999
			Error if non-numeric
			Error if > 0 and private/independent institution
			Error if > 0 and Tuition Exemption/Waiver Award 4 Code (#20) = 0
			Error if > 0 and
			   Tuition Exemption/Waiver Award 1 (#10) = 0 and
			   Tuition Exemption/Waiver Award 2 (#13) = 0 and
			   Tuition Exemption/Waiver Award 3 (#16) = 0

20) Tuition Exemption/Waiver Award 4 Code POSITION 72-73	Numeric XX	2 characters, right justified Range 00 – 69 See list of codes on pages 34-36	Error if non-numeric Error if out of range (00-69) Error if > 0 and private/independent institution Error if > 0 and Tuition Exemption/Waiver Award 4 (#19) = 0 Error if = 0 and Tuition Exemption/Waiver Award 4 (#19) > 0 Error if = 24 or 36
21) Tuition Exemption/Waiver Award 4 Impact POSITION 74	Numeric X	1 character, right justified Range 0 – 2 0 = Not applicable 1 = Exemption/Waiver represented by lower COA 2 = Exemption/Waiver represented as financial assistance	Error if non-numeric Error if out of range (0-2) Error if > 0 and private/independent institution Error if > 0 and Tuition Exemption/Waiver Award 4 (#19) = 0

Data Element	Type Length	Description	Edits
22) Program Level POSITION 75	Numeric X	1 character, right justified Range 0 – 8 0 = Non-Degree Seeking 1 = Continuing Education 2 = Associate Degree 3 = Undergraduate Certificate 4 = Bachelor's Degree 5 = Master's Degree 6 = Doctorate Level/Professional Practice 7 = Teacher Certification 8 = Graduate Level Certificate	Error if non-numeric Error if out of range (0-8) Public Community College: Error if = 4, 5, 6, or 8
23) Need Analysis POSITION 76	Numeric X	1 character, right justified Range 1 – 2 1 = Yes 2 = No	Error if non-numeric Error if out of range (1-2) Error if 2 and EFC (#47) ≠ 9999999 Error if 2 and 9-month EFC (#37) ≠ 9999999 Error if > 75% of records = 2 Warning if 100% of records = 1 Warning if between 25% and 75% of records = 2
24) Living Arrangement POSITION 77	Numeric X	1 character, right justified Range 1 – 4 1 = Living with Parent(s) 2 = On-Campus Housing 3 = Off-Campus Housing 4 = Other	Error if non-numeric Error if out of range (1-4) Error if 4 and need analysis (#23) = 1 and COA (#46) > 0
25) Ethnic Origin POSITION 78	Numeric X	1 character, right justified Range 1 – 3 1 = Hispanic or Latino origin 2 = Not Hispanic or Latino origin 3 = Not Answered	Error if non-numeric Error if out of range (1-3) Error if = 1, 2 or 3 and race options (#26-#32) not reported
Race. Select one or more codes in **26-32** indicating the race of the student. Each Data Element must have a code entered, even if 0.			
26) White POSITION 79	Numeric X	1 character, right justified 0 = Race Option Does Not Apply 1 = White	Error if non-numeric Error if out of range 0 or 1

Data Element	Type Length	Description	Edits
27) Black or African-American POSITION 80	Numeric X	1 character, right justified 0 = Race Option Does Not Apply 2 = African-American, Black	Error if non-numeric Error if out of range 0 or 2
28) Asian POSITION 81	Numeric X	1 character, right justified 0 = Race Option Does Not Apply 4 = Asian	Error if non-numeric Error if out of range 0 or 4
29) American Indian or Alaskan Native POSITION 82	Numeric X	1 character, right justified 0 = Race Option Does Not Apply 5 = American Indian or Alaskan Native	Error if non-numeric Error if out of range 0 or 5
30) International POSITION 83	Numeric X	1 character, right justified 0 = Race Option Does Not Apply 6 = International	Error if non-numeric Error if out of range 0 or 6
31) Unknown or Not Reported POSITION 84	Numeric X	1 character, right justified 0 = Race Option Does Not Apply 7 = Unknown or Not Reported	Error if non-numeric Error if out of range 0 or 7
32) Native Hawaiian or Other Pacific Islander POSITION 85	Numeric X	1 character, right justified 0 = Race Option Does Not Apply 8 = Native Hawaiian or Other Pacific Islander	Error if non-numeric Error if out of range 0 or 8
33) Classification POSITION 86	Numeric X	1 character, right justified Range 1 – 5 1 = Undergraduate Student 2 = Graduate Student 3 = Professional Student 4 = Student with Bachelor's or Higher Degree 5 = First-Time in College	Error if non-numeric Error if out of range (1-5) Error if = 5 and Transfer Student or First-Time in College/First-Time in a Graduate Program (#92) ≠ "000001" Public community college: Error if ≠ 1, 4 or 5 Public technical institutes: Error if ≠ 1, 4 or 5

Data Element	Type Length	Description	Edits
34) Dependency Status POSITION 87	Numeric X	1 character, right justified Range 1 – 3 1 = Dependent by Title IV Definition 2 = Independent by Title IV Definition 3 = Unknown	Error if non-numeric Error if out of range (1-3) Error if = 3 and need analysis (#23) = 1 and COA (#46) > 0
35) Date of Birth POSITION 88-95	Numeric MMDDYYYY	8 characters, right justified Month Range (01-12) Day Range (01-31) Year Range (1908-2011) Do not use dashes or slashes	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
36) Residency Status POSITION 96	Numeric X	1 character, right justified Range 1 – 5 1 = Resident 2 = Out-of-State or Foreign 3 = Unknown 4 = No longer an allowable option (formerly National Merit Finalist) 5 = Non-Immigrant Residents (e.g. Affidavit Students)	Error if non-numeric Error if out of range (1-5) Error if = 4 Error if = 3 and Public Institution **REPORTING CYCLE 3:** Error if = 5 and not reported as non-immigrant resident (affidavit student) on CBM001 and exception (#9) = 00, 11, 12, 13, 14 or 15
37) **MODIFIED** 9-Month Expected Family Contribution (EFC) POSITION 97-103	Numeric XXXXXXX	7 characters, right justified Range 0 – 9999999 Enter "9999998" if the EFC is equal to $9,999,999. Enter "9999999" if the student did NOT complete a FAFSA, TASFA or EFC calculation based on the Federal Methodology.	Error if non-numeric Error if 9999999 and need analysis (#23) = 1 Error if < 9999999 and need analysis (#23) = 2
38) Student Last Name POSITION 104-128	Alphanumeric XXXXXXXXXX XXXXXXXXXX XXXXX	25 characters, left justified Upper or lower case acceptable	Error if numeric Error if left blank Error if begins or contains only special characters (i.e. á, ó, ñ, é)
39) Student First Name POSITION 129-148	Alphanumeric XXXXXXXXXX XXXXXXXXXX	20 characters, left justified Upper or lower case acceptable	Error if numeric Error if left blank Error if begins or contains only special characters (i.e. á, ó, ñ, é)

Data Element	Type Length	Description	Edits
40) Student Middle Initial POSITION 149	Alphanumeric X	1 character, left justified Upper or lower case acceptable Leave blank if no middle name	Error if numeric Error if contains special characters (i.e. á, ó, ñ, é)
41) Zip Code of Permanent Home Address POSITION 150-158	Numeric XXXXXXXXX	9 characters, right justified Response required if a U.S. address Enter "999999999" if not a U.S. address Must enter 9 digits; last 4 can be "0000"	Error if non-numeric or blank Error if 000000000 Error if zip prefix is 00007 Error if zip not entered as 9 digits
42) Enrollment Status POSITION 159	Numeric X	1 character, right justified Range 1 – 4 1 = Full-time 2 = ¾-time 3 = ½-time 4 = Less than ½-time	Error if non-numeric Error if out of range (1-4) Error if 1 and classification (#33) = 1 or 5 and attempted hours for Fall (#99) or Spring (#100) or Summer (#101) semester < 12 Error if 2 and classification (#33) = 1 or 5 and attempted hours for Fall (#99) or Spring (#100) or Summer (#101) semester < 9 and > 11 Error if 3 and classification (#33) = 1 or 5 and attempted hours for Fall (#99) or Spring (#100) or Summer (#101) semester < 6 and > 8 Error if 4 and classification (#33) = 1 or 5 and attempted hours for Fall (#99) or Spring (#100) or Summer (#101) semester > 5
43) MODIFIED Gender POSITION 160	Alphanumeric X	1 character, left justified M = Male F = Female U = Unknown	Error if ≠ M or F or U Error if U and need analysis (#23) = 1
44) Parent 1 Highest Grade Level Completed POSITION 161	Numeric X	1 character, right justified Range 1 – 4 1 = Middle School/Junior High 2 = High School 3 = College or Beyond 4 = Unknown	Error if non-numeric Error if out of range (1-4)

Data Element	Type Length	Description	Edits
45) Parent 2 Highest Grade Level Completed POSITION 162	Numeric X	1 character, right justified Range 1 – 4 1 = Middle School/Junior High 2 = High School 3 = College or Beyond 4 = Unknown	Error if non-numeric Error if out of range (1-4)
46) **MODIFIED** Cost of Attendance (COA) POSITION 163-168	Numeric XXXXXX	6 characters, right justified Range 0 – 999999 Enter "999999" if the student did NOT complete a FAFSA, TASFA or EFC calculation based on the Federal Methodology. Enter "000000" if student does NOT have a calculated COA and need analysis (#23) = 1	Error if non-numeric Error if 999999 and need analysis (#23) = 1 Error if 0 and need-based aid (#8, #50-52, #54, #60, #65, #68, #69, #73-75, #77, #78, #86, #89, #90) > 0 Warning if = 0 and need analysis (#23) = 1
47) **MODIFIED** Expected Family Contribution (EFC) POSITION 169-175	Numeric XXXXXXX	7 characters, right justified Range 0 – 9999999 Enter "9999998" if the EFC is equal to $9,999,999. Enter "9999999" if the student did NOT complete a FAFSA, TASFA or EFC calculation based on the Federal Methodology.	Error if non-numeric Error if 9999999 and need analysis (#23) = 1 Error if < 999999 and need analysis (#23) = 2
48) Tuition and Fee Exemption/Waiver POSITION 176-180	Numeric XXXXX	5 characters, right justified Range 0 – 99999 Enter "00000" for public institutions and student did not receive more than 4 exemptions or waivers Enter "00000" for private/independent institutions and the student did not receive any exemptions or waivers	Error if non-numeric Public Institution: Error if > 0 and tuition exemption/waiver awards 1-4 (#10-21) = 0 private/independent institution: Error if > 0 and tuition exemption/waiver awards 1-4 (#10-21) > 0 Warning if > 0 and public institution
49) Categorical Aid POSITION 181-185	Numeric XXXXX	5 characters, right justified Range 0 – 99999	Error if non-numeric

Data Element	Type Length	Description	Edits
50) Federal Pell POSITION 186-190	Numeric XXXXX	5 characters, right justified Range 0 – 8880	Error if non-numeric Error if > 8880 Error if > 0 and residency (#36) = 5 Error if > 0 and program level (#22) ≠ 2, 3, 4 or 8 and exception (#9) ≠ 15
51) Federal Supplemental Educational Opportunity Grant (SEOG) – Including Match POSITION 191-195	Numeric XXXXX	5 characters, right justified Range 0 – 4000	Error if non-numeric Error if > 4000 Error if > COA (#46) – EFC (#47) & EAP (#93, #94) > 0 Error if > COA (#46) – EFC (#47) Error if > 0 and residency (#36) = 5 Error if > 0 and classification (#33) = 2 or 3 or 4 and exception (#9) ≠ 15
52) Texas Public Educational Grant (TPEG) POSITION 196-200	Numeric XXXXX	5 characters, right justified Range 0 through (COA – EFC)	Error if non-numeric Error if > 0 and private/independent institution Error if > COA (#46) – EFC (#47) & EAP (#93, #94) > 0 Error if > COA (#46) – EFC (#47)
53) Tuition Differential POSITION 201-205	Numeric XXXXX	5 characters, right justified	Error if non-numeric Error if > 0 and public institution Error if = 0 and private/independent institution
54) Tuition Equalization Grant (TEG) POSITION 206-210	Numeric XXXXX	5 characters, right justified Range 0 – 5046	Error if non-numeric Error if > 0 and public institution Error if > 5046 Error if > 3364 and 9-month EFC (#37) > 1000 Error if > COA (#46) – EFC (#47) & EAP (#93, #94) > 0 Error if > COA (#46) – EFC (#47) Error if > 0 and enrollment status (#42) = 4 and hardship (#59) or justification (#58) = 0 Error if > 0 and residency (#36) = 2 or 3 Error if > tuition differential (#53) Error if > 0 and TEG award type (#55) = 0 Error if > 0 and semester of initial award (#57) = 0

Data Element	Type Length	Description	Edits
55) Tuition Equalization Grant (TEG) Award Type POSITION 211	Numeric X	1 character, right justified Range 0 – 2 0 = Not applicable 1 = First award year recipient 2 = Subsequent award year recipient	Error if non-numeric Error if out of range (0-2) Error if > 0 and public institution Error if = 0 and TEG (#54) > 0 Error if > 0 and TEG (#54) = 0 Error if 1 and semester of initial award (#57) = 0 Error if 2 and semester of initial award (#57) > 0
56) Ministry-Related Degree POSITION 212	Numeric X	1 character, right justified Range 0 – 1 0 = No 1 = Yes	Error if non-numeric Error if out of range (0-1) Error if = 1 and TEG (#54) > 0
57) Semester of Initial Award for State Grant Aid POSITION 213	Numeric X	1 character, right justified Range 0 – 2 0 = Not applicable 1 = Initial award issued in the fall semester 2 = Initial award issued in the spring semester Enter "0" for renewal students	Error if non-numeric Error if out of range (0-2) Error if = 0 and TEG award type (#55) = 1 Error if = 0 and TEOG award type (#70) = 1 Error if = 0 and TEXAS Grant IY Pathway (#72) > 1
58) Justification for State Aid POSITION 214	Numeric X	1 character, right justified Range 0 – 4 0 = Not applicable 1 = One-term award recipient 2 = Student is a TEXAS Grant, TEOG, or TEG recipient who regained eligibility in a non-award period 3 = Student is a TEXAS Grant or TEG recipient and is enrolled in a degree or certificate program of more than four years; extension of five-year award maximum due to six years of eligibility 4 = Student is a TEXAS Grant or TEOG recipient who was issued a prorated award due to the program hour limitation	Error if non-numeric Error if out of range (0-4) Error if 4 and private/independent institution
59) Hardship for State Aid POSITION 215	Numeric X	1 character, right justified Range 0 – 1 0 = Not applicable 1 = State aid recipient received a hardship	Error if non-numeric Error if out of range (0-1)

Data Element	Type Length	Description	Edits
60) HB3015 Grants/Scholarships POSITION 216-220	Numeric XXXXX	5 characters, right justified Range 0 – (COA-EFC)	Error if non-numeric Error if > 0 and private/independent institution Error if > COA (#46) – EFC (#47) & EAP (#93, #94) > 0 Error if > COA (#46) – EFC (#47) Error if > 0 and residency (#36) = 2 or 3
61) Grants/Scholarships Funded Through **Restricted** Funding Sources POSITION 221-225	Numeric XXXXX	5 characters, right justified Range 0 – 99999	Error if non-numeric
62) Grants/Scholarships Funded Through **Unrestricted** Funding Sources POSITION 226-230	Numeric XXXXX	5 characters, right justified Range 0 – 99999	Error if non-numeric
63) Federal Veterans Affair (VA) Educational Benefits POSITION 231-235	Numeric XXXXX	5 characters, right justified Range 0 – 99999	Error if non-numeric
64) Athletic Grants/Scholarships POSITION 236-240	Numeric XXXXX	5 characters, right justified Range 0 – 99999	Error if non-numeric Error if > 0 and TEG (#54) > 0 and justification (#58) ≠ 1
65) Student Deposit Scholarship (SDS) POSITION 241-245	Numeric XXXXX	5 characters, right justified Range 0 – (COA – EFC)	Error if non-numeric Error if > 0 and private/independent institution Error if > COA (#46) – EFC (#47) & EAP (#93, #94) > 0 Error if > COA (#46) – EFC (#47) Error if > 0 and residency (#36) = 2 or 3
66) Other Federally-Funded Grants/Scholarships POSITION 246-250	Numeric XXXXX	5 characters, right justified Range 0 – 99999	Error if non-numeric

Data Element	Type Length	Description	Edits
67) Other State-Funded Grants/Scholarships POSITION 251-255	Numeric XXXXX	5 characters, right justified Range 0 – 99999	Error if non-numeric
68) Toward Excellence, Access, & Success (TEXAS) Grant POSITION 256-260	Numeric XXXXX	5 character spaces, right justified Range 0 – 9050	Error if non-numeric Error if > 0 and private/independent institution Error if > COA (#46) – EFC (#47) & EAP (#93, #94) > 0 Error if > COA (#46) – EFC (#47) Error if > 0 and classification (#33) = 2 or 3 or 4 and exception (#9) ≠ 15 Error if > 0 and residency (#36) = 2 or 3 Error if > 0 and TEXAS Grant Priority Model (#71) = 0 Error if > 0 and TEXAS Grant IY pathway (#72) = 0 Error if > 0 and TEXAS Grant IY pathway (#72) = 2, 3, 4, or 5 and 9-month EFC (#37) > 5430 Error if > 9,050 and public universities, public HRI's Error if > 5,666 and public state colleges Error if > 3,010 and public community colleges Error if > 5,496 and public technical institutes Error if > 0 and attempted hours in the Fall (#99) and Spring (#100) and Summer (#101) semester = 0 Error if > 0 and attempted hours in the Fall (#99) or Spring (#100) or Summer (#101) semester > 5 and < 9 and hardship (#59) or justification (#58) = 0 Error if > 0 and attempted hours in the Fall (#99) or Spring (#100) or Summer (#101) semester > 0 and < 6

Data Element	Type Length	Description	Edits
69) Texas Educational Opportunity Grant (TEOG) POSITION 261-265	Numeric XXXXX	5 characters, right justified Range 0 – 5666	Error if non-numeric Error if > 0 and private/independent, public university or public health-related institution Error if > COA (#46) – EFC (#47) & EAP (#93, #94) > 0 Error if > COA (#46) – EFC (#47) Error if > 0 and classification (#33) = 2 or 3 or 4 Error if > 0 and residency (#36) = 2 or 3 Error if > 0 and TEOG award type (#70) = 0 Error if > 0 and TEOG award type (#70) = 1 and 9-month EFC (#37) > 5430 Error if > 5,666 and pubic state college Error if > 3,010 and public community college Error if > 5,496 and public technical institutes Error if > 0 and attempted hours in the Fall (#99) and Spring (#100) and Summer (#101) semester = 0 Error if > 0 and attempted hours in the Fall (#99) or Spring (#100) or Summer (#101) semester < 6 and hardship (#59) or justification (#58) = 0
70) Texas Educational Opportunity Grant (TEOG) Award Type POSITION 266	Numeric X	1 character, right justified Range 0 – 2 0 = Not Applicable 1 = Initial Year Award Recipient 2 = Renewal Year Award Recipient	Error if non-numeric Error if out of range (0-2) Error if 0 and TEOG (#69) > 0 Error if > 0 and TEOG (#69) = 0 Error if 1 and semester of initial award (#57) = 0 Error if 2 and semester of initial award (#57) > 0

Data Element	Type Length	Description	Edits
71) Toward Excellence, Access, & Success (TEXAS) Grant Priority Model Award POSITION 267	Numeric X	1 character, right justified Range 0 – 4 0 = Not Applicable 1 = Renewal Year recipient 2 = Priority Model criteria that included completed 12 hours of dual credit/AP, completed an IB diploma, completed the Recommended or Advanced High School Program or its equivalent when determining initial year Priority eligibility 3 = Priority Model criteria **did not include** completed 12 hours of dual credit/AP, completed an IB diploma, completed the Recommended or Advanced High School Program or its equivalent when determining initial year Priority eligibility 4 = Priority Model criteria was not used to determine initial year	Error if non-numeric Error if out of range (0-4) Error if 0 and TEXAS Grant (#68) > 0 and TEXAS Grant IY Pathway (#72) > 0 Error if > 0 and TEXAS Grant (#68) = 0 Error if 1 and TEXAS Grant IY Pathway (#72) ≠ 1 Error if > 1 and TEXAS Grant IY Pathway (#72) < 2 Warning if between 10% and 75% of records
72) Toward Excellence, Access, & Success (TEXAS) Grant Initial Year (IY) Pathway POSITION 268	Numeric X	1 character, right justified Range 0 – 5 0 = Not Applicable 1 = Renewal Year (RY) recipient 2 = Associate Degree Pathway IY recipient 3 = HS Graduation Pathway IY recipient 4 = Honorable Military Discharge Pathway IY recipient 5 = TEOG Transfer Pathway IY recipient	Error if non-numeric Error if out of range (0-5) Error if 0 and TEXAS Grant (#68) > 0 and TEXAS Grant Priority Model Award (#71) > 0 Error if > 0 and TEXAS Grant (#68) = 0 Error if 1 and TEXAS Grant Priority Model Award (#71) ≠ 1 Error if > 1 and semester of initial award (#57) = 0 Error if 1 and semester of initial award (#57) > 0
73) Federal Work-Study (FWS) POSITION 269-273	Numeric XXXXX	5 characters, right justified Range 0 – (COA-EFC) + $300 tolerance	Error if non-numeric Error if > COA (#46) – EFC (#47) + 300 tolerance & EAP (#93, #94) > 0 Error if > COA (#46) – EFC (#47) + 300 tolerance Error if > 0 and residency (#36) = 5
74) Texas College Work-Study (TCWS) POSITION 274-278	Numeric XXXXX	5 characters, right justified Range 0 – (COA-EFC) + $300 tolerance	Error if non-numeric Error if > COA (#46) – EFC (#47) + 300 tolerance & EAP (#93, #94) >0 Error if > COA (#46) – EFC (#47) + 300 tolerance Error if > 0 and enrollment status (#42) = 4 and hardship (#59) or justification (#58) = 0 Error if > 0 and residency (#36) = 2 or 3

Data Element	Type Length	Description	Edits
75) Need-Based Institutional Work-Study POSITION 279-283	Numeric XXXXX	5 characters, right justified Range 0 – (COA-EFC)	Error if non-numeric Error if > COA (#46) – EFC (#47) & EAP (#93, #94) > 0 Error if > COA (#46) – EFC (#47)
76) AmeriCorps Program POSITION 284-288	Numeric XXXXX	5 characters, right justified Range 0 – 11840	Error if non-numeric Error if > 11840 Error if > 0 and residency (#36) = 5
77) HB3015 Work-Study POSITION 289-293	Numeric XXXXX	5 characters, right justified Range 0 – (COA-EFC)	Error if non-numeric Error if > COA (#46) – EFC (#47) & EAP (#93, #94) > 0 Error if > COA (#46) – EFC (#47) Error if > 0 and residency (#36) = 2 or 3 Error if > 0 and private/independent institution
78) Texas College Work-Study (TCWS) Mentorship Program POSITION 294-298	Numeric XXXXX	5 characters, right justified Range 0 – COA	Error if non-numeric Error if > COA (#46) Error if > 0 and enrollment status (#42) = 4 and hardship (#59) or justification (#58) = 0 Error if > 0 and residency (#36) = 2 or 3
79) Texas Armed Services Scholarship Program (TASSP) POSITION 299-303	Numeric XXXXX	5 characters, right justified Range 0 – 7000	Error if non-numeric Error if > 7000 Error if > 0 and classification (#33) = 2 or 3 or 4 and exception (#9) ≠ 15
80) FILLER POSITION 304-308	Numeric XXXXX	5 characters, right justified Must enter "00000" Do not leave blank	Error if non-numeric Error if not 00000
81) Federal Perkins Loan POSITION 309-313	Numeric XXXXX	5 characters, right justified Range 0 – 8000	Error if non-numeric Error if > 8000 Error if > 0 and residency (#36) = 5

Data Element	Type Length	Description	Edits
82) FILLER POSITION 314-318	Numeric XXXXX	5 characters, right justified Must enter "00000" Do not leave blank	Error if non-numeric Error if not 00000
83) College Access Loan (CAL) POSITION 319-324	Numeric XXXXXX	6 characters, right justified Range 0 – COA	Error if non-numeric Error if > COA (#46) Error if > 0 and residency (#36) = 2 or 3 Error if > 0 and enrollment status (#42) = 4 and hardship (#59) or justification (#58) = 0
84) FILLER POSITION 325-329	Numeric XXXXX	5 characters, right justified Must enter "00000" Do not leave blank	Error if non-numeric Error if not 00000
85) Federal Direct Parent Loan for Undergraduate Student (PLUS) or Grad Plus Loan POSITION 330-335	Numeric XXXXXX	6 characters, right justified Range 0 – COA	Error if non-numeric Error if > COA (#46) Error if > 0 and residency (#36) = 5 Error if > 0 and enrollment status (#42) = 4 and hardship (#59) or justification (#58) = 0
86) Federal Direct Subsidized Loan POSITION 336-340	Numeric XXXXX	5 characters, right justified Range 0 – 8500	Error if non-numeric Error if > 8500 Error if > COA (#46) – EFC (#47) & EAP (#93, #94) > 0 Error if > COA (#46) – EFC (#47) Error if > 0 and residency (#36) = 5 Error if > 0 and enrollment status (#42) = 4 and hardship (#59) or justification (#58) = 0
87) Other Long-Term Educational Loan POSITION 341-346	Numeric XXXXXX	6 characters, right justified Range 0 – 999999	Error if non-numeric
88) Federal Direct Unsubsidized Loan POSITION 347-351	Numeric XXXXX	5 characters, right justified Range 0 – 47167	Error if non-numeric Error if > 47167 Error if > 20500 and classification ≠ 3 Error if > 0 and residency (#36) = 5 Error if > 0 and enrollment status (#42) = 4 and hardship (#59) or justification (#58) = 0

Data Element	Type Length	Description	Edits
89) B-On-Time (BOT) Loan POSITION 352-356	Numeric XXXXX	5 characters, right justified Range 0 – 9050	Error if non-numeric Error if > 9050 Error if > 0 and residency (#36) ≠ 1 Error if > 0 and classification (#33) = 2 or 3 or 4 Error if > 0 and attempted hours in the Fall (#99) and Spring (#100) and Summer (#101) semester = 0 Error if > 0 and attempted hours in the Fall (#99) or Spring (#100) or summer (#101) semester < 12 and hardship (#59) or justification (#58) = 0 Error if > 0 and attempted hours in the Fall (#99) or Spring (#100) or summer (#101) semester > 0 and < 6
90) HB3015 Loan POSITION 357-362	Numeric XXXXXX	6 characters, right justified Range 0 – (COA-EFC)	Error if non-numeric Error if > COA (#46) – EFC (#47) & EAP (#93, #94) > 0 Error if > COA (#46) – EFC (#47) Error if > 0 and residency (#36) = 2 or 3 Error if > 0 and private/independent institution
91) Teacher Education Assistance for College and Higher Education (TEACH) Grant POSITION 363-367	Numeric XXXXX	5 characters, right justified Range 0 – 8000	Error if non-numeric Error if > 8000 Error if > 0 and residency (#36) = 5

Data Element	Type Length	Description	Edits

92) <mark>MODIFIED</mark> Transfer Student or First-Time in College/First-Time in a Graduate Program
 	
POSITION 368-373
	Numeric
	XXXXXX
		6 characters, right justified
		Cannot be blank
		
		• **Not Applicable:** Enter six zeros "**000000**"
		   ○ For a returning or continuing student enrolled at the institution; or
		   ○ For a returning or continuing graduate student enrolled at the institution.
		• **First-Time in College/First-Time in a Graduate Pgm:** Enter "**000001**"
		   ○ For a student that has never attended college before; or
		   ○ For a student that entered with college credits earned before graduation from high school; or
		   ○ For a student that entered the institution for the first-time at a graduate level (medical or dental); or
		   ○ For a student that was accepted into a master's program, doctoral program, or doctoral professional practice program (e.g., AUD, PharmD, DNP, DRPH, DPT) at your institution.
		• **Transfer Student:** Enter the **FICE Code** of the institution of higher education
		   ○ For a student that transferred to the institution from another institution; or
		   ○ For a graduate student that transferred from another institution at the same level.
		• **Unidentified Transfer Student:** Enter "**999999**"
		   ○ For a student that transferred from an institution that is out-of-state; or
		   ○ For a student that transferred from an institution that does not have a FICE code, designated identifying number or if the FICE code is unknown; or
		   ○ For a graduate student that transferred from an out-of-state institution at the same level; or
		   ○ For a graduate student that transferred form an institution that does not have a FICE code, designated identifying number or if the FICE code is unknown.
			Error if non-numeric
			Error if left blank
			Warning if no students coded "000001"

93) Enrollment Adjustment Percentage (EAP) for Cost of Attendance (COA) POSITION 374-376	Numeric XXX	3 characters, right justified No decimal point Range 000 – 150 Example: 033 Describes a percentage of 33%	Error if non-numeric Error if > 150

Data Element	Type Length	Description	Edits
94) Enrollment Adjustment Percentage (EAP) for Total Expected Family Contribution (EFC) POSITION 377-379	Numeric XXX	3 characters, right justified No decimal point Range 000 – 150 Example: 033 Describes a percentage of 33%	Error if non-numeric Error if > 150
95) MODIFIED Student Identification (ID) Number POSITION 380-388	Alphanumeric XXXXXXXXX	9 characters, left justified Do not use dashes or slashes If reporting a student's SSN in Data Element 5, a student's ID must be reported in Data Element 95.	Error if blank Error if "000000000" **Reporting Cycle 3:** Warning if ID not on file on CBM001 and exception (#9) = 00, 11, 12, 13, 14 or 15
96) Controlled Substance Conviction for State Aid Eligibility POSITION 389	Numeric X	1 character, right justified Range 0 – 1 0 = Not applicable 1 = Student has been convicted of either a felony or a crime involving a controlled substance	Error if non-numeric Error out of range (0-1) Error if 1 and TEXAS Grant (#68) > 0 Error if 1 and TEOG (#69) > 0

Data Element	Type Length	Description	Edits
97) **MODIFIED** Selective Service Registration POSITION 390	Numeric X	1 character, right justified Range 0 – 3 0 = Not applicable 1 = Student is registered for Selective Service 2 = Student is **not** registered for Selective Service 3 = Exempt	Error if non-numeric Error out of range (0-3) Error if 0 or 2 and need analysis (# 23) = 1 and TEG (#54) > 0 Error if 0 or 2 and need analysis (# 23) = 1 and TEXAS Grant (#68) > 0 Error if 0 or 2 and need analysis (# 23) = 1 and TEOG (#69) > 0 Error if 0 or 2 and need analysis (# 23) = 1 and CAL (#83) > 0 Error if 0 or 2 and need analysis (# 23) = 1 and Top 10% (#8) > 0 Error if 0 or 2 and need analysis (# 23) = 1 and BOT (#89) > 0 Error if 0 or 2 and need analysis (# 23) = 1 and TASSP (#79) > 0 Error if 0 or 2 and need analysis (# 23) = 1 and TCWS (#74) > 0 Error if 0 or 2 and need analysis (# 23) = 1 and TCWS Mentorship (#78) > 0 Error if 0 or 2 and need analysis (# 23) = 1 and Tuition Exemption/Waiver Award (#10, #13, #16, #19) > 0 and Tuition Exemption/Waiver Code (#11, #14, #17, #20) = 16, 50, 61 or 68 Error if > 0 and gender (#43) = F
98) Defaulted Loan POSITION 391	Numeric X	1 character, right justified Range 0 – 2 0 = Not applicable 1 = Yes 2 = No Enter "0" if the student did NOT complete a FAFSA, TASFA or EFC calculation based on the Federal Methodology. Enter "2" if the student (including affidavit students) completed a TASFA or an institutional application.	Error if non-numeric Error if out of range (0-2) Error if 0 and need analysis (#23) = 1

Data Element	Type Length	Description	Edits

99) Attempted Hours in the Fall Semester
 	
POSITION 392-394
	Numeric
	XXX
		3 characters, right justified
		Range 0 – 800
		Do NOT use a decimal point
		    Example: 095
		    This entry describes 9.5 hours attempted this semester
			Error if non-numeric
			Error if > 800 (represents 80 hours)
			Error if 0 and Spring (#100) = 0 and Summer (#101) = 0 and
			    program level (#22) = 2, 3, 4 or 7 and exception (#9) ≠
			    01, 03, 05, 08, 12, 13 or 14

100) Attempted Hours in the Spring Semester
 	
POSITION 395-397
	Numeric
	XXX
		3 characters, right justified
		Range 0 – 800
		Do NOT use a decimal point
		    Example: 120
		    This entry describes 12.0 hours attempted this semester
			Error if non-numeric
			Error if > 800 (represents 80 hours)
			Error if 0 and Fall (#99) = 0 and Summer (#101) = 0 and
			    program level (#22) = 2, 3, 4 or 7 and exception (#9) ≠
			    01, 03, 05, 08, 12, 13 or 14

101) Attempted Hours in the Summer Semester
 	
POSITION 398-400
	Numeric
	XXX
		3 characters, right justified
		Range 0 – 800
		Do NOT use a decimal point
		    Example: 120
		    This entry describes 12.0 hours attempted this semester
			Error if non-numeric
			Error if > 800 (represents 80 hours)
			Error if 0 and Fall (#99) = 0 and Spring (#100) = 0 and
			    program level (#22) = 2, 3, 4 or 7 and exception (#9) ≠
			    01, 03, 05, 08, 12, 13 or 14

102) Total Cumulative Attempted Hours
 	
POSITION 401-404
	Numeric
	XXXX
		4 characters, right justified
		Range 0 – 7000
		Do NOT use a decimal point
		    Example: 0905
		    This entry describes 90.5 hours attempted
			Error if non-numeric
			Error if > 7000 (represents 700 hours) and exception (#9) ≠
			    01, 03, 05, 08, 12, 13 or 14

103) Texas College Work-Study (TCWS) Match Including Additional Institutional Funds POSITION 405-409	Numeric XXXXX	5 characters, right justified Range 0 – 99999	Error if non-numeric Error if > 0 and TCWS (#74) = 0
104) Texas College Work-Study (TCWS) Job location POSITION 410	Numeric X	1 character, right justified Range 0 – 3 0 = Not Applicable 1 = On-Campus 2 = Off-Campus 3 = Both On-Campus and Off-Campus	Error if non-numeric Error if out of range (0-3) Error if > 0 and TCWS (#74) = 0 Error if 0 and TCWS (#74) > 0

Data Element	Type Length	Description	Edits
105) Texas College Work-Study (TCWS) Mentorship Program Job Location POSITITON 411	Numeric X	1 character, right justified Range 0 – 3 0 = Not Applicable 1 = On-Campus 2 = Off-Campus 3 = Both On-Campus and Off-Campus	Error if non-numeric Error if out of range (0-3) Error if > 0 and TCWS Mentorship (#78) = 0 Error if 0 and TCWS Mentorship (#78) > 0
106) Date of Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA) POSITITON 412-419	Numeric MMDDYYYY	8 characters, right justified Do not use dashes or slashes Month Range (01-12) Day Range (01-31) Year Range (2016-2018) Enter the month, day and the four-digit year Enter "00000000" if not applicable	Error if non-numeric Error if 0 and need analysis (#23) = 1 Error if < 10/01/2016 and > 6/30/2018
107) **MODIFIED** Total Tuition and Fees for Fall POSITITON 420-425	Numeric XXXXXX	6 characters, right justified Range 0 – 999999	Error if non-numeric Error if 0 and Spring (#100) = 0 and Summer (#101) = 0 and exception (#9) ≠ 01, 03, 05, 08, 12, 13 or 14
108) **MODIFIED** Total Tuition and Fees for Spring POSITITON 426-431	Numeric XXXXXX	6 characters, right justified Range 0 – 999999	Error if non-numeric Error if 0 and Fall (#99) = 0 and Summer (#101) = 0 and exception (#9) ≠ 01, 03, 05, 08, 12, 13 or 14
109) **MODIFIED** Total Tuition and Fees for Summer POSITITON 432-437	Numeric XXXXXX	6 characters, right justified Range 0 – 999999	Error if non-numeric Error if 0 and Fall (#99) = 0 and Spring (#100) = 0 and exception (#9) ≠ 01, 03, 05, 08, 12, 13 or 14
110) Toward Excellence, Access, & Success (TEXAS) Grant Satisfactory Academic Progress (SAP) POSITITON 438	Numeric X	1 character, right justified Range 0 – 3 0 = Not a TEXAS Grant recipient 1 = Yes 2 = No 3 = First Reporting Cycle	Error if non-numeric Error if out of range (0-3) Error if 0 and TEXAS Grant (#68) > 0 and reporting cycle (#3) = 2 or 3 Error if > 0 and TEXAS Grant (#68) = 0 Error if 3 and reporting cycle (#3) = 2 or 3 Error if < 3 and reporting cycle (#3) = 1

Data Element	Type Length	Description	Edits
111) Texas Educational Opportunity Grant (TEOG) Satisfactory Academic Progress (SAP) POSITITON 439	Numeric X	1 character, right justified Range 0 – 3 0 = Not a TEOG recipient 1 = Yes 2 = No 3 = First Reporting Cycle	Error if non-numeric Error if out of range (0-3) Error if 0 and TEOG (#69) > 0 and reporting cycle (#3) = 2 or 3 Error if > 0 and TEOG (#69) = 0 Error if 3 and reporting cycle (#3) = 2 or 3 Error if < 3 and reporting cycle (#3) = 1
112) Tuition Equalization Grant (TEG) Satisfactory Academic Progress (SAP) POSITITON 440	Numeric X	1 character, right justified Range 0 – 3 0 = Not a TEG recipient 1 = Yes 2 = No 3 = First Reporting Cycle	Error if non-numeric Error if out of range (0-3) Error if 0 and TEG (#54) > 0 and reporting cycle (#3) = 2 or 3 Error if > 0 and TEG (#54) = 0 Error if 3 and reporting cycle (#3) = 2 or 3 Error if < 3 and reporting cycle (#3) = 1
113) Top Ten Percent (Top 10%) Scholarship Satisfactory Academic Progress (SAP) POSITITON 441	Numeric X	1 character, right justified Range 0 – 3 0 = Not a Top 10% Grant recipient 1 = Yes 2 = No 3 = First Reporting Cycle	Error if non-numeric Error if out of range (0-3) Error if 0 and Top 10% (#8) > 0 and reporting cycle (#3) = 2 or 3 Error if > 0 and Top 10% (#8) = 0 Error if 3 and reporting cycle (#3) = 2 or 3 Error if < 3 and reporting cycle (#3) = 1

Trailer Record

Data Element	Type / Length	Description	Edits
File Label ID POSITION 1-4	Alphanumeric XXXX	4 characters, left justified Enter "EOF1"	Error if not EOF1
Record Count POSITION 5-9	Numeric XXXXX	5 characters, right justified The number of records in the file Does not include header or trailer records **Must use leading zeros**	Error if non-numeric

Trailer Record Example: EOF1XXXXX

DATA ELEMENT INSTRUCTIONS

2018 FAD REPORTING CYCLE 2

Data Element Instructions

MODIFIED	Data Element has been modified from the 2017-18 FAD Cycle 1 Report.

Data Element 1   **Report Code.** Enter "F".

Data Element 2   **FICE.** Enter the 6-digit **FICE** code (or OPEID) of the institution.

Data Element 3   **Reporting Cycle.** Enter the code (1-3) for the reporting cycle: **First = 1 or Second = 2 or Third = 3.**

Data Element 4   **Reporting Year.** Enter "2018".

Data Element 5   **Student Social Security Number (SSN)/Identification (ID) Number.** Enter the student's SSN. For a student without a SSN, report the 9-digit ID number assigned by the institution.

        NOTE: Do not report all zeros. If reporting a student's ID in **Data Element 5**, report the student's ID again in **Data Element 95**. All SSNs or IDs submitted must be consistent with those reported on other THECB reports. A student's SSN/ID is compared with the SSN/ID reported on the institution's CBM001 report during Reporting Cycle 3.

        Alien Registration and Individual Tax Identification (ITIN) cannot be reported on the FADs as a valid SSN. If a student does not have a valid SSN, report the assigned Student Identification (ID) number in **Data Element 5 and 95.**

Data Element 6   **MODIFIED** **Student and/or Spouse Adjusted Gross Income (AGI).** Enter the student's AGI used to calculate the Expected Family Contribution (EFC). If the student is independent, include the spouse's AGI information, if applicable.

        Enter "0000000" if the student's AGI is less than or equal to "0".

        Enter "9999998" if the student's AGI is equal to or greater than $9,999,999.

        Enter "9999999" if the student did not complete a FAFSA or TASFA/Institutional application.

        NOTE: If reporting "9999999", then **Data Element 23** must equal "2".

        In the event where a subsequent ISIR is processed in a reject status, institutions are required to report data from the valid ISIR that was used to disburse financial assistance.

Data Element 7   **MODIFIED** **Parent(s) Adjusted Gross Income (AGI).** Enter the parent(s) AGI used to calculate the Expected Family Contribution (EFC).

        Enter "0000000" if the parent(s) AGI is less than or equal to "0".

        Enter "9999998" if the parent(s) AGI is equal to or greater than $9,999,999.

        Enter "9999999" if the student did not complete a FAFSA or TASFA/Institutional application.

        NOTE: If reporting "9999999", then **Data Element 23** must equal "2".

        In the event where a subsequent ISIR is processed in a reject status, institutions are required to report data from the valid ISIR that was used to disburse financial assistance.

Data Element 8   **Top Ten Percent (Top 10%) Scholarship**. Enter the amount of Top 10% Scholarship disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 9   <mark>MODIFIED</mark> **Exceptions (Formerly Unmatched Reason).** Enter "00" for all students. If an error is generated on the edit report, enter the exception code (01-16) that identifies why the student is eligible for financial assistance during the 2017-18 academic year.

00 = No exception needed

These codes are used to explain the recipient's eligibility for reporting purposes:

01 = Student dropped all classes before census date in all terms in which he/she enrolled
02 = Student enrolled after the census date in all terms in which he/she enrolled and not reported on CBM001
03 = Student enrolled 100% in continuing education courses
04 = Student enrolled 100% in distance education
05 = Student enrolled only in winter or mini session
06 = Student's SSN/ID or residency was reported incorrectly and a change will/has been made through the CBM00N or a future CBM001
07 = Student reported as Affidavit Non-Citizen with a student ID on the CBM001, and is reported with a SSN on the FAD
08 = Student deceased
09 = Student attended this campus, but enrollment was reported by another one of our campuses
10 = Student/classes are not reported for state funding
11 = Reason not listed and an override request must be submitted to THECB
12 = Student completed FAFSA/TASFA but did not attend any terms (no hours and tuition/fees reported)
13 = Student enrolled and received 100% tuition and fees refunded
14 = Student enrolled and was not charged tuition/fees by your institution
15 = Program Level (#22) or Classification (#33) changed during the academic year
16 = Student enrolled only in summer session
17 = Student enrolled and has a completed FAFSA/TASFA and no COA was calculated but tuition and fees were reported

NOTE: During Reporting Cycle 3, a student's residency status for public institutions is compared with the residency status reported on the institution's CBM001 (Fall or Spring) report. All residency mismatches will require an exception code.

Data Element 10-21 **Tuition Exemption/Waiver.**

Private/Independent Institutions: Enter all zeros for **Data Elements 10-21**.

Public Institutions: Enter the amount, code and impact for the student, as of the reporting cycle for the 2017-18 academic year. All exemption/waiver recipients must be reported in the FAD file.

Data Element 10: Award 1	Data Element 11: Code 1	Data Element 12: Impact 1
Data Element 13: Award 2	Data Element 14: Code 2	Data Element 15: Impact 2
Data Element 16: Award 3	Data Element 17: Code 3	Data Element 18: Impact 3
Data Element 19: Award 4	Data Element 20: Code 4	Data Element 21: Impact 4

Award Amount: Enter the amount of tuition and fees the student did not pay as a result of the exemption/waiver. Enter five zeros "00000" if not applicable.

Code: Enter the corresponding code from the chart below for the applicable exemption/waiver. Enter two zeros "00" if not applicable.

Impact: Enter "1" if the student was charged a lower tuition rate and the cost of attendance reflects the lower rate. Enter "2" if the COA reflects the full tuition rate and the exemption/waiver is reported as financial aid. Enter "0" if not applicable.

0 = Not applicable
1 = Exemption/Waiver represented by lower COA
2 = Exemption/Waiver represented as financial assistance

NOTE: Texas Tomorrow Fund should be reported under **Data Elements 10-21**. Report the difference between tuition charged and tuition reimbursed (only the unreimbursed amounts are considered exempt).
If the student was awarded more than four different exemptions/waivers, the additional amount awarded must be reported in **Data Element 48**. Do not report Dual Enrollment recipients in the FAD file.

CODE	E/W	Program Name	Statute
00	N/A	No Exemption or Waiver to Report on FADs	
01	E	Tuition Reduction for >= 15 Hour	54.010
02	E	Concurrent Enrollment / Min Tuition	54.011
03	E	Senior Citizen Lowered Tuition 55 +	54.263
04	E	Designated Tuition Exemption	54.261
05	E	Highest Ranking HS Scholarship	54.301
06	E	Hazlewood Spouse (Credit)	54.341 (a-2)
07	E	Hazlewood Spouse (Non-Credit)	54.341 (a-2)
08	E	Hazlewood Dependents Legacy Act	54.341 (k)
09	E	Hazlewood Veteran (Credit Hours)	54.341 (a)
10	E	Hazlewood Veteran (Non-Credit Hours)	54.341 (a)
11	E	Hazlewood Dependents (Credit Hours)	54.341 (b)(1)
12	E	Hazlewood Dependents (Non-Credit Hours)	54.341 (b)(1)
13	E	Children of Disabled Firemen/Peace Officers	54.351 (b)
14	E	Disabled Police Officer	54.352 (a)
15	E	Deaf or Blind	54.364 (b)
16	W	Good Neighbor	54.331 (a)
17	E	Firefighters taking Fire Science Courses	54.353
18	E	Children of POWs and MIAs	54.343 (b)
19	E	Senior Citizen 65+ for Audit Hours	54.365 (b)
20	E	Senior Citizen 65+ for 6 hours free tuition	54.365 (c)
21	E	Foster Care/TX Dpt. Family Protective Svcs.	54.366 (a)
22	E	Adopted	54.367 (a)
23	E	National Guard Waiver (FY08)	54.345 (b)
24	E	*	
25	E	Fully Funded Courses	54.217
26	E	Distance Learning Exemption from Fees	54.218
27	E	Ex-Prisoners Of War	54.342 (b)
28	E	Children of Nurse Faculty	54.355 (b)
29	E	Preceptors and/or their Children	54.356
30	E	Inter-Institutional Academic Program	54.368 (b)
31	E	Prorated Fees for Term Length	54.5025
32	E	Student Services Fee Exemption	54.262
33	E	Governing Board Waivers	54.5035
34	E	Texas Tomorrow Fund / Pub. Univ.	54.624 (b)
35	E	Ad Valorem	130.0032
36	E	*	130.008
37	E	Community College District Employees	130.0851
38	E	Dependents of Deceased Public Servants	54.354
39	W	Military in Texas	54.241 (b,c,f,g)
40	W	Military in Texas, Radiology at MSU	54.241 (h)
41	W	Military in Texas, Intention to Stay in TX	54.241 (d,I,k)
42	W	College Teachers, Profs. Etc.	54.211
43	W	Border States	54.231
44	W	Citizens of Mexico in Border Counties	54.231 (b)
45	W	Citizens of Mexico Public Health	54.231 (b)(4)
46	W	Citizens of Mexico (Pilot)	54.231 (c)
47	W	Border County / Parish	54.231 (a,g)
48	W	100 Mile waiver	54.0601
49	W	Teaching and Research Assistants	54.212
50	W	Competitive Scholarship	54.213 (a)
51	W	Biomedical MD/PhD	54.214
52	W	Economic Development	54.222
53	W	Nursing Grad Students Planning to Teach	54.251

CODE	E/W	Program Name	Statute
54	W	Foreign Service Officer	54.206
55	W	Olympic Programs Waiver	54.223
56	W	NATO Members and Families	54.232
57	W	Texas Tomorrow Fund Contract	54.621 (c)
58	W	Tech fee at UT Austin	54.221
59	W	Academic Common Market waiver	54.233
60	E	Non-Semester-Length Dev Ed Courses	54.225
61	E	Educational Aide Exemption	54.363 (b)
62	E	Reduced Tuition/Off Peak Hour Courses	54.061 (b)
63	E	Peace Officers Exemption	54.3531
64	E	TANF Exemption	54.361
65	E	Performers of "Taps"	54.344
66	E	National Student Exchange Program	57.930
67	E	Combat Exemption	54.2031
68		Bilingual Education Scholarship	
69	**E**	Reciprocal Educational Exchange Program (REEP)	54.231

*Inactive Codes:
  o Code 24 Dual Enrollment – Junior Colleges
  o Code 36 Dual Enrollment – All Institutions

Data Element 22   **Program Level.** Enter the code (0-8) that identifies the program level the student was enrolled in at the start of the 2017-18 academic year.

0 = Non-Degree Seeking
1 = Continuing Education
2 = Associate Degree
3 = Undergraduate Certificate
4 = Bachelor's Degree
5 = Master's Degree
6 = Doctorate Level/Professional Practice
7 = Teacher Certification
8 = Graduate Level Certificate

NOTE: Enter option "15" in **Data Element 9** for students reported with undergraduate financial aid that are enrolled in a graduate program.

Data Element 23   **Need Analysis.** Enter "1" if an Expected Family Contribution (EFC) based on the Federal Methodology was calculated. Enter "2" if no EFC was calculated.

1 = Yes
2 = No

NOTE: If "9999999" was reported in **Data Elements 6 or 7,** enter "2" to confirm that an EFC based on the Federal Methodology was **not** calculated.

In the event where a subsequent ISIR is processed in a reject status, institutions are required to report data from the valid ISIR that was used to disburse financial assistance.

Data Element 24   **Living Arrangement.** Enter the code (1-4) that identifies the living arrangement for the student as determined by the institution when calculating cost of attendance.

1 = Living with Parent(s)
2 = On-Campus Housing
3 = Off-Campus Housing
4 = Other

NOTE: Option "4" is used when **Data Element 23 = 2** and the living arrangement cannot be reported.

Data Element 25 **Ethnic Origin.** Enter the code (1-3) that identifies if the student is of Hispanic or Latino origin.

1 = Hispanic or Latino Origin
2 = Not Hispanic or Latino Origin
3 = Not Answered

Hispanic or Latino = A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

> **RACE.** Select one or more codes in **26-32** indicating the race of the student.
> Each Data Element must have a code entered, even if 0.

NOTE: **RACE** must be reported in **Data Elements 26 – 29 and 32** for affidavit students and students who have applied or have a petition pending with the Bureau of Citizenship and Immigration Services. This includes students that base their residency on visas that allow them to domicile in the U.S.

Data Element 26 **White.** Enter "1" if the student is a person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Data Element 27 **Black or African-American.** Enter "2" if the student is a person having origins in any of the black racial groups of Africa.

Data Element 28 **Asian.** Enter "4" if the student is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (e.g. Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).

Data Element 29 **American Indian or Alaskan Native.** Enter "5" if the student is a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Data Element 30 **International.** Enter "6" if the student is not a U.S. citizen or permanent resident of the U.S., is in this country on a temporary basis and does not have the right to remain indefinitely. Do **not** report affidavit students.

NOTE: Use the international code 6 if any of the following applies:
- Students who paid "Resident Tuition" rate due to a waiver
- Students who are refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students

Data Element 31 **Unknown or Not Reported.** Enter "7" if the student classification is unknown. This entry should **only** be used if the student has not selected a racial designation.

Data Element 32 **Native Hawaiian or Other Pacific Islander.** Enter "8" if the student is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Data Element 33 **Classification.** Enter the code (1-5) that identifies the classification at the start of the student's 2017-18 academic year.

Use the following guidelines to classify a student:

1 = **Undergraduate Student:** has not received a bachelor's degree.
2 = **Graduate Student:** enrolled in a graduate, master's or doctoral degree program.
3 = **Professional Student:** enrolled in law, medicine, dentistry, veterinary medicine, etc.
4 = **Student with Bachelor's or Higher Degree:** enrolled in undergraduate or certificate program after previously receiving a bachelor's or higher degree (e.g. post-baccalaureate).
5 = **First-Time in College:** has never attended college or other postsecondary institution (excluding hours taken during dual enrollment in high school and courses for which the student received credit through examination). Students should not be reported as a first-time in college student until they have completed their high school work. Must report "000001" in **Data Element 92**.

NOTE: For Community Colleges, students should be classified based on the coursework they are taking at the reporting institution.

Data Element 34 **Dependency Status.** Enter the code (1-3) that identifies the dependency status of the student according to the 2017-18 FAFSA.

1 = Dependent by Title IV Definition
2 = Independent by Title IV Definition
3 = Unknown

NOTE: Option "3" is used when **Data Element 23 = 2** and the student did not complete a need analysis.

Data Element 35 **Date of Birth.** Enter the student's month, day, and four-digit year of birth (i.e. MMDDYYYY).

Data Element 36 **Residency Status.** Enter the code (1-5) that identifies the residency status that was used to determine the student's eligibility for financial assistance during the 2017-18 academic year. **Private/Independent Institutions:** National Merit Finalist, previously residency code 4, is no longer reported.

Residency Code	Student reported on CBM001 Data Element #7			
	Universities	Private/ Independent	Health-Related	CC & Technical
1 = Resident: A U.S citizen or permanent resident who is a Texas Resident in accordance to TEC 54.052 (a) (1) (2).*	1,3,5,9	N/A	1,3,5	1,2,5
2 = Out-of-state or Foreign: A U.S. citizen or permanent resident who is not a Texas Resident. A foreign national not allowed to domicile in the U.S.	2,0,5,E,F,N	N/A	2,E,N	3,E,N
3 = Unknown: To be used only by private/independent institutions and NOT for students receiving any state aid.	N/A	N/A	N/A	N/A
4 = No longer an allowable option (formerly National Merit Finalist)	N/A	N/A	N/A	N/A
5 = Non-Immigrant Residents (e.g. Affidavit Students): A Texas Resident based on TEC 54.052(a)(3) who is not a U.S. citizen or permanent resident but is allowed to pay resident tuition.	A,C	N/A	A,C	A,B

* A non-resident paying resident tuition rates as the result of a waiver is still considered (should be reported as) a non-resident student.

NOTE: During Reporting Cycle 3, a student's residency status for public institutions is compared with the residency status reported on the institution's CBM001 (Fall or Spring) report. All residency mismatches will require an exception code in **Data Element 9**.

Data Element 37 **MODIFIED 9-Month Expected Family Contribution (EFC).** Enter the **9-Month EFC** determined by using the Federal Methodology.

Enter "9999999" if the student received aid and **Data Element 23 = 2** (i.e. merit aid, categorical aid, exemption/waiver, etc.).

Enter "9999998" if the EFC is equal to $9,999,999.

NOTE: In the event where a subsequent ISIR is processed in a reject status, institutions are required to report data from the valid ISIR that was used to disburse financial assistance.

Data Element 38 **Student Last Name.** Enter the student's last name. Do **not** enter special characters.

Data Element 39 **Student First Name.** Enter the student's first name. Do **not** enter special characters.

Data Element 40 **Student Middle Initial.** Enter the first letter of the student's middle name, if applicable. Do **not** enter special characters.

Data Element 41 **Zip Code of Permanent Home Address.** Enter the zip code of the student's permanent home address, if in the United States. If outside United States, enter "999999999".

Data Element 42   **Enrollment Status.** Enter the code (1-4) that identifies the highest enrollment status during the student's 2017-18 academic year (i.e. fall, spring and summer).

Use the following to define enrollment for Undergraduate students:

1 = Full-time: at least 12 hours per semester
2 = ¾-time: 9 to 11 hours per semester
3 = ½-time: 6 to 8 hours per semester
4 = Less than ½-time: fewer than 6 hours per semester

Use the following as defined by the institution for Graduate students:

1 = Enrolled in a normal full-time load
2 = Enrolled for at least ¾-time of a normal full-time load
3 = Enrolled for at least ½-time of a normal full-time load
4 = Enrolled less than ½-time of a normal full-time load

Data Element 43   MODIFIED **Gender.** Enter the student's gender at birth.

M = Male
F = Female
U = Unknown

NOTE: Option "U" is used when **Data Element 23 = 2** and the gender cannot be reported.

Data Element 44   **Parent 1 Highest Grade Level Completed.** Enter the code (1-4) that identifies the highest grade level completed.

1 = Middle School/Junior High
2 = High School
3 = College or Beyond
4 = Unknown

Data Element 45   **Parent 2 Highest Grade Level Completed.** Enter the code (1-4) that identifies the highest grade level completed.

1 = Middle School/Junior High
2 = High School
3 = College or Beyond
4 = Unknown

Data Element 46   **Cost of Attendance (COA).** Enter the amount of the student's COA used in determining a student's financial need based on the enrollment period (e.g. 12 months, 9 months, 6 months, 4 months, etc.) determined by using the Federal Methodology. If the institution's system only allows a standard 9-month COA to be calculated, the institution must provide the **Enrollment Adjustment Percentage** (EAP) in **Data Element 93.**

Enter "999999" if the student received aid and **Data Element 23 = 2** (i.e. merit aid, categorical aid, exemption/waiver, etc.).

Enter "000000" if the student does not have a calculated COA and **Data Element 23 = 1.**
(e.g. Student not meeting SAP)

NOTE: In the event where a subsequent ISIR is processed in a reject status, institutions are required to report data from the valid ISIR that was used to disburse financial assistance.

Data Element 47 **MODIFIED** **Expected Family Contribution (EFC).** Enter the amount of the student's actual EFC based on the enrollment period (e.g. 12 months, 9 months, 6 months, 4 months, etc.) determined by using the Federal Methodology. If the institution's system only allows a standard 9-month EFC, the institution must provide the **Enrollment Adjustment Percentage** (EAP) in **Data Element 94** to determine the adjusted EFC.

Enter "9999999" if the student received aid and **Data Element 23 = 2** (i.e. merit aid, categorical aid, exemption/waiver, etc.).

Enter "9999998" if the EFC is equal to $9,999,999.

NOTE: This amount may be the same as **Data Element 37** if the student's EFC is a 9-month EFC.

In the event where a subsequent ISIR is processed in a reject status, institutions are required to report data from the valid ISIR that was used to disburse financial assistance.

Data Element 48 **Tuition and Fee Exemption/Waiver.**

Private/Independent Institutions: Enter the amount of tuition and fees the student did not pay as a result of receiving an exemption or waiver. Enter five zeros "00000" if not applicable.

Public Institutions: If the student received more than four different types of exemptions or waivers (previously reported in **Data Elements 10-21**), enter the additional amount of tuition and fees the student did not pay during the same year. Enter five zeros "00000" if not applicable.

NOTE: Fellowships should be reported under **Data Elements 61** or **62,** depending on the source of funding.

Data Element 49 **Categorical Aid.** Enter the amount of aid that the institution does not award to the student, but that the student brings to the school from a third party (**excluding VA Benefits and Athletic Grants/Scholarships**). Enter five zeros "00000" if not applicable.

NOTE: Texas Tomorrow Fund should be reported under **Data Elements 10-21**. Report the difference between tuition charged and tuition reimbursed (only the unreimbursed amounts are considered exempt).

Data Element 50 **Federal Pell.** Enter the amount of Federal Pell disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 51 **Federal Supplemental Educational Opportunity Grant (SEOG) – Including Match.** Enter the amount of SEOG disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 52 **Texas Public Educational Grant (TPEG).** Enter the amount of TPEG disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 53 **Tuition Differential.**
Public Institutions: Enter five zeros "00000". No tuition differential amount is required.

Private/Independent Institutions: Enter the student's tuition differential for the 2017-18 academic year. Tuition differential cannot be "00000". The tuition differential calculation is the difference between the student's semester credit hours (SCH) tuition rate and the comparable average public tuition rate listed in the chart below.

NOTE: Private/Independent Institutions must report a tuition differential, regardless if the student is eligible for the Tuition Equalization Grant (TEG) at the institution. For a list of Southern Association of Colleges and Schools (SACS) levels by institution and an example of a tuition differential calculation, **see Appendix C**.

Data Element 54 **Tuition Equalization Grant (TEG).** Enter the amount of TEG disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 55   **Tuition Equalization Grant (TEG) Award Type.** Enter the code (0-2) that identifies the student's TEG award type for the 2017-18 academic year.

0 = Not applicable
1 = First award year recipient (Initial)
2 = Subsequent award year recipient (Continuation)

Data Element 56   **Ministry-Related Degree.** Enter the code (0-1) that identifies if the student is enrolled in a degree plan in church work for the 2017-18 academic year.

0 = No
1 = Yes

Data Element 57   **Semester of Initial Award for State Grant Aid.** Enter the code (0-2) that identifies the student's TEG, TEOG or TEXAS Grant initial semester awarded for the 2017-18 academic year.

0 = Not applicable
1 = Initial award issued in the fall semester
2 = Initial award issued in the spring semester

NOTE: Use option "0" when reporting renewal students.

Data Element 58   **Justification for State Aid.** Enter the code (0-4) that validates the student's state aid eligibility for reporting purposes for the 2017-18 academic year.

0 = Not applicable
1 = One-term state aid recipient
2 = Student is a TEXAS Grant, TEOG, or TEG recipient who regained eligibility in a non-award period
3 = Student is a TEXAS Grant or TEG recipient is enrolled in a degree or certificate program of more than four years; extension of five-year award maximum due to six years of eligibility
4 = Student is a TEXAS Grant or TEOG recipient who was issued a prorated award due to program hour limitation

NOTE: Use option "1" if the student is a TEG recipient and received an athletic scholarship in a different term or the student attended for one term due to graduation.

Data Element 59   **Hardship for State Aid**. Enter the code (0-1) that identifies if a documented hardship was granted when determining eligibility for state financial aid for the 2017-18 academic year. For additional guidance on hardships, **see Appendix D**.

0 = Not applicable
1 = State aid recipient received a hardship

NOTE: Use option "0" when the state aid recipient did **not** receive a hardship.

Data Element 60   **HB3015 Grants/Scholarships.** Enter the amount of grants/scholarships funded through designated tuition set-asides disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 61   **Grants/Scholarships Funded Through Restricted Funding Sources.** Enter the amount of restricted aid (excluding athletic grants/scholarships) disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

For Example: Your institution has a scholarship that is funded by endowments or third-party donations.

NOTE: This includes any "restricted funding" **not** reported elsewhere in the report.

Data Element 62   **Grants/Scholarships Funded Through Unrestricted Funding Sources.** Enter the amount of unrestricted aid (excluding athletic grants/scholarships) disbursed to the student as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

For Example: Your institution has a scholarship that is funded through the institutions general operational funds.

NOTE: This includes any "unrestricted funding" **not** reported elsewhere in the report.

Data Element 63   **Federal Veterans Affairs (VA) Educational Benefits.** Enter the amount of Federal VA benefits disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

NOTE: Hazelwood Exemption should be reported under **Data Elements 10-21**.

Data Element 64   **Athletic Grants/Scholarships.** Enter the total amount of athletic grants or scholarships (tuition, fees and stipends which can include housing) disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

NOTE: If the recipient is not obliged to play an intercollegiate sport as a recipient of the scholarship, then the scholarship does not fall into the common meaning of "athletic scholarship".

Data Element 65   **Student Deposit Scholarship (SDS).** Enter the amount of SDS disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 66   **Other Federally-Funded Grants/Scholarships.** Enter the amount of other federally funded grants/scholarships disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

NOTE: This includes any federally need-based awards **not** reported elsewhere in the report.

Data Element 67   **Other State-Funded Grants/Scholarships.** Enter the amount of other state funded grants/scholarships (excluding athletic grants/scholarships) disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

NOTE: This includes any state need-based awards **not** reported elsewhere in the report.

Data Element 68   **Toward EXcellence, Access, & Success (TEXAS) Grant.** Enter the amount of TEXAS Grant disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 69   **Texas Educational Opportunity Grant (TEOG).** Enter the amount of TEOG disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 70   **Texas Educational Opportunity Grant (TEOG) Award Type.** Enter the code (0-2) that identifies the student's TEOG award type for the 2017-18 academic year.

0 = Not applicable
1 = Initial Year award recipient
2 = Renewal Year award recipient

NOTE: Use option "0" if student did **not** receive TEOG.

Data Element 71   **Toward EXcellence, Access, & Success (TEXAS) Grant Priority Model Award.** Enter the code (0-4) that identifies the student's TEXAS Grant Priority Model award status for the 2017-18 academic year.

0 = Not applicable
1 = Renewal year recipient
2 = Priority Model criteria that included completed 12 hours of dual credit/AP, completed an IB diploma, completed the Recommended or Advanced High School Program or its equivalent when determining initial year **Priority** eligibility
3 = Priority Model criteria **did not include** completed 12 hours of dual credit/AP, completed an IB diploma, completed the Recommended or Advanced High School Program or its equivalent when determining initial year **Priority** eligibility
4 = Priority Model criteria was **not** used to determine initial year

NOTE: Use option "0" if student did **not** receive TEXAS Grant.

Data Element 72   **Toward EXcellence, Access, & Success (TEXAS) Grant Initial Year (IY) Pathway**. Enter the code (0-5) that identifies the student's TEXAS Grant initial year pathway for the 2017-18 academic year.

    0 = **Not applicable**

    1 = **Renewal Year (RY) Recipient**: Recipient previously awarded TEXAS Grant

    2 = **Associate Degree Pathway IY Recipient:** Recipient received an initial year award after earning an associate degree and enrolled within 12 months of receiving the associate degree

    3 = **HS Graduation Pathway IY Recipient:** Recipient received an initial year award within 16 months of the high school graduation date

    4 = **Honorable Military Discharge Pathway IY Recipient:** Recipient graduated high school on 05/01/2013 or later and enlisted in military service within 12 months from high school graduation and enrolled ¾ time within 12 months after receiving an honorable discharge

    5 = **TEOG Transfer Pathway IY Recipient:** Recipient transferred to a public university and received an initial year Texas Educational Opportunity Grant (TEOG) award in fall 2014 or later and earned at least 24 semester credit hours, with a minimum 2.5 cumulative GPA

    NOTE: Use option "0" if student did **not** receive TEXAS Grant.

Data Element 73   **Federal Work-Study (FWS).** Enter the amount of FWS earned by the student, including the federal funds match, if required, as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

Data Element 74   **Texas College Work Study (TCWS).** Enter the state share amount of TCWS earned by the student, excluding match and additional institutional funds, as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

    NOTE: Match and additional institutional funds earned by TCWS recipients are reported on **Data Element 103**.

Data Element 75   **Need-Based Institutional Work-Study.** Enter the amount of Need-Based Institutional Work-Study disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 76   **AmeriCorps Program.** Enter the amount of AmeriCorps disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 77   **HB3015 Work-Study.** Enter the amount of HB3015 Work-Study earned by the student, as of the reporting cycle for the 2017-18 academic year. Include Work-Study funded through designated tuition set-asides. Enter five zeros "00000" if not applicable.

Data Element 78   **Texas College Work-Study (TCWS) Mentorship Program.** Enter the amount of TCWS Mentorship Program earned by the student, as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

Data Element 79   **Texas Armed Services Scholarship Program (TASSP).** Enter the **gross** amount of TASSP disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 80   **FILLER.** Enter five zeros "00000".

Data Element 81   **Federal Perkins Loan.** Enter the **gross** amount of Federal Perkins Loan(s) the student borrowed, as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

Data Element 82   **FILLER.** Enter five zeros "00000".

Data Element 83   **College Access Loan (CAL).** Enter the **gross** amount of CAL(s) the student borrowed, as of the reporting cycle for the 2017-18 academic year. Enter six zeros "000000" if not applicable.

Data Element 84   **FILLER.** Enter five zeros "00000".

Data Element 85 **Federal Direct Parent Loan for Undergraduate Student (PLUS) or Grad Plus Loan.** Enter the **gross** amount of the Federal Direct PLUS Loan(s) or Grad Plus Loan(s) borrowed as of the reporting cycle for the 2017-18 academic year. Enter six zeros "000000" if not applicable.

Data Element 86 **Federal Direct Subsidized Loan.** Enter the **gross** amount of the Federal Direct Subsidized Loan(s) the student borrowed, as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

Data Element 87 **Other Long-Term Educational Loan.** Enter the **gross** amount of the other long-term educational loan(s) the student borrowed, as of the reporting cycle for the 2017-18 academic year. Enter six zeros "000000" if not applicable.

   NOTE: Include institutional, state-based, private, federal and alternative educational long-term loan sources certified by the institution not reported elsewhere, where the **student** is the borrower.

Data Element 88 **Federal Direct Unsubsidized Loan.** Enter the **gross** amount of the Federal Direct Unsubsidized Loan(s) the student borrowed, as of the reporting cycle for the 2017-18 academic year**.** Enter five zeros "00000" if not applicable.

Data Element 89 **B-On-Time (BOT) Loan.** Enter the **gross** amount of BOT loan(s) the student borrowed, as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

Data Element 90 **HB3015 Loan.** Enter the **gross** amount of HB3015 Loan(s) the student borrowed, as of the reporting cycle for the 2017-18 academic year. Enter six zeros "000000" if not applicable.

   NOTE: This includes loans funded through designated tuition set-asides but **excludes** short-term emergency loans.

Data Element 91 **Teacher Education Assistance for College and Higher Education (TEACH) Grant.** Enter the amount of TEACH Grant disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 92 MODIFIED **Transfer Student or First-Time in College/First-Time in a Graduate Program.** Enter the code that identifies the transfer status at the beginning of the student's 2017-18 academic year. This status will remain the same for each 2017-18 FAD reporting cycle.

Not Applicable: Enter six zeros "**000000**"
   o   For a returning or continuing student enrolled at the institution; or
   o   For a returning or continuing graduate student enrolled at the institution.
First-Time in College/First-Time in a Graduate Program: Enter "**000001**"
   o   For a student that has never attended college before; or
   o   For a student that entered with college credits earned before graduation from high school; or
   o   For a student that entered the institution for the first-time at a graduate level (medical or dental); or
   o   For a student that was accepted into a master's program, doctoral program, or doctoral professional practice program (e.g., AUD, PharmD, DNP, DRPH, DPT) at your institution.
Transfer Student: Enter the **FICE Code** of the institution of higher education
   o   For a student that transferred to the institution from another institution; or
   o   For a graduate student that transferred from another institution at the same level.
Unidentified Transfer Student: Enter "**999999**"
   o   For a student that transferred from an institution that is out-of-state; or
   o   For a student that transferred from an institution that does not have a FICE code, designated identifying number or if the FICE code is unknown; or
   o   For a graduate student that transferred from an out-of-state institution at the same level; or
   o   For a graduate student that transferred from an institution that does not have a FICE code, designated identifying number or if the FICE code is unknown.

Data Element 93   **Enrollment Adjustment Percentage (EAP) for Cost of Attendance (COA).** Enter three zeros "000" if the COA reported in **Data Element 46** is the COA that was used in determining the student's financial need. Otherwise, if **Data Element 46** does not represent the COA utilized in determining the student's financial need, enter the percentage by which **Data Element 46** should be multiplied to calculate the COA that was utilized in determining the student's financial need. The percentage should be expressed without decimal points. EAP for COA exists for institutions where system limitations prevent reporting the COA in **Data Element 46** that was utilized in determining financial need.

Examples:
- The student was enrolled for 3 months but the institution's system can only calculate or populate a 9 month COA. The EAP is (3/9*100 = 33%). The institutions would enter "033" indicating that 33% of the reported COA was used in determining unmet need.
- The student was enrolled for 12 months but the institution's system can only calculate a 9 month standard COA. The EAP is (12/9*100 = 133%). The institution would enter "133" indicating that 133% of the reported COA was used in determining unmet need.

Data Element 94   **Enrollment Adjustment Percentage (EAP) for Total Expected Family Contribution (EFC).** Enter three zeros "000" if the EFC reported in **Data Element 47** is the EFC that was used in determining the student's financial need. Otherwise, if **Data Element 47** does not represent the EFC utilized in determining the student's financial need, enter the percentage by which **Data Element 47** should be multiplied to calculate the EFC that was utilized in determining the student's financial need. The percentage should be expressed without decimal points. EAP for EFC exists for institutions where system limitations prevent reporting the EFC in **Data Element 47** that was utilized in determining financial need.

Examples:
- The student was enrolled for 3 months but the institution's system can only calculate or populate a 9 month EFC. The EAP is (3/9*100 = 33%). The institutions would enter "033" indicating that 33% of the reported EFC was used in determining unmet need.
- The student was enrolled for 12 months but the institution's system can only calculate a 9 month standard EFC. The EAP (12/9 *100 = 133%). The institution would enter "133" indicating that 133% of the reported EFC was used in determining unmet need.

Data Element 95   **Student Identification (ID) Number.** Enter the 9-digit ID number assigned by the institution.

NOTE: Do not report all zeros. If reporting a student's SSN in **Data Element 5**, a student's ID must be reported in **Data Element 95**. All SSNs or IDs submitted must be consistent with those reported on other THECB reports.

Alien Registration and Individual Tax Identification (ITIN) cannot be reported on the FADs as a valid SSN. If a student does not have a valid SSN, report the assigned Student Identification (ID) number in **Data Element 5 and 95**.

Data Element 96   **Controlled Substance Conviction for State Aid Eligibility.** Enter the code (0-1) that identifies if a TEXAS Grant or TEOG recipient has been convicted of either a felony or a crime involving a controlled substance as defined by Chapter 481, Health and Safety Code (Texas Controlled Substances Act).

0 = Not applicable
1 = Student has been convicted of either a felony or a crime involving a controlled substance

Data Element 97   **MODIFIED** **Selective Service Registration.** Enter the code (0-3) that identifies the student's Selective Service Status:

0 = Not applicable
1 = Student is registered for Selective Service
2 = Student is **not** registered for Selective Service
3 = Exempt

NOTE: Use option "0" if **Data Element 43 = F.** Males must be registered with Selective Service in order to qualify for any type of state aid (regardless of residency status).

Data Element 98   **Defaulted Loan.** Enter the code (0-2) that identifies if the student defaulted on a federal student loan according to the student's current 2017-18 ISIR.

0 = Not applicable
1 = Yes
2 = No

NOTE: Use option "0" if **Data Element 23** = **2**. Use option "2" if **Data Element 23** = **1** and the student (including affidavit students) completed a TASFA or an institutional application. The student's default status may change for each reporting cycle.

Data Element 99   **Attempted Hours in the Fall Semester.** Enter the total number of hours the student attempted in the **fall** semester for the 2017-18 academic year.

Data Element 100   **Attempted Hours in the Spring Semester.** Enter the total number of hours the student attempted in the **spring** semester for the 2017-18 academic year.

Data Element 101   **Attempted Hours in the Summer Semester.** Enter the total number of hours the student attempted in the **summer** semester for the 2017-18 academic year.

Note: Attempted hours reported in **Data Elements 99-101** should align with **Data Element 42** and includes repeated courses, courses the student drops and from which the student withdraws (excluding Advance Placement (AP), College Level Examination Program (CLEP), and dual credit hours).

If "0" hours are reported for all three **Data Elements 99-101** and it does not align with **Data Element 42**, an exception code must be reported in **Data Element 9**.

Data Element 102   **Total Cumulative Attempted Hours.** Enter the cumulative **total** number of hours the student attempted.

Note: Attempted hours reported in **Data Element 102**, is defined as every course in every semester, including but not limited to, repeated courses and courses the student drops and from which the student withdraws and transfer credit hours accepted by the institution.

Data Element 103   **Texas College Work-Study (TCWS) Match Including Additional Institutional Funds.** Enter the amount of match funds including additional institutional funds the student earned, as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

Data Element 104   **Texas College Work-Study (TCWS) Job Location.** Enter the code (0-3) that identifies the location of student employment, as of the reporting cycle for the 2017-18 academic year.

0 = Not applicable
1 = On-Campus
2 = Off-Campus
3 = Both On-Campus and Off-Campus

Data Element 105   **Texas College Work-Study (TCWS) Mentorship Program Job Location.** Enter the code (0-3) that identifies the employment location for the student, as of the reporting cycle for the 2017-18 academic year.

0 = Not applicable
1 = On-Campus
2 = Off-Campus
3 = Both On-Campus and Off-Campus

Data Element 106   **Date of Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA).** Enter the Application Receipt Date on the ISIR or the date the TASFA/Institutional application was first received by the institution, as of the reporting cycle for the 2017-18 academic year. Enter eight zeros "00000000" if not applicable.

Note: Application Receipt Date, as defined on page 25 of the ISIR Guide, shows the date the paper application was received by the FAFSA processor or the date an electronic FAFSA transmission was received by the CPS.

Data Element 107   <mark>MODIFIED</mark> **Total Tuition and Fees for Fall.** Enter the total amount of tuition and fees charged to the student, as of the reporting cycle for the 2017-18 academic year.

Data Element 108   <mark>MODIFIED</mark> **Total Tuition and Fees for Spring.** Enter the total amount of tuition and fees charged to the student, as of the reporting cycle for the 2017-18 academic year.

Data Element 109   <mark>MODIFIED</mark> **Total Tuition and Fees for Summer.** Enter the total amount of tuition and fees charged to the student, as of the reporting cycle for the 2017-18 academic year.

Data Element 110   **Toward EXcellence, Access, & Success (TEXAS) Grant Satisfactory Academic Progress (SAP).** Enter the code (0-3) that identifies the recipient's SAP status, as of the reporting cycle for the 2017-18 academic year.

0 = Not a TEXAS Grant recipient
1 = Yes
2 = No
3 = First Reporting Cycle

Note: Option "3" is used only during the First Reporting Cycle.

Data Element 111   **Texas Educational Opportunity Grant (TEOG) Satisfactory Academic Progress (SAP).** Enter the code (0-3) that identifies the recipient's SAP status, as of the reporting cycle for the 2017-18 academic year.

0 = Not a TEOG recipient
1 = Yes
2 = No
3 = First Reporting Cycle

Note: Option "3" is used only during the First Reporting Cycle.

Data Element 112   **Tuition Equalization Grant (TEG) Satisfactory Academic Progress (SAP).** Enter the code (0-3) that identifies the recipient's SAP status, as of the reporting cycle for the 2017-18 academic year.

0 = Not a TEG recipient
1 = Yes
2 = No
3 = First Reporting Cycle

Note: Option "3" is used only during the First Reporting Cycle.

Data Element 113   **Top Ten Percent (Top 10%) Scholarship Satisfactory Academic Progress (SAP).** Enter the code (0-3) that identifies the recipient's SAP status, as of the reporting cycle for the 2017-18 academic year.

0 = Not a Top 10% Scholarship recipient
1 = Yes
2 = No
3 = First Reporting Cycle

Note: Option "3" is used only during the First Reporting Cycle.

GENERATED REPORTS & NOTIFICATIONS

2018 FAD REPORTING CYCLE 2

Generated Reports and Notifications

Edit Report:

The **Edit Report** provides a listing of all Data Records with Errors and/or Warnings/Questionable Values. This report has three sections: **Edit Summary**, **Error Report**, and **Warning/Questionable Report**.

Edit Summary

This section provides a listing of all data elements with the corresponding total number of Errors and Warning/Questionable values found in the file. In addition, it includes a breakdown of the total student records submitted.

During Reporting Cycle 1:

Total Unreconciled Programs will not identify any discrepancies.

During Reporting Cycles 2 and 3:

Total Unreconciled Programs will identify the number of state programs reported in the file that did not reconcile with the THECB database.

```
                    TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1

FADS-FAD001 EDIT                              RunDate: ##/##/2018 Time: ##:##:##
Institution Name                                  FICE Code     Fall    2018

                               EDIT SUMMARY


                                   Normal      Questionable    Error
                                   Range         Values        values
      Item001     ReportCode       #,###            #             #

     Each Item Number otherwise none as Data Element will be listed


      Item113     Top 10% SAP      #,###            #             #


      Total Reported Records                      #,###
      Number Of Non-Unique/Duplicated Id's         #
      Number Of Duplicate Records                  #
      Total Error Records                          #
      Total 'Other' Errors                         #
      Total Unreconciled Programs                  #
      Total Warning Records                        #
      SSN With Alpha Characters                    #
      Number of students with Zero Family Contribution #
```

Error Report:

This section provides a student-by-student listing of all **Data Records** with errors.

The listing includes the following information for each **Data Record**:

- Student SSN/ID (Data Element 5)
- Student Name (Data Elements 38 and 39)
- Student ID (Data Element 95)
- Item #
- Data Element Name
- Edit Message
- File Value
- Total Number of Errors Found

```
                TEXAS HIGHER EDUCATION COORDINATING BOARD                 Page 1
FADS-FAD001 EDIT                              RunDate: 04/11/2018 Time: 14:05:52
INSTITUTION NAME                                 999999     Fall     2018

                                ERROR REPORT


DATA RECORD:  1
STUDENT SSN/ID :  111111111        Student Name : STUDENT NAME        Student ID : 000000000

W/E    ITEM#  DATA ELEMENT                  EDIT MESSAGE                                      FILE VALUE
ERROR  095    Institution Student Number    Cannot = 00000000                                000000000
ERROR  097    Selective Service             = 0 or 2 and needs analysis (# 23) = 1 and TCWS Mentorship (#78) > 0   0
       023       Need Analysis Used                                                          1
       078       Texas Work-Study Mentorship Pg                                              00228


COUNT OF ERRORS IN THIS RECORD:   2
-------------------------------------------------------------------------------------------------
```

Warning/Questionable Report:

This section provides a student-by-student listing of all **Data Records** with Warning/Questionable values found.

The listing includes the following information for each **Data Record**:

- Student SSN/ID (Data Element 5)
- Student Name (Data Elements 38 and 39)
- Student ID (Data Element 5)
- Item #
- Data Element Name
- Warning Message
- File Value
- Total Number of Warnings Found

```
                    TEXAS HIGHER EDUCATION COORDINATING BOARD                   Page 1
FADS-FAD001 EDIT                                    RunDate: 04/11/2018 Time: 14:05:52
INSTITUTION NAME                                        999999       Fall    2018

                                WARNING\QUESTIONABLE ONLY


DATA RECORD:  819
STUDENT ID :  111111111           Student Name : STUDENT NAME        Student ID : 000000000

ITEM# DATA ELEMENT              WARNING MESSAGE                             FILE VALUE
035    Date of Birth            age < 16 or > 75                           ********
COUNT OF WARNING IN THIS RECORD:     1
-----------------------------------------------------------------------------------------
```

Reconciliation Report:

The **Reconciliation Report** provides a listing of the total number of students and amounts reported for each of the data elements. This report will compare the totals in the file to the totals in the THECB database.

During Reporting Cycle 1:
Only institutional data will be listed.

During Reporting Cycles 2 and 3:
State financial programs must reconcile with the THECB database.

The report will be in data element order and include the following information:
- Item #
- Program Name
- THECB Student Count
- THECB Amount
- Institution Student Count
- Institution Amount

TEXAS HIGHER EDUCATION COORDINATING BOARD

Reconciliation Report -- Reporting Cycle 1, 2018

INSTITUTION NAME (FICE)

Item Number	Program Name	THECB Count of Students	THECB Amount Reported	Institution Count of Students	Institution Amount Reported	
08	Top 10%	7	14,000	0	0	*Reconcile
10	Exempt/Waiver Award 1	N/A	N/A	0	0	
13	Exempt/Waiver Award 2	N/A	N/A	0	0	
16	Exempt/Waiver Award 3	N/A	N/A	0	0	
19	Exempt/Waiver Award 4	N/A	N/A	0	0	
48	Tuition Exempt/Waiver	N/A	N/A	0	0	
49	Categorical Aid	N/A	N/A	15	82,136	
50	Federal PELL	N/A	N/A	116	291,091	

State financial aid program totals reported in the file that do not reconcile with the total in the THECB database will list ***Reconcile** in the last column of the report. **N/A** will appear for all other programs.

The programs that are required to reconcile with the THECB database are Bilingual Education Scholarship Program, BOT, CAL, Educational Aide Exemption, TASSP, TEG, TEOG, TEXAS Grant, Top 10%, Texas College Work-Study, and Texas College Work-Study Mentorship Program.

Program Comparison Report

The **Program Comparison Report** provides a summary of the demographic data from the file submitted and compares to the previous year's certified totals. Items with a percentage change that exceed the standard deviation will be marked as ****REVIEW**. Institutions are required to verify the data marked for review to ensure it is accurate. Files with invalid totals will need to be corrected and resubmitted.

Note: For FY 2018 only the data previously collected in FY 2017 will be compared. Please refer to **Appendix A**.

This is the comparison of demographic data from the previous year to the current year. Items marked as **REVIEW represent differences in your reporting from last year to this year. Please review those items for accuracy.

Program Level (Data Element #22)

	2018	2017	% Diff	
Non-Degree Seeking	386	0	100.00%	**Review
Continuing Education	0	0	0.00%	
Associate Degree	0	0	0.00%	
Undergraduate Certificate	0	0	0.00%	
Bachelor's Degree	0	0	0.00%	
Master's Degree	0	0	0.00%	
Doctorate Level/Professional Practice	0	0	0.00%	
Teacher Certification	0	0	0.00%	
Graduate Level Certificate	0	0	0.00%	
Total	386	0	100.00%	

Need Analysis (Data Element #23)

	2018	2017	% Diff	
Completed either a FAFSA or TASFA	214	3,621	-94.09%	**Review
None used to receive aid	172	874	-80.32%	**Review
Total	386	4,495	-91.41%	

Unmatched SSN Report

The **Unmatched SSN Report** provides a listing of Student Social Security Numbers (SSN)/Identification (ID) Numbers reported in the FAD file that were not found in the CBM database for Fall 2017 or Spring 2018 (Summer is not included). This report does not identify any errors and should only be reviewed for accuracy. Only files with major discrepancies should be corrected and resubmitted.

Note: This report will only be generated during **Reporting Cycle 3**.

```
                        Students reported on FADS but not found on CBM001
REPORTING CYCLE 1, 2018          INSTITUTION NAME  999999        RunDate: 04/15/2018 Time: 14:00:49

   Fice      Report
   Code  StudentID  Year
   999999 *********  2018
   999999 *********  2018
   999999 *********  2018
   999999 *********  2018
   999999 *********  2018
   999999 *********  2018
   999999 *********  2018
```

Notifications

File Receipt Confirmation

A **File Receipt Confirmation** is automatically sent to the institution's designated email address after a FAD report file is submitted. This confirmation indicates that the institution's file was received. If a **File Receipt Confirmation** email is not generated within 24 hours, please contact the THECB at FADB@thecb.state.tx.us.

Sample File Receipt Confirmation

- Date and time the file was received
- Number of records in the file
- Contact number for assistance

```
School Name
Date Time: #/#/2018 TIME PM

-----------------------------------------------------------------------------------------

SOURCE FILE: HY2K_469890684_FADR32 - DATE - corrected file.txt
FILE RECEIVED FROM FICE CODE: ######
INPUT FICE CODE: ######
REPORT_ID:  FAD001
SEMESTER:   #
YEAR:       2018
TYPE:       #
SIZE:       0441
OTHER INFO: 13642
NUMBER OF RECORDS REPORTED IN 'EOF1' RECORD: ##### (Number of student data records in file)
NUMBER OF DATA RECORDS ACTUALLY RECEIVED: ##### (Number of student data records edited)

TRAILER RECORD IN FILE: EOF######

-----------------------------------------------------------------------------------------

This is a confirmation of file receipt only.  Editing of your file will take place during the next production run.
THECB Contact: Tanya Trevino - Educational Data Center 512-427-6123
```

Edit Reports Notification

An **Edit Reports Notification** is automatically sent to the institution's designated email address after a FAD report file is processed. This notification indicates that the institution's file was processed and that edit reports will be available in the institution's FAD_Output folder in MOVEit DMZ.

```
Subject: FICE Code EDIT REPORTS ON EDC SERVER


\\Thecb-auvfs41\datafile\prod\EDC\DataAnalyst\report\003644\FAD001_Fall_2018_S_#####_20180405113051.txt
IS LOCATED IN THE OUTPUT DIRECTORY OF YOUR ACCOUNT


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

Validation/Certification Notification

A **Validation/Certification Notification** is automatically sent to the institution's designated email address after a FAD report file is processed and no errors are found. This notification includes a link to CBPASS, where the institution's designated official can login and Validate/Certify the reporting cycle data.

Subject: FICE Code FAD 2018 Validation Available IN CBPass

Your institution's 2018 FAD data is ready for **Validation/Certification** for the reporting cycle and year indicated below through CBPass. Please make sure all of your data and any items marked as "REVIEW" have been checked for accuracy.

REPORTING CYCLE: **#**
YEAR: **2018**

To complete your FADS Validation, please log in at https://www1.thecb.state.tx.us/Apps/SpecialPrograms/FADSReporting/.

Validation/Certification Confirmation

A **Validation/Certification Confirmation** is automatically sent to the institution's designated email address after the institution's designated official **Validates/Certify** the reporting cycle data in CBPass. This notification indicates that the institution's reporting obligation for the corresponding cycle has been met and no additional action is required.

Subject: ***PROD – FICE Code** FAD Validation Confirmation - 2018 Cycle **#**

CONGRATULATIONS! **Validation/ Certification** for your institution's FAD data for the reporting cycle and year indicated below has been applied. Your reporting requirements for this cycle have been met. You can check the status of your reports and validations/certifications anytime at
http://reports.thecb.state.tx.us/approot/thecbrw/cbm_reporting_ext.htm.

NOTE: If any data during the first and/or second cycle is found to be incorrect after you have submitted your validation, you will be unable to resubmit your database report. Corrections should be made to the data in the following cycle. During the third cycle, all data must be corrected and accurate to be certified.

REPORTING CYCLE: **#**
YEAR: **2018**

Institution: **Institution Name (######)**
Submitted by: **Directors Name**
Title: **Financial Aid Director**
Email Address: FA-Director@insitutions.edu
Phone Number: **###-###-####**

APPENDICES

2018 FAD REPORTING CYCLE 2

Appendix A

Table Legend

NEW	Data Element was not previously reported on the 2016-17 FAD Report.
MODIFIED	Data Element has been modified from the 2016-17 FAD Report.
MODIFIED	Data Element has been modified from the 2017-18 FAD Cycle 1 Report.

Prior FAD Report #	Element Status		Data Element	Reason For Addition/Modification	Field Type	Field Length	Position Beginning	Ending
1a.		1	Report Code		Alphanumeric	1	1	1
1b.		2	FICE		Numeric	6	2	7
	NEW	3	Reporting Cycle	To collect data in order to evaluate current student financial aid needs throughout the year	Numeric	1	8	8
1c.		4	Reporting Year		Numeric	4	9	12
1d.		5	Student Social Security Number (SSN)/Identification (ID) Number		Alphanumeric	9	13	21
2.	MODIFIED	6	Student and/or Spouse Adjusted Gross Income (AGI)	To increase character spaces from 6 to 7	Numeric	7	22	28
3.	MODIFIED	7	Parent(s) Adjusted Gross Income (AGI)	To increase character spaces from 6 to 7	Numeric	7	29	35
4.		8	Top Ten Percent (Top 10%) Scholarship		Numeric	5	36	40
5.	MODIFIED	9	Exceptions (Formerly Unmatched Reason)	To increase options from 11 to 17 to allow for more accurate reporting	Numeric	2	41	42
6.		10	Tuition Exemption/Waiver Award 1		Numeric	5	43	47
7.		11	Tuition Exemption/Waiver Award 1 Code		Numeric	2	48	49
	NEW	12	Tuition Exemption/Waiver Award 1 Impact	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	1	50	50
8.		13	Tuition Exemption/Waiver Award 2		Numeric	5	51	55
9.		14	Tuition Exemption/Waiver Award 2 Code		Numeric	2	56	57
	NEW	15	Tuition Exemption/Waiver Award 2 Impact	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	1	58	58
10.		16	Tuition Exemption/Waiver Award 3		Numeric	5	59	63
11.		17	Tuition Exemption/Waiver Award 3 Code		Numeric	2	64	65
	NEW	18	Tuition Exemption/Waiver Award 3 Impact	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	1	66	66
	NEW	19	Tuition Exemption/Waiver Award 4	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	5	67	71
	NEW	20	Tuition Exemption/Waiver Award 4 Code	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	2	72	73
	NEW	21	Tuition Exemption/Waiver Award 4 Impact	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	1	74	74

Prior FAD Report #	Element Status		Data Element	Reason For Addition/Modification	Field Type	Field Length	Position Beginning	Ending
	NEW	22	Program Level	To allow for elimination of TEG Need Survey	Numeric	1	75	75
13.		23	Need Analysis		Numeric	1	76	76
14.		24	Living Arrangement		Numeric	1	77	77
15.		25	Ethnic Origin		Numeric	1	78	78
16a.		26	White		Numeric	1	79	79
16b.		27	Black or African-American		Numeric	1	80	80
16c.		28	Asian		Numeric	1	81	81
16d.		29	American Indian or Alaskan Native		Numeric	1	82	82
16e.		30	International		Numeric	1	83	83
16f.		31	Unknown or Not Reported		Numeric	1	84	84
16g.		32	Native Hawaiian or Other Pacific Islander		Numeric	1	85	85
17.		33	Classification		Numeric	1	86	86
18.		34	Dependency Status		Numeric	1	87	87
19.		35	Date of Birth		Numeric	8	88	95
20.	MODIFIED	36	Residency Status	To remove National Merit Scholarship	Numeric	1	96	96
21a.	MODIFIED	37	9-Month Expected Family Contribution (EFC)	To increase character spaces from 6 to 7	Numeric	7	97	103
	NEW	38	Student Last Name	To allow for the elimination of EOY Reports	Alphanumeric	25	104	128
	NEW	39	Student First Name	To allow for the elimination of EOY Reports	Alphanumeric	20	129	148
	NEW	40	Student Middle Initial	To allow for the elimination of EOY Reports	Alphanumeric	1	149	149
22.		41	Zip Code of Permanent Home Address		Numeric	9	150	158
23.		42	Enrollment Status		Numeric	1	159	159
24.	MODIFIED	43	Gender	To increase options to allow for more accurate reporting	Alphanumeric	1	160	160
25		44	Parent 1 Highest Grade Level Completed		Numeric	1	161	161
26.		45	Parent 2 Highest Grade Level Completed		Numeric	1	162	162
27.	MODIFIED	46	Cost of Attendance (COA)	To increase character spaces from 5 to 6	Numeric	6	163	168
28.	MODIFIED	47	Expected Family Contribution (EFC)	To increase character spaces from 6 to 7	Numeric	7	169	175
29.		48	Tuition and Fee Exemptions/Waivers		Numeric	5	176	180
30.		49	Categorical Aid		Numeric	5	181	185
31a.		50	Federal Pell		Numeric	5	186	190
31b.		51	Federal Supplemental Educational Opportunity Grant (SEOG) with match		Numeric	5	191	195
31c.		52	Texas Public Educational Grant (TPEG)		Numeric	5	196	200
	NEW	53	Tuition Differential	To allow for elimination of TEG Need Survey	Numeric	5	201	205
31e.		54	Tuition Equalization Grant (TEG)		Numeric	5	206	210

Prior FAD Report #	Element Status		Data Element	Reason For Addition/Modification	Field Type	Field Length	Position Beginning	Ending
	NEW	55	Tuition Equalization Grant (TEG) Award Type	To allow for the elimination of EOY Reports	Numeric	1	211	211
	NEW	56	Ministry-Related Degree	To allow for elimination of TEG Need Survey	Numeric	1	212	212
	NEW	57	Semester of Initial Award for State Grant Aid	To allow for the elimination of EOY Reports	Numeric	1	213	213
	NEW	58	Justification	To allow for the elimination of EOY Reports	Numeric	1	214	214
	NEW	59	Hardship for State Aid	To allow for the elimination of EOY Reports	Numeric	1	215	215
31g.		60	HB3015 Grants/Scholarships		Numeric	5	216	220
31h.	MODIFIED	61	Grants/Scholarships Funded Through **Restricted** Funding Sources	To redefine funding sources being reported	Numeric	5	221	225
31i.	MODIFIED	62	Grants/Scholarships Funded Through **Unrestricted** Funding Sources	To redefine funding sources being reported	Numeric	5	226	230
	NEW	63	Federal Veterans Affairs (VA) Educational Benefits	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	5	231	235
	NEW	64	Athletic Grants/Scholarships	Separating this from overall institution grants in order to better monitor compliance	Numeric	5	236	240
31l.	NEW	65	Student Deposit Scholarship (SDS)		Numeric	5	241	245
	NEW	66	Other Federally-Funded Grants/Scholarships	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	5	246	250
	MODIFIED	67	Other State-Funded Grants/Scholarships	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	5	251	255
31o.		68	Toward EXcellence, Access, & Success (TEXAS) Grant		Numeric	5	256	260
31p.		69	Texas Educational Opportunity Grant (TEOG)		Numeric	5	261	265
	NEW	70	Texas Educational Opportunity Grant (TEOG) Award Type	To allow for the elimination of EOY Reports	Numeric	1	266	266
	NEW	71	Toward EXcellence, Access, & Success (TEXAS) Grant Priority Model Award	To allow for the elimination of EOY Reports	Numeric	1	267	267
	NEW	72	Toward EXcellence, Access, & Success (TEXAS) Grant Initial Year (IY) Pathway	To allow for the elimination of EOY Reports	Numeric	1	268	268
32.a		73	Federal Work-Study (FWS)		Numeric	5	269	273
32b.	MODIFIED	74	Texas College Work-Study (TCWS)	To move match and excess funding to Data Element 103	Numeric	5	274	278
32c.		75	Need-based Institutional Work-Study		Numeric	5	279	283
32d.		76	AmeriCorps Program		Numeric	5	284	288
32e.		77	HB3015 Work-Study		Numeric	5	289	293
32f.		78	Texas College Work-Study (TCWS) Mentorship Program		Numeric	5	294	298
33a.		79	Texas Armed Services Scholarship Program (TASSP)		Numeric	5	299	303
33b.		80	FILLER		Numeric	5	304	308
33c.		81	Federal Perkins Loans		Numeric	5	309	313
33d.		82	FILLER		Numeric	5	314	318
33f.	MODIFIED	83	College Access Loan (CAL)	To increase character spaces from 5 to 6	Numeric	6	319	324
	NEW	84	FILLER	Elimination of outdated element	Numeric	5	325	329

Prior FAD Report #	Element Status		Data Element	Reason For Addition/Modification	Field Type	Field Length	Position Beginning	Ending
33h.	MODIFIED	85	Federal Direct Parent Loan for Undergraduate Student (PLUS) or Grad Plus Loan	To increase character spaces from 5 to 6	Numeric	6	330	335
33i.		86	Federal Direct Subsidized Loans		Numeric	5	336	340
33j.	MODIFIED	87	Other Long-Term Educational Loans	To increase character spaces from 5 to 6	Numeric	6	341	346
33k.		88	Federal Direct Unsubsidized Loans		Numeric	5	347	351
33l.		89	B-On-Time (BOT) Loan		Numeric	5	352	356
33m.		90	HB3015 Loans		Numeric	6	357	362
34a.		91	Teacher Education Assistance for College and Higher Education (TEACH) Grant		Numeric	5	363	367
	MODIFIED	92	Transfer Student or First-Time In College	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	6	368	373
35a.		93	Enrollment Adjustment Percentage (EAP) for Cost of Attendance (COA)		Numeric	3	374	376
35b.		94	Enrollment Adjustment Percentage (EAP) for Total Expected Family Contribution (EFC)		Numeric	3	377	379
36.		95	Student ID Number		Alphanumeric	9	380	388
	NEW	96	Controlled Substance Conviction	Added to improve compliance monitoring	Numeric	1	389	389
	MODIFIED	97	Selective Service Registration	To increase options to allow for more accurate reporting	Numeric	1	390	390
	NEW	98	Defaulted Loan	Added to improve compliance monitoring	Numeric	1	391	391
	NEW	99	Attempted Hours in the Fall Semester	To allow for elimination of EOY reports	Numeric	3	392	394
	NEW	100	Attempted Hours in the Spring Semester	To allow for elimination of EOY reports	Numeric	3	395	397
	NEW	101	Attempted Hours in the Summer Semester	To allow for elimination of EOY reports	Numeric	3	398	400
	NEW	102	Total Cumulative Attempted Hours	To allow for elimination of EOY reports	Numeric	4	401	404
	NEW	103	Texas College Work-Study (TCWS) Match Including Additional Institutional Funds	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	5	405	409
	NEW	104	Texas College Work-Study (TCWS) Job location	Added to accomplish mandated state reporting	Numeric	1	410	410
	NEW	105	Texas College Work-Study (TCWS) Mentorship Program Job Location	Added to accomplish mandated state reporting	Numeric	1	411	411
	NEW	106	Date of Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA)	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	8	412	419
	MODIFIED	107	Total Tuition and Mandatory Fees for Fall	To improve compliance monitoring	Numeric	6	420	425
	MODIFIED	108	Total Tuition and Mandatory Fees for Spring	To improve compliance monitoring	Numeric	6	426	431
	MODIFIED	109	Total Tuition and Mandatory Fees for Summer	To improve compliance monitoring	Numeric	6	432	437
	NEW	110	Toward EXcellence, Access, & Success (TEXAS) Grant Satisfactory Academic Progress (SAP)	To allow for elimination of EOY reports	Numeric	1	438	438
	NEW	111	Texas Educational Opportunity Grant (TEOG) Satisfactory Academic Progress (SAP)	To allow for elimination of EOY reports	Numeric	1	439	439
	NEW	112	Tuition Equalization Grant (TEG) Satisfactory Academic Progress (SAP)	To allow for elimination of EOY reports	Numeric	1	440	440
	NEW	113	Top Ten Percent (Top 10%) Scholarship Satisfactory Academic Progress (SAP)	To allow for elimination of EOY reports	Numeric	1	441	441

Appendix B

Award Amount Summary

TEXAS Grant				
Institution Type	**Year Max**	**Semester Max**	**Target/Year Max**	**Target/Semester Max**
Public Universities and HRIs	$9,050	$4,525	$5,000	$2,500
Public State Colleges	$5,666	$2,833	$5,000	$2,500
Public Technical Institutes	$5,496	$2,748	$2,500	$1,250
Public Community Colleges	$3,010	$1,505	$1,325	$663
TEXAS Grant - EFC cap for Initial Year (IY) awards will be $5,430 for General Academic Teaching Institutions (GATIs).				

TEOG					
Institution Type	**Year Max**	**Award Maximum Per Semester Based on Census Date Enrollment**			
		Full-Time (12+ SCHs)	**Three-Quarter Time (9-11 SCHs)**	**Half-Time (6-8 SCHs)**	**< Half-Time (1-5 SCHs)**
Public State Colleges	$5,666	$2,833	$2,125	$1,417	$0
Public Technical Institutes	$5,496	$2,748	$2,061	$1,374	$0
Public Community Colleges	$3,010	$1,505	$1,129	$753	$0
TEOG - EFC cap for Initial Year (IY) awards will be $5,430 for Community Colleges, State and Technical Institutes.					

TEG		
Institution Type	**Year Max**	**Exceptional Need**
Private/Independent Institutions	$3,364	$5,046
TEG - EFC's ≤ $1,000 may receive up to the Exceptional Need award amount.		

TOP 10% SCHOLARSHIP		
Institution Type	**Award Type**	**Year Max**
Public Institutions	Priority 1	$2,000
	Priority 2	$0

B-ON-TIME LOAN		
Institution Type	**Year Max**	**Semester Max**
Public Universities, HRIs and Private/Independent Institutions	$9,050	$4,525
Public State Colleges	$5,666	$2,833
Public Technical Institutes	$5,496	$2,748
Public Community Colleges	$3,010	$1,505
A 3% origination fee will be deducted from the loan proceeds.		

Appendix C

Southern Association Colleges and Schools (SACS) Program Levels

Institution Name	SACS Level	UNDERGRADUATE TUITION RATE PER SCH	GRADUATE TUITION RATE PER SCH
Jacksonville College	1	$57	N/A
Abilene Christian University	5	$182	$239
Austin College	3	$194	$268
Baylor University	6	$232	$329
Concordia University Texas	3	$194	$268
Dallas Baptist University	5	$182	$239
East Texas Baptist University	3	$194	$268
Hardin-Simmons University	5	$182	$239
Houston Baptist University	3	$194	$268
Howard Payne University	3	$194	$268
Huston-Tillotson University	2	$66	N/A
Jarvis Christian College	2	$66	N/A
LeTourneau University	3	$194	$268
Lubbock Christian University	3	$194	$268
McMurry University	3	$194	$268
Our Lady of the Lake University	5	$182	$239
Parker University	5	$182	$239
Paul Quinn College	3	$194	$268
Schreiner University	3	$194	$268
South Texas College of Law	6	N/A	$918
Southern Methodist University	6	$232	$329
Southwestern Adventist University	3	$194	$268
Southwestern Assemblies of God University	5	$182	$239
Southwestern Christian College	2	$66	N/A
Southwestern University	2	$66	N/A
St. Edward's University	3	$194	$268
St. Mary's University	5	$182	$239
Texas Chiropractic College	5	$182	$239
Texas Christian University	6	$232	$329
Texas College	2	$66	N/A
Texas Lutheran University	3	$194	$268
Texas Wesleyan University	5	$182	$239
The University of Dallas	5	$182	$239
Trinity University	3	$194	$268
University of Mary Hardin-Baylor	5	$182	$239
University of St. Thomas	5	$182	$239
University of the Incarnate Word	6	$232	$329
Wayland Baptist University	3	$194	$268
Wiley College	2	$66	N/A
William Marsh Rice University	6	$232	$329

For example: Institution Current Tuition Rate = $650

Institution SACS Level = 3

To calculate tuition differential for an undergraduate student who enrolled in 12 SCH in the fall and 12 SCH in the spring, the institution would report the following:

$650	–	$194	=	$456	x	24SCH	=	$10,944
Institution Current Tuition	–	SACS avg.	=	Difference	x	SCH	=	Reported Tuition Differential

Appendix D

TEXAS Grant Satisfactory Academic Progress (SAP) (TAC, Section 22.229)

A student's SAP eligibility is determined at the end of each academic year. At the end of the first academic year, a student must meet SAP requirements set by the institution to be considered eligible for their first Renewal Year (RY) award. At the end of the second academic year, and all years thereafter, a student must complete 24 SCH in the academic year and maintain a minimum 2.5 cumulative GPA.

Academic Year	Satisfactory Academic Progress (SAP) Requirements	
End of 1st academic year	**Institutional SAP Policy**	
End of 2nd academic year or later	24 SCH in an academic year	2.5 cumulative GPA on a 4-point scale

NOTE: A student who is below the SAP requirements at the end of the semester can appeal to have transfer courses included in the SAP calculation. In this case, all transfer courses must be included when determining program eligibility. If the resulting GPA exceeds the program's academic progress requirement, an otherwise eligible student may receive an award in the following semester.

TEXAS Grant Hardship (TAC, Section 22.231)

A student who is ineligible for a TEXAS Grant based on the requirements for the grade point average (GPA), number of completed hours, and total hours enrolled may be deemed eligible under a hardship provision. Each institution must adopt a hardship policy and have the policy available for public review. All hardship decisions must be documented in the student's record and be available for submission to the THECB, if requested.

TEOG Satisfactory Academic Progress (SAP) (TAC, Section 22.256)

A student's SAP eligibility is determined at the end of each academic year. At the end of the first academic year, a student must meet SAP requirements as set by the institution to be considered eligible for a first RY award. At the end of the second academic year, and all years thereafter, a student must complete 75% of total attempted hours in the academic year and have a minimum 2.5 cumulative GPA.

Academic Year	Satisfactory Academic Progress (SAP) Requirements	
End of 1st academic year	**Institutional SAP Policy**	
End of 2nd academic year or later	75% completion rate in an academic year	2.5 cumulative GPA on a 4-point scale

NOTE: A student who is below the SAP requirements at the end of the semester can appeal to have transfer courses included in the SAP calculation. In this case, all transfer courses must be included when determining program eligibility. If the resulting GPA exceeds the program's academic progress requirement, an otherwise eligible student may receive an award in the following semester.

TEOG Hardship (TAC, Section 22.257)

A student who is ineligible for a TEOG award based on grade point average (GPA), completion rate, and number of completed hours for satisfactory academic progress may be deemed eligible under the hardship provision. Each institution must adopt a hardship policy and have the policy available for public review. All hardship decisions must be documented in the student's record and be available for submission to the THECB if requested.

TEG Satisfactory Academic Progress (SAP) (TAC, Section 22.24)

A student's SAP eligibility is determined at the end of each academic year. At the end of the first academic year, a student must meet SAP requirements as set by the institution to be considered eligible for their first continuation award. At the end of the second academic year, and all years thereafter, all undergraduate students must complete 24 semester credit hours (SCH) with a 75% completion rate of the total attempted hours and have a minimum 2.5 cumulative GPA in the academic year. All graduate students must complete 18 SCH with a 75% completion rate of the total attempted hours in the academic year and have a minimum 2.5 cumulative GPA at the end of the second academic year, and all years thereafter.

Academic Year	Satisfactory Academic Progress (SAP) Requirements		
End of 1st academic year	**Institutional SAP Policy**		
End of 2nd academic year or later; recipient working toward their first associate or baccalaureate degree	24 SCH in an academic year	75% completion rate in an academic year	2.5 cumulative GPA on a 4-point scale
End of 2nd academic year or later; recipient working toward their first master's, professional, or doctoral degree	18 SCH in an academic year	75% completion rate in an academic year	2.5 cumulative GPA on a 4-point scale

NOTE: A student who is below the SAP requirements at the end of the spring semester can appeal to have transfer courses included in the SAP calculation. In this case, all transfer courses must be included when determining program eligibility. If the resulting GPA exceeds the program's academic progress requirement, an otherwise eligible student may receive an award in the following semester.

TEG Hardship (TAC, Section 22.24)

A student who is ineligible for a TEG award based on grade point average (GPA), completion rate, and number of completed hours for satisfactory academic progress may be deemed eligible under a hardship provision. Each institution must adopt a hardship policy and have the policy available for public review. All hardship decisions must be documented in the student's record and be available for submission to the THECB if requested.

Top 10% Scholarship Satisfactory Academic Progress (SAP) (TAC, Section 22.201)

A student's SAP eligibility is determined at the end of each academic year. A student must have a completion rate of 75%, complete 30 semester credit hours (SCH) hours in the academic year and have a minimum 3.25 cumulative GPA on a 4-point scale.

Academic year	Satisfactory Academic Progress (SAP) Requirements		
End of each academic year	30 SCH in an academic year	75% completion rate in an academic year	3.25 cumulative GPA on a 4-point scale

NOTE: A student who is below the SAP requirements at the end of the spring semester can appeal to have transfer courses included in the SAP calculation. In this case, all transfer courses must be included when determining program eligibility. If the resulting GPA exceeds the program's academic progress requirement, an otherwise eligible student may receive an award in the following semester.

Top 10% Scholarship Hardship (TAC, Section 22.201)

A student who is ineligible based on the requirements for the GPA, completion rate, and number of completed hours for satisfactory academic progress, may be deemed eligible under a hardship provision. Participating institution must adopt a hardship policy and have the policy available for public review upon request. All hardship decisions must be documented in the student's record and be available for submission to the THECB if requested.

Appendix E

CBPass Portal Instructions

New User Sign Up

1. Log-in to **CBPass**.
2. Click **create one now** (the **CBPass New User Registration** page displays).
3. Enter the following information on the New User Registration page:
   - ❖ First and Last Name
   - ❖ Affiliation or Type (Your institution's full name)
   - ❖ Physical Address
   - ❖ Telephone Number
   - ❖ Email Address
   - ❖ User Name
   - ❖ Password
   - ❖ Answer to the security math problem

Note: The affiliation field shows institutions in the database exactly as it is typed. Avoid typing "the" as the first word of your affiliation. Be specific in entering your institution's full name. For example, if your institution has multiple campuses, enter the full name, such as University of Houston - Downtown. Your e-mail address will become your login name for the application.

CBPass Login

Sign in with your CBPass Account

*Username: [   ]
*Password: [   ]

Sign In

Forgot your Username or Password?

don't have an account? create one now!

CBPass - New User Registration

To create a CBPass account, enter the information below, then click on the *Register* button. Once you have registered you will be able to request access to applications.

All fields are required.

Account Information

*First Name [required]: [   ]
*Last Name [required]: [   ]
*Begin typing to enter/modify your affiliation or type "Other" [required]: [   ]
*Physical Address [required]: [   ]
[   ] TX [ ] [ ] - [ ]
*Telephone Number [required]: ([ ]) - [ ] - [ ]
*E-Mail Address [required]: [   ]
*Re-Type E-Mail Address [required]: [   ]
*User Name [required]: [   ] (Used for login)
*Password [required]: [   ]

Passwords must be at least eight (8) characters and contain at least 3 of the 4 following attributes: uppercase letter, lowercase letter, number, special character.

Password Strength: | Weak | Medium | Strong |

*Re-Type New Password [required]: [   ]
*Enter the answer to the math problem [required]: 7+5= [ ]
☐ [required] I agree to the CBPass Account Agreement (link opens in a new window)

Register

4. Check the box indicating that you agree to the **CBPass Account Agreement** (this box must be selected to proceed with registering)
5. Click **Register**
6. Select three security questions to answer for password reset purposes.

Please select 3 of the security questions below to be used for password reset and personal identification purposes:

Select

☐ What was the name of your first stuffed animal?
☑ What is the first name of the boy or girl that you first kissed?
☐ In what city did you meet your spouse/significant other?
☑ What school did you attend for sixth grade?
☐ What is your oldest brother's birthday month and year? (e.g. January 1900)
☐ Where were you when you first heard about 9/11?
☐ What is the name of a college you applied to but didn't attend?
☑ In what city or town was your first job?
☐ In what city or town did your mother and father meet?
☐ What is your maternal grandmother's maiden name?

Continue | Generate a new list of questions

7. Answer the security questions you chose and click **Continue** to create your account. Click **Cancel** to go back to the list of security questions.

What is the first name of the boy or girl that you first kissed?	John
What school did you attend for sixth grade?	King Middle School
In what city or town was your first job?	Austin

Continue   Cancel

8. Congratulations, you have completed your account creation.

Requesting Access to an Application

1. Log-in to **CBPass**.
   ❖ When you log in to your account, the **MY ACCESS** tab appears. From this page, you can request access to an application.

2. Click **Request Access to another application** (the **Request Access** window opens).
3. Select **Financial Aid Data Certification** from the dropdown menu.
4. Click **Request Access**.

Once your request is processed, you will receive an email stating your request status. If granted, you may then open the application by clicking on the application in the table on the **My Access** tab.

Appendix F

Additional Resources

THECB CONTACT INFORMATION	
FAD Team	FADB@thecb.state.tx.us

Contact Financial Aid Services
By phone: (844)-792-2640
Contact us by completing an online inquiry form and use one of the following contact reasons below:

Contact Reason – Work - Study Programs • TCWS • TCWS Mentorship Contact Reason – Student Loan - School Info Request • CAL • BOT • TASSP	Contact Reason – State and Federal Grants and Scholarships • TEXAS Grant • TEOG • TEG • Top 10% scholarship • Bilingual Education Scholarship Program Contact Reason – Exemptions/Waiver Programs • All state exemption and waiver programs including EAE

OTHER RESOURCES FOR INSTITUTIONS	
General program information for institutions	Student Financial Aid Programs Information Webpage
General loan information	HHloans
Texas Program Statutes	Texas Education Code
Texas Program Rules	Texas Administrative Code
Information concerning program processing, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. In order to receive these communications, interested individuals must subscribe.	GovDelivery