FINANCIAL AID DATABASE Training Manual

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

Contact Person: Tanya Sifuentes
System Support Specialist
tanya.sifuentes@thecb.state.tx.us
512/427-6123 or 800/242-3062 x6123

Revised October 10, 2007

You may START submitting your files as of July 1.

The Financial Aid Database Report must be submitted by:

NOVEMBER 1

of each year.

YOUR REPORT MUST BE ERROR FREE, RECONCILED TO YEAR END PROGRAM REPORTS AND CERTIFIED BY NOVEMBER 15.

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

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

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THE STATUTORY REQUIREMENT

Rider 13, Page III-50 of the current Appropriations Act directs the Coordinating Board to present an annual report to the Legislative Budget Board by August 1 of each calendar year concerning student financial aid at Texas public and independent institutions of higher education.

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

From Senate Bill 1227, 79th Legislature, Regular Session:

Section 61.066, Education Code, is amended by adding Subsection (c) to read as follows:

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

CONTENTS OF
STUDENT RECORDS

DATA ELEMENTS AND CURRENT FIELD LIMITATIONS

Data Elements and Current Field Limitations

Please provide the requested data for each person at your institution who completed a FAFSA or TASFA (Texas Application for State Financial Aid. **Shaded Elements have to be reported.**

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

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

Data Element	Field Layout	Instructions	Error Listing Messages
14. Ethnic Origin COLUMN 74	1 = White, Non-Hispanic 2 = African-American, Black 3 = Hispanic or Latino 4 = Asian or Pacific Islander 5 = American Indian or Alaskan Native 6 = International 7 = Unknown or Not Reported (for students refusing to report their ethnic origin).	numeric; right justified in range of 1 through 7 response required	error if non-numeric error if out of range (1-7)
15. Classification COLUMN 75	1 = undergraduate (has not received a bachelor's degree) 2 = graduate (has received a bachelor's degree) 3 = professional (enrolled in law, medicine, dentistry, veterinary medicine, etc.) 4 = student with bachelor's or higher degree enrolled in undergraduate program 5 = first-time entering freshman Use the classification of the student at the beginning of the award period. Report the program of study the student is enrolled under at your institution.	numeric; right justified in range of 1 through 5 response required	error if non-numeric error if out of range (1-5)
16. Dependency Status COLUMN 76	1 = dependent by Title IV definition 2 = independent by Title IV definition 3 = unknown (not active)	numeric; right justified 1 through 3 response required	error if non-numeric error if out of range (1-2) error if = 3
17. Date of Birth COLUMN 77-84	MMDDYYYY Enter the month, day and the four digit year of the birth of the student	numeric; right justified; 8 digits month range 01 through 12 day range 01 through 31 response required	error if non-numeric error if mm is out of range of 1-12 error if dd is out of range of 1-31 error if <7 or >110

Data Element	Field Layout	Instructions	Error Listing Messages
18. Residency COLUMN 85	1 = resident 2 = out-of-state or foreign (cannot be used for students receiving any state aid except TPEG) 3 = unknown (to be used ONLY by private schools and NOT for students receiving any state aid) 4 = National Merit Finalist (to be used ONLY by private schools with TEG students) 5 = Non-immigrant Residents (students who formerly would have qualified through section 2 of HB 1403) Use the resident status of the student at the beginning of the award period.	numeric; right justified 1, 2 or 5 (at public institution) 1, 2, 3, 4 or 5 (at independent institution) response required	error if non-numeric error if public inst and not = 1 or 2 or 5 error if out of range (1-5) error if = 1 or 5 and data element # 19 > 254 NOTE: Both in-district and out-of-district residents should be coded by community colleges as residents (1)
19. Location Code of Permanent Home Address COLUMN 86-88	999 Use list provided, which gives 3-digit codes for all Texas counties and for other states and foreign countries as used in the Coordinating Board CBM 001 report (see attached list).	numeric; right justified; 1 through 799 response required	error if non-numeric error if = 0 or if >799 error if in range of 371-400
20. Street Address of Permanent Address COLUMN 89-118	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX Include number, street and apartment number (if appropriate)	alphanumeric; left justified 30 characters, maximum upper or lower case acceptable NOT required	may be left blank
21. City of Permanent Address COLUMN 119-138	XXXXXXXXXXXXXXXXXXXX	alpha; left justified 20 characters, maximum upper or lower case acceptable NOT required	may be left blank
22. Zip Code of Permanent Home Address COLUMN 139-147	999999999 If last 4 digits are unknown, leave them blank.	numeric response required, if USA address; leave blank if not USA address	error if non-numeric error if zip prefix is 99999 (out of range) error if zip prefix is 00007 (out of range

Data Element	Field Layout	Instructions	Error Listing Messages
23. Enrollment Status COLUMN 148	1 = full-time 2 = 3/4-time 3 = ½ time 4 = less than ½ time Report the highest enrollment status of the student during the award period.	numeric; right justified 1 through 4 response required	error if non-numeric error if out of range (1-4)
24. Gender COLUMN 149	M = male F = female	alpha; left justified M or F response required upper or lower case acceptable	error if does not equal M or F
25. Highest grade level mother completed COLUMN 150	1 = elementary 2 = high school 3 = college or beyond 4 = unknown Indicate the education level for their last complete year of school. For example, if it was their 1st year of college, indicate 3; if it was their senior year in high school, indicate 2.	numeric; right justified 1 through 4 response required if unknown, report 4	error if non-numeric error if out of range (1-4)
26. Highest grade level father completed COLUMN 151	1 = elementary 2 = high school 3 = college or beyond 4 = unknown Indicate the education level for their last complete year of school. For example, if it was their 1st year of college, indicate 3; if it was their senior year in high school, indicate 2.	numeric; right justified 1 through 4 response required if unknown, report 4	error if non-numeric error if out of range (1-4)
27. Cost of Attendance COLUMN 152-156	99999 This should be the gross cost figure. If the student received an exemption or waiver of tuition and/or fees, such adjustments should be reported for data element # 29.	numeric; right justified rounded to full dollar amounts response required If not accurate for the period the student was enrolled, you MUST provide enrollment adjustment percentage (EAP) for data element # 69 of this report.	error if non-numeric error if out of range (50-50,000) error if <50 AND (data elements 29-37 > 0 AND data elements 40-68 > 0)

Data Element	Field Layout	Instructions	Error Listing Messages
28. Expected ~~Total~~ Family Contribution COLUMN 157-162	999999 as determined using federal methodology (May reflect professional judgment calculation)	numeric; right justified rounded to full dollar amounts response required If not <u>accurate</u> for the period the student was enrolled, you MUST provide enrollment adjustment percentage (EAP) for data element # 070 of this report	error if non-numeric error if > 999,999
29. Tuition Exemptions or Waivers ~~or Fellowships~~ COLUMN 163-167	99999 This should equal the amount of tuition and/or fees the student did NOT pay as a result of receiving an exemption or waiver. **Fellowships should be reported under data element 31h, 31i or 31n, depending on the source of funding.** **Awards through the Educational Aides Exemption Program should be reported under data element 31j.**	numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric error if >88,888
30. Categorical Aid COLUMN 168-172	99999 Any aid brought to the institution by the student and not packaged by the Financial Aid Office. This would include such things as JTPA, Texas Rehabilitation Commission and Texas Employment Commission payments and outside scholarships. **Texas Tomorrow Plan and 529 Savings Plan should NOT be reported here since both are considered when EFC is calculated.**	numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric error if >88,888

Data Element	Field Layout	Instructions	Error Listing Messages
31. Grants and Scholarships		numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric
a) Federal Pell COLUMN 173-177	a) 99999	a) Pell range 0 through 4,050	error if >4050 (out of range)
b) Federal SEOG (including match) COLUMN 178-182	b) 99999	b) SEOG range 0 through 4400	error if >4400 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC
c) TPEG (On-Campus) COLUMN 183-187	c) 99999 PUBLIC INSTITUTIONS ONLY	c) TPEG range 0 through (COA-EFC)	error if not public inst and >0 error if >88,888 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC
d) Federal Smart Grant PSIG COLUMN 188-192	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
e) TEG (private schools only) COLUMN 193-197	e) 99999 PRIVATE INSTITUTIONS ONLY	e) TEG range 0 through 5,166	error if not private inst and > 0 error if >5166 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 error if >0 AND TEXAS Grant (data element 31o) > 0

Data Element	Field Layout	Instructions	Error Listing Messages
f) LEAP (public and private schools) COLUMN 198-202	f) 99999 PUBLIC AND PRIVATE INSTITUTIONS	f) LEAP range 0 through 5,000	error if > 5000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 or 5
g) HB3015 Grants/Scholarships COLUMN 203-207	g) 99999 This includes grants and scholarships funded through designated tuition set-asides	g) HB3015 Gr/Sch range 0 through 99,999	Error if > 99999 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if not public university or health-related inst error if residency status (data element 18) = 2 or 3 or 4
h) Merit-based aid funded by private donations to the institution COLUMN 208-212	h) 99999 This includes gift aid provided to the institution by private donors and used to award merit-based grants or scholarships	h h) MERIT-TO-INST range 0 through 99,999	error if > 99999 (out of range) <s>error if >0 and residency status (dat element 18) = 5</s>
i) Institution funded Merit-based Gift Aid COLUMN 213-217	i) 99999 This includes gift aid generated from budgeted/unrestricted funds not reported elsewhere that is provided by the state, federal government or institution used to make merit-based awards. **Includes Byrd Scholarship.**	i) MERIT-FROM-INST range 0 through 99,999	error if > 99999 (out of range)
j) Educational Aides Exemption Program <s>Byrd Scholarship</s> COLUMN 218-222	j) 99999	j) EDUCATIONAL AIDE range 0 through 57,920	error if >57920 (out of range) error if residency (data element 18) = 2 or 3 or 4 or 5

Data Element	Field Layout	Instructions	Error Listing Messages
k) State Nursing Scholarship COLUMN 223-227	k) 99999 Includes vocational and professional nursing scholarships funded by the state	k) State nurse scholarship range 0 through 3,000	error if >3,000 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4
l) Student Deposit Scholarship COLUMN 228-232	l) 99999 PUBLIC INSTITUTIONS ONLY	l) Deposit scholarship range 0 through (COA-EFC)	error if not public inst and >0 error if >88,888 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 18) = 2 or 3 or 4
m) Academic Competitive Grant FILLER COLUMN 233-237	m) 99999	m) Academic Competitive Grant range 0 through 1,300	error if >1300
n) Other Scholarships or Grants COLUMN 238-242	n) 99999 This would include any need-based awards not reported elsewhere in the report.	n) Other need-based scholarships or grants Maximum unknown	error if >88,888 (out of range)
o) TEXAS Grant Program COLUMN 243-247	o) 99999 SSNs and award amounts must match to TEXAS Grant Year-End Student-by-Student Report	o) TEXAS Grant range 0 through 4,750	error if >0 and not participating inst error if >0 and classification (data element 15) =2 or 3 or 4 error if >4750 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 3 or 4 error if residency status (data element 18) = 2 or 3 or 4

Data Element	Field Layout	Instructions	Error Listing Messages
p) TEOG (formerly TEXAS Grant II) COLUMN 248-252	p) 99999 PUBLIC STATE COLLEGES, PUBLIC COMMUNITY COLLEGES AND TSTC ONLY SSNs and award amounts must match to Year-End Student-by-Student Report	p) TEOG range 0 through 4,750	error if >0 and not participating inst error if >0 and classification (data element 15) = 2 or 3 or 4 error if >4750 (out of range) error if > (COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4
q) SLEAP COLUMN 253-257	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 public inst AND residency status (data element 18) = 2 or 3 or 4 or 5 error if private inst AND residency status (data element 18) = 2 or 3 or 5

Data Element	Field Layout	Instructions	Error Listing Messages
32. Work-Study		numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric
a) Federal Work-Study (federal funds plus match) COLUMN 258-262	a) 99999	a) Federal work-study range 0 through (COA-EFC) + 300	error if > (COA-EFC + 300) & EAP >0 error if > (COA-EFC)+300 error if > 88,888 (out of range)
b) Texas Work-Study (state funds plus match) COLUMN 263-267	b) 99999	b) Texas work-study range 0 through (COA-EFC)	error if >88,888 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 or 5
c) Need-based Institutional Work-Study COLUMN 268-272	c) 99999	c) Institutional work-study range unknown	error if >88,888 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC
d) AMERICORPS COLUMN 273-277	d) 99999	d) Americorps range 0 through (COA-EFC)	error if >88,888 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC
e) HB3015 Work-study COLUMN 278-282	e) 99999 This includes work-study funded through designated tuition set-asides	e) HB3015 WS range 0 through 99,999	error if > 99,999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 18) = 2 or 3 or 4 error if not public university or health-related inst
f) Texas Work-Study Mentorship Program FILLER COLUMN 283-287	f) 99999	f) Texas Work-Study Mentorship Program range 0 through 99,999	error if >99,999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 or 5

Data Element	Field Layout	Instructions	Error Listing Messages
33. Loans	Report gross amount borrowed for all loans:	numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric
a) Subsidized Stafford Loans COLUMN 288-292	a) 99999	a) Sub. Stafford range 0 through 17,000	error if > 17000 (out of range)
b) Unsubsidized Stafford Loans COLUMN 293-297	b) 99999	b) Unsub. Stafford range 0 through 45,200	error if > 45200 (out of range)
c) Perkins Loans COLUMN 298-302	c) 99999	c) Perkins range 0 through 6,000	error if >6000 (out of range)
d) Federal PLUS Loans (undergraduate and graduate) COLUMN 303-307	d) 99999	d) PLUS/Grad PLUS range 0 through COA	error if exceeds cost of attendance error if > 88,888 (out of range)
e) HELP Loans COLUMN 308-312	e) 99999	e) HELP range 0 through 20,000	error if >20000 (out of range) error if enrollment status (data element 23) = 4 error if residency status (data element 18) = 2 or 3 or 4 or 5
f) College Access Loan (CAL) COLUMN 313-317	f) 99999	f) CAL range 0 through COA	error if exceeds cost of attendance error if residency status (data element 18) = 3 error if enrollment status (data element 23) = 4
g) Primary Care Student Loans COLUMN 318-322	g) 99999	g) Primary care loans range unknown	error if non-numeric

Data Element	Field Layout	Instructions	Error Listing Messages
h) FILLER ~~Income Contingent Loans~~ COLUMN 323-327	h) 99999	h) DO NOT LEAVE BLANK; ENTER 00000	error if >0
i) Subsidized Federal Direct COLUMN 328-332	i) 99999	i) Sub. direct loans range 0 through 17,000	error if >17,000 (out of range)
j) Other long-term loans COLUMN 333-337	j) 99999	j) Other loans range unknown	error if >88,888 (out of range)
k) Unsubsidized Federal Direct Loans COLUMN 338-342	k) 99999	k) Unsub. direct loans range 0 through 45,200	error if >45200 (out of range)
l) BOT (Be On Time) Loan Program COLUMN 343-347	l) 99999	l) BOT Loan Program range 0 through 9,500	error if >9500 (out of range) error if enrollment status (data element 23) = 2 or 3 or 4 error if residency status (data element 18) = 2 or 3 or 4 or 5 error if classification (data element 15) = 2 or 3 or 4
m) HB3015 Loans COLUMN 348-352	m) 99999 This includes loans funded through designated tuition set-asides	m) HB3015 Loans range 0 through 99999	error if > 99999 (out of range) error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 18) = 2 or 3 or 4 error if not public university or health-related inst

Data Element	Field Layout	Instructions	Error Listing Messages
34. Other Programs		numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric
a) FILLER ~~Teach for Texas Alternative Certification Conditional Grant Program~~ COLUMN 353-357	a) 99999 For adding new programs	a) DO NOT LEAVE BLANK; ENTER 00000	error if > 0
b) HB3015 Other COLUMN 358-362	b) 99999 This includes other funds funded through designated tuition set-asides	b) HB3015 Other range 0 through 99,999	error if >99999 error if >(COA-EFC) & EAP > 0 error if > COA-EFC error if residency status (data element 18) = 2 or 3 or 4 error if not public university or health-related inst

Data Element	Field Layout	Instructions	Error Listing Messages
35. Enrollment adjustment percentage (EAP)	If the student's cost of attendance (data element 27) or Total Family Contribution (data element 28) figures do not correspond to the time-period in which the reported financial aid was received, indicate the percent by which the COA or TFC or both should be multiplied to derive the appropriate figure. If only COA should be adjusted, leave the EAP for TFC at 000 and vice versa.

Example: A student's recorded total family contribution figure is for 9 months but the student only attended one quarter. The EAP for cost (field 069) should be 033, indicating that in determining unmet need for this student, only 33 percent of the reported family contribution figure should be compared to the reported financial aid resources. You would leave field 070 as 000. | numeric; right justified rounded to full percentage points, no decimal points. Enter in 000 if cost and family contribution figures are correct for the period the student was enrolled. | error if non-numeric |
| a) Enrollment adjustment percentage (EAP) for Cost of Attendance

COLUMN 363-365 | 999 | numeric; right justified do not leave blank, enter in 000 | error if non-numeric |
| b) Enrollment adjustment percentage (EAP) for Total Family Contribution

COLUMN 366-368 | 999 | numeric; right justified do not leave blank, enter in 000 | error if non-numeric |

DATABASE STRUCTURE

(FIXED LENGTH TEXT)

Data Element #	FIELD_NAME	FIELD_TYPE	FIELD LENGTH	FIELD INDEXED?	COLUMN POSITION Beginning	Ending
1	SOC_SEC_NUMBER	CHARACTER	9	Y	1	9
2	STDNT_WORK_INCOME	NUMERIC	6	N	10	15
3	SPOUSE_WK_INCOME	NUMERIC	6	N	16	21
4	SOC_SEC_BENEFITS	NUMERIC	5	N	22	26
5	AFDC_ADC	NUMERIC	5	N	27	31
6	CHILD_SUPPORT	NUMERIC	5	N	32	36
7	OTHER_INCOME_BENE	NUMERIC	5	N	37	41
8	FATHERS_WK_INCOME	NUMERIC	6	N	42	47
9	MOTHERS_WK_INCOME	NUMERIC	6	N	48	53
10	PAR_SOC_SEC_BENE	NUMERIC	5	N	54	58
11	PARENTS_AFDC_ADC	NUMERIC	5	N	59	63
12	PARENT_CHILD_SUPP	NUMERIC	5	N	64	68
13	PAR_INCOME_BENEF	NUMERIC	5	N	69	73
14	ETHNIC_ORIGIN	CHARACTER	1	N	74	74
15	CLASSIFICATION	CHARACTER	1	N	75	75
16	DEPENDENCY_STATUS	CHARACTER	1	N	76	76
17	DATE_OF_BIRTH	CHARACTER	8	N	77	84
18	RESIDENCY	CHARACTER	1	N	85	85
19	LOCATION_CODE	CHARACTER	3	N	86	88
20	STREET_ADDRESS	CHARACTER	30	N	89	118
21	CITY_ADDRESS	CHARACTER	20	N	119	138
22	ZIP_ADDRESS	CHARACTER	9	N	139	147
23	ENROLLMENT_STATUS	CHARACTER	1	N	148	148
24	GENDER	CHARACTER	1	N	149	149
25	MOTHER_HIGH_GRADE	CHARACTER	1	N	150	150
26	FATHER_HIGH_GRADE	CHARACTER	1	N	151	151
27	COST_OF_ATTEND	NUMERIC	5	N	152	156
28	TOTAL_FAMILY_CONT	NUMERIC	6	N	157	162
29	TUIT_EXEMPT_WAIV	NUMERIC	5	N	163	167
30	CATEGORICAL_AID	NUMERIC	5	N	168	172
31a	FEDERAL_PELL	NUMERIC	5	N	173	177
31b	FEDERAL_SEOG	NUMERIC	5	N	178	182
31c	TPEG_ON_CAMPUS	NUMERIC	5	N	183	187
31d	SMART_GRANT	NUMERIC	5	N	188	192
31e	TEG_PRIVATE_SCHL	NUMERIC	5	N	193	197
31f	LEAP	NUMERIC	5	N	198	202
31g	HB3015_GRANTS	NUMERIC	5	N	203	207
31h	MERIT_TO_INST	NUMERIC	5	N	208	212
31i	MERIT_BY_INST	NUMERIC	5	N	213	217
31j	EDUCATIONAL_AIDE	NUMERIC	5	N	218	222
31k	STATE_NURSE_SCHLR	NUMERIC	5	N	223	227

Data Element #	FIELD_NAME	FIELD_TYPE	FIELD LENGTH	FIELD INDEXED?	COLUMN POSITION	
					Beginning	Ending
31l	STUDENT_DEP_SCHLR	NUMERIC	5	N	228	232
31m	ACAD_COMPET_GRANT	NUMERIC	5	N	233	237
31n	OTHER_SCHLR_GRANT	NUMERIC	5	N	238	242
31o	TEXAS_GRANT_PGM	NUMERIC	5	N	243	247
31p	TEOG	NUMERIC	5	N	248	252
31q	FEDERAL_SLEAP	NUMERIC	5	N	253	257
32a	FEDERAL_WK_STUDY	NUMERIC	5	N	258	262
32b	TEXAS_WORK_STUDY	NUMERIC	5	N	263	267
32c	NEED_BASED_INST	NUMERIC	5	N	268	272
32d	AMERICORPS	NUMERIC	5	N	273	277
32e	HB3015_WS	NUMERIC	5	N	278	282
32f	TXWS_MENTORSHIP	NUMERIC	5	N	283	287
33a	SUBS_STAFFORD_LN	NUMERIC	5	N	288	292
33b	UNSUB_STAFFORD_LN	NUMERIC	5	N	293	297
33c	PERKINS_LOAN	NUMERIC	5	N	298	302
33d	FEDERAL_PLUS_LNS	NUMERIC	5	N	303	307
33e	HELP	NUMERIC	5	N	308	312
33f	COLLEGE_ACCESS_LN	NUMERIC	5	N	313	317
33g	PRIM_CARE_STD_LN	NUMERIC	5	N	318	322
33h	FILLER	NUMERIC	5	N	323	327
33i	SUB_FED_DIR_LNS	NUMERIC	5	N	328	332
33j	OTHER_LT_LOANS	NUMERIC	5	N	333	337
33k	UNSUB_FED_DIR_LNS	NUMERIC	5	N	338	342
33l	BOT	NUMERIC	5	N	343	347
33m	HB3015_LOANS	NUMERIC	5	N	348	352
34a	FILLER	NUMERIC	5	N	353	357
34b	HB3015_OTHER	NUMERIC	5	N	358	362
35a	ENROLL_ADJ_COA	NUMERIC	3	N	363	365
35b	ENROLL_ADJ_TFC	NUMERIC	3	N	366	368

REVISIONS TO DATABASE REPORT FOR REPORTING FY 2007
(Report due by 11/01/07)

✚ **The due dates have been changed to give institutions a bit more time. The new due dates are November 1st and November 15th. By November 1st, your initial file must be submitted to the Coordinating Board, it does not have to be error free, as long as it is submitted. By November 15th, your file must be error free, reconciled to year-end reports at the CB and certified. These dates will be enforced and any institution not meeting these deadlines will be penalized.**

✚ Institutions are to include ALL eligible aid applicants, this includes all students who are enrolled and completed a FAFSA or TASFA (Texas Application for State Financial Aid). Since some of these students will not have received any aid, the current edit that indicates an error if all of the program fields are zero will be eliminated.

✚ Data Element 18 (Residency) – We will add edits to federal financial aid program fields to indicate errors if HB 1403 (non-US Citizens or Permanent Resident) students are reported as receiving such aid.

✚ Data Element 29 (Tuition Exemptions/Waivers) – this field will be limited to tuition exemptions and waivers and should not include fellowships or the Educational Aide Exemption Program. Fellowships should be reported in data elements 31h, 31i or 31n, depending upon the source of funding for the fellowship (see below). The Educational Aide Exemption Program should be reported in data element 31j (see below).

✚ Data Element 30 (Categorical Aid) – you should not include the Texas Tomorrow Plans since both the prepaid tuition plan and the 529 savings plan are considered when EFC is calculated.

✚ Data Element 31d (SMART Grant) – previously PSIG. This is being activated for 2007 reporting.

✚ Data Element 31e (TEG) - maximum changed to $5,166;

✚ Data Element 31h (Merit-based aid funded by private donations to the institution) – This is being activated for 2007 reporting and should include merit-based aid funded through restricted funds from endowments, private gifts, etc.

✚ Data Element 31i (Institution funded Merit-based Gift Aid) – This is being activated for 2007 reporting and should include merit-based aid provided from budgeted/unrestricted funds not reported elsewhere that is provided by the state, federal government or institution, including the Byrd Scholarship (which was previously being reported separately under data element 31j and should now be included in this field).

✚ Data Element 31j (Educational Aide Exemption Program) – previously Robert C. Byrd Honors Scholarship. You will no longer reflect the Byrd Scholarship, which will be included in 31(i). This field should be used for reporting awards through the Educational Aide Exemption Program. Report only those students that qualified based on the FAFSA. Those students that qualified based on AGI should not be reported on your database file.

✚ Data Element 31m (Academic Competitive Grant) – this is active for 2007 reporting. The maximum is $1,300.

✚ Data Element 31n (Other Scholarships or Grants) – to be used to report need-based aid that is not reported elsewhere in the report.

✚ Data Element 32f (Texas Work-Study Mentorship) – this is active for 2007 reporting.

🔸   Data Element 33d (Federal PLUS Loans) – this should be used for reporting undergraduate and graduate PLUS Loans.

🔸   Data Element 33h (FILLER) – previously Income Contingent Loans. If you enter anything other than zero into this field, you will receive an error. Spaces are not acceptable in this field.

🔸   Data Element 33i (Subsidized Federal Direct Loans) – maximum changed to $17,000;

🔸   Data Element 33k (Unsubsidized Federal Direct Loans) – maximum changed to $45,200;

🔸   Data Element 33l (BOT) – maximum changed to $9,500. ALL BOT RECIPIENTS should be reported here whether they have need or not.

🔸   ALL House Bill 3015 awards (funded by public universities through set-asides from designated tuition) should be reported through the database (fields 31 (g) for grants and scholarships; 32 (d) for work-study); 33(m) for loans, and 34(b) for "other"), whether they are funded through mandated or voluntary set-asides from designated tuition.

REVISIONS TO DATABASE REPORT FOR REPORTING FY 2008
(Report due by 11/01/08)

🔸   The length of each record must be extended to 377 characters to accommodate a new field, the Student's ID field, field 36. This also changes the header record to reflect the new record length. An example of the header record is below:

<p style="text-align:center">HY2K000781FAD00112008C<u>0377</u>01500</p>

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

🔸   Data Element 1 (Student Social Security Number) – You will ONLY report the student's social security number in this field. If the student does not have a social security number, then you will report their ID in a new field, field 36.

🔸   Data Element 2 (Student/Spouse Adjusted Gross Income) – All types of income and earnings previously reported (data elements 4 through 13) will be eliminated. You will only report the student/spouse's adjusted gross income. The AGI to be reported should be the amount actually used to justify the financial aid award, which may have been adjusted by the institution via professional judgment. AGI is a more useful statistic than the other data we have been collecting. If you enter anything other than zero into the income fields marked as FILLER on the data element table, you will receive an error. Spaces are not acceptable in these fields.

🔸   Data Element 3 (Parent's Adjusted Gross Income) – Report the parent's adjusted gross income. Same as above.

🔸   Data Element 14 (FILLER) – previously used to report Ethnicity. You will not have to report the

student's ethnicity. This information will be pulled from the CBM reports you submit to the Coordinating Board. If you enter anything other than zero into this field, you will receive an error. Spaces are not acceptable in this field.

🔸 Data Element 19 (FILLER) – previously used to report Location Code. You will not have to report the student's location code. This information will be pulled from the CBM report you submit to the Coordinating Board. If you enter anything other than zero into this field, you will receive an error. Spaces are not acceptable in this field.

🔸 Data Element 20 (FILLER) – previously used to report Street Address of Permanent Address. You will not have to report the student's address. If you enter anything other than blanks or spaces into this field, you will receive an error.

🔸 Data Element 21 (FILLER) – previously used to report City of Permanent Address. You will not have to report the student's city. If you enter anything other than blanks or spaces into this field, you will receive an error.

🔸 Data Element 24 (FILLER) – previously used to report Gender. You will not have to report the student's gender. This information will be pulled from the CBM report you submit to the Coordinating Board. If you enter anything other than blanks or spaces into this field, you will receive an error.

🔸 Data Element 36 (STUDENT ID) – If the student does not have a social security number as reported in element 1, you will need to report the student's ID number.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Frequently Asked Questions Index

Frequently Asked Questions

Question 1.   Which students should be included?
    For fall 2007. ALL eligible aid applicants, this includes all students who are enrolled and completed either a FAFSA or TASFA (Texas Application for State Financial Aid). Some of these students may not have received any aid. The current edit that indicates an error if all of the program fields are zero will be eliminated.

Question 2.   Must all students receiving some type of tuition exemption, waiver or categorical aid be included in the database?
    For fall 2007. Yes. All exemptions and waivers should be reported, which also means that they should NOT be treated as adjustments to Cost, but rather as awards from the school. The Cost of Attendance figures should be full cost, not cost adjusted for the exemption or waiver.

Question 3. Should students receiving Texas National Guard Tuition Assistance Program be included in the database?
    For fall 2007. Yes. You will need to report them under Data element 029, Tuition Exemptions or Waivers.

Question 4.   What definition of academic year will need to be used for the report?
    We will accept the school's definition of an academic year. However, it is imperative that the institution be consistent in reporting from year to year. Our statistics will be valid as long as they reflect a 12-month period, whenever that period begins or ends.

Question 5. If I report a TEG award to a nonresident, will my records be rejected?
    Yes, you must report the student as either a resident or a National Merit Finalist under Residency Data element 018.

Question 6.   We have many people (especially international students) who have no social security numbers. Could we just use nine zeros for the student identification numbers for all of them?
    NO. Please use unique numbers for each individual. Since this database is often matched with other CB databases, you must use the SAME number you have used to report the student in either the CBM or TEXAS Grant Student-by-Student reports.

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

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

Question 9. Can we use the FAFSA as our source of residency information?
    No. Public institutions should use the classification assigned by your registrar or admissions officer. *If you are using an electronic system, make sure you can tell the difference between nonresidents getting to pay the resident rate because of waivers and regular residents.* If you are a private institution you must also follow state residency laws and rules. The Coordinating Board can provide you a residency questionnaire for this purpose.

Question 10. Should students receiving only Educational Aides Exemptions be included in the data file? (If need is calculated based on the income method rather than the federal methodology,

schools do not have all the demographic information included in a student record.)

> **For fall 2007.** No. Such students should not be reported, unless they qualified based on the FAFSA. The only Educational Aide students that should be reported in data element field 31j, which was previously used to report Robert C. Byrd Scholarship recipients, are those that qualified based on the FAFSA.

Question 11. Where should money that the institution uses to cover the shortfall between the state TEXAS Grant amount and Actual Tuition and Fees be reported?

> This should be reported in the field relevant to the funds (Pell for Pell, TPEG for TPEG. If institutional aid is used, report data element 31n (Other Grants or Scholarships).

Question 12. Where should The Houston Livestock and Rodeo Scholarship be reported?

> It should be reported under data element 030 (Categorical Aid).

Question 13. How should summer costs/resources be handled?

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

Question 14. Is this strictly a 9-month report, or should summer be included?

> This is an ACADEMIC YEAR report, and summer should be included. Make sure each student is reported only once, but that his/her cost and resource figures reflect his/her full period of enrollment during the relevant academic year.

Question 15. If my values fall outside the ranges indicated on the Coordinating Board's Data Elements and Edit Checks form, will my records be rejected?

> Yes. The ranges used for our fields were based on program maximums, as best as we could determine them. If you have a student whose value legitimately falls outside our range, you will need to send us confirmation in writing that his/her value is correct. With such documentation, we can override the edits in our system. Contact us if you feel a range is incorrect.

Question 16. How should we report financial aid which is not handled by the financial aid office?

> Use the same approach you currently use in making sure there are no over awards. If you package the aid or the student informs you of other resources, report them. These funds would probably be reported as "categorical aid" (data element 030) or "other scholarships or grants" (data element 31n).

Question 17. What information should be entered in the filler fields and how long should the filler fields be?

> No fields should be left blank. For filler fields, enter in 00000 if a character field or 0 if a numeric field, unless you are advised by our office that a filler field has been activated. The filler fields are reserved for future programs. All data elements 27 through 34b are five digits long except data element 28, which is 6 digits.

Question 18. If the student marks "no" to the question on the free aid application regarding the release of information to the state, can the schools report the data?

> Yes. You are submitting data to us for reporting purposes, not to determine whether the student is eligible for a state financial aid award.

Question 19. Do hyphens (-) or slashes (/) appear in the 9-digit student ID code?

No. All digits should be numeric. No punctuation should be added.

Question 20.   For some institutions the reporting of income components will be more of a burden than reporting a summarized "Total Income" figure. Can the report be changed back to its earlier format?

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

Question 21.   What do we do if the student refuses to give his/her ethnic origin?

In data element 14 (Ethnic Origin) we have modified the instructions to indicate that option 7 (Unknown or Not Reported) may be used for students refusing to report their ethnic origin.

Question 22.   What ethnic origin should we report for international students?

Use option 6 to report international students. This option has been added to the report, but should be used for international students only. Use option 7 for students refusing to give their ethnic origins.

Question 23.   I am uncomfortable reporting students with bachelor's degrees who are enrolled in undergraduate programs as graduates.

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

Question 24.   When is the report to be "as of"? That is, do we take classification from spring semester or fall?

Report fall classification for the year being reported. That is, for the 2006-07 academic year, you will need to report fall, 2006 classifications.

Question 25.   How should persons stationed in Texas by the military be classified with respect to residency?

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

Question 26.   Is a location code required for non-Texans?

Yes. A 3-digit location code is needed for all students in the database. If your reporting system does not include a Location code, you will need to add one for this report. State and country codes are available in the appendix to this manual. (See page 80.)

Question 27.   Will individual addresses be shared with anyone, for instance, with the Legislature?

No. No individual data will be given out under any circumstances. Only aggregate data reports will be generated from the statewide financial aid database.

Question 28.   If the student has no permanent address on file, can we use the local address or a PO Box number?

As of Fall 2005, street addresses and city were no longer required.

Question 29.   For data element 23, Enrollment Status, how are the terms defined?

Make sure your report is reflecting the following:

    In general, for undergraduates:
        full-time = at least 12 hours per semester
        ¾ time = 9-11 hours per semester
        ½ time = 6-8 hours per semester
        less than ½ time = fewer than 6 hours per semester
    For graduates:
        full-time = at least 9 hours per semester
        ¾ time = 7-8 hours per semester
        ½ time = 4.5-6 hours per semester
        less than ½ time = fewer than 4.5 hours per semester

Question 30.   If the student's enrollment status is different from semester to semester, which term's enrollment status should we report?

Report the highest enrollment status of the student during the reported academic year.

Question 31.   I do not collect the highest grade levels for my aid applicants' parents. Do I have to report it?

The current Free Application for Federal Student Aid now collects this information (questions 23-24). This is one of the few questions on the survey with a response option of **"unknown"**. If you do not have the information available you should answer **"unknown"** and the answer will not be challenged by our office. Please do what you can, however, to gain access to this information.

Question 32.   Are the parents' highest grade level statistics needed for independent students or only for dependent students?

Both dependent and independent students, if available from the FAFSA. The Legislature has been known to propose grant programs targeted to "first-generation college students". This is our one source of this information.

Question 33.   My reporting system is based on 9-month cost and family contribution figures. If a student fails to return in the spring, the system automatically adjusts the awards going to the student, but cost and family contribution figures are not revised in my system. What should I do?

You cannot just report the data as shown on your system, since they will indicate a significantly inflated unmet need for the student. The best way to handle it from OUR perspective is for you to go in and adjust your cost and family contributions to appropriately correspond to the time in which the student was enrolled and receiving aid. If your system does not allow you to do this with any ease, you will need to report an "Enrollment Adjustment Percentage" for Cost of Attendance and/or Family Contribution as indicated in data element 35a and 35b of the report. This is the percentage by which your cost and/or family contribution figures should be multiplied to derive accurate figures for the period of enrollment. The percentage is expressed in whole numbers (no decimal points). If the cost and/or family contribution figures do not need adjustment and are accurate for the student's period of enrollment, enter zeroes for data element 35a and 35b. If the cost only needs to be adjusted, but not the family contribution, enter the percentage in data element 35a and put zeroes in data element 35b and vice versa.

Question 34.   If a student makes a refund, must the report reflect the NET award, or can the original award amount be used?

This is a year-end report. The student's NET award should be reported.

Question 35.   If a student drops some hours, but continues to be enrolled, must we adjust the student's cost of attendance accordingly?

Only if the dropped hours has an impact on the student's financial aid package.

Question 36.   Do we report all aid offered to the student, or only the aid accepted and actually used

by the student?
> Report only the aid accepted and actually used by the student.

Question 37.   The cost figures we have in our system have already netted out any tuition exemption or waiver received by the student. Do we have to add exemptions or waivers back in to our cost figures to derive data element 27, just so we can then report them and have them taken back out at data element 29?
> **In fall 2007** you will need to report full cost and report exemptions/waivers as resources.

Question 38.   Are tuition AND fee exemptions to be reported or only tuition exemptions?
> Both tuition and fee exemptions should be included either as an adjustment to the cost of attendance or as a separately reported item in data element 29.

Question 39.   Where should graduate fellowships be reported?
> They should be reported under data element 31h, 31i or 31n, depending on the source of funding.

Question 40.   Should any of the awards listed for data elements 31a-31q (Grants and Scholarships) be included in data element 30 (Categorical Aid)?
> No. Categorical aid is aid the student brings to the school (such as a PTA scholarship); the institutional aid office did not package such aid for the student (the school did not get to select the recipient.). Grants and Scholarships listed in data elements 31a-31q are awarded through the institution and should NOT be included in data element 30.

Question 41.   Should JTPA be considered categorical aid and be reported in data element 30?
> Yes.

Question 42.   Where should VA benefits be reported?
> Under categorical aid (data element 30).

Question 43.   For work-study, what should be reported, amount awarded or amount earned?
> Amount earned.

Question 44. For Texas Work-Study, should only state funds be reported or should matching funds be included?
> You need to include state and matching funds.

THE REPORTING CYCLE

Sequence of Activities
Sequence of Activities Flowchart

Sequence of Activities

A.   Our first step is done in April. We ask each Financial Aid Officer to confirm the "generic" e-mail address that begins with fadmail@institution or fad-mail@institution. We then update our file.

B. The institutions then submit their files to our office. They are sent electronically and the institution receives almost immediate confirmation that we have received the file. This does not mean that the file is correct; it simply means that the institutions' transmissions were received.

C. Our computer edits are performed and an error listing is automatically generated. The notification to retrieve your error listing is sent to the generic e-mail address for each institution. The processing times are:

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

D. The school then makes corrections as indicated on the error listing and resubmits its file. We monitor the time delays in receiving responses from institutions. If more than 2 days pass between the sending of our error listings and the receipt of a response from the school, we will contact the institution through the generic email address. All edits need to be resolved (including reconciling to year-end reports) and your certification returned by November 15th.

THE CYCLE IS REPEATED UNTIL ALL ERRORS HAVE BEEN RESOLVED.

E. The steps mentioned above should eliminate the possibility of schools being unaware of the status of their reports. Therefore, we plan to send letters to Presidents of institutions on November 1st for institutions that have not yet submitted their report to us. A second (different) letter will be sent to Presidents on November 15th for those schools that have not yet resolved their edits (including reconciling to year-end reports) and/or submitted their certification.

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

REMINDERS

Special Circumstances – Overriding our Limits: In those cases in which we have identified correct data as errors, you will need to send us something in writing that indicates the information is correct and that you authorize us to override our editing process to accept the unexpected value. The written statement should be e-mailed to Tanya Sifuentes at Tanya.sifuentes@thecb.state.tx.us. If such an override is used to resolve the final error(s) remaining in an institution's file, the institution will be sent a reply, indicating the override was accepted and completed.

FINANCIAL AID DATABASE SEQUENCE OF ACTIVITIES

A
E-mail addresses sent to institutions for confirmation

B
E-mail addresses are updated

C
Institution submits data file

immediately

D
File receipt confirmation sent

24 hours

E
CB computer performs edits

24 hours

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

???

G
Entire file re-submitted by Institution after correcting errors

immediately

H
File receipt confirmation sent

24 hours

I
CB computer performs edits

24 hours

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

K
Repeat steps G-J until all errors are resolved

L
Certification and Excel program and demographic file summaries sent to institution for reconciliation against program year end reports.

M
Repeat steps G-L until institution certifies data

TECHNOLOGY

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

Header Record Format

Header Record Example:

HY2K000781FAD00112007C036801500

		Value	Position	Length
Item #1	File Label-Id	**HY2K**	1	4
Item #2	Institution Code FICE - (Numeric)	6 digits (i.e. 000781)	5	6
Item #3	Data Identifier	FAD001	11	6
Item #4	Semester in which report is due (Numeric)	Fall = 1	17	1
Item #5	Year – YYYY (4 digits) State fiscal year covered by report (Numeric)	2007	18	4
Item #6	Record Type	(C)omplete Report	22	1
Item #7	Length of Data records (Numeric)	0368	23	4
Item #8	Number of Aid Applicants (Numeric) (i.e. 01000) (right justified and leading zero filled)	5 digits	27	5

TRAILER RECORDS

Trailer example:
EOF100975

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

Using SFTP to Transfer Financial Aid Database Reports

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

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

Instructions for Usernames and Passwords

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

FADS Username

If you are a FADS user, your username will be 'fasNNNNNN00' where 'NNNNNN' is your FICE code. For example, if your FICE code is 123456, then your SFTP username will be 'fas12345600'.

FADS Password

Your FADS reporting official may already have your institution's password for the sftp.thecb.state.tx.us server. If you require your initial password, you should contact the THECB official in the contact information section below. You may request your password through e-mail; however, passwords will only be distributed by voice call or postal mail. If you are requesting your password through mail, specify your name, phone, institution, and head reporting official. The THECB contact staff (below) will then call you to deliver your password. The passwords are the same as the passwords used for submitting your TEXAS Grant Year-End Student-by-Student Report.

Contact Information

The THECB staff contact for obtaining your password is:

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

OR

Torca Bunton. Her email address is torca.bunton@thecb.state.tx.us, the phone number is (512)427-6532.

The requirements for connecting to the SFTP server are an SSH/SFTP client and an internet connection that permits SSH connections to internet servers. There are excellent commercial and free implementations of SSH/SFTP available for use on windows platforms. Your ability to connect to SSH servers on the internet is going to be contingent upon your network security policies. You may need to

contact your technical staff to determine if outbound SSH is permitted from your network. The following is the suggested downloadable SSH client to use for connecting to THECB SFTP.

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

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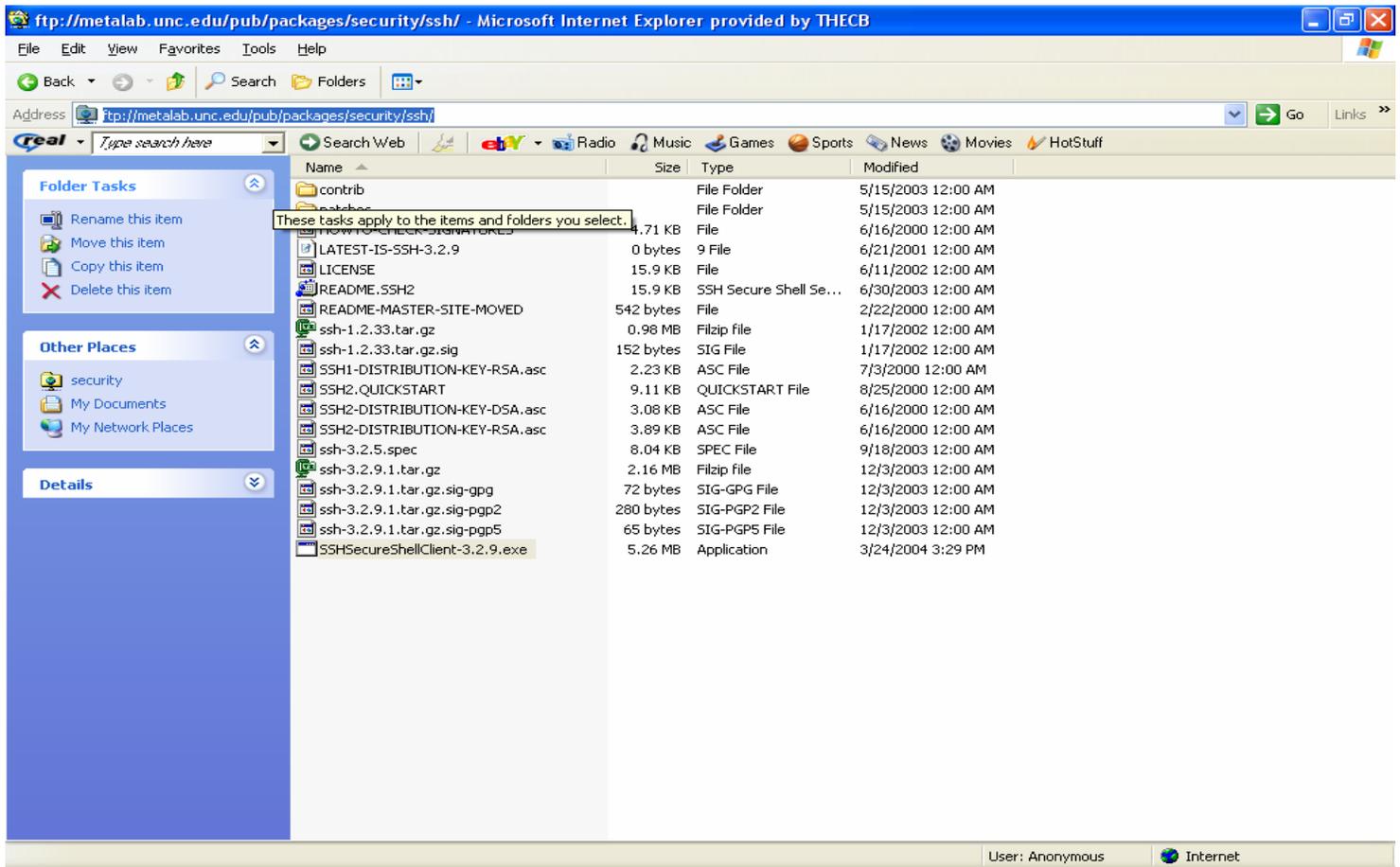
After linking to this web page, double-click the SSHShellSecureClient-3.2.9.exe application file to begin the automatic download of the SFTP client. After the download is complete, you will notice that 2 desktop icons have been installed on your PC. **You will only be interested in the icon entitled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

SSH Secure File Transfer Client

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

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

SSH First Time Setup

1. Open SSH Secure File Transfer Client (icon)
2. Click on Quick Connect
   a. Enter Host Name: sftp.thecb.state.tx.us
   b. Username: fas*12345600*   *(Replace 123456 with your FICE code)*
   c. Port Number: 22
   d. Authentication Method: <Password>
3. After the initial connection you will want to add the connection to the profile to simplify future connection. You should see a blinking 'Add to Profile' in the dialogue box above the OUTPUT folder in the right pane. Click it, change the name to something like "thecb-sftp," and click 'add to profile.' After this you should be able to connect by clicking the Profiles tab on the menu bar, then selecting your saved "thecb-sftp" profile, then entering your password directly without re-entering the hostname, username, port, authentication method.

Transfer Files

The picture below is the first in the series of steps described above to log into the SFTP server. This picture is of what you will see upon double-clicking the SSH Secure File Transfer Client icon on your desktop.
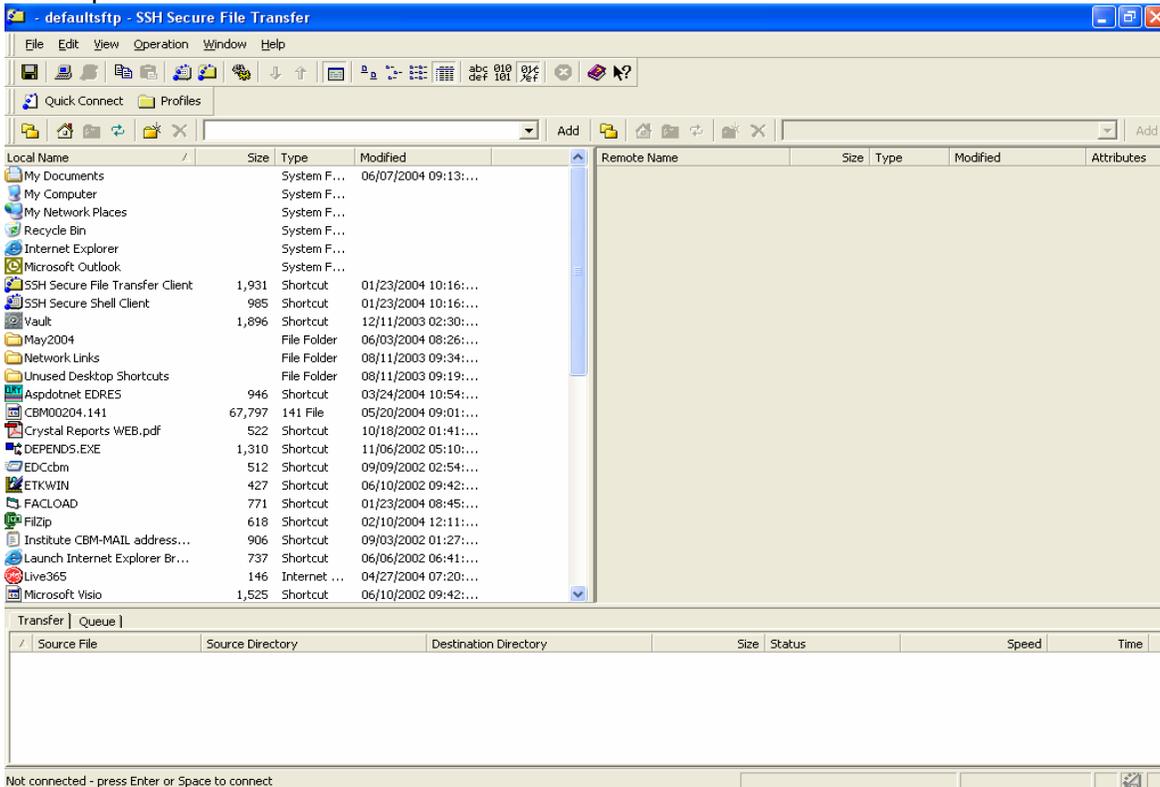
Next, select the "Quick Connect" tab on the menu bar and you will be prompted with a "Connect to Remote Host" dialog box, as seen below. At this point, enter the host name just as you see it below. Then, enter your user name as "fas" followed by your institution's FICE code plus two zeroes. Be sure to include the leading zeroes in your FICE code. Example: if your FICE code is 003614, then your username will be "fas00361400." Leave the port number and Authentication method selections as you see them below.

Connect to Remote Host

Host Name:	sftp.thecb.state.tx.us	Connect
User Name:	fas00361400	Cancel
Port Number:	22	
Authentication Method:	Password ▼	

After successfully navigating the "Connect to Remote Host" dialog box (hit the "Connect" button), you will be prompted with an informational dialog box as seen below. Select "OK."

Message from the server

Texas Higher Education Coordinating Board
Unauthorized use is prohibited; Use is subject to security testing and monitoring; Misuse is subject to criminal prosecution; Expect no privacy here except those provided by applicable privacy laws.

OK
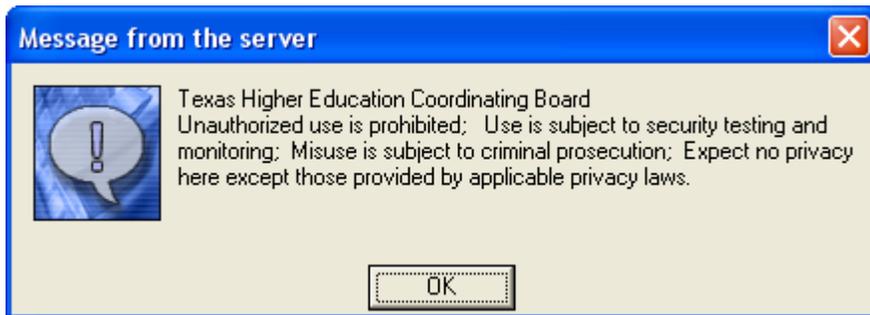
Now, you will be prompted for your password as seen in this next dialog box. If you need this password, call Tanya Sifuentes at 512-427-6123 or Torca Bunton at 512-427-6532 and they will provide it to you.

Enter Password

		OK
Password:	******	Cancel
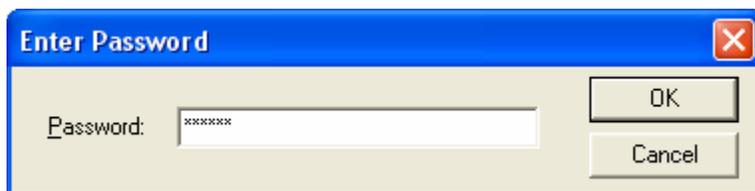
NOTE: The key exchange process of secure shell provides some protection against spoofing and man-in-the-middle attacks. If you attempt a transfer and get a message indicating that the server's key has changed without prior notification from THECB, you should treat the connection as suspicious and contact network security.

After successfully entering your password, you will see the next screenshot. Notice the "/" in the far right "drop down" list box above the OUTPUT folder in the right pane. This represents your INPUT folder on the SFTP server. You are automatically logged into the INPUT folder each and every time you log in to the SFTP server, regardless of which folder you intend to access (i.e., INPUT or OUTPUT). What you are looking at in the right pane of this screenshot is similar to a Windows Explorer view. The "/" represents a top-level folder (INPUT in this case) and the OUTPUT folders you see below that in the right pane represents varying financial accounts subordinate folders . Thus, if you intend on "submitting" a file to the

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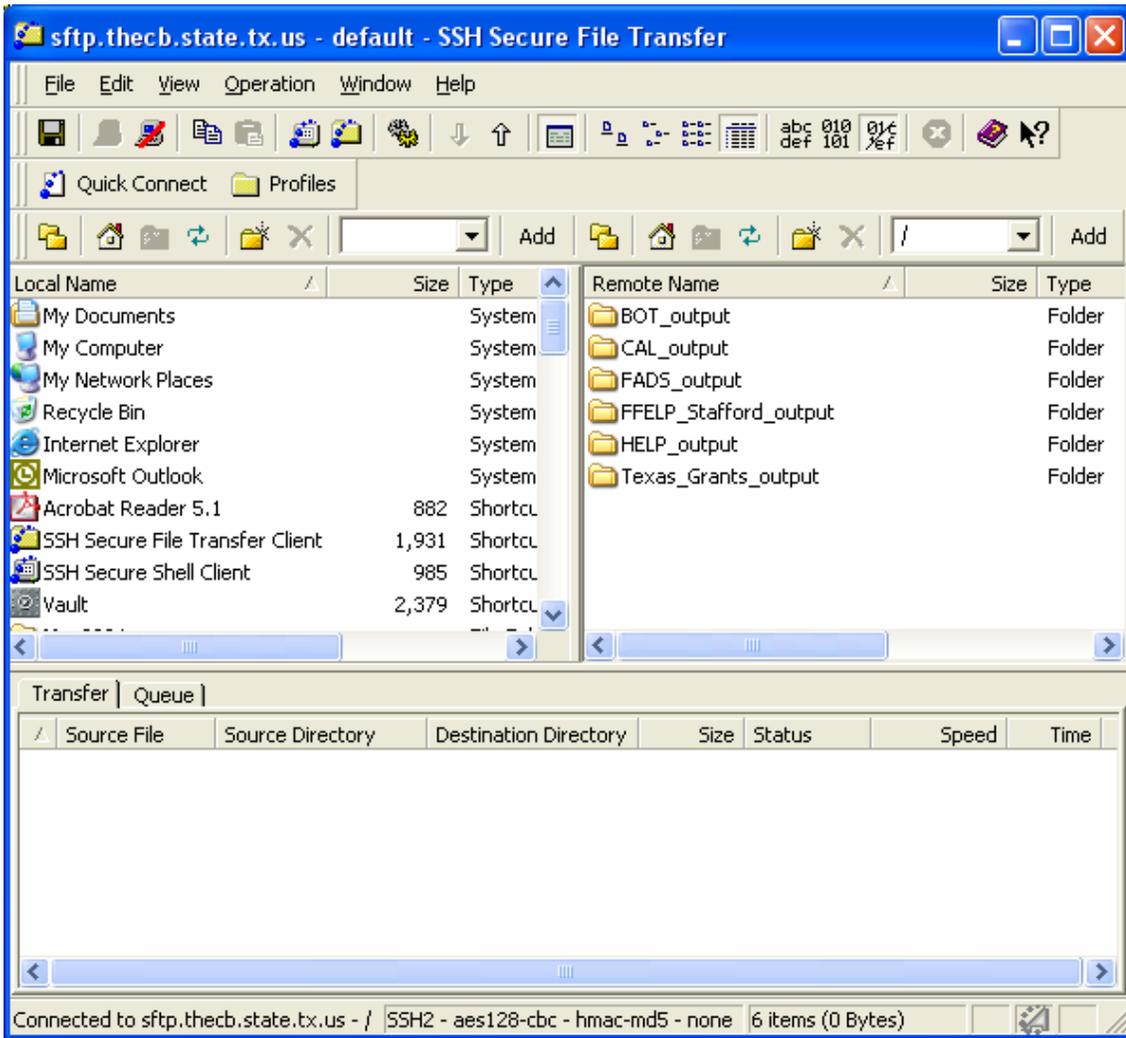
As depicted below, the highlighted file at the bottom of the left pane in this screenshot represents a file which is intended to be "submitted" to the THECB SFTP server. NOTE: You are still in your INPUT folder at this point (notice the "/" in the drop down list box above your OUTPUT folders). The highlighted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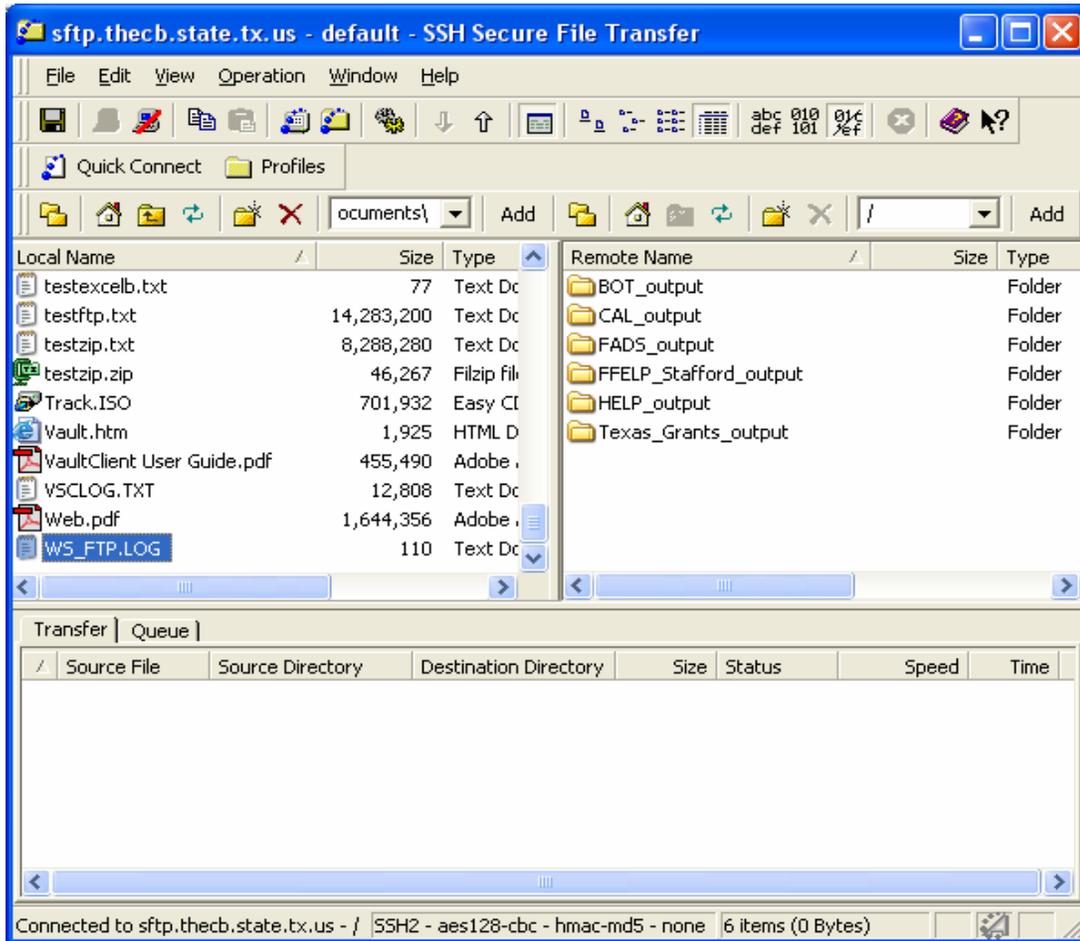
As seen on the screen shot on the next page, you will notice that the file you selected and highlighted has been placed in your INPUT folder after dragging and dropping it into the right pane. You are still in your INPUT folder at this point. The file submission is complete and if you have no other files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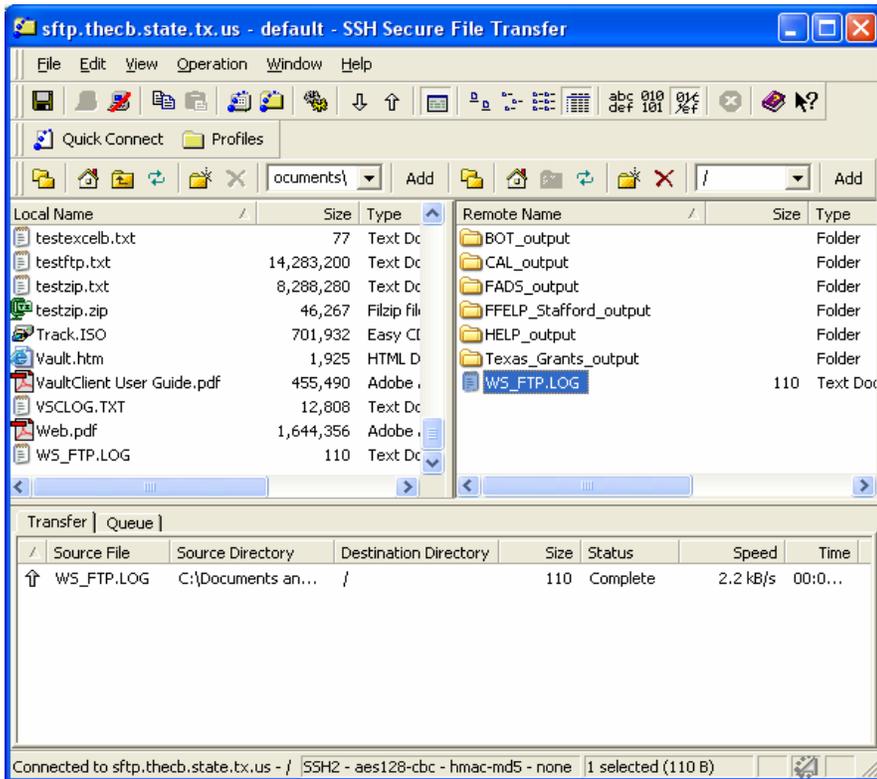
Retrieve Files

As seen below, if you wanted to go to your OUTPUT folders to retrieve reports, then you would double click the OUTPUT folder you intend to see (e.g. FADS_OUTPUT in this case) in the right pane. The drop down dialog box above the right pane would change to "/FADS_OUTPUT". At this point, you would be looking at all the output reports that have been placed in your FADS OUTPUT folder by the pre-edit application (none in this case at this time).
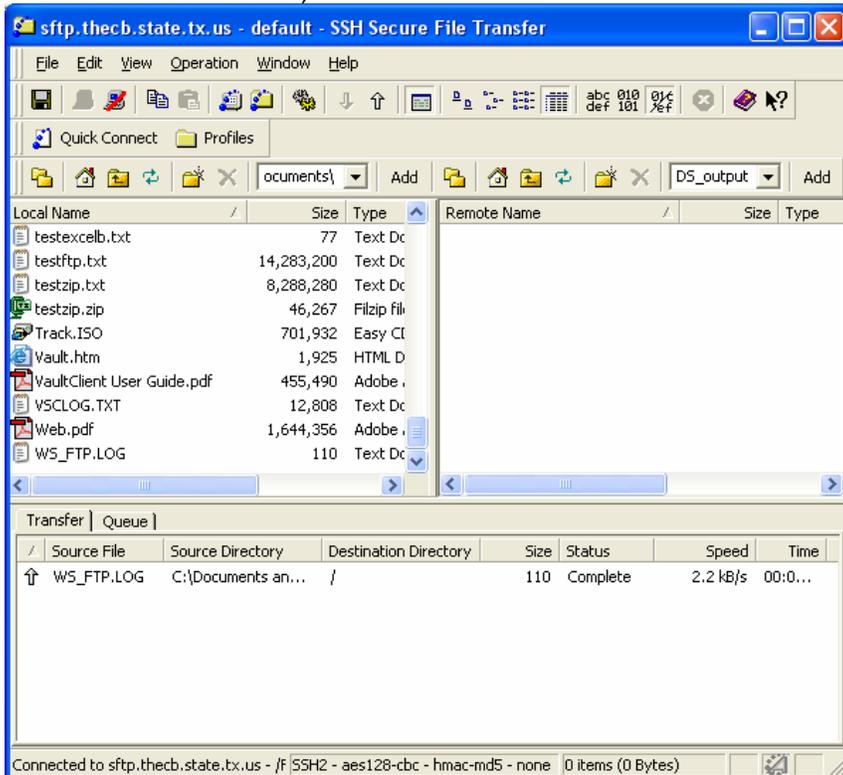
If you have been in your OUTPUT folder on the SFTP server and would like to get back to the INPUT folder, then you would select the "up arrow folder" icon located just above the right pane and four icons to the left of the drop down dialog box.

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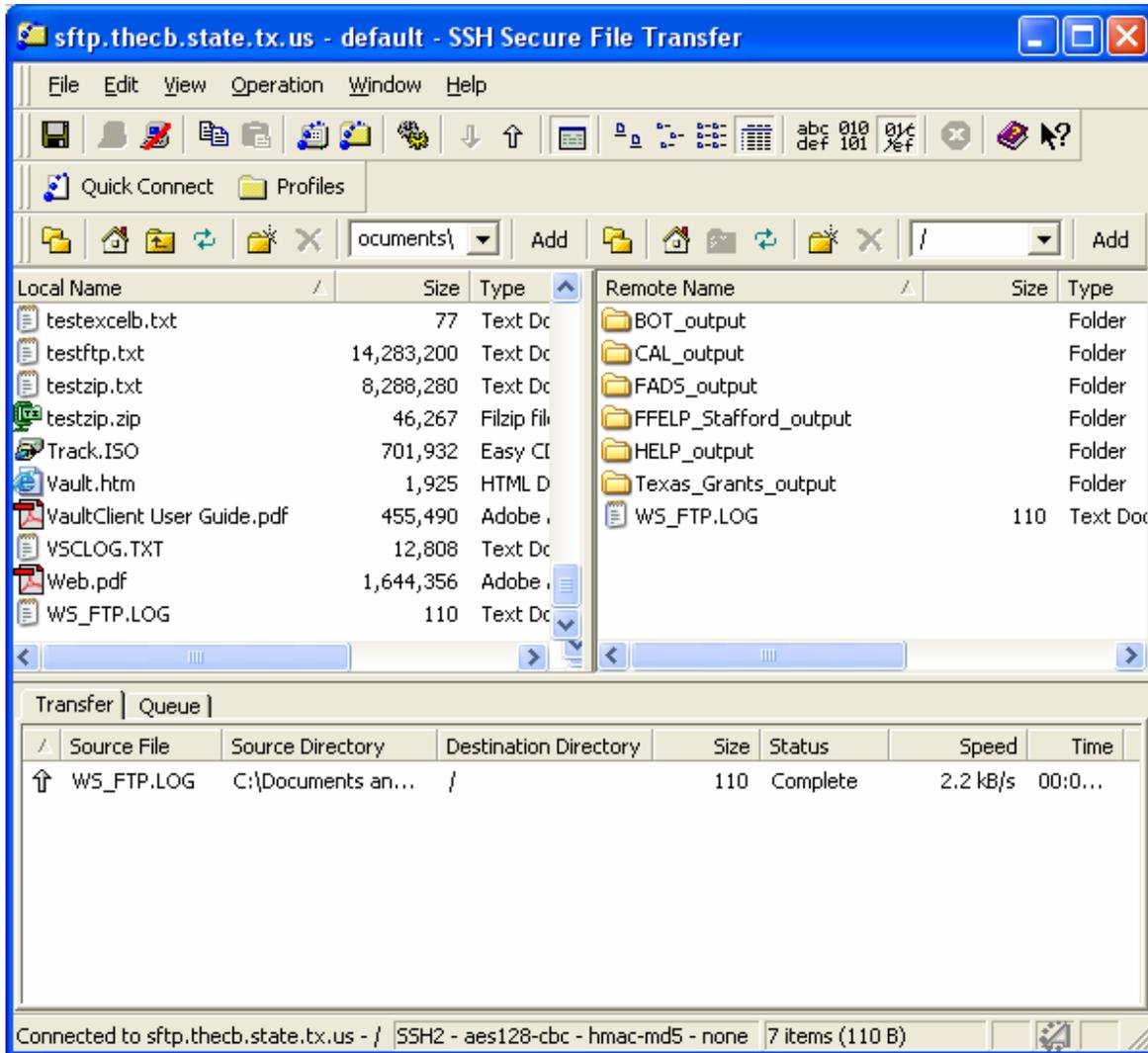
At this point, if you are finished transferring files to/from THECB's SFTP server, just disconnect and exit the application.

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

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

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

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

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

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

TEXAS HIGHER EDUCATION COORDINATING BOARD

STUDENT-BY-STUDENT ONLINE DATA ENTRY SYSTEM

HOME | SEARCH | COMMENTS AND QUESTIONS |

DATA ENTRY SCREEN INSTRUCTION MANUAL (PDF) (MSWORD)

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

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

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

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

[   ] Search

Below are the student records entered for your institution:

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

Add New Student

Before you click on the REPORT button to submit your file for editing:
Enter the number of aid applicants (5 digits with leading zeroes): [   ]
(This number comes from your FISAP Report and is the number of students that applied for aid).

Report

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

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

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

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

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

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

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

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

.Frequently Asked Questions

IV. RELATED TO TECHNOLOGY AND TRANSMITTING YOUR FILES

FORMAT

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

For schools with computers but no programmers to massage the data already on file, the simplest approach to meeting this reporting requirement will be to use the online data entry screen located at www1.thecb.state.tx.us/FADS/. Instructions are provided on page 46.

TRANSMITTING DATA

Question 2.   How will the electronic transfer of our financial aid data be accomplished?
Files must be submitted to the Coordinating Board either by:
- SFTP (Secured File Transfer Protocol), see instructions on page 38; or
- Data entering student records onto our website at www1.thecb.state.tx.us/FADS/

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

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

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

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

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

TIMING

Question 6.   When is the transmission of data due?
The annual report will be due on November 1st of each year and will cover your financial aid activities during the previous academic year. Submission of the report is recommended as soon as your institution can submit. A FILE WITH CURRENT YEAR DATA MUST BE SUBMITTED TO US BY THIS DATE!!!

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

HEADER RECORD

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

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

ELECTRONIC CYCLE

Question 10. What will happen when we submit data?
When data are submitted to the Coordinating Board, they will be run through an edit program, which will check to make sure your file is compatible with our required format in terms of spacing, field lengths, order of data elements and justification (numbers are right justified; alphabetic fields are left justified). The edit program will also check to make sure the figures you are submitting fall within acceptable ranges.

If errors are detected or your data appear questionable, you will be sent a notification (by electronic network), which will indicate the location of your error report. Your error report will list which fields are in error or have values we believe need review. Error messages must be corrected; warnings should be reviewed for accuracy.

You must then resubmit the ENTIRE file once the noted errors have been corrected. None of your students' data will be added to the statewide database until all of your errors have been eliminated in this fashion. A file with warnings can be accepted. See page 34 of the manual for a flowchart of the reporting cycle.

TRIAL RUN

Question 11. Is there a way for me to do some trial runs before trying to submit my full report in fall?
YES. In fact, ALL schools are encouraged to submit a set of sample records prior to submitting their full report. The sample records may be "dummy" (*i.e.*, made up) or valid for the current year. The purpose of the trial run will be to provide time to iron out any problems in record keeping or data transmission long before the final report is due.

Question 12. What should we do when we have data ready to send to the Board?
You should check your data first, to make sure it is formatted to be accepted by our system. Have the financial aid office check your data, to make sure it accurately reflects the activities of his/her office. Once the information is correct, you should SFTP your report.

EDITS/ERRORS

Question 13.   When we submit our reports to the Board, will our correct data be accepted and only our errors be rejected?
> No. Only full reports with no errors will be added to the statewide database. If you have errors in your report, your full report will be rejected. An error report will be generated, indicating which records have errors, and indicating the fields in which the errors exist.

Question 14. When we have provided the Coordinating Board proof that field values rejected by the system are actually correct, how will we know when our report is complete?
> We will do two things. 1) We will send you a reply indicating whether or not your request for an override has been accepted based on information received from your office, 2) you will be sent a demographic and program summary report along with a certification memo that is to be completed and returned to us after reviewing your data.

REPORTS

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

SAMPLE ERROR REPORT WITH ERRORS AND WARNINGS

Edit00v00   TEXAS HIGHER EDUCATION COORDI   Page 1
EDIT OF FAD001 DAT
Fiscal Year 2007   U. OF THECB   0099   RunDate: 08/29/2007 Time: 08:40:31

# of Warnings	# of Errors

that should be correct

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES	
ITEM 01A ReportCode	108	0	0	Items added by our system to the beginning of each of your student records.
ITEM 01B Fice	108	0	0	
ITEM 01C FiscalYear	108	0	0	
ITEM 01D StudentID	108	0	0	
ITEM 02 STDNT_WORK_INCOME	104	1	3	
ITEM 03 SPOUSE_WK_INCOME	101	0	7	
ITEM 04 SOC_SEC_BENEFITS	102	0	6	
ITEM 05 AFDC_ADC	101	0	7	
ITEM 06 CHILD_SUPPORT	102	0	6	
ITEM 07 OTHER_INCOME_BENE	103	0	5	
ITEM 08 FATHERS_WK_INCOME	101	0	7	
ITEM 09 MOTHERS_WK_INCOME	101	0	7	
ITEM 10 PAR_SOC_SEC_BENE	101	0	7	
ITEM 11 PARENTS_AFDC_ADC	101	0	7	
ITEM 12 PARENT_CHILD_SUPP	101	0	7	
ITEM 13 PAR_INCOME_BENEF	103	0	5	
ITEM 14 ETHNIC_ORIGIN	102	0	6	
ITEM 15 CLASSIFICATION	102	0	6	
ITEM 16 DEPENDENCY_STATUS	99	0	9	
ITEM 17 DATE_OF_BIRTH	99	2	7	
ITEM 18 RESIDENCY	99	0	9	
ITEM 19 LOCATION_CODE	100	0	8	
ITEM 20 STREET_ADDRESS	108	0	0	
ITEM 21 CITY_ADDRESS	108	0	0	
ITEM 22 ZIP_ADDRESS	108	0	0	
ITEM 23 ENROLLMENT_STATUS	100	0	8	Data Element # and Field Name
ITEM 24 GENDER	100	0	8	
ITEM 25 MOTHER_HIGH_GRADE	102	0	6	
ITEM 26 FATHER_HIGH_GRADE	103	0	5	
ITEM 27 COST_OF_ATTEND	103	0	5	
ITEM 28 TOTAL_FAMILY_CONT	103	0	5	
ITEM 29 TUIT_EXEMPT_WAIV	103	0	5	
ITEM 30 CATEGORICAL_AID	102	0	6	
ITEM 31A FEDERAL_PELL	103	0	5	
ITEM 31B FEDERAL_SEOG	101	0	7	
ITEM 31C TPEG_ON_CAMPUS	102	0	6	
ITEM 31D SMART_GRANT	100	0	8	
ITEM 31E TEG_PRIVATE_SCHL	101	0	7	
ITEM 31F LEAP	100	0	8	
ITEM 31G HB3015_GANDS	100	0	8	
ITEM 31H MERIT_TO_INST	100	0	8	
ITEM 31I MERIT_BY_INST	100	0	8	
ITEM 31J EDUCATIONAL_AIDE	100	0	8	
ITEM 31K STATE_NURSE_SCHLR	100	0	8	
ITEM 31L STUDENT_DEP_SCHLR	102	0	6	
ITEM 31M ACAD_COMPET_GRANT	100	0	8	
ITEM 31N OTHER_SCHLR_GRANT	102	0	6	
ITEM 31O TEXAS_GRANT_PGM	100	0	8	
ITEM 31P TEOG	100	0	8	
ITEM 31Q FEDERAL_SLEAP	100	0	8	
ITEM 32A FEDERAL_WK_STUDY	104	0	4	
ITEM 32B TEXAS_WORK_STUDY	103	0	5	
ITEM 32C NEED_BASED_INST	102	0	6	
ITEM 32D AMERICORPS	103	0	5	
ITEM 32E HB3015_WS	100	0	8	
ITEM 32F TXWS_MENTORSHIP	100	0	8	
ITEM 33A SUBS_STAFFORD_LN	101	0	7	
ITEM 33B UNSUB_STAFFORD_LN	105	0	3	
ITEM 33C PERKINS_LOAN	101	0	7	
ITEM 33D FEDERAL_PLUS_LNS	101	0	7	
ITEM 33E HELP	100	0	8	
ITEM 33F COLLEGE_ACCESS_LN	103	0	5	
ITEM 33G PRIM_CARE_STD_LN	105	0	3	
ITEM 33H FILLER	103	0	5	
ITEM 33I SUB_FED_DIR_LNS	100	0	8	

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                                      EDIT OF FAD001 DATA
Fiscal Year 2007   U. OF THECB   009999   RunDate: 08/29/2007 Time: 08:40:31

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

Data Element # and Field Name

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

# of Records from Trailer

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

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

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

```
Gender
  Male                              40
  Female                            59
             Total                          99
```

Gender Field breakdown (Data Element 24)

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

Ethnicity Field breakdown (Data Element 14)

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

DOB Field breakdown (Data Element 17)

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

Classification Field breakdown (Data Element 15)

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

Dependency Status Field breakdown (Data Element 16)

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

Residency Field breakdown (Data Element 18)

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

Location Code Field breakdown (Data Element 19)

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

Enrollment Status Field breakdown (Data Element 23)

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

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

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

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

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

Income Fields breakdown (Sum of Data Elements 2+3+4+5+6+7+8+9+10+11+12+13)

57

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

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

Total $ Awarded

Total # Students

Minimum Award Amount Reported

Maximum Award Amount Reported

Financial Aid Data Fields
Data Element # and Field Name

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

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

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

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

    ***Note: Totals are net errors.

Totals above do not include records with errors

```
Edit00v00                          TEXAS HIGHER EDUCATION COORDINATING BOARD                              Page 1
                                            EDIT OF  FAD001  DATA
Fiscal Year 2007                   U. OF THECB               009999              RunDate: 08/29/2007 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        Remarks
14 15 16    17      18 23 24 25 26   27       28       29       30     32A     32B     32C    32D    32E    32F
  31A    31B    31C     31D     31E     31F      31G      31H     31I     31J     31K     31L    31M    31N    31O    31P    31Q
  33A    33B    33C     33D     33E     33F      33G      33H     33I     33J     33K     33L    33M    33N    33O    33P    33Q
  19     20                              21                      22             34A     34B     35A    35B
----------------------------------------------------------------------------------------------------------------------------
 F  009999  2006  111111111 *ABCDEF *GHIJKL *MNOPQ *RSTUV *WXYZ1  23456 *78FABC *DEFGHI *JKLMN *OPQRS *TUVWX *YZ123      E
 4  5 *6 *789ABCDE *F *8 *9 *A *B *CDEFG *HIJKLM *NOPQR *STUVW *DEFGH *IJKLM *NOPQR *STUVW *XYZ12 *34567
*XYZ12 *34567 *89ABC *DEFGH *IJKLM *NOPQR *STUVW *XYZ12  34567 *89ABC *DEFGH *IJKLM *NOPQR *STUVW *XYZ12 *34567 *89ABC
*89ABC *DEFGH *IJKLM *NOPQR *STUVW *XYZ12  34567 *89ABC *DEFGH *IJKLM *NOPQR *STUVW *XYZ12
*GHI   JKLMNOPQRSTUVWXYZ123456789ABCD  EFGHIJKLMNOPQRSTUVWX  YZ1234567 *34567 *89ABC   *DEF   *GHI
```

Data as reported in record

Error or Warning Messages

```
                                                       STDNT_WORK_INCOME(Item02) Is Not Numeric! REF0623
                                                       SPOUSE_WK_INCOME(Item03) Is Not Numeric! REF0623
                                      SOC_SEC_BENEFITS(Item04), Is Not Numeric Or Negative Error! REF0765
                                             AFDC_ADC(Item05), Is Not Numeric Or Negative Error! REF0765
                                      CHILD_SUPPORT(Item06), Is Not Numeric Or Negative Error! REF0765
                                                      FATHERS_WK_INCOME(Item08) Is Not Numeric! REF0623
                                                      MOTHERS_WK_INCOME(Item09) Is Not Numeric! REF0623
                              PAR_SOC_SEC_BENE(Item10), Is Not Numeric Or Negative Error! REF0765
                              PARENTS_AFDC_ADC(Item11), Is Not Numeric Or Negative Error! REF0765
                              PARENT_CHILD_SUPP(Item12), Is Not Numeric Or Negative Error! REF0765
                              PAR_INCOME_BENEF(Item13), Is Not Numeric Or Negative Error! REF0765
                                                  DEPENDENCY_STATUS(Item16), Value Error.  REF9999
                                                       DATE_OF_BIRTH(Item17) Not Numeric. REF0012
                                                         RESIDENCY(Item18), Value Error.  REF9999
                                                       LOCATION_CODE(Item19) Not Numeric! REF0730
                                                  ENROLLMENT_STATUS(Item23), Value Error.  REF9999
                                                            GENDER(Item24), Value Error.  REF9999
                                                  MOTHER_HIGH_GRADE(Item25), Value Error.  REF9999
                                                  FATHER_HIGH_GRADE(Item26), Value Error.  REF9999
                                    COST_OF_ATTEND(Item27), Is Not Numeric Or Negative Error! REF0765
                                  TOTAL_FAMILY_CONT(Item28), Is Not Numeric Or Negative Error! REF0765
                                  TUIT_EXEMPT_WAIV(Item29), Is Not Numeric Or Negative Error! REF0765
                                  CATEGORICAL_AID(Item30), Is Not Numeric Or Negative Error! REF0765
                                     FEDERAL_PELL(Item31A), Is Not Numeric Or Negative Error! REF0765
                                  FEDERAL_SEOG(Item31B) Value = 34567 is Greater than 30000. REF0600
```

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

```
*************************************************** I t e m s ***************************************************************
01A    01B    01C      01D       02      03      04      05      06      07      08      09      10      11      12      13       Remarks
14 15 16    17      18 23 24 25 26    27      28      29      30     32A     32B     32C     32D     32E     32F
  31A    31B    31C     31D     31E     31F     31G     31H     31I     31J     31K     31L     31M     31N     31O     31P     31Q
  33A    33B    33C     33D     33E     33F     33G     33H     33I     33J     33K     33L     33M     33N     33O     33P     33Q
  19     20                              21                      22             34A     34B     35A     35B
--------------------------------------------------------------------------------------------------------------------------------------
 F  009999  2006  222222222  000000  000000  00000  00000  00000  00000  000000  000000  00000  00000  00000  00000       E
*0 *0 *0 -00000000 *0 *0 *0 *0 *0 *00000  000000  00000  00000  00000  00000  00000  00000  00000  00000
 00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000
 00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000
*000  000000000000000000000000000000  00000000000000000000  000000000  00000  00000   000    000
                                                                                ETHNIC_ORIGIN(Item14), Value Error.  REF9999
                                                                               CLASSIFICATION(Item15), Value Error.  REF9999
                                                                            DEPENDENCY_STATUS(Item16), Value Error.  REF9999
                                                                               DATE_OF_BIRTH(Item17) Zeroes. REF0011
                                                                                  RESIDENCY(Item18), Value Error.  REF9999
                                                                    LOCATION_CODE(Item19) Not Found on Data base! REF0731
                                                                          ENROLLMENT_STATUS(Item23), Value Error.  REF9999
                                                                                     GENDER(Item24), Value Error.  REF9999
                                                                          MOTHER_HIGH_GRADE(Item25), Value Error.  REF9999
                                                                          FATHER_HIGH_GRADE(Item26), Value Error.  REF9999
                                          COST_OF_ATTEND(Item27) Value = 0 is Greater than 50000 Or is Less Than 50. REF0595
                                                       Student Has No Income or fields Not numeric. Questionable! REF0749
--------------------------------------------------------------------------------------------------------------------------------------
 F  009999  2006  333333333  000000  000000  00000  00000  00000  00000  000000  000000  00000  00000  00000  00000       Q
 4  1  1  10091981  1  1  F  1  3  12334  000000  00000  00000  00000  00000  00000  00000  00000  00000
 04050  00000  02174  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00360  03140  00000  00000
 00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000
 227  906 TAYSIDE DR.             PFLUGERVILLE           78660      00000  00000   000    000
                                                       Student Has No Income or fields Not numeric. Questionable! REF0749
--------------------------------------------------------------------------------------------------------------------------------------
 F  009999  2006  444444444  000000  000000  00000  00000  00000  00000  000000  000000  00000  00000  00000  00000       Q
 1  3  2  05291977  1  2  F  3  3  23736  000000  00000  00000  00000  00000  00000  00000  00000  00000
 00000  00000  01250  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000  00180  00000  00000  00000
 08244  09700  00750  00000  00000  00000  00000  00000  00000  00000  00000  00000  00000
 342  378 MIDDLE ST               BATH                  04530      00000  00000   000    000
                                                       Student Has No Income or fields Not numeric. Questionable! REF0749
    --------------------------------------------------------------------------------------------------------------------------------
Items In Error Are Indicated By (*), Questionable By (-)
```

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

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

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

SAMPLE ERROR REPORT WITH NO ERRORS OR WARNINGS

[# that should be correct]

[# of Warnings]

[# of Errors]

[Items added by our system to the beginning of each of your student records.]

[Data Element # and Field Name]

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

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                                   EDIT OF FAD001 DATA
Fiscal Year 2007   U. OF THECB   009999   RunDate: 08/29/2007 Time: 08:40:31

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

Data Element # and Field Name

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

# of Records from Trailer

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

```
TOTAL Report Records                         108
CONTROL TOTAL                                200        DISCREPANCY   -92
Total  Recs on Db                            108
Number Of Non-Unique/ Duplicated Id's          0
Number Of Duplicate Records                    0
Number Of Relative Duplicate Questionable      0
Number Of Relative Duplicate Error             0
Total Error Recs on Db                         0
Total Questionable Recs on Db                  0
Total Non Error Records on Db                 108
Total Rejected Records                         0
Total Applicants                             200
Total Recipients                             108
Percent of Applicants receiving aid        0.540
Students Receiving Financial Aid             107
Students with Zero Family Contribution        21
*** Total Students with Zero Family contribution Is not greater than Students receiving financial aid!
```

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

```
Gender
  Male                                        45
  Female                                      63
              Total                                     108
```
Gender Field breakdown (Data Element 24)

```
Ethnic Origin
  White, Non-Hispanic                         75
  Black, Non-Hispanic                          5
  Hispanic                                    10
  Asian/Pacific Islander                      15
  American Indian/Alaskan Native               1
  International                                2
  Unknown                                      0
              Total                                     108
```
Ethnicity Field breakdown (Data Element 14)

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

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

Classification Field breakdown (Data Element 15)

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

Dependency Status Field breakdown (Data Element 16)

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

Residency Field breakdown (Data Element 18)

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

Location Code Field breakdown (Data Element 19)

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

Enrollment Status Field breakdown (Data Element 23)

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

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

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

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

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

Income Fields breakdown (Sum of Data Elements 2+3+4+5+6+7+8+9+10+11+12+13)

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

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

Total $ Awarded

Financial Aid Data Fields
Data Element # and Field Name

Total # Students

Minimum Award Amount Reported

Maximum Award Amount Reported

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

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

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

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

***Note: Totals are net errors.

Totals above do not include records with errors

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

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

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

SAMPLE CERTIFICATION OF SUMMARY REPORTS

TO: Director of Financial Aid Addressed

FROM   Tanya Sifuentes
                System Support Specialist
                Texas Higher Education Coordinating Board

SUBJECT: Certification of Data Submitted through the Financial Aid Database for FY07

The attached files are summary reports generated from your FY07 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 $5000 for LEAP). Only you can determine whether the approved data are appropriate for your school (for instance, that you had 500 LEAP awards last year). **Pay special attention to the row labeled "CB In-house Reports:" on the program summary report spreadsheet. This data is from your FY2007 year-end reports and from mainframe reports for the following programs:**

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

For the database numbers to be correct, the two data sets must be in agreement. For example, if you reported $2,000 and 2 awards when you submitted your Texas College Work-Study Program Year-End Report, those same numbers should appear on the database. If the numbers are not consistent, you will need to correct the report that is not accurately reflecting your figures, whether it be the Financial Aid Database Report or the CB reports. Please let me know which report you will be correcting.

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

A certification form is included at the bottom of this e-mail, which we ask you to complete and return to us as soon as you have reviewed the information in the excel files and believe it is correct. When we receive your completed form, we will consider it to be your certification for the data.

If the data does not seem correct, correct the relevant records and resubmit your database file. It will override any files for FY07 previously received for your school. Once the edits are clear again, we will re-send you the reports and a new certification form. Thank you for your cooperation.

<u>CERTIFICATION STATEMENT FOR OUR FY07 FINANCIAL AID DATABASE REPORT</u>

I hereby certify that I have reviewed both summary reports returned to me by the Coordinating Board, and that they accurately reflect the activities in our office for the 2006-2007 academic year.

Institution Name/Fice Code: **Today's date:**

Financial Aid Officer responding to this survey:

Phone number of respondent: **E-mail address of respondent:**

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

SAMPLE DEMOGRAPHIC SUMMARY REPORT IN EXCEL

Institution	Fice Code	Gender	Ethnic Group	Income <10,000	Income <15,000	Income <20,000	Income <25,000	Income <30,000	Income <35,000	Income <40,000	Income <45,000	Income <50,000	Income <55,000	Income <60,000	Income <65,000	Income <70,000
	123456	Male	White, non-Hisp	101	70	54	46	59	36	36	16	12	11	7	5	12
	123456	Male	Black, non-Hisp	17	14	11	7	10	4	5	5	5	4	0	2	0
	123456	Male	Hispanic	110	68	65	61	81	56	41	25	19	10	12	8	7
	123456	Male	Asian/Pac. Is.	2	0	0	4	5	1	1	1	1	1	0	0	0
	123456	Male	Am. Ind/Alaskan	1	1	0	1	0	1	1	1	1	0	0	0	0
	123456	Male	Other	0	0	0	0	0	0	1	0	0	0	0	0	0
	123456	Male	Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	198	97	100	115	96	77	51	43	20	19	13	10	11
	123456	Female	Black, non-Hisp	33	27	18	12	21	16	11	6	9	1	1	1	3
	123456	Female	Hispanic	208	120	141	153	157	117	85	49	27	18	14	12	9
	123456	Female	Asian/Pac. Is.	13	10	4	9	7	1	2	0	0	0	0	0	1
	123456	Female	Am. Ind/Alaskan	4	1	1	1	0	3	0	0	1	0	1	0	0
	123456	Female	Other	1	0	0	0	0	0	0	1	0	0	0	0	0
	123456	Female	Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0
ABC COLLEGE				688	408	394	409	436	312	234	147	95	64	48	38	43

Summary Con't

Institution	Fice Code	Gender	Ethnic Group	Income <75,000	Income <80,000	Income <85,000	Income <90,000	Income <95,000	Income <100,000	Income >99,999	White	Black	Hispanic	Asian/ Pac. Is.	Am. Ind/ Alaskan	Other
	123456	Male	White, non-Hisp	8	2	4	4	2	3	11	499	0	0	0	0	0
	123456	Male	Black, non-Hisp	1	2	2	0	1	1	1	0	92	0	0	0	0
	123456	Male	Hispanic	6	4	4	0	3	4	9	0	0	593	0	0	0
	123456	Male	Asian/Pac. Is.	0	0	0	0	0	0	1	0	0	0	17	0	0
	123456	Male	Am. Ind/Alaskan	0	0	0	0	0	0	0	0	0	0	0	7	0
	123456	Male	Other	0	0	0	0	0	0	0	0	0	0	0	0	1
	123456	Male	Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	9	13	3	5	5	1	12	898	0	0	0	0	0
	123456	Female	Black, non-Hisp	1	1	1	0	1	1	0	0	164	0	0	0	0
	123456	Female	Hispanic	11	7	3	0	5	3	11	0	0	1,150	0	0	0
	123456	Female	Asian/Pac. Is.	0	0	0	0	0	0	0	0	0	0	47	0	0
	123456	Female	Am. Ind/Alaskan	0	0	0	0	0	0	0	0	0	0	0	12	0
	123456	Female	Other	0	0	0	0	0	0	0	0	0	0	0	0	2
	123456	Female	Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0
ABC COLLEGE				36	29	17	9	17	13	45	1,397	256	1,743	64	19	3

SAMPLE DEMOGRAPHIC SUMMARY REPORT IN EXCEL, CON'T

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

Summary Con't

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

SAMPLE PROGRAM SUMMARY REPORT IN EXCEL

The first total line represents totals of each column; the second line labeled "CB In-House Reports" are the totals we have from the year end reports submitted by your institution. The only programs that need to be reconciled against the year end reports are Private LEAP, TEG, State Nursing, TX Grant, TEOG, SLEAP and Texas College Work-Study.

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

Summary Con't

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

SAMPLE PROGRAM SUMMARY REPORT IN EXCEL, CON'T

Institution	Fice Code	Gender	Ethnic Group	Number Receiving TEG	Aggregate Value of TEG	Number Receiving LEAP	Aggregate Value of LEAP	Number Receiving HB3015 Grants/Scholarships	Aggregate Value of HB3015 Grants/Scholarships	Number Receiving Merit-based aid to Institution	Aggregate Value of Merit-based aid to Institution
	123456	Male	White, non-Hisp	0	0	0	0	0	0	0	0
	123456	Male	Black, non-Hisp	0	0	0	0	0	0	0	0
	123456	Male	Hispanic	0	0	0	0	0	0	0	0
	123456	Male	Asian/Pac. Is.	0	0	0	0	0	0	0	0
	123456	Male	Am. Ind/Alaskan	0	0	0	0	0	0	0	0
	123456	Male	Other	0	0	0	0	0	0	0	0
	123456	Male	Unknown	0	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	0	0	0	0	0	0	0	0
	123456	Female	Black, non-Hisp	0	0	0	0	0	0	0	0
	123456	Female	Hispanic	0	0	0	0	0	0	0	0
	123456	Female	Asian/Pac. Is.	0	0	0	0	0	0	0	0
	123456	Female	Am. Ind/Alaskan	0	0	0	0	0	0	0	0
	123456	Female	Other	0	0	0	0	0	0	0	0
	123456	Female	Unknown	0	0	0	0	0	0	0	0
ABC COLLEGE				0	0	0	0	0	0	0	0
CB IN-HOUSE REPORTS				0	0	3	841				

Summary Con't

Institution	Fice Code	Gender	Ethnic Group	Number Receiving Merit-based aid by Institution	Aggregate Value of Merit-based aid by Institution	Number Receiving Educational Aide	Aggregate Value of Educational Aide	Number Receiving State Nurse Schol.	Aggregate Value of State Nurse Schol.	Number Receiving Deposit Schol.	Aggregate Value of Deposit Schol.
	123456	Male	White, non-Hisp	0	0	0	0	0	0	0	0
	123456	Male	Black, non-Hisp	0	0	0	0	0	0	0	0
	123456	Male	Hispanic	0	0	0	0	0	0	0	0
	123456	Male	Asian/Pac. Is.	0	0	0	0	0	0	0	0
	123456	Male	Am. Ind/Alaskan	0	0	0	0	0	0	0	0
	123456	Male	Other	0	0	0	0	0	0	0	0
	123456	Male	Unknown	0	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	0	0	0	0	0	0	0	0
	123456	Female	Black, non-Hisp	0	0	0	0	0	0	0	0
	123456	Female	Hispanic	0	0	0	0	0	0	0	0
	123456	Female	Asian/Pac. Is.	0	0	0	0	0	0	0	0
	123456	Female	Am. Ind/Alaskan	0	0	0	0	0	0	0	0
	123456	Female	Other	0	0	0	0	0	0	0	0
	123456	Female	Unknown	0	0	0	0	0	0	0	0
ABC COLLEGE				0	0	0	0	0	0	0	0
CB IN-HOUSE REPORTS											

SAMPLE PROGRAM SUMMARY REPORT IN EXCEL, CON'T

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

Summary Con't

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

SAMPLE PROGRAM SUMMARY REPORT IN EXCEL, CON'T

Institution	Fice Code	Gender	Ethnic Group	Number Receiving Institutional Work Study	Aggregate Value of Institutional Work Study	Unduplicated # Students Receiving AmeriCorps	Aggregate Value of AmeriCorps	Unduplicated # Students Receiving HB3015 Work Study	Aggregate Value of HB3015 Work Study	Unduplicated # Students Receiving TWS Mentorship	Aggregate Value of TWS Mentorship
	123456	Male	White, non-Hisp	0	0	0	0	0	0	0	0
	123456	Male	Black, non-Hisp	0	0	0	0	0	0	0	0
	123456	Male	Hispanic	0	0	0	0	0	0	0	0
	123456	Male	Asian/Pac. Is.	0	0	0	0	0	0	0	0
	123456	Male	Am. Ind/Alaskan	0	0	0	0	0	0	0	0
	123456	Male	Other	0	0	0	0	0	0	0	0
	123456	Male	Unknown	0	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	0	0	0	0	0	0	0	0
	123456	Female	Black, non-Hisp	0	0	0	0	0	0	0	0
	123456	Female	Hispanic	0	0	0	0	0	0	0	0
	123456	Female	Asian/Pac. Is.	0	0	0	0	0	0	0	0
	123456	Female	Am. Ind/Alaskan	0	0	0	0	0	0	0	0
	123456	Female	Other	0	0	0	0	0	0	0	0
	123456	Female	Unknown	0	0	0	0	0	0	0	0
ABC COLLEGE				0	0	0	0	0	0	0	0

CB IN-HOUSE REPORTS

Summary Con't

Institution	Fice Code	Gender	Ethnic Group	Unduplicated # Students Receiving Work Study	Aggregate Value of Work Study	Number Receiving Subsidized Stafford Loans	Aggregate Value of Subsidized Stafford Loans	Number Receiving Unsub. Stafford Loans	Aggregate Value of Unsub. Stafford Loans	Number Receiving Perkins Loans	Aggregate Value of Perkins Loans
	123456	Male	White, non-Hisp	0	0	99	773,287	97	1,358,569	0	0
	123456	Male	Black, non-Hisp	0	0	8	57,747	9	80,479	0	0
	123456	Male	Hispanic	0	0	11	83,702	12	148,721	0	0
	123456	Male	Asian/Pac. Is.	0	0	22	187,000	18	289,856	0	0
	123456	Male	Am. Ind/Alaskan	0	0	2	17,000	2	25,100	0	0
	123456	Male	Other	0	0	0	0	0	0	0	0
	123456	Male	Unknown	0	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	0	0	117	929,080	101	1,282,750	0	0
	123456	Female	Black, non-Hisp	0	0	22	180,577	21	171,841	0	0
	123456	Female	Hispanic	0	0	19	146,144	16	187,385	0	0
	123456	Female	Asian/Pac. Is.	0	0	26	212,879	23	342,917	0	0
	123456	Female	Am. Ind/Alaskan	0	0	4	33,810	4	61,563	0	0
	123456	Female	Other	0	0	0	0	0	0	0	0
	123456	Female	Unknown	0	0	0	0	0	0	0	0
ABC COLLEGE				0	0	330	2,621,226	303	3,949,181	0	0

CB IN-HOUSE REPORTS

Institution	Fice Code	Gender	Ethnic Group	Number Receiving Federal PLUS Loans	Aggregate Value of Federal PLUS Loans	Number Receiving HELP Loans	Aggregate Value of HELP Loans	Number Receiving College Access Loans	Aggregate Value of College Access Loans	Number Receiving Primary Care Loans	Aggregate Value of Primary Care Loans
	123456	Male	White, non-Hisp	0	0	0	0	0	0	0	0
	123456	Male	Black, non-Hisp	0	0	0	0	0	0	0	0
	123456	Male	Hispanic	0	0	0	0	0	0	0	0
	123456	Male	Asian/Pac. Is.	0	0	0	0	0	0	0	0
	123456	Male	Am. Ind/Alaskan	0	0	0	0	0	0	0	0
	123456	Male	Other	0	0	0	0	0	0	0	0
	123456	Male	Unknown	0	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	0	0	0	0	0	0	0	0
	123456	Female	Black, non-Hisp	0	0	0	0	0	0	0	0
	123456	Female	Hispanic	0	0	0	0	0	0	0	0
	123456	Female	Asian/Pac. Is.	0	0	0	0	0	0	0	0
	123456	Female	Am. Ind/Alaskan	0	0	0	0	0	0	0	0
	123456	Female	Other	0	0	0	0	0	0	0	0
	123456	Female	Unknown	0	0	0	0	0	0	0	0
ABC COLLEGE				0	0	0	0	0	0	0	0

CB IN-HOUSE REPORTS

Summary Con't

Institution	Fice Code	Gender	Ethnic Group	Number Receiving Subsidized Fed. Direct Loans	Aggregate Value of Subsidized Fed. Direct Loans	Number Receiving Other Long Term Loans	Aggregate Value of Other Long Term Loans	Number Receiving Unsub. Fed. Direct Loans	Aggregate Value of Unsub. Fed. Direct Loans	Number Receiving BOT Loans	Aggregate Value of BOT Loans
	123456	Male	White, non-Hisp	0	0	0	0	0	0	0	0
	123456	Male	Black, non-Hisp	0	0	0	0	0	0	0	0
	123456	Male	Hispanic	0	0	0	0	0	0	0	0
	123456	Male	Asian/Pac. Is.	0	0	0	0	0	0	0	0
	123456	Male	Am. Ind/Alaskan	0	0	0	0	0	0	0	0
	123456	Male	Other	0	0	0	0	0	0	0	0
	123456	Male	Unknown	0	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	0	0	0	0	0	0	0	0
	123456	Female	Black, non-Hisp	0	0	0	0	0	0	0	0
	123456	Female	Hispanic	0	0	0	0	0	0	0	0
	123456	Female	Asian/Pac. Is.	0	0	0	0	0	0	0	0
	123456	Female	Am. Ind/Alaskan	0	0	0	0	0	0	0	0
	123456	Female	Other	0	0	0	0	0	0	0	0
	123456	Female	Unknown	0	0	0	0	0	0	0	0
ABC COLLEGE				0	0	0	0	0	0	0	0

CB IN-HOUSE REPORTS

Institution	Fice Code	Gender	Ethnic Group	Number Receiving HB3015 Loans	Aggregate Value of HB3015 Loans	Unduplicated # Students Receiving Loans	Aggregate Value of All Loans	Number Receiving HB3015 Other	Aggregate Value of HB3015 Other	Unduplicated # Students Receiving Any Aid	Aggregate Value of Funds Awarded
	123456	Male	White, non-Hisp	0	0	111	2,131,856	0	0	115	2,435,156
	123456	Male	Black, non-Hisp	0	0	9	138,226	0	0	9	161,623
	123456	Male	Hispanic	0	0	12	232,423	0	0	13	264,633
	123456	Male	Asian/Pac. Is.	0	0	23	476,856	0	0	23	517,181
	123456	Male	Am. Ind/Alaskan	0	0	2	42,100	0	0	2	51,600
	123456	Male	Other	0	0	0	0	0	0	0	0
	123456	Male	Unknown	0	0	0	0	0	0	0	0
	123456	Female	White, non-Hisp	0	0	123	2,211,830	0	0	128	2,459,507
	123456	Female	Black, non-Hisp	0	0	22	352,418	0	0	22	385,282
	123456	Female	Hispanic	0	0	21	333,529	0	0	21	383,430
	123456	Female	Asian/Pac. Is.	0	0	29	555,796	0	0	29	588,596
	123456	Female	Am. Ind/Alaskan	0	0	5	95,373	0	0	6	109,623
	123456	Female	Other	0	0	0	0	0	0	0	0
	123456	Female	Unknown	0	0	0	0	0	0	0	0
ABC COLLEGE				0	0	357	6,570,407	0	0	368	7,356,631

CB IN-HOUSE REPORTS

Summary Con't

Institution	Fice Code	Gender	Ethnic Group	Number Unduplicated Recipients	Unduplicated # Students Receiving Grants	Unduplicated # Students Receiving Schol.
	123456	Male	White, non-Hisp	114	108	0
	123456	Male	Black, non-Hisp	9	9	0
	123456	Male	Hispanic	13	13	0
	123456	Male	Asian/Pac. Is.	23	23	0
	123456	Male	Am. Ind/Alaskan	2	2	0
	123456	Male	Other	0	0	0
	123456	Male	Unknown	0	0	0
	123456	Female	White, non-Hisp	128	117	0
	123456	Female	Black, non-Hisp	22	20	0
	123456	Female	Hispanic	21	18	0
	123456	Female	Asian/Pac. Is.	29	28	0
	123456	Female	Am. Ind/Alaskan	6	6	0
	123456	Female	Other	0	0	0
	123456	Female	Unknown	0	0	0
ABC COLLEGE				367	344	0

CB IN-HOUSE REPORTS

FORMULAS OF CALCULATIONS USED ON
PROGRAM SUMMARY REPORT

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

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

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

Column Name	Formula used
Aggregate Value of Work-Study	Total of data elements 32a through 32f
Number Receiving Subsidized Stafford Loans	Number of records with data element 33a > 0
Aggregate Value of Subsidized Stafford Loans	data element 33a total – Subsidized Stafford Loans
Number Receiving Unsub. Stafford Loans	Number of records with data element 33b > 0
Aggregate Value of Unsub. Stafford Loans	data element 33b total – Unsubsidized Stafford Loans
Number Receiving Perkins Loans	Number of records with data element 33c > 0
Aggregate Value of Perkins Loans	data element 33c total – Perkins Loans
Number Receiving Federal PLUS Loans	Number of records with data element 33d > 0
Aggregate Value of Federal PLUS Loans	data element 33d total – Federal PLUS Loans
Number Receiving HELP Loans	Number of records data element 33e > 0
Aggregate Value of HELP Loans	data element 33e total – HELP Loans
Number Receiving College Access Loans	Number of records with data element 33f > 0
Aggregate Value of College Access Loans	data element 33f total – College Access Loan (CAL)
Number Receiving Primary Care Loans	Number of records with data element 33g > 0
Aggregate Value of Primary Care Loans	data element 33g total – Primary Care Student Loans
Number Receiving Subsidized Fed. Direct Loans	Number of records with data element 33i > 0
Aggregate Value of Subsidized Fed. Direct Loans	data element 33i total – Subsidized Federal Direct
Number Receiving Other Long-Term Loans	Number of records with data element 33j > 0
Aggregate Value of Other Long-Term Loans	data element 33j total – Other Long-Term Loans
Number Receiving Unsub. Fed. Direct Loans	Number of records with data element 33k > 0
Aggregate Value of Unsub. Fed. Direct Loans	data element 33k total – Unsubsidized Federal Direct Loans
Number Receiving Be On Time (BOT) Loans	Number of records with data element 33l > 0
Aggregate Value of Be On Time (BOT) Loans	data element 33l total – Be On Time (BOT) Loans
Number Receiving HB 3015 Loans	Number of records with data element 33m > 0
Aggregate Value of HB3015 Loans	data element 33m total – HB3015 Loans
Unduplicated # Students Receiving Loans	Total number of records if any of the data elements 33a through 33m are > 0
Aggregate Value of All Loans	Total of data elements 33a through 33m
Number Receiving HB3015 Other Aid	Number of data element 34b > 0
Aggregate Value of HB3015 Other Aid	total of data element 34b – HB3015 Other Aid
Unduplicated # Students Receiving Any Aid	Total number of records if any of the date elements 29 through 34b are > 0
Aggregate Value of Funds Awarded	Total of date elements 29 through 34b
Number Unduplicated Recipients	Total number of records if any of fields 31a through 34b are > 0
Unduplicated # Students Receiving Grants	Total number of records if any of the data elements 31a through 31g or data elements 31j through 31m and 31o through 31q are > 0
Unduplicated # Students Receiving Schol.	Total number of records if any of the data elements 30 plus 31h plus 31i are > 0

APPENDICES

LOCATION CODES ISSUED BY CB

COUNTY CODES

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

FOREIGN COUNTRY CODES

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

FOREIGN COUNTRY CODES

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

FOREIGN COUNTRY CODES

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

**CB Documentation of
Inactive Codes:**

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STATE CODES

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

And

DON'T HESITATE TO CONTACT US!