

# 2011 Financial Aid Database Manual

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Texas Higher Education Coordinating Board

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## THE STATUTORY REQUIREMENT

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

Institutional and statewide reports are required annually.

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

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

## REPORT USES

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

The data also provides us an opportunity to conduct program reviews of your work. We do not have staff to conduct many campus visits. Therefore, we must use the data you submit through your reports as a means of confirming your adherence to program rules and procedures. Your care and attention to detail in compiling your reports is greatly appreciated.

## REPORTING DEADLINES AND PROCESSING TIMES

### **Report Due Dates:**

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

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

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

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

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

### **Important things to Remember:**

- You must disconnect promptly from the SFTP session after successfully transferring your file,
- Make sure only one person at your institution has an SFTP session open at any one time.
- Do not log into the SFTP server at the :03 minute or :33 minute times of the hour. Our system automatically synchronizes itself and if you try submitting your file at this time, it will automatically be deleted and we will not receive it.

## SEQUENCE OF ACTIVITIES

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

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

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

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

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

We monitor the time delays in receiving responses from institutions. If more than 2 days pass between the sending of our error listings and the receipt of a response from the school, we will contact the institution through the generic email address. All edits need to be resolved by December 1st.

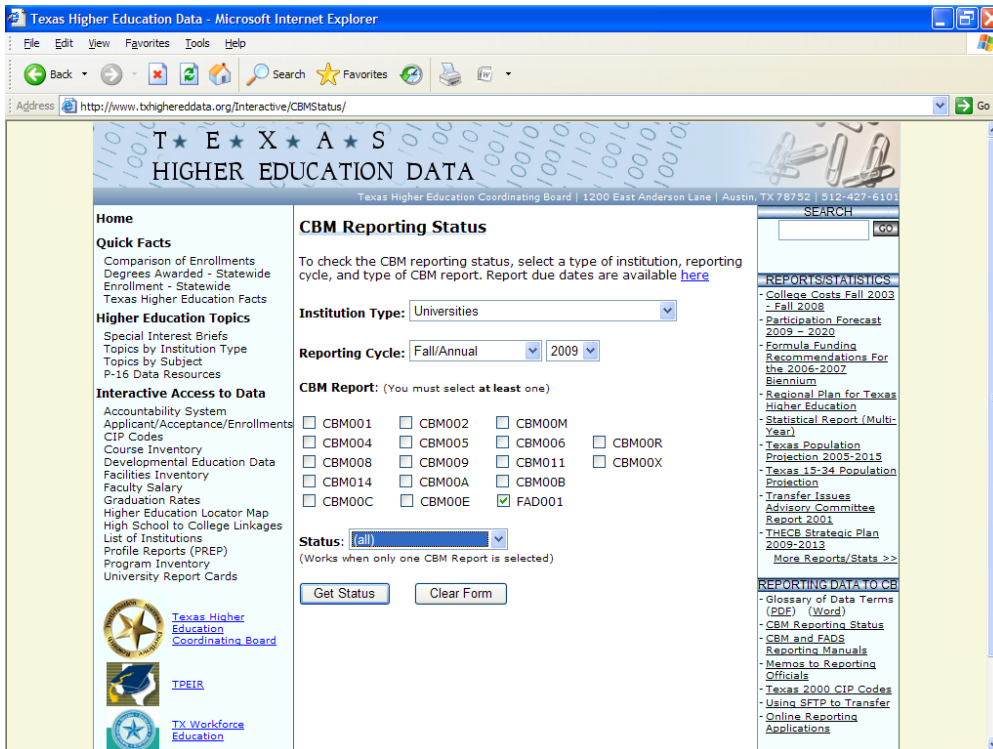
The steps mentioned above should keep schools aware of the status of their reports. Therefore, we plan to send letters to Presidents of institutions for anyone that has not met the deadline.

### **THE CYCLE IS REPEATED UNTIL ALL ERRORS HAVE BEEN RESOLVED.**

**E.** Once your file is error free, a reconciliation memo along with summary reports, in Excel format, are sent to you for review. These are sent to the generic email address. The summary reports must be reviewed to make sure the program totals reconcile to CB year-end reports and that they accurately reflect the activities made by your Institution. Any programs that do not match must be reconciled. This includes either resubmitting your FADS to match the CB year-end report; or correcting your CB year-end report to match your FADS. Starting with the report for FY2010, you have been required to reconcile (1) the student ID numbers in FADS to those used in the CBM001; and (2) the residency coding of students in FADS and the CBM001 with respect to being non-immigrant residents (HB1403 students). These additional steps allow us to match records between the CBM and FADS reports, greatly expanding our ability to analyze student trends and accurately report aid recipients and amounts to the Legislature.

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

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

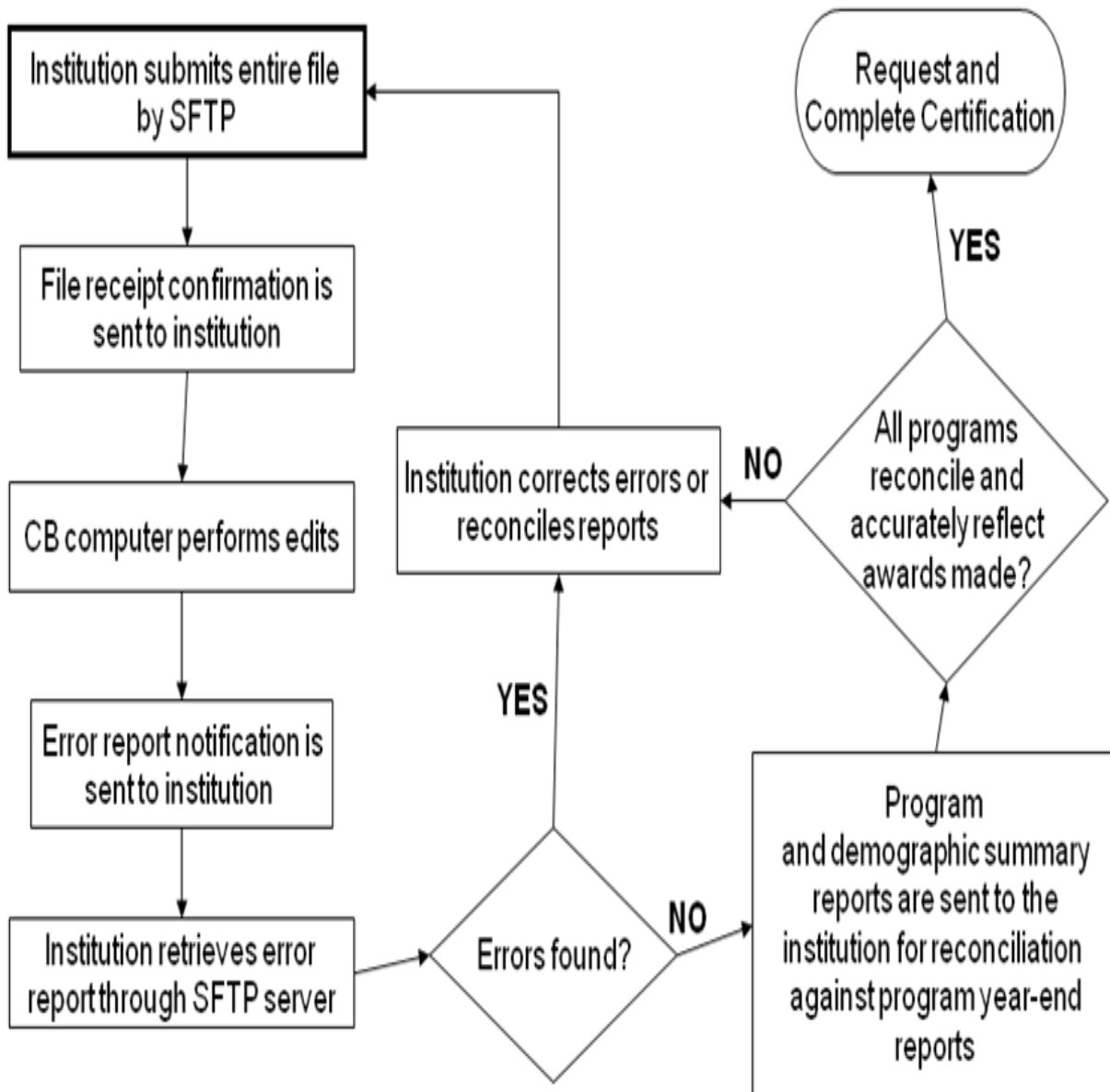


## REMINDERS

**Special Circumstances – Overriding our Limits:** In those cases in which we have identified correct data as errors, (such as ID discrepancies for students who received financial aid but dropped out before the census data and were therefore not found in the CBM001) you will need to send us something in writing that indicates the information is correct and that you authorize us to override our editing process to accept the unexpected value. The written statement should be e-mailed to Tanya Treviño at tanya.trevino@the.cb.state.tx.us. If such an override is used to resolve the final error(s) remaining in an institution's file, the institution will be sent an email that the errors have been overridden. Please use the format below when requesting an override:

List last 4 digits of student's social, give data element for which you are requesting an override and list the reason the override should be given.

# Sequence of Activities



# **STUDENT DATA LAYOUT**

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



## REMINDERS OF CHANGES OR REVISIONS TO DATABASE REPORT FOR REPORTING FY 2011 (Report due by 12/1/11)

- ✚ December 1<sup>st</sup> is the date in which your file must be submitted, error free, reconciled to year-end reports at the CB and certified. This date will be enforced and any institution not meeting this deadline can be penalized. A letter will be sent to your President informing them of the deadline.
- ✚ You are able to use alpha and numeric characters when reporting the student's social security number and/or ID (fields 1D and 36). Remember to be consistent when reporting students on FADS, CBM and any other reports.
- ✚ Student's social security numbers or ID numbers must match to those you submit on the CBM001, CBM00A and any other reports submitted to the CB. A list is included at the end of the edit report to identify SSNs or IDs that do not match with CBM reports. Discrepancies found during the edit process must be addressed prior to certification.
- ✚ A student reported on the FADS as a non-immigrant resident, must also be reported as a non-immigrant resident, 'A' on the CBM001 and CBM00A reports. Conflicts between the reporting of non-immigrant resident students on the CBM001 and FADS will generate an error-listing which must be cleared before you can certify your FADS report.
- ✚ Merit and non-need based aid recipients should be reported with your need-based aid recipients. Include ALL students who were enrolled at your institution and completed a FAFSA or TASFA, even if they did not receive aid. Also include any student who was enrolled at your institution and received aid (such as merit aid, non-need based aid or exemptions or waivers), but did not complete either FAFSA or TASFA.
- ✚ Data Element 4 (Top 10% Scholarship) - maximum set at \$4,000;
- ✚ Data Element 5 (Unmatched Reason) – The requirement of matching FADS to CBM reports have necessitated a new FADS field in which institutions identify the reason students with mismatched student identification numbers or 1403 residency codes appeared on the error lists. Details can be found on page 10 of the manual.
- ✚ Data Element 6 through 11 (Tuition Exemption Award and Code) – **PUBLIC INSTITUTIONS ONLY**: Institutions may now report three separate tuition/fee exemption or waivers awarded for each student. Each award type has two fields. One field will capture the code of the exemption or waiver being reported and the other field will capture the amount that was awarded. Eventually, this will replace the current data element #29 for Public Institutions Only. There are 3 groups of the two fields, so you can report three different awards and their codes for an individual student. **Private Institutions** will continue to use the field 29 and eventually the edit will restrict any public institutions from reporting into that field.
- ✚ Data Element 12 (Filler) – Element 12 was previously used to report ethnicity in the old format. Every institution is now required to follow the new format as is used on the CBM reports. Details can be found beginning on page 9 of the manual.
- ✚ Data Element 13 (Needs Analysis) - To accommodate students who received merit or non-need-based aid, a field that indicates how the student's EFC was calculated. The options are based

on federal methodology by completing either a FASFA, TASFA or hand calculation, or not. This is a 1 character field. Details can be found on page 11 of the manual.

✚ Data Element 15 through 16g (Ethnicity and Race) - Federal requirements require two ethnicity/race questions. One question asks if the student is of Hispanic Origin and the other questions ask for the student's race. Each student's ethnicity and race should be reported in fields 15 through 16g. Also, this follows the layout for the CBM report. Details can be found on page 11 of the manual.

✚ Data Element 31a (PELL) - maximum changed to \$11,000;

✚ Data Element 31e (FILLER) – previously used to report HELP Loans. Program discontinued, use zeroes as filler. Do not leave blank.

✚ Data Element 31o (TEXAS Grant Program) – maximum changed to \$6,780;

- Public Universities, Public Health-Related and State Colleges – maximum \$6,780
- Public Community Colleges – maximum \$1,780
- Public Technical Colleges – maximum \$3,150
- Private Institutions – maximum \$3,808

✚ Data Element 31p (TEOG) – maximum changed to \$6,780;

- State Colleges – maximum \$6,780
- Public Community Colleges – maximum \$1,780
- Public Technical Colleges – maximum \$3,150

✚ Data Element 33b (Unsubsidized Stafford Loan) - maximum changed to \$47,167;

✚ Data Element 33k (Unsubsidized Federal Direct Loan) - maximum changed to \$47,167;

✚ Data Element 33l (BOT) – maximum changed to \$6,780;

- Public Universities, Public Health-Related and State Colleges – maximum \$6,780
- Public Community Colleges – maximum \$1,780
- Public Technical Colleges – maximum \$3,150

✚ Data Element 34a (TEACH Grant) – maximum changed to \$8,000.

## Data Elements and Current Field Limitations

Please provide the requested data for each person that enrolled at your institution who completed a FAFSA or TASFA (Texas Application for State Financial Aid) during the 2010-2011 fiscal year, regardless if they received aid. Also include any enrolled student that received aid, but may not have completed either FAFSA or TASFA. All fields are required to be reported, even if reporting zeroes or blanks. **Changes are highlighted.** **Data Element Instructions begin on page 23.**

Data Element	Field Layout	Format	Error Listing Messages
1A. Report Code  COLUMN 1	F	alpha; left justified F upper or lower case acceptable	error if does not equal F
1B. FICE  COLUMN 2-7	999999	numeric; right justified 6-digit fice code of institution submitting file	error if non-numeric error if fice code does not match fice code in header record
1C. Report Year  COLUMN 8-11	9999	numeric; right justified	error if non-numeric error if incorrect report year
1D. Student Social Security Number/ID Number  COLUMN 12-20	999999999	alphanumeric; right justified Cannot be blank or zeroes	error if (social-security-number = 0) and ((county-code-perm-address < 401) and (county-code-perm-address > 0)) error if ID/SSN not on file via the CBM 001 report
2. Student and or spouse adjusted gross income  COLUMN 21-26	999999	numeric; right justified rounded to full dollar amounts response required even if 000000	error if non-numeric error if >999999 error if negative value warning if > 300,000
3. Parent's adjusted gross income  COLUMN 27-32	999999	numeric; right justified rounded to full dollar amounts response required even if 000000	error if non-numeric error if >999999 error if dependency status (data element 18) = 2 error if negative value warning if >300,000

Data Element	Field Layout	Format	Error Listing Messages
4. TOP 10% Scholarship FILLER  COLUMN 33-37	99999	numeric; right justified rounded to full dollar amounts range 0 through 4000	error if >4000 error if enrollment status (data element 23) = 2 or 3 or 4 error if residency status (data element 20) = 2 or 3 or 4 error if classification (data element 17) = 3 or 4 error if not public institution
5. Unmatched Reason  COLUMN 38-39	00 = Student was not included on error list(s) 01 = Student dropped all classes before census date in all term/terms in which he/she enrolled. 02 = Student enrolled after the census date in all term/terms in which he/she enrolled 03 = Student is enrolled in a public 4-year institution and is 100% enrolled in continuing education courses 04 = Student is a nonresident and is 100% enrolled in distance education 05 = Student was only enrolled in summer 06 = Student's SSN/ID was reported incorrectly and a change will/has been made through the CBM00N	alphanumeric; right justified range 00 through 06  Report all students as 00. When/if they appear on the error list as unmatched, code them appropriately.	error if out of range (00-06)
6. Tuition Exemption/Waiver Award 1  COLUMN 40-44	99999	numeric; right justified rounded to full dollar amounts	error if non-numeric error if >99999
7. Tuition Exemption/Waiver Code 1  COLUMN 45-46	XX (See list of codes on page 25)	alphanumeric; right justified range 00 through 59	error if out of range (00-59)
8. Tuition Exemption/Waiver Award 2  COLUMN 47-51	99999	numeric; right justified rounded to full dollar amounts Enter 00000 if student received only one exemption/waiver in the year	error if non-numeric error if >99999
9. Tuition Exemption/Waiver Code 2  COLUMN 52-53	XX (See list of codes on page 25)	alphanumeric; right justified range 00 through 59 Enter 00 if student received only one exemption/waiver in the year	error if out of range (00-59)

Data Element	Field Layout	Format	Error Listing Messages
10. Tuition Exemption/Waiver Award 3  COLUMN 54-58	99999	numeric; right justified rounded to full dollar amounts Enter 00000 if student received only two exemptions/waivers in the year	error if non-numeric error if >99999
11. Tuition Exemption/Waiver Code 3  COLUMN 59-60	XX (See list of codes on page 25)	alphanumeric; right justified range 00 through 59 Enter 00 if student received only two exemptions/waivers in the year	error if out of range(00-59)
12. FILLER  COLUMN 61-75	999999999999999	numeric; right justified 15 digits DO NOT LEAVE BLANK; ENTER ZEROES	ERROR IF BLANK
13. Need Analysis  COLUMN 76	1 = Yes 2 = No	alphanumeric; right justified in range of 1 through 2	error if out of range (1-2) error if 2 and data element 28 (expected family contribution) not 999999 error if >75% of students = 2 warning if 100% of students = 1 warning if between 25% and 75% of students = 2
14. Living Arrangement  COLUMN 77	1 = With Parents 2 = Campus Housing 3 = Off Campus 4 = Other	alphanumeric; right justified in range of 1 through 4	error if out of range (1-4) error if 4 and data element 13 =1 (Needs Analysis)
15. New Ethnic Origin  COLUMN 78	1 = Hispanic or Latino origin 2 = Not Hispanic or Latino origin 3 = Not answered	alphanumeric; right justified in range of 1 through 3	error if out of range (1-3) error if = 1, 2 or 3 and data element 16a through 16g (race) not reported
16. Race Check all that apply  a) White COLUMN 79	a) 1 = White	alphanumeric; right justified  in range of 0 or 1	error if non-numeric  error if out of range 0 or 1

Data Element	Field Layout	Format	Error Listing Messages
b) African-American, Black COLUMN 80	b) 2 = African-American, Black	in range of 0 or 2	error if out of range 0 or 2
c) Asian COLUMN 81	c) 4 = Asian	in range of 0 or 4	error if out of range 0 or 4
d) Indian COLUMN 82	d) 5 = American Indian or Alaskan Native	in range of 0 or 5	error if out of range 0 or 5
e) International COLUMN 83	e) 6 = International	in range of 0 or 6	error if out of range 0 or 6
f) Unknown COLUMN 84	f) 7 = Unknown or Not Reported	in range of 0 or 7	error if out of range 0 or 7
g) Hawaiian COLUMN 85	g) 8 = Native Hawaiian or Other Pacific Islander	in range of 0 or 8	error if out of range 0 or 8
17. Classification  COLUMN 86	1 = undergraduate, other than a first-time entering freshman (has not received a bachelor's degree) 2 = graduate (has received a bachelor's degree) 3 = professional (enrolled in law, medicine, dentistry, veterinary medicine, etc.) 4 = student with bachelor's or higher degree enrolled in undergraduate program 5 = first-time entering freshman	alphanumeric; right justified in range of 1 through 5	error if non-numeric error if out of range (1-5) error if public cc or public tech college and not = 1, 4 or 5
18. Dependency Status  COLUMN 87	1 = dependent by Title IV definition 2 = independent by Title IV definition 3 = unknown	alphanumeric; right justified 1 through 3	error if non-numeric error if out of range (1-3) error if = 3 and data element 13 =1 (Needs Analysis)
19. Date of Birth  COLUMN 88-95	MMDDYYYY	alphanumeric; right justified; 8 digits month range 01 through 12  day range 01 through 31  Enter the month, day and the four digit year of the birth of the student	error if non-numeric error if mm is out of range of 1-12 error if dd is out of range of 1-31 error if age < 7 or > 110 warning if age < 16 or > 75

Data Element	Field Layout	Format	Error Listing Messages
20. Residency  COLUMN 96	1 = resident 2 = out-of-state or foreign (invalid for students receiving any state aid except TPEG) 3 = unknown (to be used ONLY by private schools and NOT for students receiving any state aid) 4 = National Merit Finalist (to be used ONLY by private schools with TEG students) 5 = Non-immigrant Residents (students who formerly would have qualified through section 2 of HB 1403)	alphanumeric; right justified 1, 2 or 5 (at public institution) 1, 2, 3, 4 or 5 (at independent institution); 4 only if student received TEG)	error if non-numeric error if public inst and not = 1 or 2 or 5 error if out of range (1-5) error if 5 and not reported as non-immigrant resident (1403) in CBM001Report
21. FILLER  COLUMN 97-149	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	alphanumeric; left justified 53 characters LEAVE BLANK OR USE SPACES	ERROR IF NOT BLANK OR SPACES
22. Zip Code of Permanent Home Address  COLUMN 150-158	999999999	alphanumeric response required, if USA address; leave blank, if not USA address  must enter in full 9 digits; last 4 can be 0000	error if non-numeric error if zip prefix is 99999 (out of range) error if zip prefix is 00007 (out of range) error if zip not entered as 9 digits
23. Enrollment Status  COLUMN 159	1 = full-time 2 = 3/4-time 3 = ½ time 4 = less than ½ time	alphanumeric; right justified 1 through 4	error if non-numeric error if out of range (1-4)
24. Gender  COLUMN 160	M = male F = female	alpha; left justified M or F upper or lower case acceptable	error if does not equal M or F
25. Highest grade level mother completed  COLUMN 161	1 = elementary 2 = high school 3 = college or beyond 4 = unknown	alphanumeric; right justified 1 through 4 if unknown, report 4	error if non-numeric error if out of range (1-4)

Data Element	Field Layout	Format	Error Listing Messages
26. Highest grade level father completed  COLUMN 162	1 = elementary 2 = high school 3 = college or beyond 4 = unknown	alphanumeric; right justified 1 through 4 if unknown, report 4	error if non-numeric error if out of range (1-4)
27. Cost of Attendance  COLUMN 163-167	99999	numeric; right justified rounded to full dollar amounts	error if non-numeric error if out of range (50-99999) error if <50 AND (data elements 29-31g > 0 AND data elements 31j-34b > 0) warning if 99999 and data element 13 = 1 (Needs Analysis)
28. Expected Family Contribution  COLUMN 168-173	999999	numeric; right justified rounded to full dollar amounts	error if non-numeric error if >999999 error if 999999 and data element 13 = 1 (Needs Analysis)
29. Tuition and/or Fee Exemptions or Waivers  COLUMN 174-178	99999	numeric; right justified rounded to full dollar amounts  Enter 00000 if you provided exemption/waiver data in fields 6-11 or if the student received no exemptions or waivers.	error if non-numeric error if >99999 error if > 0 and data elements 6 or 8 or 10 > 0
30. Categorical Aid  COLUMN 179-183	99999	numeric; right justified rounded to full dollar amounts	error if non-numeric error if >99999
31. Grants and Scholarships  a) Federal Pell  COLUMN 184-188	a) 99999	numeric; right justified rounded to full dollar amounts  a) PELL range 0 through 11,000	error if non-numeric  error if >11000 (out of range) error if residency (data element 20 = 5)



<b>Data Element</b>	<b>Field Layout</b>	<b>Format</b>	<b>Error Listing Messages</b>
b) Federal SEOG (including match)  COLUMN 189-193	b) 99999	b) SEOG range 0 through 4,000	error if >4000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if residency (data element 20 = 5)
c) TPEG  COLUMN 194-198	c) 99999 PUBLIC INSTITUTIONS ONLY	c) TPEG range 0 through (COA-EFC)	error if not public inst and >0 error if >99999 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC
d) Federal Smart Grant  COLUMN 199-203	d) 99999 PUBLIC AND PRIVATE UNIVERSITIES ONLY	d) SMART GRANT range 0 through 6,000	error if > 6000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if residency (data element 20 = 5)
e) TEG (private schools only)  COLUMN 204-208	e) 99999 PRIVATE INSTITUTIONS ONLY	e) TEG range 0 through 5,712	error if not private inst and > 0 error if >5712 (out of range) error if >3808 and EFC > 1000 error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 20) = 2 or 3
f) LEAP (public and private schools)  COLUMN 209-213	f) 99999 PUBLIC AND PRIVATE INSTITUTIONS	f) LEAP range 0 through 5,000	error if > 5000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 20) = 2 or 3 or 4 or 5
g) HB3015 Grants/Scholarships  COLUMN 214-218	g) 99999	g) HB3015 GR/SCH range 0 through 99,999	Error if > 99999 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if not public university or health-related inst error if residency status (data element 20) = 2 or 3 or 4

<b>Data Element</b>	<b>Field Layout</b>	<b>Format</b>	<b>Error Listing Messages</b>
h) Merit-based aid funded by private donations to the institution  COLUMN 219-223	h) 99999	h) MERIT-TO-INST range 0 through 99,999	error if > 99999 (out of range)
i) Institution funded Merit-based Gift Aid  COLUMN 224-228	i) 99999	i) MERIT-FROM-INST range 0 through 99,999	error if > 99999 (out of range)
j) Byrd Scholarship  COLUMN 229-233	j) 99999	j) Byrd range 0 through 1,500	error if >1500 (out of range) error if classification (data element 17) = 2 or 3 or 4 error if residency status (data element 20) = 5
k) State Nursing Scholarship  COLUMN 234-238	k) 99999	k) State nurse scholarship range 0 through 2,500	error if >2500 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 20) = 2 or 3 or 4
l) Student Deposit Scholarship  COLUMN 239-243	l) 99999 PUBLIC INSTITUTIONS ONLY	l) Deposit scholarship range 0 through (COA-EFC)	error if not public inst and >0 error if >99999 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 20) = 2 or 3 or 4

Data Element	Field Layout	Format	Error Listing Messages
m) Academic Competitive Grant  COLUMN 244-248	m) 99999	m) Academic Competitive Grant range 0 through 1,400	error if >1400 error if residency status (data element 20) = 5
n) Other Scholarships or Grants  COLUMN 249-253	n) 99999	n) Other need-based scholarships or grants Maximum unknown	error if >99999 (out of range)
o) TEXAS Grant Program  COLUMN 254-258	o) 99999	o) TEXAS Grant range 0 through 6,780	error if >0 and not participating inst error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if >0 and classification (data element 17) =2 or 3 or 4 error if enrollment status (data element 23) = 3 or 4 error if residency status (data element 20) = 2 or 3 or 4 error if > 0 AND TEG (data element 31e) > 0 error if > 3808 AND private inst error if > 6780 AND public university, public hsc or state college error if > 1780 AND public cc error if > 3150 AND public technical college
p) TEOG  COLUMN 259-263	p) 99999 PUBLIC STATE COLLEGES, PUBLIC COMMUNITY COLLEGES AND TSTC ONLY	p) TEOG range 0 through 6,780	error if >0 and not participating inst error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if >0 and classification (data element 17) = 2 or 3 or 4 error if enrollment status (data element 23) = 4 error if residency status (data element 20) = 2 or 3 or 4 error if > 6780 AND state college error if > 1780 AND public cc error if > 3150 AND public technical college

Data Element	Field Layout	Format	Error Listing Messages
q) SLEAP COLUMN 264-268	q) 99999	q) SLEAP range 0 through 5,000	error if >5000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 20) = 2 or 3 or 4 or 5
32. Work-Study  a) Federal Work-Study (federal funds plus match) COLUMN 269-273	a) 99999	numeric; right justified rounded to full dollar amounts  a) Federal work-study range 0 through (COA-EFC) + 300	error if non-numeric  error if > (COA-EFC + 300) & EAP >0 error if > (COA-EFC)+300 error if > 99999 (out of range) error if residency status (data element 20) = 5
b) Texas Work-Study (state funds plus match) COLUMN 274-278	b) 99999	b) Texas work-study range 0 through (COA-EFC)	error if >99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 20) = 2 or 3 or 4 or 5
c) Need-based Institutional Work-Study COLUMN 279-283	c) 99999	c) Institutional work-study range unknown	error if >99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC
d) AMERICORPS COLUMN 284-288	d) 99999	d) Americorps range 0 through (COA-EFC)	error if >99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 20) = 5
e) HB3015 Work-study COLUMN 289-293	e) 99999	e) HB3015 WS range 0 through 99,999	error if >99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 20) = 2 or 3 or 4 error if not public university or health-related inst

Data Element	Field Layout	Format	Error Listing Messages
f) Texas Work-Study Mentorship Program COLUMN 294-298	f) 99999	f) Texas Work-Study Mentorship Program range 0 through 99,999	error if >99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 20) = 2 or 3 or 4 or 5
33. Loans	Report gross amount borrowed for all loans:	numeric; right justified rounded to full dollar amounts	error if non-numeric
a) Subsidized Stafford Loans COLUMN 299-303	a) 99999	a) Sub. Stafford range 0 through 17,000	error if >17000 (out of range) error if residency (data element 20) = 5
b) Unsubsidized Stafford Loans COLUMN 304-308	b) 99999	b) Unsub. Stafford range 0 through 47,167	error if >47167 (out of range) error if residency (data element 20) = 5
c) Perkins Loans COLUMN 309-313	c) 99999	c) Perkins range 0 through 8,000	error if >8000 (out of range) error if residency (data element 20) = 5
d) Federal PLUS Loans (undergraduate and graduate) COLUMN 314-318	d) 99999	d) PLUS/Grad PLUS range 0 through COA	error if exceeds cost of attendance error if > 99999 (out of range) error if residency (data element 20) = 5
e) FILLER HELP Loans COLUMN 319-323	e) 99999	e) numeric; right justified DO NOT LEAVE BLANK; ENTER 00000	Error if > 0

<b>Data Element</b>	<b>Field Layout</b>	<b>Format</b>	<b>Error Listing Messages</b>
f) College Access Loan (CAL) COLUMN 324-328	f) 99999	f) CAL range 0 through COA	error if exceeds cost of attendance error if residency status (data element 20) = 2 or 3 or 4 error if enrollment status (data element 23) = 4
g) Primary Care Student Loans COLUMN 329-333	g) 99999	g) Primary care loans range unknown	error if non-numeric error if residency (data element 20) = 5
h) PLUS Federal Direct Loans COLUMN 334-338	h) 99999	h) PLUS direct loans	error if exceeds cost of attendance error if > 99999 (out of range) error if residency (data element 20) = 5
i) Subsidized Federal Direct Loans COLUMN 339-343	i) 99999	i) Sub. direct loans range 0 through 17,000	error if >17000 (out of range) error if residency (data element 20)= 5
j) Other long-term loans COLUMN 344-348	j) 99999	j) Other loans range unknown	error if >99999 (out of range)
k) Unsubsidized Federal Direct Loans COLUMN 349-353	k) 99999	k) Unsub. direct loans range 0 through 47,167	error if >47167 (out of range) error if residency (data element 20) = 5

Data Element	Field Layout	Format	Error Listing Messages
l) BOT (Be On Time) Loan Program COLUMN 354-358	l) 99999	l) BOT Loan Program range 0 through 6,780	error if >6780 (out of range) error if enrollment status (data element 23) = 2 or 3 or 4 error if residency status (data element 20) = 2 or 3 or 4 or 5 error if classification (data element 17) = 2 or 3 or 4 error if > 6780 AND public university, public hsc, state college or private institution error if > 1780 AND public cc error if > 3150 AND public technical college
m) HB3015 Loans COLUMN 359-363	m) 99999	m) HB3015 Loans range 0 through 99999	error if > 99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 20) = 2 or 3 or 4 error if not public university or health-related inst
34. Other Programs  a) Teach Grant COLUMN 364-368	a) 99999	a) Teach Grant Range 0 through 8,000	error if non-numeric  error if >8000 error if residency status (data element 20) = 5
b) HB3015 Other COLUMN 369-373	b) 99999	b) HB3015 Other range 0 through 99,999	error if >99999 error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 20) = 2 or 3 or 4 error if not public university or health-related inst

Data Element	Field Layout	Format	Error Listing Messages
<p>35. Enrollment adjustment percentage (EAP)</p> <p>a) Enrollment adjustment percentage (EAP) for Cost of Attendance</p> <p>COLUMN 374-376</p> <p>b) Enrollment adjustment percentage (EAP) for Total Family Contribution</p> <p>COLUMN 377-379</p>	<p>999</p> <p>999</p>	<p>numeric; right justified rounded to full percentage points, no decimal points.</p> <p>numeric; right justified do not leave blank, enter in 000</p> <p>numeric; right justified do not leave blank, enter in 000</p>	<p>error if non-numeric</p> <p>error if non-numeric error if &gt;150</p> <p>error if non-numeric error if &gt;150</p>
<p>36. Student ID Number</p> <p>COLUMN 380-388</p>	<p>999999999</p>	<p>alphanumeric; right justified do not leave blank, enter in zeroes</p>	<p>error if blank</p> <p>error if ID/SSN not on file via the CBM 001 report</p>



## DATA ELEMENT INSTRUCTIONS

Include ALL eligible aid applicants who were enrolled at your institution. Merit, non-need based aid recipients should be reported with your need-based aid recipients. Include all students who were enrolled at your institution and completed either a FAFSA or TASFA (Texas Application for State Financial Aid), even if they did not receive aid. Also include any student that was enrolled at your institution and received aid, but may not have completed either a FAFSA or TASFA. The number of records in your file should equal the number of aid applicants you report in your header record.

Element #1A            Report Code. Always enter 'F'.

Element #1B            FICE. Enter the 6-digit FICE Code of the Institution. This is the six-digit "FICE" code assigned by the federal government and the same number used to submit loan applications.

Element #1C            Report Year. Enter the year that is being reported; 2011 for fall 2010 through summer 2011. We will accept the school's definition of an academic year; however, it is imperative that the institution be consistent in reporting from year to year. Our statistics will be valid as long as they reflect a 12-month period, whenever that period begins or ends. Also, keep in mind that we use the fiscal year year-end reports to reconcile against your FADS report. So, if you use Fall/Spring and Summer, then you will be able to easily reconcile your programs.

Element #1D            Student Social Security Number/ID Number. Enter the social security number of the student. The institution will assign a unique (9-digit) identification number to students without social security numbers. (NOTE: Please do NOT use the FICE+3 trailing digit approach in assigning an ID). If the student has both SSN and Student ID, report the SSN in Element 1 and the ID in Element 36. BE CONSISTENT WITH IDs REPORTED ON FADS, CBM, TEXAS GRANT YEAR-END AND ANY OTHER REPORTS SUBMITTED TO THE CB. You will receive a listing within your error report for any student(s) found on the FADS that were not reported on the CBM report. Alpha characters are now acceptable and again must match to what was reported on the CBM reports.

Element #2            Student and/or spouse adjusted gross income. Enter in student and/or spouse's adjusted gross income. For Dependent and Independent Students, report the AGI amount actually used to justify the financial aid award, which may have been adjusted by the institution via professional judgment. You can enter 999999 as a response only if the student did NOT complete a FAFSA or TASFA and your institution did NOT do an EFC hand calculation based on the Federal Methodology.

Element #3            Parent's adjusted gross income. For Dependent Students ONLY, enter in parent's adjusted gross income. Report the AGI amount actually used to justify the financial aid award, which may have been adjusted by the institution via professional judgment. You can enter 999999 as a response only if the student did NOT complete a FAFSA or TASFA and your institution did NOT do an EFC hand calculation based on the Federal Methodology.

Element #4 Top 10% Scholarship. Report the Top 10% scholarship amount the student received. Student MUST be reported as:

1. have attended a public institution, and an
2. Undergraduate or First-time Entering Freshman (options 1 or 5 under data element 17, Classification), and
3. Full-time (option 1 under data element 23, Enrollment Status), and a
4. Texas Resident or Non-Immigrant Resident ONLY (options 1 or 5 under data element 20, Residency).

Element #5 Unmatched Reason. Report "00" for all students when you submit your first report (unless you already know the relevant codes, below, for correcting errors), and use this element to explain discrepancies between the FADS and CBM001 report (as listed at the end of your error report before submitting subsequent report files.) Report the reason code that indicates why the student appeared on the list within your error report showing that their SSN/ID did not match between your FADS file and the CBM reports. If the student was not included on the list, the code should be left as 00.

- 00 = Student was not included on list(s)
- 01 = Student dropped all classes before census date in all term/terms in which he/she enrolled.
- 02 = Student enrolled after the census date in all term/terms in which he/she enrolled
- 03 = Student is enrolled in a public 4-year institution and is 100% enrolled in continuing education courses
- 04 = Student is a nonresident and is 100% enrolled in distance education
- 05 = Student was only enrolled in summer
- 06 = Student's SSN/ID was reported incorrectly and a change will/has been made through the CBM00N

Elements #6, #8 & 10 Tuition Exemption/Waiver Award 1-3 Private Institutions should report exemptions and waivers in Element 29. For FY2011, public institutions should report their exemptions and waivers in fields 6-11 if the data (including program codes) is available. If the data is not available for FY2011, public institutions should enter zeroes in fields 6-11 and report exemption and waiver amounts in Field 29. For the FY2012 report, public institutions will be REQUIRED to enter their exemption and waiver information in fields 6-11.

Enter the award amount(s) of up to three different tuition or fee exemption or waivers the student received. In Elements 7,9, and 11 you will be asked to identify the programs through which these awards were received. This should equal the amount of tuition and/or fees the student did NOT pay as a result of receiving an exemption or waiver. Fellowships should be reported under data element 31h, 31i or 31n, depending on the source of funding. Awards through the Educational Aides Exemption Program, Early High School or Temporary Assistance for Needy Families should NOT be reported here, but under data element 31n. Remember, all exemption and waiver recipients should be reported in FADS, whether or not the recipient completed a FAFSA or TASFAA or not. Enter 00000 for any field not being reported, do not leave blank.

Element #7, #9  
and #11

Tuition Exemption/Waiver Code 1-3 Enter the tuition or fee exemption or waiver code(s) for the award amount(s) being reported in elements 6, 8 and 10. A listing of the codes is below. Enter 00 for any field not being reported, do not leave blank.

<b>CODE for FADS</b>	<b>Exemption or Waiver?</b>	<b>DBField Name</b>	<b>Law (TX Education Code, unless specified otherwise)</b>	<b>Program Name</b>
00	NA	None		Use for No Exemption or waiver being reported
01	E	Reduc	54.010	Tuition Reduction for >= 15 Hour
02	E	ConEn	54.011	Concurrent Enrollment / Min Tuition
03	E	Tui55	54.013	Lowered Tuition Sr Citz 55 +
04	E	Desig	54.0513(d)	Designated Tuition Exemption
05	E	Valed	54.201	Highest Ranking HS Scholar
06	E	HazleSpouseC	54.203(a-2)	New – Hazlewood Spouse (Credit)
07	E	HazleSpouseNC	54.203(a-2)	New – Hazlewood Spouse (Non-Credit)
08	E	Legacy	54.203	New – Legacy Act
09	E	HazleVet	54.203(a)	Hazlewood Exemption (Credit Hours)
10	E	HazleVet2	54.203(a)	Hazlewood Exemption (Non-Credit Hours)
11	E	HazleChild	54.203(b)	Hazlewood Dependents (Credit Hours)
12	E	HazleChild2	54.203(b)	Hazlewood Dependents (Non-Credit Hours)
13	E	Disab	54.204	Children of Disabled Firemen
14	E	Dispo	54.2041	Disabled Police Officer
15	E	Deaf	54.205	Deaf and Blind
16	E	GdNbr	54.207	Good Neighbor
17	E	FirSc	54.208	Fire Science
18	E	POW	54.209	Children of POWs and MIAs
19	E	SrAud	54.210(b)	Senior Citizen Exemption for Audit Hours
20	E	Stu65	54.210(c)	Senior Citizen Credit
21	E	Fost	54.211	Foster Care
22	E	Adopted	54.2111	Adopted
23	E	NationalGuard	54.2155	National Guard Fee Waiver (FY08)
24	E	DualUniv	54.216	Dual Enrollment
25	E	Funded	54.217	Fully Funded Courses
26	E	Dist	54.218	Distance Learning Exemption from Fees
27	E	POWs	54.219	Prisoners Of War
28	E	ChildrenNurse	54.221	Children of Nurse Faculty
29	E	Preceptor	54.222	Preceptor and Preceptor's Children
30	E	InterInst	54.224	New – Inter-Institutional Academic Program

CODE for FADS	Exemption or Waiver?	DBField Name	Law (TX Education Code, unless specified otherwise)	Program Name
31	E	Prora	54.5025	Prorated Fees for Term Length
32	E	Fihar	54.503(e)	Student Services Fee Exemption
33	E	Irrel	54.5035	Governing Board Waivers
34	E	TTFGTP	54.624	Texas Tomorrow Fund / Pub. Univ.
35	E	AdVal	130.0032	Ad Valorem
36	E	Dual	130.008	Jr. College Dual Enrollment
37	E	CCEmpl	130.0851	New – Community College District Employees
38	E	PubSe	TGC 615.0225	Dependents of Public Servants
39	W	MilTx	54.058	Military in Texas
40	W	MSU	54.058(h)	Radiology at MSU
41	W	Intent	54.058(k)	New – Intention to Stay in Texas
42	W	Teach	54.059	College Teachers, Profs. Etc.
43	W	BorSta	54.060(a)	Border States
44	W	BrdCtry	54.060(b)(1-3)	Citizens of Mexico
45	W	PubHlt	54.060(b)(4)	Public Health
46	W	Pilot	54.060(c)	Citizens of Mexico (Pilot)
47	W	BorCo	54.060(g)	Border County / Parish
48	W	Univ100Mi	54.0601	100 Mile
49	W	TARA	54.063	TA and RA
50	W	UgAcad	54.064	Competitive Scholarship Waiver (graduate or undergraduate)
51	W	MdPhd	54.065	Biomedical MD/PhD
52	W	Ednd	54.066	Economic Development
53	W	NsgGrad	54.069	Nursing Graduates
54	W	FrnSvc	54.070	Foreign Service Officer
55	W	Olympic	54.073	Olympic Programs Waiver
56	W	NATO	54.074	NATO Families
57	W	TTF	54.621(c)	Texas Tomorrow Fund Contract
58	W	UTTech	65.45	Tech fee at UT Austin
59	W	ACM	160.07	Academic Common Market

Element #12 FILLER. Enter in Zeroes. Do not leave blank. Previously used to report Ethnicity under the old format. You must now report this information in fields 15 and 16.

Element #13 Need Analysis. Enter the code that indicates whether or not your institution determined the student's expected family contribution based on federal methodology (FAFSA, TASFA, or hand calculation).

- 1 Yes
- 2 No

Element #14 Living Arrangement. Enter the code that indicates the living arrangement for the student.

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

**NOTE:** Option 4 is only to be used when the student did not complete a needs analysis and therefore living arrangement cannot be determined.

Element #15 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

- 1 Hispanic or Latino origin
- 2 Not Hispanic or Latino origin
- 3 Not answered

**NOTE:** Even if you are reporting a student as Hispanic or Latino, you must report a Race code below as well. If the student reported only Hispanic or Latino, report their race as option 7 for Unknown or Not Reported.

Element #16 Race. Select one or more codes indicating the race of the student.

- |              |   |   |
|--------------|---|---|
| Element #16a | 1 | White                                     |
| Element #16b | 2 | Black or African-American                 |
| Element#16c  | 4 | Asian                                     |
| Element#16d  | 5 | American Indian or Alaskan Native         |
| Element#16e  | 6 | International                             |
| Element#16f  | 7 | Unknown or Not Reported                   |
| Element#16g  | 8 | Native Hawaiian or Other Pacific Islander |

**Definitions:**

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaskan Native: 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.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
  - a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver, report with the international code.
  - b) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
  - c) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial/ethnic designation or if the student was reported as Hispanic/Latino under item 15 above and did not indicate a race.

Element #17

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

1. Undergraduate
2. Graduate (Not to be used by community colleges)
3. Professional (Not to be used by community colleges)
4. Student with Bachelor's or Higher Degree enrolled in undergraduate program (Not to be used by community colleges)
5. First-time Entering Freshman

Use the following guidelines to classify students:

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

Element #18

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

1. Dependent
2. Independent
3. Unknown

**NOTE:** Option 3 is only to be used when the student did not complete a needs analysis and therefore dependency status cannot be determined.

Element #19

Date of Birth. Enter the month, the day of birth, and all four digits of the year for the student in the MMDDYYYY format. Day range is 01 through 31, month range is 01 through 12.

MM = Month; DD = Day; YYYY = Year

Element #20

Residency. Enter the code indicating the status of the student for tuition purposes. Use the resident status of the student at the beginning of the award period.

1. Resident
2. Out-of-state or foreign
3. Unknown
4. National Merit Finalist
5. Non-Immigrant Residents

Use the following guidelines to classify students:

1. Resident – Texas residents; person who was classified as a resident of this state as described under Chapter 54, Subchapter B, Texas Education Code.
2. Out-of-state or Foreign – invalid for students receiving any state aid except TPEG.
3. Unknown – to be used ONLY by private institutions and NOT

- for students receiving any state aid.
4. National Merit Finalist – to be used ONLY by private institutions for students receiving TEG.
  5. Non-Immigrant Residents – these are students who formerly would have qualified through section 2 of HB 1403.

**NOTE:** Public institutions should use the classification assigned by the registrar or admissions officer. If you are using an electronic system, make sure you can tell the difference between the residents and nonresidents getting to pay the resident rate because of waivers. A nonresident with a waiver is still a nonresident. Private institutions must also follow state residency laws and rules. The CB can provide you a residency questionnaire for this purpose.

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

ALL NON-IMMIGRANT STUDENTS: Students whose residency codes in FADS do not match their codes in CBM001 with regard to being a non-immigrant (formerly 1403) resident or not, will be listed at the end of your edit report and you will have to reconcile the codes in order to certify your report.

- Element #21      Filler Field.      LEAVE BLANK OR USE SPACES.
- Element #22      Zip Code of Permanent Home Address.      Enter the zip code of the student's permanent address. A response is required if USA address. If outside USA, leave blank.
- Element #23      Enrollment Status.      Enter the code representing the highest enrollment status of the student during the reported academic year. In cases where the student's enrollment status is different from semester to semester, you would still report the highest enrollments status of the academic year being reported.
1. Full-time
  2.  $\frac{3}{4}$ -time
  3.  $\frac{1}{2}$ -time
  4. Less than  $\frac{1}{2}$ -time

**NOTE:** Use the following to define enrollment for Undergraduates:

1. Full-time = at least 12 hours per semester
2.  $\frac{3}{4}$ -time = 9 to 11 hours per semester
3.  $\frac{1}{2}$ -time = 6 to 8 hours per semester
4. Less than  $\frac{1}{2}$ -time = fewer than 6 hours per semester

Use the following to define enrollment for Graduates:

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

4. Less than ½-time = fewer than 4.5 hours per semester

Element #24

Gender. Enter the gender of the student.

M = Male  
F = Female

Element #25

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

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

Element #26

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

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

Element #27

Cost of Attendance. Enter the gross cost figure. If the student received an exemption or waiver of tuition and/or fees, such adjustments should be reported for elements 6-11 or element #29. You must report full cost. If the student was enrolled for other than 9 months and your system does not allow you to adjust the cost for the period the student was enrolled, you MUST provide the enrollment adjustment percentage (EAP) in element 35a of this report. See element 35a for instructions. You can enter 99999 as a response only if the student did NOT complete a FAFSA or TASFA and your institution did NOT do an EFC hand calculation based on the Federal Methodology. Under these circumstances, if the student received aid, it should be merit aid only. Otherwise, there should be a valid EFC and COA to report.

Element #28

Expected Family Contribution. Enter the amount of expected family contribution as determined using federal methodology. This amount may reflect professional judgment calculation. If the student was enrolled for other than 9 months and your system does not allow you to adjust the family contribution for the period the student was enrolled, you MUST provide enrollment adjustment percentage (EAP) in element 35b of this report. See element 35b for instructions. You can enter 999999 as a response only if the student did NOT complete a FAFSA or TASFA and your institution did NOT do an EFC hand calculation based on the Federal Methodology. Under these circumstances, if the student received aid, it should be merit aid only. Otherwise, there should be a valid EFC and COA to report.

Element #29

Tuition and/or Fee Exemptions/Waivers. Enter 00000 if you provided exemption/waiver data in fields 6-11 or if the student received no exemptions or waivers. Otherwise, enter the amount of tuition and/or fee exemptions or waivers the student received. This should equal the



amount of tuition and/or fees the student did NOT pay as a result of receiving an exemption or waiver. Fellowships should be reported under data element 31h, 31i or 31n, depending on the source of funding. Awards through the Educational Aides Exemption Program, Early High School or Temporary Assistance for Needy Families should NOT be reported here, but under data element 31n. Remember, all exemption and waiver recipients should be reported in FADS, whether or not they completed a FAFSA or TASFAA. Public Institutions should use Fields 6 through 11. Eventually this field will only be used by Private Institutions.

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

1. Workforce Investment Act (formerly JTPA)
2. Texas Rehabilitation Commission
3. Texas Workforce Commission (formerly Texas Employment Commission) payments
4. The Houston Livestock and Rodeo Scholarship
5. VA Benefits
6. and outside scholarships

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

### **GRANTS AND SCHOLARSHIPS**

Element #31a      Federal Pell.      Report the Federal Pell amount the student received. Student cannot be reported as a non-immigrant resident student (option 5 under data element 20, Residency).

Element #31b      Federal SEOG.      Report the Federal SEOG amount, including the match, the student received. Student cannot be reported as a non-immigrant resident student (option 5 under data element 20, Residency).

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

Element #31d      Federal Smart Grant.      Report the Federal Smart Grant amount the student received; For Public and Private Universities ONLY. Student cannot be reported as a non-immigrant resident student (option 5 under data element 20, Residency).

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

1. Resident, National Merit Finalist or Non-Immigrant Resident (options 1, 4, or 5 under data element 20, Residency), and
2. Full-time,  $\frac{3}{4}$ -time or  $\frac{1}{2}$ -time (options 1, 2, or 3 under data element 23, Enrollment Status).

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

1. Texas Resident (option 1 under data element 20, Residency), and
2. Full-time,  $\frac{3}{4}$ -time or  $\frac{1}{2}$ -time (options 1, 2, or 3 under data element 23, Enrollment Status).

- Element #31g      HB3015 Grants/Scholarships.      Report the amount of grants and scholarships, funded through designated tuition set-asides, the student received; Public Universities or Public Health-Related Institutions Only. Student MUST be reported as a Texas Resident or Non-Immigrant Resident ONLY (options 1 or 5 under data element 20, Residency).
- Element #31h      Merit-based aid funded by private donations to the institution.      Report the amount of merit-based aid the student received. This includes gift aid provided to the institution by private donors and used to award merit-based grants or scholarships. Merit is based on such things as GPA, talent or performance and not need.
- Element #31i      Institution funded Merit-based Gift Aid.      Report the amount of institution-funded merit-based gift aid the student received. This includes gift aid generated from budgeted/unrestricted funds not reported elsewhere that is provided by the state, federal government or institution used to make merit-based awards. Merit is based on such things as GPA, talent or performance and not need. Includes Athletic Scholarships.
- Element #31j      Byrd Scholarship.      Report the Robert C. Byrd Scholarship amount the student received. Student MUST be reported as:
1. Undergraduate or First-Time Entering Freshman ONLY (options 1 or 5 under data element 17, Classification), and
  2. Texas Resident, Out-of-state or Foreign, or Unknown (options 1, 2, or 3 under data element 20, Residency),
- Element #31k      State Nursing Scholarship.      Report the State Nursing Scholarship amount the student received, which includes vocational and professional scholarships funded by the state. Student MUST be reported as:
1. Full-time,  $\frac{3}{4}$ -time or  $\frac{1}{2}$ -time (options 1, 2, or 3 under data element 23, Enrollment Status), and a
  2. Texas Resident or Non-Immigrant Resident (options 1 or 5 under data element 20, Residency).
- Element #31l      Student Deposit Scholarship.      Report the Student Deposit Scholarship amount the student received; Public Institutions ONLY. Student MUST be reported as a Texas Resident or Non-Immigrant Resident ONLY (options 1 or 5 under data element 20, Residency).
- Element #31m      Academic Competitive Grant.      Report the Academic Competitive Grant amount the student received. Student CANNOT be reported as a Non-Immigrant (option 5 under data element 20).
- Element #31n      Other Scholarships or Grants.      Report the amount of Other Scholarships or Grants the student received. This would include any need-based awards not reported elsewhere in the report. Includes programs such as:
1. Fifth-year Accounting Scholarship
  2. Educational Aide Exemption

3. Early High School Graduation Scholarship
4. TANF (Temporary Assistance to Needy Families)
5. GEAR UP

**NOTE:** For the Educational Aide Exemption, include awards to all students that received the exemption, even if they qualified based on the Income Method. Include all Early High School and TANF awards.

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

1. Undergraduate or First-time Entering Freshman (options 1 or 5 under data element 17, Classification), and
2. Full-time or 3/4 –time (options 1 or 2 under data element 23, Enrollment Status), and a
3. Texas Resident or Non-Immigrant Resident (options 1 or 5 under data element 20, Residency).

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

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

- 05 Undergraduate or First-time Entering Freshman (options 1 or 5 under data element 17, Classification), and
- 06 Full-time, 3/4-time or 1/2-time (options 1, 2, or 3 under data element 23, Enrollment Status), and a
- 07 Texas Resident or Non-Immigrant Resident **ONLY** (options 1 or 5 under data element 20, Residency).

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

1. Full-time, 3/4-time or 1/2-time (options 1, 2, or 3 under data element 23, Enrollment Status), and a
2. Texas Resident (option 1 under data element 20, Residency).

## **WORK-STUDY**

Element #32a Federal Work-Study. Report the Federal Work-Study amount earned by the student; includes federal funds plus match. Student **CANNOT** be reported as a Non-Immigrant Resident (option 5 under data element 20, Residency).

Element #32b Texas Work-Study. Report the Texas Work-Study amount earned by the student; includes state funds plus match and any excess funds.

Student CANNOT be reported as a Non-Immigrant Resident (option 5 under data element 20, Residency).

Student MUST be reported as:

1. Full-time,  $\frac{3}{4}$ -time or  $\frac{1}{2}$ -time (options 1, 2, or 3 under data element 23, Enrollment Status), and a
2. Texas Resident (option 1 under data element 20, Residency).

Element #32c	<u>Need-based Institutional Work-Study.</u> Report the Need-based Institutional Work-Study amount the student received.
Element #32d	<u>AmeriCorps.</u> Report the AmeriCorps amount the student received. Student CANNOT be reported as a Non-Immigrant (option 5 under data element 20).
Element #32e	<u>HB3015 Work-Study.</u> Report the HB3015 Work-Study amount the student received; Public University or Health-Related Institutions ONLY. This includes work-study funded through designated tuition set-asides. Student MUST be reported as a Texas Resident or Non-Immigrant Resident ONLY (options 1 or 5 under data element 20, Residency).
Element #32f	<u>Texas Work-Study Mentorship Program.</u> Report the Texas Work-Study Mentorship amount the student received. Student MUST be reported as: <ol style="list-style-type: none"><li>1. Full-time, <math>\frac{3}{4}</math>-time or <math>\frac{1}{2}</math>-time (options 1, 2, or 3 under data element 23, Enrollment Status), and a</li><li>2. Texas Resident (option 1 under data element 20, Residency).</li></ol>

## LOANS

Element #33a	<u>Subsidized Stafford Loans.</u> Report the Subsidized Stafford Loan amount the student received. Student CANNOT be reported as a Non-Immigrant Resident (option 5 under data element 20, Residency).
Element #33b	<u>Unsubsidized Stafford Loans.</u> Report the Unsubsidized Stafford Loan amount the student received. Student CANNOT be reported as a Non-Immigrant Resident (option 5 under data element 20, Residency).
Element #33c	<u>Perkins Loans.</u> Report the Perkins Loan amount the student received. Student CANNOT be reported as a Non-Immigrant Resident (option 5 under data element 20, Residency).
Element #33d	<u>Federal PLUS Loans.</u> Report the Federal PLUS Loan amount the student received, includes undergraduate and graduate. Student CANNOT be reported as a Non-Immigrant Resident (option 5 under data element 20, Residency).
Element #33e	<u>FILLER.</u> Previously used to report HELP loans. Program has been discontinued. Enter zeroes. Error if greater than 0.

Element #33f	<u>College Access Loan (CAL).</u> Report the CAL amount the student received. Student must be reported as: <ol style="list-style-type: none"><li>1. Full-time, <math>\frac{3}{4}</math>-time or <math>\frac{1}{2}</math>-time (options 1, 2, or 3 under data element 23, Enrollment Status), and a</li></ol>
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2. Texas Resident or Non-Immigrant Resident ONLY (options 1 or 5 under data element 20, Residency).

Element #33g	<u>Primary Care Student Loans.</u> Report the Primary Care Student Loan amount the student received. Student CANNOT be reported as a Non-Immigrant Resident (option 5 under data element 20, Residency).
Element #33h	<u>PLUS Federal Direct Loans.</u> Report the PLUS Federal Direct Loan amount the student received. Student CANNOT be reported as a Non-Immigrant Resident (option 5 under data element 20, Residency).
Element #33i	<u>Subsidized Federal Direct Loans.</u> Report the Subsidized Federal Direct Loan amount the student received. Student CANNOT be reported as a Non-Immigrant Resident (option 5 under data element 20, Residency).
Element #33j	<u>Other Long-Term Loans.</u> Report the Other Long-Term Loan amount the student received.
Element #33k	<u>Unsubsidized Federal Direct Loans.</u> Report the Unsubsidized Federal Direct Loan amount the student received. Student CANNOT be reported as a Non-Immigrant Resident (option 5 under data element 20, Residency).
Element #33l	<u>Be On Time Loan Program (BOT).</u> Report the BOT amount the student received. Student MUST be reported as: <ol style="list-style-type: none"><li>1. Undergraduate or First-time Entering Freshman (options 1 or 5 under data element 17, Classification, and</li><li>2. Full-time (option 1 under data element 23, Enrollment Status), and a</li><li>3. Texas Resident (option 1 under data element 20, Residency).</li></ol>
Element #33m	<u>HB3015 Loans.</u> Report the HB3015 Loan amount the student received; Public University or Health-Related Institutions ONLY. This includes loans funded through designated tuition set-asides. Student MUST be reported as a Texas Resident or Non-Immigrant Resident ONLY (options 1 or 5 under data element 20, Residency).

## **OTHER PROGRAMS**

Element #34a	<u>Teach Grant.</u> Report the Teach Grant amount the student received. Student CANNOT be reported as a Non-Immigrant Resident (option 5 under data element 20, Residency).
Element #34b	<u>HB3015 Other.</u> Report any other HB3015 amount the student received; Public University or Health-Related Institutions ONLY. This includes other funds funded through designated tuition set-asides. Student MUST be reported as a Texas Resident or Non-Immigrant Resident ONLY (options 1 or 5 under data element 20, Residency).

## **ENROLLMENT ADJUSTMENT PERCENTAGE (EAP)**

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

Example: Student A's reported cost figure is for 9 months, but the student only attended one quarter. The EAP for cost should be 033 ( $3/9 = 0.33$ ), indicating that in determining unmet need for this student only 33 percent of the reported family contribution figure should be compared to the reported financial aid resources. Student B is reported based on 9 month cost, but they were enrolled for 12 months. EAP for cost should be 133 ( $12/9 = 1.33$ ).

Element #35b

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

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

## **STUDENT ID NUMBER**

Element #36 Student ID Number. Report the Student's ID here ONLY if student has both SSN and Student ID; report SSN in Element 1d; ID here in Element 36. BE CONSISTENT WITH IDs REPORTED ON ANY OTHER REPORTS SUBMITTED. You will receive a listing within your error report for any student(s) found on the FADS that were not reported on the CBM report. Alpha characters are now acceptable and again must match to what was reported on the CBM reports.

# DATABASE STRUCTURE

(FIXED LENGTH TEXT)

<u>Data Element #</u>	<u>FIELD NAME</u>	<u>FIELD TYPE</u>	<u>FIELD LENGT H</u>	<u>FIELD INDEXED ?</u>	<u>COLUMN POSITION</u>	
					<u>Beginning</u>	<u>Ending</u>
1A	REPORTCODE	CHARACTER	1	N	1	1
1B	FICE	NUMERIC	6	N	2	7
1C	FISCALYEAR	NUMERIC	4	N	8	11
1D	STUDENTID	CHARACTER	9	Y	12	20
2	STDNT_SPOUSE_AGI	NUMERIC	6	N	21	26
3	PARENT_AGI	NUMERIC	6	N	27	32
4	TOP 10% SCHOLARSHIP	NUMERIC	5	N	33	37
5	UNMATCHED_REASON	CHARACTER	2	N	38	39
6	TUIT_EXEMPT_AWD1	NUMERIC	5	N	40	44
7	TUIT_EXEMPT_CODE1	CHARACTER	2	N	45	46
8	TUIT_EXEMPT_AWD2	NUMERIC	5	N	47	51
9	TUIT_EXEMPT_CODE2	CHARACTER	2	N	52	53
10	TUIT_EXEMPT_AWD3	NUMERIC	5	N	54	58
11	TUIT_EXEMPT_CODE3	CHARACTER	2	N	59	60
12	FILLER	CHARACTER	15	N	61	75
13	NEEDANALYSIS USED	CHARACTER	1	N	76	76
14	LIVING ARRANGEMENT	CHARACTER	1	N	77	77
15	NEW ETHNIC ORIGIN	CHARACTER	1	N	78	78
16a	RACE 1: WHITE	CHARACTER	1	N	79	79
16b	RACE 2: BLACK	CHARACTER	1	N	80	80
16c	RACE 4: ASIAN	CHARACTER	1	N	81	81
16d	RACE 5: INDIAN	CHARACTER	1	N	82	82
16e	RACE 6: INTERNATIONAL	CHARACTER	1	N	83	83
16f	RACE 7: UNKNOWN	CHARACTER	1	N	84	84
16g	RACE 8: HAWAIIAN	CHARACTER	1	N	85	85
17	CLASSIFICATION	CHARACTER	1	N	86	86
18	DEPENDENCY_STATUS	CHARACTER	1	N	87	87
19	DATE_OF_BIRTH	CHARACTER	8	N	88	95
20	RESIDENCY	CHARACTER	1	N	96	96
21	FILLER	CHARACTER	53	N	97	149
22	ZIP_ADDRESS	CHARACTER	9	N	150	158
23	ENROLLMENT_STATUS	CHARACTER	1	N	159	159
24	GENDER	CHARACTER	1	N	160	160
25	MOTHER_HIGH_GRADE	CHARACTER	1	N	161	161
26	FATHER_HIGH_GRADE	CHARACTER	1	N	162	162
27	COST_OF_ATTEND	NUMERIC	5	N	163	167
28	EXP_FAMILY_CONT	NUMERIC	6	N	168	173
29	TUIT_EXEMPT_WAIV	NUMERIC	5	N	174	178

30	CATEGORICAL_AID	NUMERIC	5	N	179	183
31a	FEDERAL_PELL	NUMERIC	5	N	184	188
31b	FEDERAL_SEOG	NUMERIC	5	N	189	193
31c	TPEG	NUMERIC	5	N	194	198
31d	SMART_GRANT	NUMERIC	5	N	199	203
31e	TEG	NUMERIC	5	N	204	208
31f	LEAP	NUMERIC	5	N	209	213
31g	HB3015 GandS	NUMERIC	5	N	214	218
31h	MERIT TO INST	NUMERIC	5	N	219	223
31i	MERIT BY INST	NUMERIC	5	N	224	228
31j	BYRD_SCHOLARSHIP	NUMERIC	5	N	229	233
31k	STATE_NURSE_SCHLR	NUMERIC	5	N	234	238
31l	STUDENT_DEP_SCHLR	NUMERIC	5	N	239	243
31m	ACAD_COMPET_GRANT	NUMERIC	5	N	244	248
31n	OTHER_SCHLR_GRANT	NUMERIC	5	N	249	253
31o	TEXAS_GRANT_PGM	NUMERIC	5	N	254	258
31p	TEOG	NUMERIC	5	N	259	263
31q	FEDERAL_SLEAP	NUMERIC	5	N	264	268
32a	FEDERAL_WK_STUDY	NUMERIC	5	N	269	273
32b	TEXAS_WORK_STUDY	NUMERIC	5	N	274	278
32c	NEED_BASED_INST	NUMERIC	5	N	279	283
32d	AMERICORPS	NUMERIC	5	N	284	288
32e	HB3015 WS	NUMERIC	5	N	289	293
32f	TXWS_MENTORSHIP	NUMERIC	5	N	294	298
33a	SUBS_STAFFORD_LN	NUMERIC	5	N	299	303
33b	UNSUB_STAFFORD_LN	NUMERIC	5	N	304	308
33c	PERKINS_LOAN	NUMERIC	5	N	309	313
33d	FEDERAL_PLUS_LNS	NUMERIC	5	N	314	318
33e	FILLER	NUMERIC	5	N	319	323
33f	CAL	NUMERIC	5	N	324	328
33g	PRIM_CARE_STD_LN	NUMERIC	5	N	329	333
33h	PLUS FEDERAL DIRECT	NUMERIC	5	N	334	338
33i	SUB_FED_DIR_LNS	NUMERIC	5	N	339	343
33j	OTHER_LT_LOANS	NUMERIC	5	N	344	348
33k	UNSUB_FED_DIR_LNS	NUMERIC	5	N	349	353
33l	BOT	NUMERIC	5	N	354	358
33m	HB3015 LOANS	NUMERIC	5	N	359	363
34a	TEACH GRANT	NUMERIC	5	N	364	368
34b	HB3015 OTHER	NUMERIC	5	N	369	373
35a	ENROLL_ADJ_COA	NUMERIC	3	N	374	376
35b	ENROLL_ADJ_TFC	NUMERIC	3	N	377	379
36	INSTITUTION STUDENT ID	CHARACTER	9	N	380	388



# **ELECTRONIC SUBMISSION**

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

## ELECTRONIC DATA TRANSFER SYSTEM

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

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

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

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

In order to submit FADS files, you must log into the SFTP server, [sftp.thecb.state.tx.us](http://sftp.thecb.state.tx.us), with a username and password.

For USERID: Enter "fasNNNNNN0" where "NNNNNN" is your six-digit FICE code.  
For example, "fas00123400" (lower case 'fas'; leading zeros required in the FICE code).

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

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

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

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

## HEADER RECORD FORMAT

### Header Record Example:

**HY2K000781FAD00112011C038801500**

		<u>Value</u>	<u>Position</u>	<u>Length</u>
Item #1	File Label-Id	<b>HY2K</b>	1	4
Item #2	Institution Code FICE - (Numeric)	6 digits (i.e. 000781)	5	6
Item #3	Data Identifier	FAD001	11	6
Item #4	Semester in which report is due (Numeric)	Fall = 1	17	1
Item #5	Year – YYYY (4 digits) State fiscal year covered by report (Numeric)	2011	18	4
Item #6	Record Type	(C)omplete Report	22	1
Item #7	Length of Data records (Numeric)	0388	23	4
Item #8	Number of Aid Applicants* (Numeric) (i.e. 01000) (right justified and leading zero filled)	5 digits	27	5

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

## TRAILER RECORD FORMAT

Trailer example:  
EOF100975

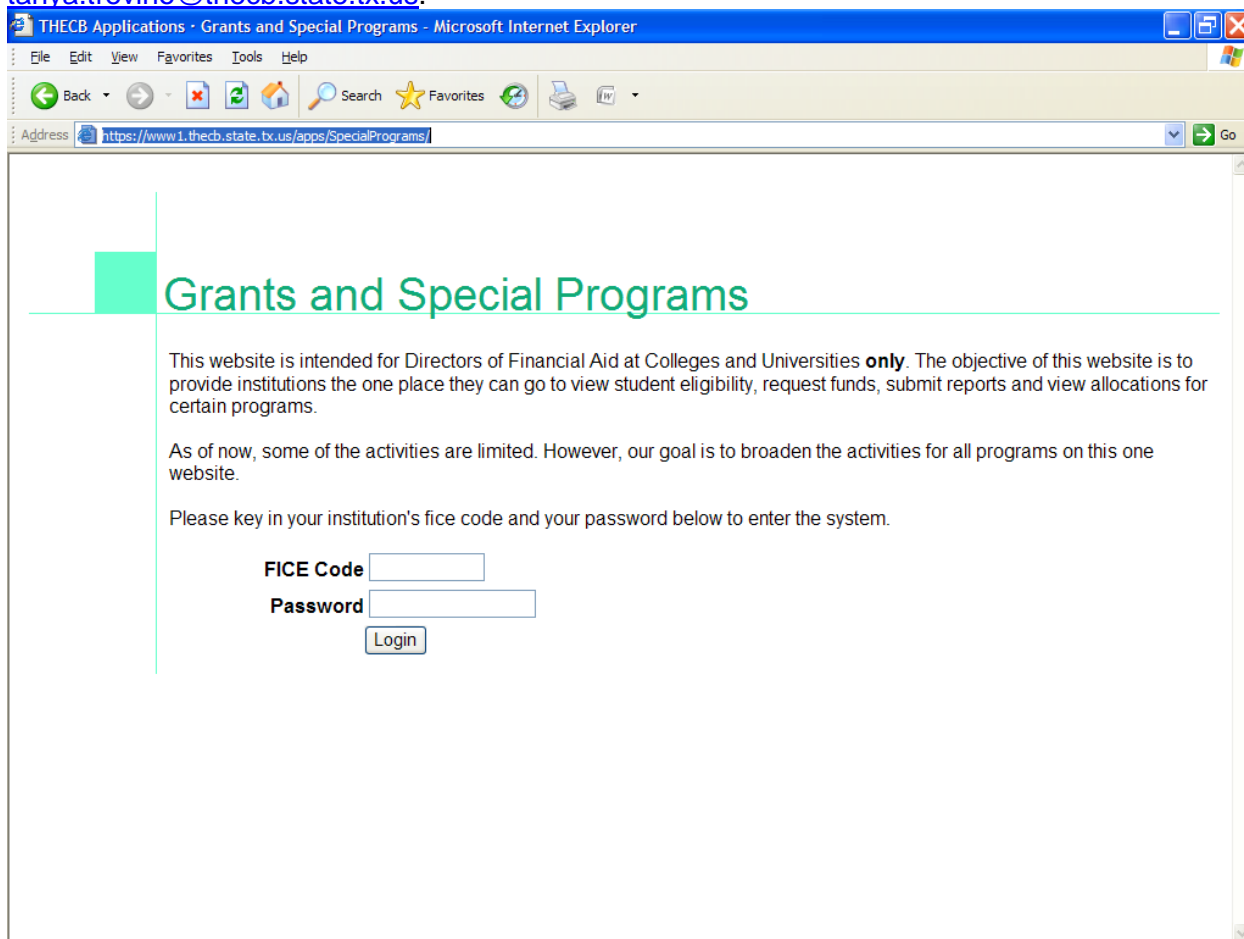
		<u>Value</u>	<u>Position</u>	<u>Length</u>
Item #1	File Label-ID	EOF1	1	4
Item #2	Record Count (Numeric)	Number of data records in file not including "Header" And "Trailer" records	5	5
	Reserved for Future Use (spaces)		10	71
Total Record Size				80

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

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

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

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



The screenshot shows a Microsoft Internet Explorer browser window titled "THECB Applications - Grants and Special Programs". The address bar displays "https://www1.thecb.state.tx.us/apps/SpecialPrograms/". The main content area features a green header "Grants and Special Programs" with a green square icon to its left. Below the header, the text reads: "This website is intended for Directors of Financial Aid at Colleges and Universities **only**. The objective of this website is to provide institutions the one place they can go to view student eligibility, request funds, submit reports and view allocations for certain programs." It continues: "As of now, some of the activities are limited. However, our goal is to broaden the activities for all programs on this one website." Below this, it says: "Please key in your institution's fice code and your password below to enter the system." The login form consists of two input fields: "FICE Code" and "Password", followed by a "Login" button.

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

**Financial Aid Database System - Data Entry**

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

FICE Code

Password

To begin, enter in a student's social security number in the box provided and click on the "Add/Search Student" button.

**Main Menu - (123456)**

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

**Add a Student/Search for a Student**

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

Social Security Number

**Submit Report**

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

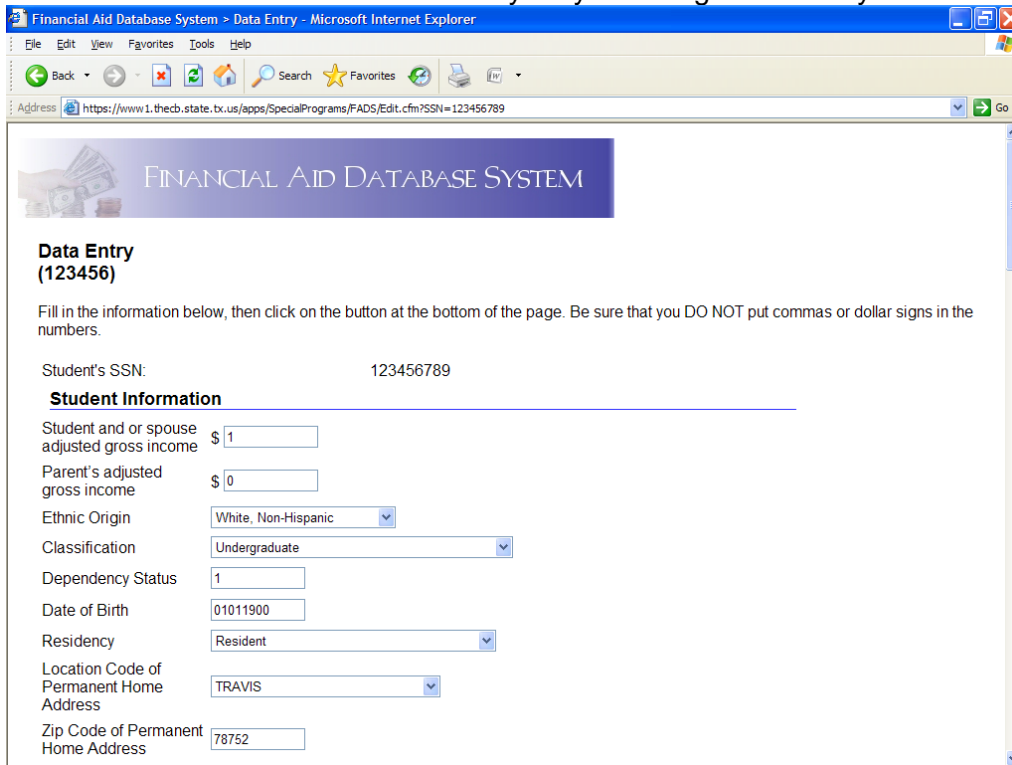
Number of Aid Applications

**Student Records Entered**

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

SSN	D.O.B.	Gender	Classification	Enrollment
<a href="#">123456789</a>	01/01/1900	M	1	1
<a href="#">123456789</a>	01/01/1900	M	1	1

The next screen will be blank and ready for you to begin data entry.



**Financial Aid Database System > Data Entry - Microsoft Internet Explorer**

Address: <https://www.1.thecb.state.tx.us/apps/SpecialPrograms/FADS/Edit.cfm?SSN=123456789>

**FINANCIAL AID DATABASE SYSTEM**

**Data Entry (123456)**

Fill in the information below, then click on the button at the bottom of the page. Be sure that you DO NOT put commas or dollar signs in the numbers.

Student's SSN: 123456789

**Student Information**

Student and or spouse adjusted gross income \$ 1

Parent's adjusted gross income \$ 0

Ethnic Origin White, Non-Hispanic

Classification Undergraduate

Dependency Status 1

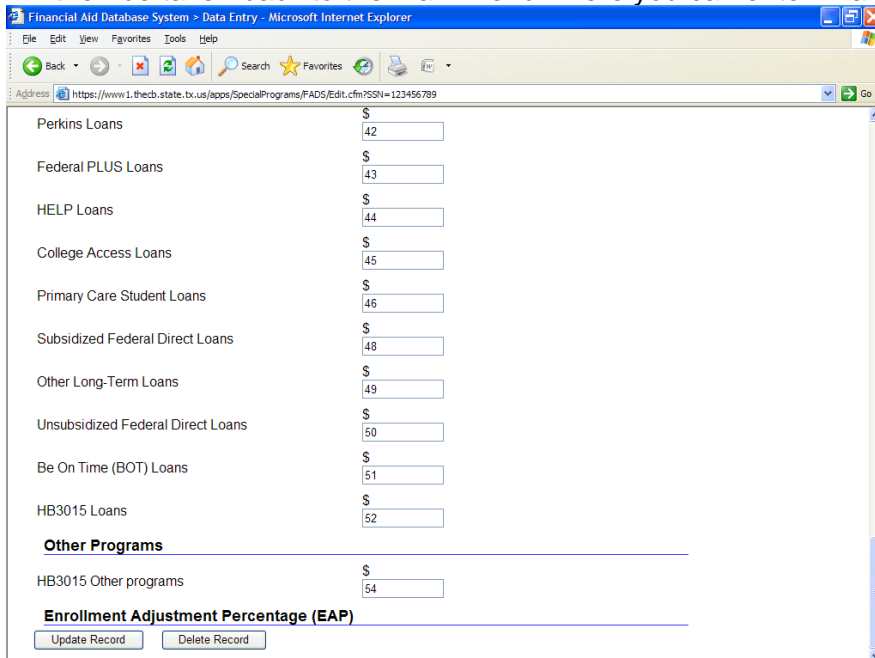
Date of Birth 01011900

Residency Resident

Location Code of Permanent Home Address TRAVIS

Zip Code of Permanent Home Address 78752

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



**Financial Aid Database System > Data Entry - Microsoft Internet Explorer**

Address: <https://www.1.thecb.state.tx.us/apps/SpecialPrograms/FADS/Edit.cfm?SSN=123456789>

Perkins Loans \$ 42

Federal PLUS Loans \$ 43

HELP Loans \$ 44

College Access Loans \$ 45

Primary Care Student Loans \$ 46

Subsidized Federal Direct Loans \$ 48

Other Long-Term Loans \$ 49

Unsubsidized Federal Direct Loans \$ 50

Be On Time (BOT) Loans \$ 51

HB3015 Loans \$ 52

**Other Programs**

HB3015 Other programs \$ 54

**Enrollment Adjustment Percentage (EAP)**

Update Record Delete Record

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

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

already populated for you. This is based on the number of records you entered.

The screenshot shows a web browser window titled "Financial Aid Database System > Data Entry - Microsoft Internet Explorer". The address bar shows the URL: <https://www1.thecb.state.tx.us/apps/SpecialPrograms/FADS/MainMenu.cfm?CFID=211643&CFTOKEN=46449794>. The page content includes a header with the text "FINANCIAL AID DATABASE SYSTEM" and a sub-header "Main Menu - (123456)". Below this is a welcome message: "Welcome to the FADS data entry system. This system is provided as a service to institutions who do not have the capability of directly submitting this via our SFTP server. **FADS information must be submitted by November 3rd. Your file must be error free, reconciled to CB reports and certified by December 1st. If any of these deadlines are NOT met, letters to your President will be sent and penalties will be invoked.**"

There are two main sections:

- Add a Student/Search for a Student**: This section contains a form with a text input field for "Social Security Number" and a button labeled "Add/Search Student".
- Submit Report**: This section contains a text input field for "Number of Aid Applications" with the value "2" and a button labeled "Submit Report".

At the bottom, there is a section titled "Student Records Entered" with the text: "Below are the student records entered for your institution. You can select an SSN to edit the record." This is followed by a table:

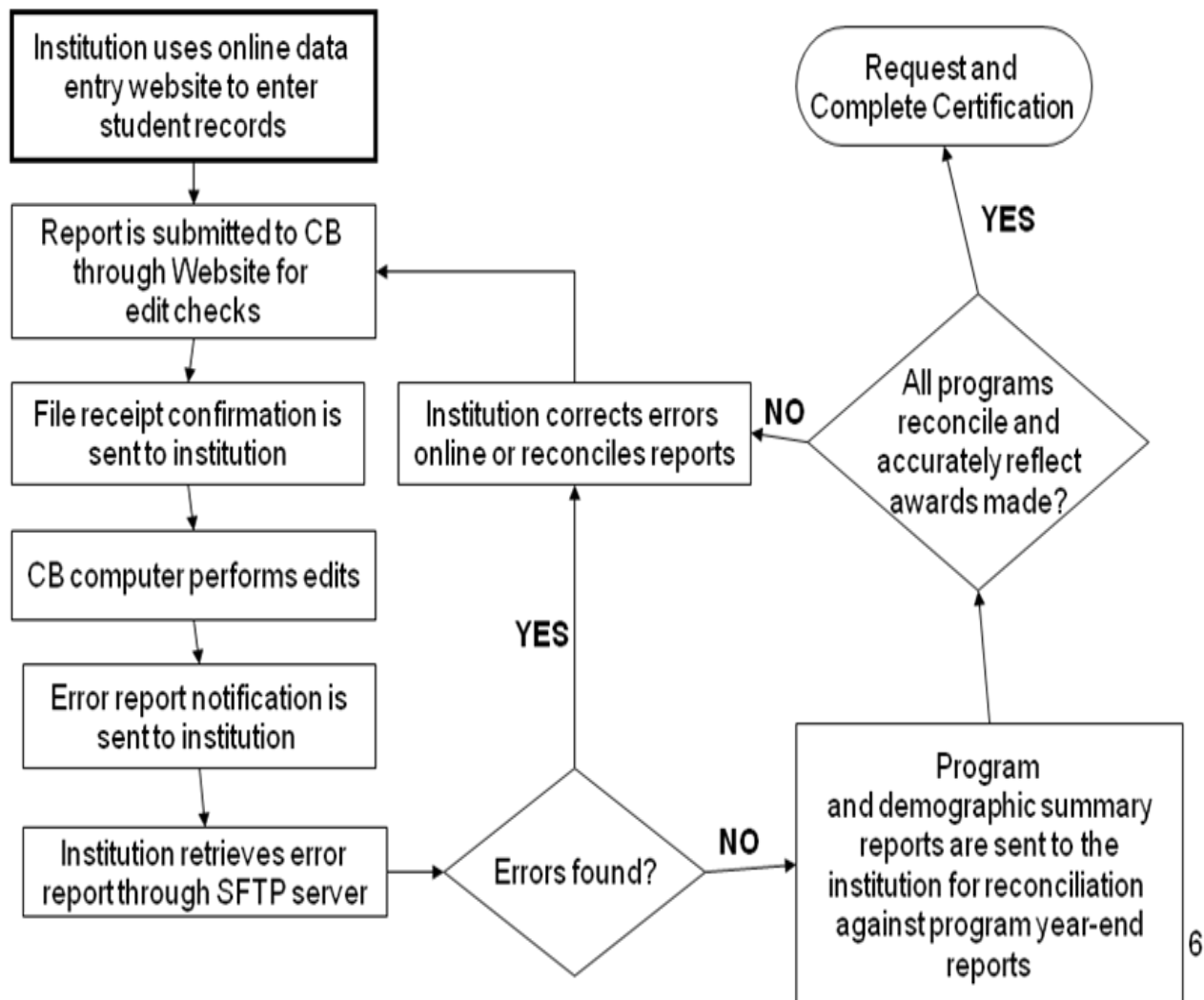
SSN	D.O.B.	Gender	Classification	Enrollment
<a href="#">123456789</a>	01/01/1900	M	1	1
<a href="#">123456789</a>	01/01/1900	M	1	1

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

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



# Sequence of Activities for Institutions Data Entering Records



# **RECEIPT AND PROCESSING OF REPORTS**

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

## FILE RECEIPT CONFIRMATION

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

### **Sample of File Receipt Confirmation Email:**

COORDINATING BOARD TEST SYSTEM  
Date Time: 10/11/2011 2:31:05 PM

---

SOURCE FILE: HY2K\_test\_Fads.wri  
FILE RECEIVED FROM FICE CODE: 009999  
INPUT FICE CODE: 009999  
REPORT\_ID: FAD001  
SEMESTER: 1  
YEAR: 2011  
TYPE: C  
SIZE: 0388  
OTHER INFO: 00360  
NUMBER OF RECORDS REPORTED IN 'EOF1' RECORD: 00360  
NUMBER OF DATA RECORDS ACTUALLY RECEIVED: 1  
TRAILER RECORD IN FILE: EOF100360

---

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

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

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

#### **Important things to Remember:**

- You must disconnect promptly from the SFTP session after successfully transferring your file,
- Make sure only ONE SFTP session is open at any one time by only ONE user,
- Do not log into the SFTP server at the :03 minute or :33 minute times of the hour. Our system automatically synchronizes itself and if you try submitting your file at this time, it will automatically be deleted and we will not receive it.

## EDIT REPORT NOTIFICATION

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

### **Sample of Edit/Error Report Notification Email:**

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

From: EDTS-CB-ADMIN@thecb.state.tx.us [mailto:EDTS-CB-ADMIN@thecb.state.tx.us]  
Sent: Tuesday, October 11, 2011 6:54 PM  
To: fad-mail@college.edu  
Cc: EDTS-CB-ADMIN  
Subject: 009999 EDIT REPORTS ON EDC SERVER  
Importance: High

REPORT FILE FAD001\_FALL\_2011\_I\_009999\_201110111820584.TXT IS LOCATED IN THE OUTPUT DIRECTORY OF YOUR ACCOUNT.

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

When viewing the FADS\_Output folder, you will notice that all of your edit/error reports from all years are still in the folder, so you want to make sure you download the file for 2011.

The following report file name is an example from above:

**FAD001\_FALL\_2011\_I\_009999\_201110111820584.TXT**

**FAD001** - FAD report type

\_ - used as a separator

**FALL** – the report semester

\_ - used as a separator

**2011** - Report Year

\_ - used as a separator

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

\_ - used as a separator

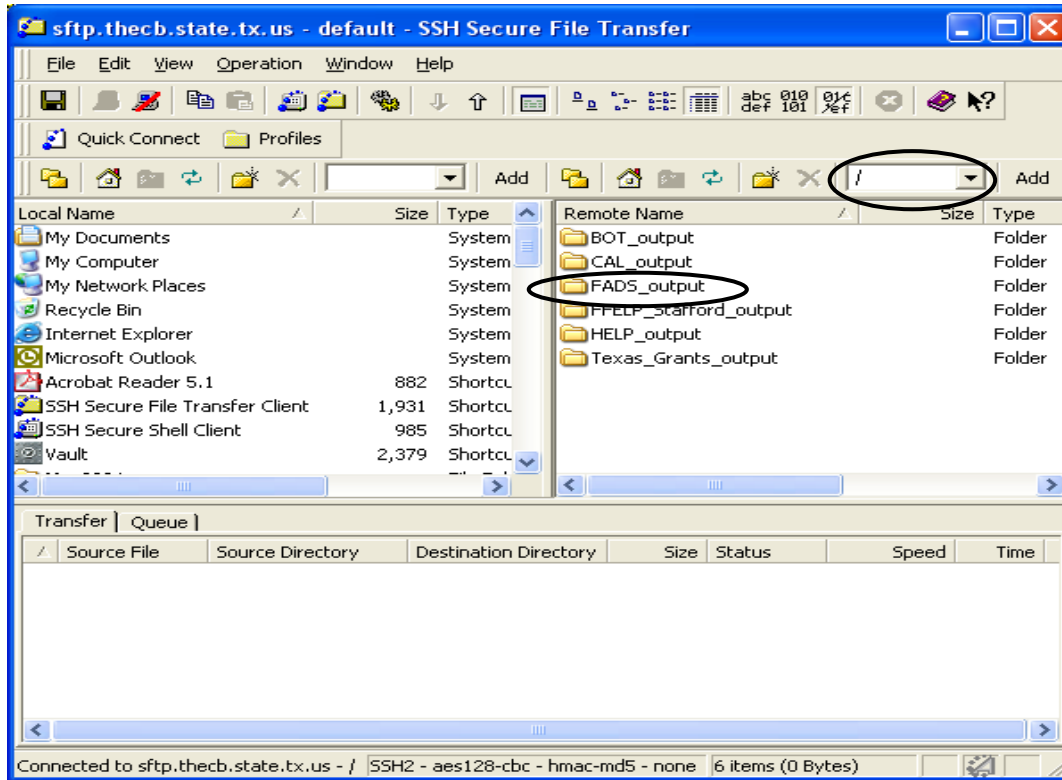
**009999** - FICE code of institution

\_ - used as a separator

**201110111820584** – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

## RETRIEVING YOUR EDIT REPORT

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





ITEM 33E FILLER	100	0	8
ITEM 33F CAL	103	0	5
ITEM 33G PRIM_CARE_STD_LN	105	0	3
ITEM 33H PLUS FEDERAL DIRECT LOANS	103	0	5
ITEM 33I SUB_FED_DIR_LNS	100	0	8
ITEM 33J OTHER_LT_LOANS	103	0	5
ITEM 33K UNSUB_FED_DIR_LNS	102	0	6
ITEM 33L BOT	100	0	8
ITEM 33M HB3015 LOANS	100	0	8
ITEM 34A TEACH GRANT	100	0	8
ITEM 34B HB3015 OTHER	100	0	8
ITEM 35A ENROLL_ADJ_COA	105	0	3
ITEM 35B ENROLL_ADJ_TFC	105	0	3
ITEM 36 INSTITUTION STUDENT NUMBER	108	0	0
ITEM Computed and Temp Fields	108	0	0
ITEM X1A COA	108	0	0
ITEM X1B EFC	108	0	0
ITEM X1C Total Income	108	0	0
ITEM X1D Income Switch	108	0	0
ITEM X1E Total Gift	108	0	0
ITEM X1F Total Gift Switch	108	0	0
ITEM X1G Total Aid	108	0	0
ITEM X1H EFC Switch	108	0	0

Data Element # and Field Name

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

# of Records from Trailer

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

TOTAL Report Records	108	<b>Total records reported in file</b>
CONTROL TOTAL	108	DISCREPANCY 0
Total Recs on Db	108	<b>Total records reported in file</b>
Number Of Non-Unique/ Duplicated Id's	0	<b>Number of duplicate SSN in the file</b>
Number Of Duplicate Records	0	<b>Number of records with same data in the file</b>
Number Of Relative Duplicate Questionable	0	<b>Doesn't apply to FADS--DISREGARD</b>
Number Of Relative Duplicate Error	0	<b>Doesn't apply to FADS--DISREGARD</b>
Total Error Recs on Db	9	<b>Number of records with errors</b>
Total Questionable Recs on Db	2	<b>Number of records with warnings</b>
Total Non Error Records on Db	99	<b>Number of "good" records</b>
Total Rejected Records	0	<b>Number of records rejected</b>
Total Applicants	200	<b>Number of applicants reported in header record</b>
Total Recipients	108	<b>Number of records being reported</b>
Count of Gift Aid only	5	<b>Number of recipients that received gift aid only</b>
Percent of Applicants receiving aid	0.540	<b>Number of Recipients divided by Number of Applicants</b>
Students Receiving Financial Aid	107	<b>Number of students reported with data in items 31a -34b</b>
Students with Zero Family Contribution	21	<b>Number of Students being reported with EFC = 0</b>
*** Total Students with Zero Family contribution Is not greater than Students receiving financial aid!		

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 -FAD001 Race and Ethnicity of Regularly Enrolled Students  
 FALL 2011 U. of THECB 00999 RunDate: 10/11/2011 Time: 18:20:47

White	48
Black	18
Hispanic	25
Asian	10
American Indian/Alaskan Native	5
Native Hawaiian/Other Pacific Islander	0
Multi-Racial	0
International	2
Ethnic Origin/Race Unknown	0
Total	108
Multi-Racial where Race is Black	0

Note: The standard Summary Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It will show the percentage increase/decrease of items, evaluate the items identified with a Review message, and submit updates to correct where appropriate. If the absolute value of the difference between the current year and prior year item

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is identified.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is identified.
- 4) is greater than 100,000, a percentage change greater than 10% is identified.

If the original report had only one column the comparison data is in adjacent column. If the original report had multiple columns the comparison data is in the next row and asterisks are printed below the column in question.

The report is a 'work in progress' and we would appreciate any feedback you may have regarding it.

This report will only appear when there are no errors.

Gender					
Male		40		←	Gender Field breakdown (Data Element 24)
Female		59			
	Total		99		
Age					
Under 17		0		←	DOB Field breakdown (Data Element 19)
17		0			
18		1			
19-21		25			
22-24		25			
25-30		31			
31-35		9			
36-50		7			
51-64		1			
65 and Older		0			
UnReported(not in avg)		0			
Average Age		25.9			
	Total		99		
Classification					
Undergraduate/NO Bachelors		40		←	Classification Field breakdown (Data Element 17)
Graduate/Bachelors		23			
Professional/Law Dentistry Vet etc		9			
Bachelors or greater/in Ug Program		13			
First-time Entering Freshman		14			
	Total		99		
Needs Analysis Used					
Completed either a FAFSA or TASFA		85		←	Needs Analysis Field breakdown (Data Element 13)
None used to receive aid		14			
	Total		99		
Living Arrangement					
With Parents		29		←	Living Arrangement Field breakdown (Data Element 14)
Campus Housing		15			
Off Campus		40			
Other		15			
	Total		99		
Dependency Status by Title IV Definition					
Dependent		44		←	Dependency Status Field breakdown (Data Element 18)
Independent		55			
Unknown		0			
	Total		99		



Residency				
Resident		79	}	Residency Field breakdown (Data Element 20)
Out of State or Foreign		20		
Unknown		0		
National Merit Finalist		0		
Non-immigrant Resident (1403)		0		
Total		99		
Enrollment Status				
Full Time		92	}	Enrollment Status Field breakdown (Data Element 23)
3/4 Time		3		
1/2 Time		4		
Less Than 1/2 Time		0		
Total		99		
Mother Highest Grade Level				
Elementary		3	}	Mother's Highest Grade Field breakdown (Data Element 25)
High School		34		
College or Beyond		57		
Unknown		5		
Total		99		
Father Highest Grade Level				
Elementary		0	}	Father's Highest Grade Field breakdown (Data Element 26)
High School		19		
College or Beyond		70		
Unknown		10		
Total		99		
Total Aggregate Income				
'A' 0 - 9,999		21	}	Income Fields breakdown (Sum of Data Elements 2+3)
'B' 10,000 - 14,999		6		
'C' 15,000 - 19,999		3		
'D' 20,000 - 24,999		5		
'E' 25,000 - 29,999		9		
'F' 30,000 - 34,999		5		
'G' 35,000 - 39,999		4		
'H' 40,000 - 44,999		6		
'I' 45,000 - 49,999		3		
'J' 50,000 - 54,999		2		
'K' 55,000 - 59,999		1		
'L' 60,000 - 64,999		4		
'M' 65,000 - 69,999		2		
'N' 70,000 - 74,999		1		
'O' 75,000 - 79,999		3		
'P' 80,000 - 84,999		1		
'Q' 85,000 - 89,999		2		
'R' 90,000 - 94,999		2		
'S' 95,000 - 99,999		2		
'T' greater than 99,999		17		
Total		99		
Total Gift				
'01' 0 - 250		21	}	Gift Aid Fields breakdown (Sum of Data Elements 31c+31d+31e+31f+31j+31k+31l+31o+31p+31n +31q)
'02' 251 - 500		15		
'03' 501 - 750		12		
'04' 751 - 1,000		5		
'05' 1,001 - 1,250		1		
'06' 1,251 - 1,500		20		
'07' 1,501 - 1,750		0		
'08' 1,751 - 2,000		9		
'09' 2,001 - 2,250		0		
'10' 2,251 - 2,500		0		
'11' 2,501 - 2,750		2		
'12' 2,751 - 3,000		0		
'13' 3,001 - 3,250		14		
'14' 3,251 - 3,500		0		
'15' 3,501 - 3,750		0		
'16' 3,751 - 4,000		0		
'17' 4,001 - 4,250		0		
'18' 4,251 - 4,500		0		
'19' 4,501 - 9,999		0		
'20' 100,000 - and above		0		
Total		99		

Financial Aid Data Fields Data Element # and Field Name	Total # Students	Total \$ Awarded	Minimum Award Amount Reported	Maximum Award Amount Reported
	Students	Dollars	Min Amt	Maximum Amt
<b>31 Grants &amp; Scholarships</b>				
31A FEDERAL_PELL	13	27,825	200	4,050
31B FEDERAL_SEOG	5	10,018	490	4,000
31C TPEG	36	39,733	207	5,026
31D SMART GRANT	0	0	0	0
31E TEG	0	0	0	0
31F LEAP	0	0	0	0
31G HB3015 GANDS	0	0	0	0
31H MERIT TO INST	0	0	0	0
31I MERIT BY INST	0	0	0	0
31J BYRD SCHOLARSHIP	0	0	0	0
31K STATE_NURSE_SCHLR	0	0	0	0
31L STUDENT_DEP_SCHLR	1	712	712	712
31M ACADEMIC_COMPETITIVE GRANT	0	0	0	0
31N OTHER_SCHLR_GRANT	68	56,997	150	18,200
31O TEXAS_GRANT_PGM	6	18,666	2,966	3,140
31P TEOG	0	0	0	0
31Q FEDERAL_SLEAP	0	0	0	0
4 TOP 10% SCHOLARSHIP	0	0	0	0
<b>32 Work-Study</b>				
32A FEDERAL_WK_STUDY	3	8,208	2,170	3,499
32B TEXAS_WORK_STUDY	0	0	0	0
32C NEED_BASED_INST	0	0	0	0
32D AMERICORPS	0	0	0	0
32E HB3015 WS	0	0	0	0
32F TEXAS WORK-STUDY MENTORSHIP PGM	0	0	0	0
<b>33 Loans</b>				
33A SUBS_STAFFORD_LN	66	374,319	508	12,313
33B UNSUB_STAFFORD_LN	65	440,630	687	17,944
33C PERKINS_LOAN	24	46,648	180	6,000
33D FEDERAL_PLUS_LNS	15	143,749	4,093	16,3100
33F CAL	0	0	0	0
33G PRIM_CARE_STD_LN	0	0	0	0
33H PLUS FEDERAL DIRECT LOANS	0	0	0	0
33I SUB_FED_DIR_LNS	0	0	0	0
33J OTHER_LT_LOANS	12	92,375	1,004	19,764
33K UNSUB_FED_DIR_LNS	0	0	0	0
33L BOT	0	0	0	0
33M HB3015 LOANS	0	0	0	0
34A TEACH GRANT	0	0	0	0
<b>34 Other Programs</b>				
34B HB3015_OTHER	0	0	0	0

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

Totals above do not include records with errors

New Ethnic Origin  
**Hispanic or Latino Origin** 18  
 Not Hispanic or Latino Origin 71  
 Not Answered 10  
 Total 99

New Ethnicity Field breakdown (Data Element 15)

Race  
 Multi-Racial 30  
 White Only 23  
 Black Only 36  
 Asian Only 0  
 American Indian/Alaskan Native Only 0  
 International Only 0  
 Native Hawaiian/Other Pacific Islander Only 0  
 Ethnic Origin/Race Unknown 10  
 Total 99

New Race Field breakdown (Data Element 16a through 16g)

Races reported in Multi-racial  
 White  
 Black  
 Asian  
 American Indian/Alaskan Native  
 Native Hawaiian/Other Pacific Islander  
 International

0  
 0  
 0  
 0  
 0  
 0

Breakdown of students that are reported with multi-races (Data Elements 16a through 16g)

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

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Students reported on FADS but not found on CBM001  
 FALL 2011 U. of THECB 009999 RunDate: 10/11/2011 Time: 18:20:47

Fice Report  
 Code StudentID Year

List of students that are reported on FADS, but not found on the certified CBM001 Report for Institution

\*\*\*\*\* No Records are on this report  
 \*\*\* Student IDs reported on the FADS report but not found on the certified CBM001 for Fiscal Year

Edit00v0 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Non-immigrant Residents not found on the CBM001  
 FALL FALL 2011 U. of THECB 009999 RunDate: 10/11/2011 Time: 18:20:47

Fice Report  
 Code StudentID Year Residency

List of students that are reported on FADS with residency of 5, but not found on the certified CBM001

\*\*\*\*\* No Records are on this report  
 \*\*\* Student IDs reported on the FADS with (Item 18) Residency = '5' but not found on the certified CBM001 for Fiscal Year.

Edit00v0 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Non-immigrant Residents not coded as such on the CBM001  
 FALL 2011 U. of THECB 009999 RunDate: 10/11/2011 Time: 18:20:47

Fice Report  
 Code StudentID Year Residency

List of students that are reported on FADS with residency of 5, but not reported as 5 for residency on the certified CBM001

\*\*\*\*\* No Records are on this report  
 \*\*\*Note Students coded as a '5' in Residency (Item 18) on the FADS report But NOT reported with a code of ('A' or 'B'(CTC only)) in (Item 7) Tuition Status on the CBM001 for Fiscal Year.

Data Element #'s

EDIT OF FAD001 DATA

Fiscal Year 20

U. OF THECB 009999

RunDate: 10/11/2011 Time: 08:40:31

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

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

Data as reported in record

Error or Warning Messages

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

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

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

Records with errors are grouped and listed first

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

Questionables ONLY

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

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

---

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

Records with questionable or warnings are grouped and listed last

# **RECONCILIATION AND CERTIFICATION**

**Sample Reconciliation Memo**

**Formulas of Calculations Used on Program Summary Report**

**Sample Certification Memo**

## SAMPLE RECONCILIATION MEMO

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

---

### **RECONCILIATION OF FY2011 FINANCIAL AID DATABASE REPORT**

The attached files are summary reports generated from your FY2011 Financial Aid Database. Please review them and make sure they accurately reflect the activities of your office.

Our editing process allows us to check for values that fall within acceptable ranges (for instance, no more than \$1250 for LEAP), but only you can determine whether all of the programs are correctly reflecting awards made through your institution (for instance, that you had 500 LEAP awards or 200 BOT Loans last year).

**The row labeled "CB In-house Reports:" on the program summary report spreadsheet reflects data from your FY2011 year-end reports for the following programs:**

<b>TEG</b>	<b>LEAP</b>	<b>Nursing Scholarships</b>	<b>TCWSP</b>
<b>SLEAP</b>	<b>TEXAS Grant</b>	<b>TEOG</b>	

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

If the numbers are not in agreement or if any of your programs are not showing the correct total of awards made, you will need to either correct the Financial Aid Database Report or the CB reports (if one of the programs above), depending on which is incorrect. Please let me know which report you will be correcting. Keep in mind that resubmitting your database report will override any files for FY11 previously received for your school. Once the edits are clear again, we will re-send you the reports so that you can review them for accuracy.

Edit reports include lists of any social or ID discrepancies between your FADS file and CBM reports. If your FADS report and CBM reports do not agree in their coding of non-immigrant residents (1403 students), your edit report will include a list of such students. In order to certify your FADS report, all ID and 1403-coding discrepancies will have to be resolved. We have added a field labeled "Unmatched Reason" that is to be used to indicate the reason, if any, your students do not match between both reports. If the CBM001 data is correct for SSN/ ID number or 1403 coding, then FADS data needs to be corrected and your file resubmitted. If FADS data are the correct ones, please code the student appropriately using data element 5. **NOTE: Your institution may not request the Certification if you have any discrepancies between the two reports for those fields.**

Once you have reviewed your summary reports and if they accurately reflect the awards made at your institution, send an email to Tanya Treviño at [tanya.trevino@theqb.state.tx.us](mailto:tanya.trevino@theqb.state.tx.us), requesting your certification. Include the statement below when requesting your certification. Failure to request and complete your certification before December 1st will result in your report not meeting the deadline and your institution being penalized.

### REQUEST FOR CERTIFICATION FOR OUR FY2011 FINANCIAL AID DATABASE REPORT

I have reviewed both the program and demographic summary reports sent to me by the Coordinating Board, and they accurately reflect the activities in our office for the 2010-2011 academic year. I am requesting the Certification be sent to the person named below so that we may complete our requirements for the Financial Aid Database Report. I understand that this is not the certification, but just a request and that the deadline to certify my report is December 1, 2011.

***Institution Name/Fice Code:***

***Today's date:***

***Person to whom Certification is to be sent:***

## FORMULAS OF CALCULATIONS USED ON PROGRAM SUMMARY REPORT

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

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



<b>Column Name</b>	<b>Formula used</b>
Number Receiving Academic Competitive Grant	Number of records with data element 31m > 0
Aggregate Value of Academic Competitive Grant	data element 31m total – Academic Competitive Grant
Number Receiving Other Schol. & Grants	Number of records with data element 31n > 0
Aggregate Value of Other Schol. & Grants	data element 31n total – Other Scholarships or Grants
Number Receiving Texas Grant Scholarship	Number of records with data element 31o > 0
Aggregate Value of Texas Grant Scholarship	data element 31o total – Texas Grant Program
Number Receiving TEOG	Number of records with data element 31p > 0
Aggregate Value of TEOG	data element 31p total – Texas Grant II Program
Number Receiving SLEAP	Number of records with data element 31q > 0
Aggregate Value of SLEAP	data element 31q total – SLEAP
Number Receiving Top 10% Scholarship	Number of records with data element 4 > 0
Aggregate Value of Top 10% Scholarship	data element 4 total – Top 10% Scholarship
Unduplicated # Students Receiving Grants & Schol.	Total number of records if any of the data elements 4 and 31a through 31q
Aggregate Value of Grants & Schol.	Total of data elements 4 and 31a through 31q
Number Receiving Federal Work-Study	Number of records with data element 32a > 0
Aggregate Value of Federal Work-Study	data element 32a total – Federal Work-Study (federal funds plus match)
Number Receiving Texas Work-Study	Number of records with data element 32b > 0
Aggregate Value of Texas Work-Study	data element 32b total – Texas Work-Study (state funds plus match)
Number Receiving Institutional Work-Study	Number of records with data element 32c > 0
Aggregate Value of Institutional Work-Study	data element 32c total – Need-based Institutional Work-Study
Number Receiving AmeriCorps	Number of records with data element 32d > 0
Aggregate Value of AmeriCorps	data element 32d total – AmeriCorps
Number Receiving HB3015 WS	Number of records with data element 32e > 0
Aggregate Value of HB3015 WS	data element 32e total – HB3015 WS
Number Receiving Texas Work-Study Mentorship Program	Number of records with data element 32f > 0
Aggregate Value of Texas Work-Study Mentorship Program	data element 32f total – TXWS Mentorship Program
Unduplicated # Students Receiving Work-Study	Total number of records if any of the data elements 32a through 32e are > 0
Aggregate Value of Work-Study	Total of data elements 32a through 32e
Number Receiving Subsidized Stafford Loans	Number of records with data element 33a > 0
Aggregate Value of Subsidized Stafford Loans	data element 33a total – Subsidized Stafford Loans
Number Receiving Unsub. Stafford Loans	Number of records with data element 33b > 0

<b>Column Name</b>	<b>Formula used</b>
Aggregate Value of Unsub. Stafford Loans	data element 33b total – Unsubsidized Stafford Loans
Number Receiving Perkins Loans	Number of records with data element 33c > 0
Aggregate Value of Perkins Loans	data element 33c total – Perkins Loans
Number Receiving SLS/PLUS Loans	Number of records with data element 33d > 0
Aggregate Value of SLS/PLUS Loans	data element 33d total – Federal SLS + PLUS Loans
Number Receiving College Access Loans	Number of records with data element 33f > 0
Aggregate Value of College Access Loans	data element 33f total – College Access Loan (CAL)
Number Receiving Primary Care Loans	Number of records with data element 33g > 0
Aggregate Value of Primary Care Loans	data element 33g total – Primary Care Student Loans
Number Receiving PLUS Federal Direct Loans	Number of records with data element 33h > 0
Aggregate Value of PLUS Federal Direct Loans	data element 33h total – PLUS Federal Direct Loans
Number Receiving Subsidized Fed. Direct Loans	Number of records with data element 33i > 0
Aggregate Value of Subsidized Fed. Direct Loans	data element 33i total – Subsidized Federal Direct
Number Receiving Other Long-Term Loans	Number of records with data element 33j > 0
Aggregate Value of Other Long-Term Loans	data element 33j total – Other Long-Term Loans
Number Receiving Unsub. Fed. Direct Loans	Number of records with data element 33k > 0
Aggregate Value of Unsub. Fed. Direct Loans	data element 33k total – Unsubsidized Federal Direct Loans
Number Receiving Be On Time (BOT) Loans	Number of records with data element 33l > 0
Aggregate Value of Be On Time (BOT) Loans	data element 33l total – Be On Time (BOT) Loans
Number Receiving HB 3015 Loans	Number of records with data element 33m > 0
Aggregate Value of HB3015 Loans	data element 33m total – HB3015 Loans
Unduplicated # Students Receiving Loans	Total number of records if any of the data elements 33a through 33m are > 0
Aggregate Value of All Loans	Total of data elements 33a through 33m
Number Receiving TEACH Grant	Number of records with data element 34a > 0
Aggregate Value of TEACH Grant	data element 34a total – TEACH Grant
Number Receiving HB3015 Other Aid	Number of records with data element 34b > 0
Aggregate Value of HB3015 Other Aid	total of data element 34b – HB3015 Other Aid
Unduplicated # Students Receiving Any Aid	Total number of records if any of the date elements 4 and 29 through 34b are > 0
Aggregate Value of Funds Awarded	Total of date elements 4 and 29 through 34b
Number Unduplicated Recipients	Total number of records if any of fields 4 and 31 through 68 are > 0
Unduplicated # Students Receiving Grants	Total number of records if any of the data elements 29 through 31g or data elements 31o through 31q are > 0
Unduplicated # Students Receiving Schol.	Total number of records if any of the data elements 4 and 31h through 31n are > 0

## **SAMPLE CERTIFICATION**

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

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### **CERTIFICATION OF FY2011 FINANCIAL AID DATABASE REPORT**

A certification form is included at the bottom of this e-mail, which we ask you to complete and return to us by no later than December 1, 2011. You are receiving this certification because you have requested it after reviewing the information provided to you in the summary reports and verifying the numbers to be accurate. When we receive your completed form, we will consider it to be your certification for the data and you will have met your reporting requirements.

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

### **CERTIFICATION STATEMENT FOR OUR FY2011 FINANCIAL AID DATABASE REPORT**

I hereby certify that I have reviewed both summary reports returned to me by the Coordinating Board, and that they accurately reflect the activities in our office for the 2010-2011 academic year.

***Institution Name/Fice Code:***

**Today's date:**

**Financial Aid Officer responding to this survey:**

**Phone number of respondent:**

**E-mail address of respondent:**

Please submit this completed form **ASAP** by e-mail to [tanya.trevino@thech.state.tx.us](mailto:tanya.trevino@thech.state.tx.us). Thank you!

Tanya Treviño  
System Support Specialist  
Texas Higher Education Coordinating Board  
[tanya.trevino@thech.state.tx.us](mailto:tanya.trevino@thech.state.tx.us)  
Fax: 512/427-6472