

60x30TX



Texas Higher Education Coordinating Board

FY 2017

Financial Aid Database Report Manual 2016-17

Financial Aid Services
Texas Higher Education
Coordinating Board

Contact: FADB@theccb.state.tx.us Toll
Free: (844) 792-2640

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Financial Aid Database (FAD) Report

Purpose

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

Deadline Dates

July 1, 2017	First possible date to submit a FAD file.
November 15, 2017	Date to submit an error-free FAD file.
December 13, 2017	Final date to reconcile and certify FAD data.

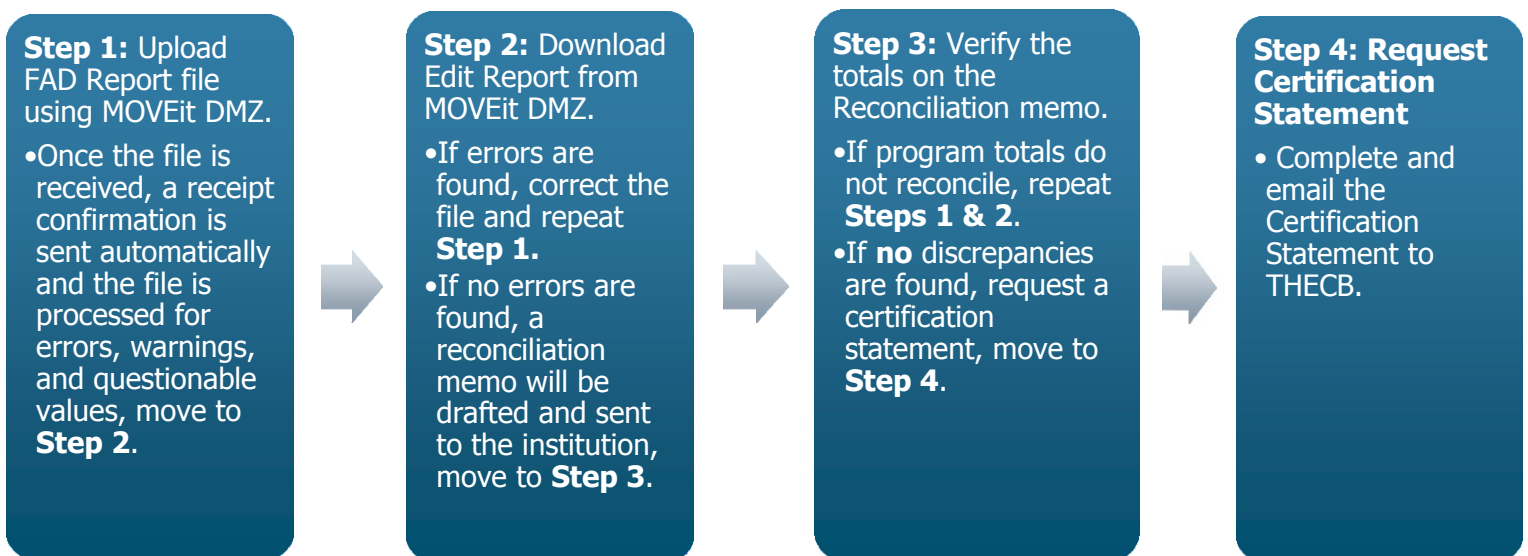
File Format

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

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

File Certification Process

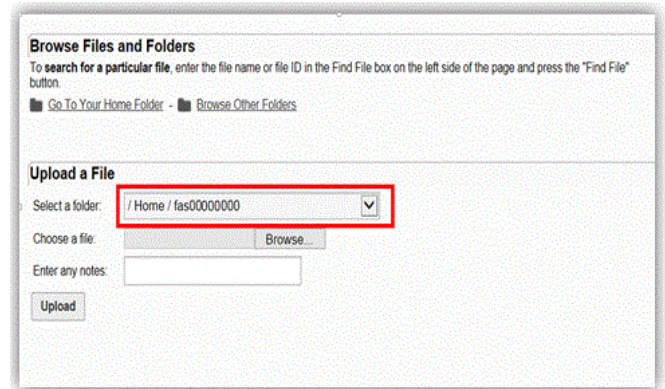
The FAD Report is finalized once the submitted data has been certified. The chart below illustrates the file certification process. Prior to submission, institutions should ensure that residency codes reported in the FADs file match those reported on their CBM. A file can be certified once all errors are resolved, and state financial aid program totals reconcile.



File Submission

Prior to the start of the file submission process, THECB will confirm that a designated email address has been established for all participating institutions (e.g. FADB@institution.edu). This ensures that file notifications can be received by the institution.

All FAD Report files must be submitted using the MOVEit DMZ portal. Files will need to be uploaded to the **Home** Folder. If the institution has any questions or issues logging into MOVEit DMZ, contact Financial Aid Services for assistance at (844) 792-2640 or by email at UserAccess@thecb.state.tx.us.

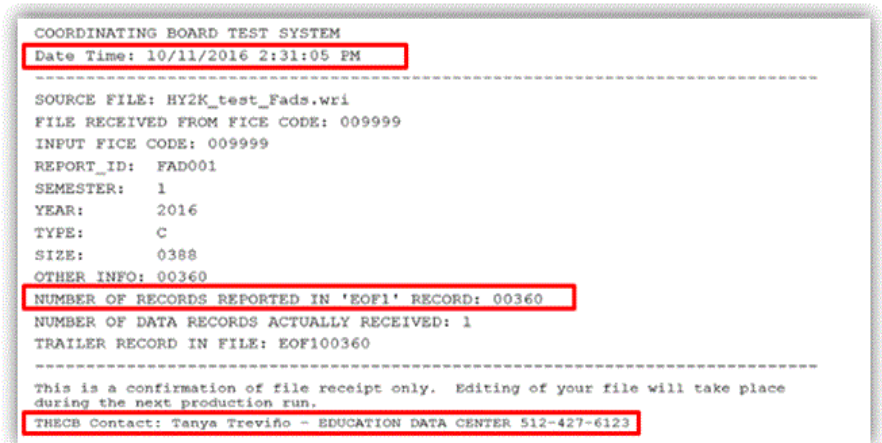


File Receipt Confirmation

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

Sample File Receipt Confirmation

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

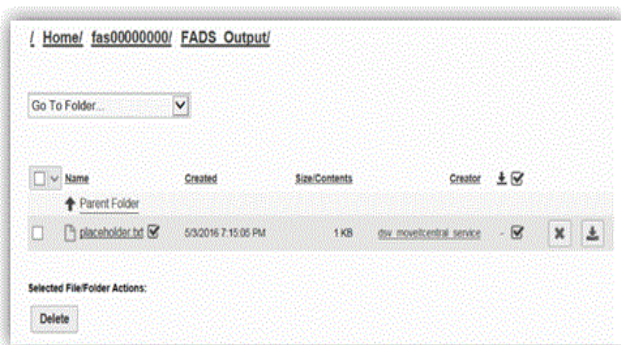


Edit Report Notification

The submitted FAD file will go through an edit check process. An **Edit Report Notification** email is automatically sent to the institution's designated email. This notification will indicate the time in which an **Edit Report** can be retrieved from the **FADS_Output** Folder in MOVEit DMZ.

Edit Report

The **Edit Report** will list **Errors and Questionable Values (Warning)**. Files with errors must be corrected and resubmitted. Each time a file is submitted, the previously processed report will be overwritten until the file is error-free. A file with only **Questionable Values (Warning)** should be reviewed for accuracy but will be accepted as error-free. Reference [Appendix C: Sample Edit Report](#) for additional clarification.



Override Request Process

Institutions may need to submit an override request on a case-by-case basis for certain errors (e.g. professional judgements and coding mismatches). Override requests must be submitted via email and must reflect errors found on the institution's most recent **Edit Report**.

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

Send email to: FADAdmin@thehb.state.tx.us

Subject: XXXXXX (FICE Code) FAD's Override Request XX-XX-XXXX (Enter Date)
Example: 000001 FAD's Overrides Request 07-31-2017

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

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

File Status

After the **File Receipt Confirmation** email has been received, institutions can go to <http://www.txhighereddata.org/Interactive/CBMStatus/> to view the processing and certification status of the FAD Report.

- Select **Institution Type**
- Select Fall/Annual and 2016 under **Reporting Cycle**
- Select FAD001 under **CBM Report**
- Click **Get Status**

Institution Type: Universities

Reporting Cycle: Fall/Annual 2016

CBM Report: (You must select at least one)

<input type="checkbox"/> CBM001	<input type="checkbox"/> CBM002	<input type="checkbox"/> CBM00M	<input type="checkbox"/> CBM00R
<input type="checkbox"/> CBM004	<input type="checkbox"/> CBM005	<input type="checkbox"/> CBM006	<input type="checkbox"/> CBM00X
<input type="checkbox"/> CBM008	<input type="checkbox"/> CBM009	<input type="checkbox"/> CBM011	<input type="checkbox"/> CBM00B
<input type="checkbox"/> CBM014	<input type="checkbox"/> CBM00A	<input checked="" type="checkbox"/> FAD001	
<input type="checkbox"/> CBM00C	<input type="checkbox"/> CBM00E	<input type="checkbox"/> CBM00E1	
<input type="checkbox"/> CBM00S	<input type="checkbox"/> CBM0E1		

Status: (all)

(Works when only one CBM Report is selected)

Reconciliation Memo

A **Reconciliation Memo** will be emailed along with a **Summary Report** if the file is error-free. The summary report reflects program and demographic data from the FAD file in an aggregate form. The summary report will identify discrepancies between the FAD Report totals and State Financial Aid Program totals. All state financial aid program totals must reconcile. If the totals do not match, institutions must either correct and resubmit the FAD Report file or contact Financial Aid Services at (844) 792-2640 to recertify the program End-of-Year (EOY) files.

Reference [Appendix D: Sample Reconciliation Memo](#) for additional clarification.

Reference [Appendix E: Sample Summary Report](#) for additional clarification.

The totals provided in the FADS 2017 **Summary Report Spreadsheet** have been reviewed and accurately reflect the data for all students enrolled at the reporting institution in the 2016-2017 academic year who:

- Were awarded any financial assistance including federal aid, state aid, merit aid, exemptions or waivers regardless if a Free Application for Federal Student Aid (FAFSA) or the Texas Application for State Financial Aid (TASFA) was completed.
- Completed FAFSA or TASFA, regardless if financial assistance was awarded.

A certification statement can now be sent to the **Designated Reporting Official** listed below.

Today's Date: _____

Institution name: _____ FICE Code: _____

Designated Reporting Official

Title: _____

Name: _____

Email: _____

Email completed request to FADAdmin@thehb.state.tx.us.

Certification Statement

Once the student-by-student data provided in the summary report spreadsheet has been reviewed for accuracy and all state financial aid program totals reconcile, a **Request for Certification** can be sent to FADB@theccb.state.tx.us. Institutions are not considered certified until a completed **Certification Statement** has been received by the THECB.

CERTIFICATION OF FY2017 FINANCIAL AID DATABASE REPORT

A certification form is included at the bottom of this e-mail, which we ask you to complete and return to us by no later than December 13, 2017. You are receiving this certification upon your request because you are confirming the information provided to you in the summary reports is accurate.

When we receive your completed form, we will consider it to be your certification for the data and you will have met your reporting requirements. Confirmation of receipt of your certification will not be sent, however, you can check the status of your reports and/or certifications anytime at http://reports.theccb.state.tx.us/approot/theibrw/cbm_reporting_ext.htm. Then select 2017, FAD001 and Semester as "Fall".

NOTE: If any data is not correct and you have to resubmit your database report after the deadline, your institution may be penalized. You also acknowledge that in having to resubmit your report, this report certification becomes invalid and agree to notify the Coordinating Board of the changes so as to obtain a new certification statement.

CERTIFICATION STATEMENT FOR OUR FY2017 FINANCIAL AID DATABASE REPORT

I hereby certify that the student-by-student data provided to the Coordinating Board, used to calculate the summary information in the spreadsheets I previously received, is valid and accurately reflects the activities in our office for the 2016-2017 academic year.

Institution 6-digit Fice Code:

Institution Name:

Today's date:

Financial Aid Officer completing certification:

Phone number:

E-mail address:

Please submit this completed form ASAP by e-mail to fadadmin@theccb.state.tx.us. Thank you!

Tanya Treviño
System Support Specialist
Texas Higher Education Coordinating Board

File Layout

The file must be in a Fixed-Length (also known as Fixed-Width) text format.
 Every **Data Element** must be included in every record of the file.
 The required length for all **Data Elements** is listed under the **Description** Position.

Header Record

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

Data Element	Type Length	Description	Edits
File Label ID Position 1-4	Alphanumeric XXXX	4 character spaces, left justified Enter "HY2K"	Error if not HY2K
Institution's FICE Code Position 5-10	Numeric XXXXXX	6 character spaces, right justified Must use leading zeros	Error if not numeric Error if left blank
Data Identifier Position 11-16	Alphanumeric XXXXXX	6 character spaces, left justified Enter "FAD001"	Error if not FAD001
Semester Position 17	Numeric X	1 character space, right justified 1=Fall This is the semester in which the report is due	Error if not numeric Error if not 1
Reporting Year Position 18-21	Numeric YYYY	4 character spaces, right justified Enter "2017" State fiscal year covered by this report	Error if not numeric Error if not 2017
Record Type Position 22	Alphanumeric X	1 character space, left justified Enter "C"	Error if not C
Length of Data Position 23-26	Numeric XXXX	4 character spaces, right justified Enter "0388"	Error if not numeric Error if not 0388
Record Count Position 27-31	Numeric XXXXX	5 character spaces, right justified The number of records in the file Does not include header or trailer records Must use leading zeros	Error if not numeric Error if left blank

Header Record Example: HY2KXXXXXXXXFAD00112017C0388XXXXX

Detailed Records

Provide data for all students enrolled at the reporting institution in the 2016-2017 academic year who:

- Received any financial assistance including federal aid, state aid, merit aid, exemptions or waivers even if a Free Application for Federal Student Aid (FAFSA) or the Texas Application for State Financial Aid (TASFA) was not completed.
- Completed FAFSA or TASFA, regardless if financial assistance was awarded.

All Positions are required, even if reporting zeros. Reference [Data Element Instructions](#) for further clarification.

Data Element	Type Length	Description	Edits
1a. Report Code POSITION 1	Alphanumeric X	1 character space, left justified Enter "F" Upper or lower case is acceptable	Error if not F
1b. FICE POSITION 2-7	Numeric XXXXXX	6 character spaces, right justified Must use leading zeros	Error if non-numeric Error if FICE code does not match FICE code in header record
1c. Report Year POSITION 8-11	Numeric XXXX	4 character spaces, right justified Enter "2017"	Error if non-numeric Error if incorrect report year
1d. Student Social Security Number (SSN)/Identification (ID) Number POSITION 12-20	Alphanumeric XXXXXXXXXX	9 character spaces, left justified Do not use dashes or slashes Cannot be blank or all zeros	Warning if ID/SSN not on CBM report for the award period
2. Student and/or Spouse Adjusted Gross Income (AGI) POSITION 21-26	Numeric XXXXXX	6 character spaces, right justified Rounded to full dollar amounts Range 0 - 999999 Response required even if "000000" Enter "999999" if the student did NOT complete a FAFSA, TASFA or EFC calculation based on the Federal Methodology.	Error if non-numeric Error if negative value Error if > 999999 Error if > 999998 and need analysis (#13) = 1 Warning if > 800,000

Data Element	Type Length	Description	Edits
3. Parent(s) Adjusted Gross Income (AGI) POSITION 27-32	Numeric XXXXXX	6 character spaces, right justified Rounded to full dollar amounts Range 0 - 999999 Response required even if "000000" Enter "999999" if the student did NOT complete a FAFSA, TASFA or EFC calculation based on the Federal Methodology.	Error if non-numeric Error if negative value Error if > 999999 Error if dependency status (#18) = 2 Error if > 999998 and need analysis (#13) = 1 Warning if > 800,000
4. TOP 10% Scholarship POSITION 33-37	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 2000	Error if > 2000 Error if enrollment status (#23) = 2 or 3 or 4 Error if residency status (#20) = 2 or 3 or 4 Error if classification (#17) = 3 or 4 Error if not public institution
5. Unmatched Reason POSITION 38-39	Alphanumeric XX	2 character spaces, left justified Range 0 - 11 00 = No mismatch found 01 = Student dropped all classes before census date in all term/terms in which he/she enrolled 02 = Student enrolled after the census date in all term/terms in which he/she enrolled 03 = Student is 100% enrolled in continuing education courses 04 = Student is a nonresident and is 100% enrolled in distance education 05 = Student was only enrolled in summer or winter or mini session 06 = Student's SSN/ID or residency was reported incorrectly and a change will/has been made through the CBM00N or a future CBM001 07 = Student began year as Affidavit Non-citizen reported with a student ID, and then was issued a SSN reported on the FAD's 08 = Student deceased and not reported on CBM001 09 = Student attended this campus, but enrollment was reported by another one of our campuses 10 = Student/classes are not reported for state funding 11 = Other reason not listed above, but sent as override request to THECB	Error if out of range (00-11)
6. Tuition Exemption/Waiver Award 1 POSITION 40-44	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 99999 Enter "00000" for private institutions or if not applicable	Error if non-numeric Error if > 99999 Error if not public institution

Data Element	Type Length	Description	Edits
7. Tuition Exemption/Waiver Award 1 Code POSITION 45-46	Alphanumeric XX	2 character spaces, left justified Range 00 - 67 See list of codes on pages 21-22 Enter "00" for private institutions or if not applicable	Error if out of range (00-67) Error if not public institution
8. Tuition Exemption/Waiver Award 2 POSITION 47-51	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 99999 Enter "00000" for private institutions or if not applicable	Error if non-numeric Error if > 99999 Error if not public institution
9. Tuition Exemption/Waiver Award 2 Code POSITION 52-53	Alphanumeric XX	2 character spaces, left justified Range 00 - 67 See list of codes on pages 21-22 Enter "00" for private institutions or if not applicable	Error if out of range (00-67) Error if not public institution
10. Tuition Exemption/Waiver Award 3 POSITION 54-58	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 99999 Enter "00000" for private institutions or if not applicable	Error if non-numeric Error if > 99999 Error if not public institution
11. Tuition Exemption/Waiver Award 3 Code POSITION 59-60	Alphanumeric XX	2 character spaces, left justified Range 00 - 67 See list of codes on pages 21-22 Enter "00" for private institutions or if not applicable	Error if out of range (00-67) Error if not public institution
12. FILLER POSITION 61-75	Numeric XXXXX XXXXX XXXXX	15 character spaces, right justified Enter 15 zeros "000000000000000" Do not leave blank	Error if non-numeric Error if Blank Error if not "000000000000000"

Data Element	Type Length	Description	Edits
13. Need Analysis POSITION 76	Alphanumeric X	1 character space, left justified Range 1-2 1 = Yes 2 = No	Error if out of range (1-2) Error if 2 and expected family contribution (#28) ≠ 999999 9-month EFC (#21a) ≠ 999999 Error if > 75% of students = 2 Warning if 100% of students = 1 Warning if 25% - 75% of students = 2
14. Living Arrangement POSITION 77	Alphanumeric X	1 character space, left justified Range 1-4 1 = Living with Parents 2 = On-Campus Housing 3 = Off-Campus Housing 4 = Other	Error if out of range (1-4) Error if 4 and need analysis (#13) =1
15. Ethnic Origin POSITION 78	Alphanumeric X	1 character space, left justified Range 1-3 1 = Hispanic or Latino origin 2 = Not Hispanic or Latino origin 3 = Not answered	Error if out of range (1-3) Error if = 1, 2 or 3 and Race (#16a-16g) not reported
Race. Select one or more codes in 16a-16g indicating the race of the student. Each data element must have a code entered, even if 0.			
16a. White POSITION 79	Alphanumeric X	1 character space, left justified 0 = Race option does not apply 1 = White	Error if out of range 0 or 1
16b. Black or African-American POSITION 80	Alphanumeric X	1 character space, left justified 0 = Race option does not apply 2 = African-American, Black	Error if out of range 0 or 2
16c. Asian POSITION 81	Alphanumeric X	1 character space, left justified 0 = Race option does not apply 4 = Asian	Error if out of range 0 or 4

Data Element	Type Length	Description	Edits
16d. American Indian or Alaskan Native POSITION 82	Alphanumeric X	1 character space, left justified 0 = Race option does not apply 5 = American Indian or Alaskan Native	Error if out of range 0 or 5
16e. International POSITION 83	Alphanumeric X	1 character space, left justified 0 = Race option does not apply 6 = International	Error if out of range 0 or 6
16f. Unknown or Not Reported POSITION 84	Alphanumeric X	1 character space, left justified 0 = Race option does not apply 7 = Unknown or Not Reported	Error if out of range 0 or 7
16g. Native Hawaiian or Other Pacific Islander POSITION 85	Alphanumeric X	1 character space, left justified 0 = Race option does not apply 8 = Native Hawaiian or Other Pacific Islander	Error if out of range 0 or 8
17. Classification POSITION 86	Alphanumeric X	1 character space, left justified Range 1-5 1 = Undergraduate, other than a first-time entering student 2 = Graduate 3 = Professional 4 = Student with bachelor's or higher degree in undergraduate program 5 = First-time entering student	Error if out of range (1-5) Error if public community college or public tech college and not = 1, 4 or 5
18. Dependency Status POSITION 87	Alphanumeric X	1 character space, left justified Range 1-3 1 = Dependent by Title IV definition 2 = Independent by Title IV definition 3 = Unknown	Error if non-numeric Error if out of range (1-3) Error if = 3 and need analysis (#13) =1

Data Element	Type Length	Description	Edits
19. Date of Birth POSITION 88-95	Alphanumeric MMDDYYYY	8 character spaces, left justified Month Range (01-12) Day Range (01-31) Year Range (1908 -2011) Do not use dashes or slashes	Error if non-numeric Error if mm is out of range of 1-12 Error if dd is out of range of 1-31 Error if age < 7 or > 110 Warning if age < 16 or > 75
20. Residency Status POSITION 96	Alphanumeric X	1 character space, left justified Range 1-5 1 = Resident 2 = Out-of-State or Foreign 3 = Unknown 4 = National Merit Finalist 5 = Non-Immigrant Residents	Error if non-numeric Error if public institution and not = 1 or 2 or 5 Error if out of range (1-5) Error if 5 and not reported as non-immigrant resident (1403) in CBM Report
21a. 9-Month Expected Family Contribution (EFC) POSITION 97-102	Numeric XXXXXX	6 character spaces, right justified Rounded to full dollar amounts Range 0 - 999999	Error if non-numeric Error if > 999999 Error if 999999 and need analysis (#13) = 1
21b. FILLER POSITION 103-108	Numeric XXXXXX	6 character spaces, right justified Enter "000000" Do not leave blank	Error if non-numeric Error if not 00000
21c. FILLER POSITION 109-149	Alphanumeric XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX X	41 character space, left justified Leave blank or use spaces	Error if not blank or spaces

Data Element	Type Length	Description	Edits
22. Zip Code of Permanent Address POSITION 150-158	Alphanumeric XXXXXXXX	9 character spaces, left justified Response required if a U.S. address Enter "99999999" if not a U.S. address Enter 9 digits; last 4 can be "0000"	Error if zip prefix is 00007 (out of range) Warning if zip not entered as 9 digits
23. Enrollment Status POSITION 159	Alphanumeric X	1 character space, left justified Range 1-4 1 = Full-Time 2 = ¾-Time 3 = ½-Time 4 = Less Than ½-Time	Error if out of range (1-4)
24. Gender POSITION 160	Alphanumeric X	1 character space, left justified M = Male F = Female	Error if does not equal M or F
25. Parent 1 Highest Grade Level Completed POSITION 161	Alphanumeric X	1 character space, left justified Range 1-4 1 = Middle School/ Junior High 2 = High School 3 = College Or Beyond 4 = Unknown	Error if out of range (1-4)
26. Parent 2 Highest Grade Level Completed POSITION 162	Alphanumeric X	1 character space, left justified Range 1-4 1 = Middle School/Junior High 2 = High School 3 = College Or Beyond 4 = Unknown	Error if out of range (1-4)
27. Cost of Attendance (COA) POSITION 163-167	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 99999 Enter "99999" if the student did NOT complete a FAFSA, TASFA or EFC calculation based on the Federal Methodology. Enter "00000" if the student does NOT have a calculated COA and need analysis (#13) = 1	Error if non-numeric Error if > 99999 Error if 0 AND need-based aid > 0) Error if 99999 and need analysis (#13) = 1 Warning if 00000 and need analysis (#13) = 1

Data Element	Type Length	Description	Edits
28. Expected Family Contribution (EFC) POSITION 168-173	Numeric XXXXXX	6 character spaces, right justified Rounded to full dollar amounts Range 0 - 99999 Enter "999999" if the student did NOT complete a FAFSA, TASFA or EFC calculation based on the Federal Methodology.	Error if non-numeric Error if > 999999 Error if 999999 and need analysis (#13) = 1
29. Tuition and/or Fee Exemptions or Waivers POSITION 174-178	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 99999 Enter "00000" for public institutions and student did not receive more than 3 exemptions or waivers Enter "00000" for private institutions and the student did not receive any exemptions or waivers	Error if non-numeric Error if >99999 Error if public institution and >0 and tuition exemption/waiver awards 1-3 (#6, #8 or #10) = 0 Warning if public institution and > 0
30. Categorical Aid POSITION 179-183	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 99999	Error if non-numeric Error if >99999
31a. Federal Pell POSITION 184-188	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 5815	Error if non-numeric Error if > 5815 Error if residency status (#20) = 5
31b. Federal Supplemental Educational Opportunity Grant (SEOG) - Including Match POSITION 189-193	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 4000	Error if non-numeric Error if > 4000 (out of range) Error if > (COA-EFC) & EAP > 0 Error if > COA-EFC Error if residency status (#20) = 5
31c. Texas Public Education Grant (TPEG) POSITION 194-198	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - (COA – EFC)	Error if non-numeric Error if not public institution and >0 Error if > 99999 (out of range) Error if > (COA-EFC) & EAP > 0 Error if > COA-EFC

Data Element	Type Length	Description	Edits
31d. FILLER POSITION 199-203	Numeric XXXXX	5 character spaces, right justified Enter "00000" Do not leave blank	Error if non-numeric Error if not 00000
31e. Tuition Equalization Grant (TEG) POSITION 204-208	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 5046	Error if non-numeric Error if not private institution and > 0 Error if > 5046 (out of range) Error if > 3364 and EFC > 1000 Error if > (COA-EFC) & EAP > 0 Error if > COA-EFC Error if > 3364 and classification (#17) = 2, 3 or 4 Error if enrollment status (#23) = 4 Error if residency status (#20) = 2 or 3
31f. FILLER POSITION 209-213	Numeric XXXXX	5 character spaces, right justified Enter "00000" Do not leave blank	Error if non-numeric Error if not 00000
31g. HB3015 Grants/Scholarships POSITION 214-218	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - (COA – EFC)	Error if non-numeric Error if > 99999 (out of range) Error if > (COA-EFC) & EAP > 0 Error if > COA-EFC Error if not public university, state college or health-related institution Error if residency status (#20) = 2 or 3 or 4
31h. Merit-based aid funded by private donations to the Institution POSITION 219-223	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 99999	Error if non-numeric Error if > 99999 (out of range)
31i. Institution funded Merit-based Gift Aid POSITION 224-228	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 99999	Error if non-numeric Error if > 99999 (out of range)
31j. FILLER POSITION 229-233	Numeric XXXXX	5 character spaces, right justified Enter "00000" Do not leave blank	Error if non-numeric Error if not 00000
31k. FILLER POSITION 234-238	Numeric XXXXX	5 character spaces, right justified Enter "00000" Do not leave blank	Error if non-numeric Error if not 00000

Data Element	Type Length	Description	Edits
31l. Student Deposit Scholarship POSITION 239-243	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 – 99999	Error if non-numeric Error if not public institution and > 0 Error if > 99999 (out of range) Error if > (COA-EFC) & EAP > 0 Error if > COA-EFC Error if residency status (#20) = 2 or 3 or 4
31m. FILLER POSITION 244-248	Numeric XXXXX	5 character spaces, right justified Enter "00000" Do not leave blank	Error if non-numeric Error if not 00000
31n. Other Scholarships or Grants POSITION 249-253	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 – 99999	Error if non-numeric Error if > 99999 (out of range)
31o. Toward EXcellence, Access, & Success (TEXAS) Grant Program POSITION 254-258	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 8722	Error if non-numeric Error if > 0 and not participating institution Error if > (COA-EFC) & EAP > 0 Error if > COA-EFC Error if > 0 and classification (#17) = 2 or 3 or 4 Error if enrollment status (#23) = 3 or 4 Error if residency status (#20) = 2 or 3 or 4 Error if > 0 and TEG (#31e) > 0 Error if > 8722 and public universities, public HRI's or state colleges Error if > 2832 and public community colleges Error if > 4572 and public technical institution
31p. Texas Educational Opportunity Grant (TEOG) POSITION 259-263	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 5486	Error if non-numeric Error if > 0 and not participating institution Error if > (COA-EFC) & EAP > 0 Error if > COA-EFC Error if > 0 and classification (#17) = 2 or 3 or 4 Error if enrollment status (#23) = 4 Error if residency status (#20) = 2 or 3 or 4 Error if > 5486 and state colleges Error if > 2832 and community colleges Error if > 4756 and public technical institute
31q. FILLER POSITION 264-268	Numeric XXXXX	5 character spaces, right justified Enter "00000" Do not leave blank	Error if non-numeric Error if not 00000

Data Element	Type Length	Description	Edits
32a. Federal Work-Study POSITION 269-273	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 – (COA-EFC) + 300	Error if non-numeric Error if > (COA-EFC + 300) & EAP > 0 Error if > (COA-EFC)+300 Error if > 99999 (out of range) Error if residency status (#20) = 5
32b. Texas College Work-Study (TCWS) - state funds plus match plus excess funds POSITION 274-278	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 – (COA-EFC) + 300	Error if non-numeric Error if > 99999 (out of range) Error if > (COA-EFC+300) & EAP > 0 Error if > COA-EFC+300 Error if enrollment status (#23) = 4 Error if residency status (#20) = 2 or 3 or 4
32c. Need-Based Institutional Work-Study POSITION 279-283	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 – (COA-EFC)	Error if non-numeric Error if > 99999 (out of range) Error if > (COA-EFC) & EAP > 0 Error if > COA-EFC
32d. AMERICORPS POSITION 284-288	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 – (COA-EFC)	Error if non-numeric Error if > 99999 (out of range) Error if > (COA-EFC) & EAP > 0 Error if > COA-EFC Error if residency status (#20) = 5
32e. HB3015 Work-Study POSITION 289-293	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 – (COA-EFC)	Error if non-numeric Error if > 99999 (out of range) Error if > (COA-EFC) & EAP > 0 Error if > COA-EFC Error if residency status (#20) = 2 or 3 or 4 Error if not public university, state college or health-related Inst
32f. Texas College Work-Study (TCWS) Mentorship Program POSITION 294-298	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 – 99999	Error if non-numeric Error if > 99999 (out of range) Error if enrollment status (#23) = 4 Error if residency status (#20) = 2 or 3 or 4

Data Element	Type Length	Description	Edits
33a. Texas Armed Services Scholarship Program (TASSP) POSITION 299-303	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 8500	Error if non-numeric Error if > 8500 (out of range) Error if > 0 and classification (#17) = 2 or 3 or 4
33b. FILLER POSITION 304-308	Numeric XXXXX	5 character spaces, right justified Enter "00000" Do not leave blank	Error if non-numeric Error if not 00000
33c. Perkins Loans POSITION 309-313	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 8000	Error if non-numeric Error if > 8000 (out of range) Error if residency status (#20) = 5
33d. FILLER POSITION 314-318	Numeric XXXXX	5 character spaces, right justified Enter "00000" Do not leave blank	Error if non-numeric Error if not 00000
33e. FILLER POSITION 319-323	Numeric XXXXX	5 character spaces, right justified Enter "00000" Do not leave blank	Error if non-numeric Error if not 00000
33f. College Access Loan (CAL) POSITION 324-328	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - COA	Error if non-numeric Error if > 99999 (out of range) Error if exceeds cost of attendance Error if residency status (#20) = 2 or 3 or 4 Error if enrollment status (#23) = 4
33g. Primary Care Student Loans POSITION 329-333	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 99999	Error if non-numeric Error if > 99999 (out of range) Error if residency status (#20) = 5
33h. Federal PLUS Direct Loans (undergraduate and graduate) POSITION 334-338	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - COA	Error if non-numeric Error if > 99999 (out of range) Error if exceeds cost of attendance Error if residency status (#20) = 5

Data Element	Type Length	Description	Edits
33i. Federal Direct Subsidized Loans POSITION 339-343	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 8500	Error if non-numeric Error if > 8500 (out of range) Error if residency status (#20) = 5
33j. Other long-term loans POSITION 344-348	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 99999	Error if non-numeric Error if > 99999 (out of range)
33k. Federal Direct Unsubsidized Loans POSITION 349-353	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 47167	Error if non-numeric Error if > 47167 (out of range) Error if residency status (#20) = 5
33l. B-On-Time (BOT) Loan Program POSITION 354-358	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 8722	Error if non-numeric Error if > 8722 (out of range) Error if enrollment status (#23) = 2 or 3 or 4 Error if residency status (#20) = 2 or 3 or 4 or 5 Error if classification (#17) = 2 or 3 or 4 Error if not public universities, state colleges, public health-related or private institution Error if > 8722 AND public universities, public health-related, state colleges or private institution Error if > 0 and public community colleges Error if > 0 and public technical colleges
33m. HB3015 Loans POSITION 359-363	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - (COA-EFC)	Error if non-numeric Error if > 99999 (out of range) Error if > (COA-EFC) & EAP > 0 Error if > COA-EFC Error if residency status (#20) = 2 or 3 or 4 Error if not public university, state college or health-related institution
34a. TEACH Grant POSITION 364-368	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 - 8000	Error if non-numeric Error if > 99999 (out of range) Error if > 8000 Error if residency status (#20) = 5

Data Element	Type Length	Description	Edits
34b. HB3015 Other POSITION 369-373	Numeric XXXXX	5 character spaces, right justified Rounded to full dollar amounts Range 0 – (COA-EFC)	Error if non-numeric Error if > 99999 Error if > (COA-EFC) & EAP > 0 Error if > COA-EFC Error if residency status (#20) = 2 or 3 or 4 Error if not public university, state college or health-related Inst.
35a. Enrollment Adjustment Percentage (EAP) for Cost of Attendance POSITION 374-376	Numeric XXX	3 character spaces, right justified No decimal point Range 0 - 150 Example: 033 Describes a percentage of 33%	Error if non-numeric Error if > 150
35b. Enrollment Adjustment Percentage (EAP) for Total Family Contribution POSITION 377-379	Numeric XXX	3 character spaces, right justified No decimal point Range 0 - 150 Example: 033 Describes a percentage of 33%	Error if non-numeric Error if > 150
36. Student ID Number POSITION 380-388	Alphanumeric XXXXXXXXXX	9 character spaces, left justified If ID number was reported in Student Social Security Number (SSN)/Identification (ID) Number (#1d) enter "000000000"	Error if blank Warning if ID/SSN not on file via the CBM report

Trailer Record

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

Trailer Record Example: EOF1####

Data Element Instructions

Provide data for all students enrolled in the 2016-17 academic year who:

- Were awarded financial assistance including federal aid, state aid, merit aid, exemptions or waivers.
- Completed a Free Application for Federal Student Aid (FAFSA) or the Texas Application for State Financial Aid (TASFA), regardless if financial assistance was awarded.

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

Data Element 1b. **FICE.** Enter the 6-digit FICE code (or OPEID) of the institution. This is the six-digit code assigned by the federal government.

Data Element 1c. **Report Year.** Enter "2017".

Data Element 1d. **Student Social Security Number (SSN)/Identification (ID) Number.** Enter the student's SSN. For an student without a SSN, report the 9-digit ID number assigned by the institution.

NOTE: All SSNs or IDs submitted must match those reported on the institution's CBM Report.

Data Element 2 **Student and/or Spouse Adjusted Gross Income (AGI).** For dependent and independent students, enter the student's AGI information. If the student is independent, also include the spouse's AGI information, if applicable. The institution must enter "999999" if the student did NOT complete a FAFSA, TASFA or EFC calculation based on the Federal Methodology.

Data Element 3 **Parent's Adjusted Gross Income (AGI).** For dependent students, enter the parent(s) AGI information. The institution must enter "999999" if the student did NOT complete a FAFSA, TASFA or EFC calculation based on the Federal Methodology.

Data Element 4 **Top 10% Scholarship.** Enter the Top 10% Scholarship amount the student received. Enter five zeros "00000" if not applicable.

Data Element 5 **Unmatched Reason Code.** This Data Element is used to explain residency and SSN/ID discrepancies identified on the Edit Report that exists between the FAD and CBM reports. Enter "00" for all students on the initial submission, unless a reason code has already been identified. Enter the Reason Code (01-11) on subsequent submissions to explain why the student appeared on the Edit Report. If the student was not included in the Edit Report, the code should be left as "00" on subsequent submissions.

01 = Student dropped all classes before census date for all term(s) enrolled.

02 = Student enrolled after the census date for all term(s) enrolled.

03 = Student is 100% enrolled in continuing education courses.

04 = Student is a nonresident and is 100% enrolled in distance education.

05 = Student was only enrolled in summer or winter or mini session.

06 = Student's SSN/ID has been or will be made through the CBM00N.

07 = Student began year as Affidavit Non-citizen reported with a student ID, and then became Permanent Resident reported on the FAD's with a SSN.

08 = Student deceased and not reported on CBM001.

09 = Student enrollment was reported by another one the institution's campuses.

10 = Student/classes are not reported for state funding.

11 = Other reason not listed above.

NOTE: Override request must be submitted for all students reported with option 11.

Data Elements 6-11 Tuition Exemptions/Waivers. Private Institutions enter "00000" as the amount and "00" as the corresponding code for **Data Elements 6-11. Public Institutions** enter up to three exemptions/waivers in **Data Elements 6-11**. If the student was awarded more than three different exemption/waivers, the additional amount awarded must be reported in **Data Element 29**.

Enter the amount of tuition and fees the student did not pay as a result of receiving an exemption or waiver and the corresponding code (see chart below) for each award.

Enter "00000" as the amount and "00" as the corresponding code if not applicable

Award #1	Data Element 6: Amount	Data Element 7: Code
Award #2	Data Element 8: Amount	Data Element 9: Code
Award #3	Data Element 10: Amount	Data Element 11: Code

Private Institutions report exemptions and waivers in **Data Element 29**.

NOTE: All exemption and waiver recipients must be reported the FAD report file.

TUITION EXEMPTIONS/WAIVERS CODE CHART				
CODE	E/W	Program Name	Statute	DBPosition
00	NA	Use for No Exemption or waiver being reported		None
01	E	Tuition Reduction for >= 15 Hour	TEC 54.010	Reduc
02	E	Concurrent Enrollment / Min Tuition	TEC 54.011	ConEn
03	E	Senior Citizen Lowered Tuition 55 +	TEC 54.263	Tui55
04	E	Designated Tuition Exemption	TEC 54.261	Desig
05	E	Highest Ranking HS Scholar	TEC 54.301	Valed
06	E	Hazlewood Spouse (Credit)	TEC 54.341	HazleSpouseC
07	E	Hazlewood Spouse (Non-Credit)	TEC 54.341	HazleSpouseNC
08	E	Legacy Act	TEC 54.341	Legacy
09	E	Hazlewood Exemptions for Vets and Dependents	TEC 54.341	Hazle
10	E	Hazlewood Exemption (Non-Credit Hours)	TEC 54.341	Hazle2
11	E	Hazlewood Dependents (Credit Hours)	TEC 54.341	Orph
12	E	Hazlewood Dependents (Non-Credit Hours)	TEC 54.341	Orph2
13	E	Children of Disabled Firemen/Peace Officers	TEC 54.351	Disab
14	E	Disabled Police Officer	TEC 54.352	Dispo
15	E	Blind/Deaf	TEC 54.364	Deaf
16	W	Good Neighbor	TEC 54.331	GdNbr
17	E	Firefighters taking Fire Science Courses	TEC 54.208 & TEC 54.3531	FirSc
18	E	Children of POWs and MIAs	TEC 54.343	POW
19	E	Senior Citizen 65+ for Audit Hours	TEC 54.365 (b)	SrAud
20	E	Senior Citizen 65+ for 6 hours free tuition	TEC 54.365 (c)	Stu65
21	E	Foster Care/TX Dpt. Family Protective Svcs.	TEC 54.366	Fost
22	E	Adopted	TEC 54.367	Adopted
23	E	National Guard Waiver	TEC 54.345	NationalGuard
25	E	Fully Funded Courses	TEC 54.217	Funded
26	E	Distance Learning Exemption from Fees	TEC 54.218	Dist

TUITION EXEMPTIONS/WAIVERS CODE CHART

CODE	E/W	Program Name	Statute	DBPosition
27	E	Ex-Prisoners Of War	TEC 54.342	POWs
28	E	Children of Nurse Faculty	TEC 54.355	ChildrenNurse
29	E	Preceptors and/or their Children	TEC 54.356	Preceptor
30	E	Inter-Institutional Academic Program	TEC 54.368	InterInst
31	E	Prorated Fees for Term Length	TEC 54.5025	Prora
32	E	Student Services Fee Exemption	TEC 54.262	Fihar
33	E	Governing Board Waivers	TEC 54.5035	Irrel
34	E	Texas Tomorrow Fund / Pub. Univ.	TEC 54.624	TTFGTP
35	E	Ad Valorem	TEC 130.0032	AdVal
37	E	Community College District Employees	TEC 130.0851	CCEmpl
38	E	Dependents of Deceased Public Servants	TEC 54.354	PubSe
39	W	Military in Texas	TEC 54.241	MilTx
40	W	Radiology at MSU	TEC 54.241	msu
41	W	Intention to Stay in Texas	TEC 54.241	Intent
42	W	College Teachers, Profs. etc.	TEC 54.211	Teach
43	W	Border States	TEC 54.231	BorSta
44	W	Citizens of Mexico in Border Counties	TEC 54.231(b)	BrdCtry
45	W	Citizens of Mexico Public Health	TEC 54.231(b)(4)	PubHlt
46	W	Citizens of Mexico (Pilot)	TEC 54.231(d)	Pilot
47	W	Border County / Parish	TEC54.231(a),(g)	BorCo
48	W	100 Mile waiver	TEC 54.0601	Univ100Mi
49	W	Teaching and Research Assistants	TEC 54.212	TARA
50	W	Competitive Scholarship	TEC 54.213	UgAcad
51	W	Biomedical MD/PhD	TEC 54.214	MdPhd
52	W	Economic Development	TEC 54.222	Ednd
53	W	Nursing Grad Students Planning to Teach	TEC 54.251	NsgGrad
54	W	Foreign Service Officer	TEC 54.206	FrnSvc
55	W	Olympic Programs Waiver	TEC 54.223	Olympic
56	W	NATO Members and Families	TEC 54.232	nato
57	W	Texas Tomorrow Fund Contract	TEC 54.621(c)	TTF
58	W	Tech fee at UT Austin	TEC 54.221	UTTech
59	W	Academic Common Market waiver	TEC 54.233	ACM
60	E	Non-Semester-Length Dev Ed Courses	TEC 54.225	DevEd
61	E	Educational Aide Exemption	TEC 54.363	EdAide
62	E	Reduced tuition/off-peak hour courses	TEC 54.061	OffPeak
63	E	Peace Officer Exemption	TEC 54.2081/TEC 54.353	PeaceOff
64	E	TANF Exemption	TEC 54.361	TANF
65	E	"Taps" Performers	TEC 54.344	Taps
66		Unreserved		FILLER
67	E	Combat Exemption	TEC 54.2031	COM

Data Element 12 **FILLER.** Enter 15 zeros "000000000000000".

Data Element 13 **Need Analysis.** Enter "1" if the institution determined the student's Expected Family Contribution (EFC) based on the Federal Methodology (i.e. Non-rejected FAFSA, or TASFA). Enter "2" if no EFC calculation was determined (i.e. No FAFSA, No TASFA, or a Rejected FAFSA)
1 = Yes
2 = No

Data Element 14 **Living Arrangement.** Enter the code (1-4) that identifies the living arrangement for the student during the fall term as determined by the institution when calculating cost of attendance.
1 = Living with Parents
2 = On-Campus Housing
3 = Off-Campus Housing
4 = Other

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

Data Element 15 **Ethnic Origin.** Enter the code (1-3) that identifies if the student is of Hispanic or Latino origin.
1 = Hispanic or Latino origin
2 = Not Hispanic or Latino origin
3 = Not answered

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

RACE. Select one or more codes in **16a-16g** indicating the race of the student.
Each data element must have a code entered, even if 0.

Data Element 16a. **White.** Enter "1" if the student is a person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Data Element 16b. **Black or African-American.** Enter "2" if the student is a person having origins in any of the black racial groups of Africa.

Data Element 16c. **Asian:** Enter "4" if the student is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (e.g. Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).

Data Element 16d. **American Indian or Alaskan Native.** Enter "5" if the student is a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Data Element 16e. **International.** Enter "6" if the student is not a citizen or permanent resident of the U.S., is in this country on a temporary basis and does not have the right to remain indefinitely. In addition to entering the International code, also enter the ethnicity code.

NOTE: Report with the international code:

- Student's allowed to pay the "Resident Tuition" rate due to a waiver.
- Students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services. Including students that base their residency on visas that allow them to domicile in the U.S.
- Students who are refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

Data Element 16f. **Unknown or Not Reported.** Enter "7" if the student classification is unknown, this entry should only be used if the student has not selected a racial designation.

Data Element 16g. Native Hawaiian or Other Pacific Islander. Enter "8" if the student is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Data Element 17 Classification. Enter the code (1-5) that identifies the classification of the student at the beginning of the academic year. Report the program of study the student is enrolled under at the institution.
Use the following guidelines to classify a student:
1 = Undergraduate Student: has not received a bachelor's degree.
2 = Graduate Student: has received a bachelor's degree.
3 = Professional Student: enrolled in law, medicine, dentistry, veterinary medicine, etc.
4 = Student with bachelor's or higher degree: enrolled in undergraduate program (e.g. undergraduate certificate, graduate certificate and post-baccalaureate).
5 = First-Time Entering Student: has never attended college or other postsecondary institution (excluding hours taken during dual enrollment in high school and courses for which the student received credit through examination). Students should not be reported as a first-time entering student until they have completed their high school work.

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

Data Element 18 Dependency Status. Enter the code (1-3) that identifies the dependency status of the student. Enter "3" when dependency status cannot be determined.
1 = Dependent by Title IV definition
2 = Independent by Title IV definition
3 = Unknown

Data Element 19 Date of Birth. Enter the student's month, day, and four digit year of birth (i.e. MMDDYYYY).

Data Element 20 Residency Status. Enter the code (1-5) that identifies the residency status of the student at the beginning of the academic year. A non-resident who is paying resident tuition rates as the result of a waiver is still a non-resident student.

- 1 = Resident:** Texas residents; person who was classified as a resident of this state as described under [Texas Education Code, Sec. 54.052\(1\) or Sec. 54.052\(2\)](#).
- 2 = Out-of-state or Foreign:** invalid for students receiving any state aid except TPEG.
- 3 = Unknown:** to be used only by private institutions and NOT for students receiving any state aid.
- 4 = National Merit Finalist:** to be used only by private institutions for students receiving TEG.
- 5 = Non-Immigrant Residents:** these are students who qualify as residents under Sec. 54.052(3) and who have to submit affidavits.

NOTE: Public Institutions should use the classification assigned by the registrar or admissions officer. If the institution is using an electronic system, make sure the difference between the residents and nonresidents getting to pay the resident rate because of waivers is identified. **Private Institutions** must also follow state residency laws and rules. The THECB can provide a residency questionnaire for this purpose.

Classifying Texas Residents: [TEC 54.052](#).

- (1) A person who:
 - (A) established a domicile in this state not later than one year before the census date of the academic term in which the person is enrolled in an institution of higher education; and
 - (B) maintained that domicile continuously for the year preceding that census date;
- (2) A dependent whose parent:
 - (A) established a domicile in this state not later than one year before the census date of the academic term in which the dependent is enrolled in an institution of higher

- education; and
- (B) maintained that domicile continuously for the year preceding that census date; and
- (3) a person who:
 - (A) graduated from a public or private high school in this state or received the equivalent of a high school diploma in this state; and
 - (B) maintained a residence continuously in this state for:
 - i. the three years preceding the date of graduation or receipt of the diploma equivalent, as applicable; and
 - ii. the year preceding the census date of the academic term in which the person is enrolled in an institution of higher education.
- (a) For purposes of this section, the domicile of a dependent's parent is presumed to be the domicile of the dependent unless the person establishes eligibility for resident status under Subsection (a) (3).

Classifying Military Personnel: If the student's home 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 considered nonresidents. If the student's home of record with the military is Texas, they are Texas residents. Check with the institution's admissions or registrar records to confirm if an individual is a resident or simply a nonresident who gets to pay the resident tuition rate.

ALL NON-IMMIGRANT STUDENTS: Students whose residency codes in the FAD report do not match the codes in the CBM report will be listed at the end of the edit report. To certify the FAD report institutions will have to reconcile the residency codes or provide an unmatched reason code in **Data Element 5**.

Data Element 21a **9-month Expected Family Contribution (EFC).** Enter the **9-month EFC** as determined using the Federal Methodology. Enter "999999" if a need analysis was not completed (i.e. merit aid recipient, categorical aid recipient, exemption recipient etc.).

Data Element 21b **FILLER.** Enter six zeros "000000".

Data Element 21c **FILLER.** Enter 41 spaces or leave blank.

Data Element 22 **Zip Code of Permanent Home Address.** Enter the zip code of the student's permanent home address if in the United States. If outside United States, enter "999999999".

Data Element 23 **Enrollment Status.** Enter the code (1-4) that identifies the student's highest enrollment status during the reported academic year (i.e. fall, spring, summer).

Use the following to define enrollment for Undergraduates:

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

Use the following to define enrollment for Graduates:

- 1 = Enrolled in the normal full-time load of the student's program of study.
- 2 = Enrolled for at least 75% but less than full-time of the student's program of study.
- 3 = Enrolled for at least 50% but less than 75% of the student's program of study.
- 4 = Enrolled for at least 25% but less than 50% of the student's program of study.

Data Element 24 **Gender.** Enter the student's gender.
 M = Male
 F = Female

Data Element 25 **Parent 1 Highest Grade Level Completed.** Enter the highest grade level completed by parent 1.
1 = Middle school/Jr. high
2 = High School
3 = College or Beyond
4 = Unknown

Data Element 26 **Parent 2 Highest Grade Level Completed.** Enter the highest grade level completed by parent 2.
1 = Middle school/Jr. high
2 = High School
3 = College or Beyond
4 = Unknown

Data Element 27 **Cost of Attendance (COA).** Enter the amount of the student's actual COA based on the enrollment period (e.g. 12 months, 9 months, 6 months, 4 months, etc.) determined by using the Federal Methodology. If the institution's system only allows a standard 9-month COA to be calculated, the institution must provide the **Enrollment Adjustment Percentage (EAP)** in **Data Element 35a**.

Enter "99999" if a need analysis was not completed and the student received aid (i.e. merit aid recipient, categorical aid recipient, exemption recipient etc.).

Enter "00000" if the student does not have a calculated COA and **Data Element 13 = 2**.

Data Element 28 **Expected Family Contribution (EFC).** Enter the amount of the student's actual EFC based on the enrollment period (e.g. 12 months, 9 months, 6 months, 4 months, etc.) determined by using the Federal Methodology. If the institution's system only allows a standard 9-month EFC, the institution must provide the **Enrollment Adjustment Percentage (EAP)** in **Data Element 35b**.

Enter "999999" if a need analysis was not completed and the student received aid (i.e. merit aid recipient, categorical aid recipient, exemption recipient etc.).

NOTE: This amount may be the same as **Data Element 21a** if the student's EFC is a 9-month EFC.

Data Element 29 **Tuition and Fee Exemptions/Waivers.** Enter "00000" if the student did not receive an exemption or waiver. **Private Institutions:** Enter the amount of tuition and fees the student did not pay as a result of receiving an exemption or waiver.

Public Institutions: If the student received more than three different types of exemptions or waivers (previously reported in **Data Elements 6-11**), enter the additional amount of tuition and fees the student did not pay during the same year.

NOTE: Fellowships should be reported under **Data Elements 31h, 31i** or **31n**, depending on the source of funding.

- Data Element 30** **Categorical Aid.** Enter the amount of aid brought to the institution by the student and not packaged by the financial aid office (the school did not get to select the recipient).
For example:
- Workforce Investment Act
 - Texas Rehabilitation Commission
 - Texas Workforce Commission payments
 - Outside scholarships
- NOTE:** Texas Tomorrow Plan and 529 Savings Plan should **not** be reported here or elsewhere in the database since both are part of the EFC calculation.
- Data Element 31a** **Federal Pell.** Enter the Federal Pell amount the student received. Enter five zeros "00000" if not applicable.
- Data Element 31b** **Federal Supplemental Educational Opportunity Grant (SEOG) - Including Match.** Enter the Federal SEOG amount the student received, including the match. Enter five zeros "00000" if not applicable.
- Data Element 31c** **Texas Public Educational Grant (TPEG).** Enter the TPEG amount the student received. Enter five zeros "00000" if not applicable.
- Data Element 31d** **FILLER.** Enter five zeros "00000".
- Data Element 31e** **Tuition Equalization Grant (TEG).** Enter the TEG award amount the student received. Enter five zeros "00000" if not applicable.
- Data Element 31f** **FILLER.** Enter five zeros "00000".
- Data Element 31g** **HB3015 Grants/Scholarships.** Enter the amount of grants and scholarships funded through designated tuition set-asides that the student received. Enter five zeros "00000" if not applicable.
- Data Element 31h** **Merit-based aid funded by private donations to the Institution.** Enter the amount of merit-based aid the student received that was provided to the institution by private donors in the form of grants and scholarships not reported elsewhere. Enter five zeros "00000" if not applicable.
- Data Element 31i** **Institution funded Merit-Based Gift Aid.** Enter the amount of institutional merit-based gift aid the student received. This includes aid generated from budgeted or unrestricted funds not reported elsewhere that is provided by the state, federal government or institution used to make merit-based awards not reported elsewhere. Enter five zeros "00000" if not applicable.
- Data Element 31j** **FILLER.** Enter five zeros "00000".
- Data Element 31k** **FILLER.** Enter five zeros "00000".
- Data Element 31l** **Student Deposit Scholarship.** Enter the Student Deposit Scholarship amount the student received. Enter five zeros "00000" if not applicable.
- Data Element 31m** **FILLER.** Enter five zeros "00000".
- Data Element 31n** **Other Scholarships or Grants.** Enter the amount of other scholarships or grants the student received. This includes any need-based awards not reported elsewhere in the report (e.g. Kenneth Ashworth Fellowship)

- Data Element 31o** **Toward EXcellence, Access, & Success (TEXAS) Grant.** Enter the TEXAS Grant amount the student received. Enter five zeros "00000" if not applicable.
- Data Element 31p** **Texas Educational Opportunity Grant (TEOG).** Enter the TEOG amount the student received. Enter five zeros "00000" if not applicable.
- Data Element 31q** **FILLER.** Enter five zeros "00000".
- Data Element 32a** **Federal Work-Study.** Enter the Federal Work-Study amount earned by the student, including federal funds plus the match, if required. Enter five zeros "00000" if not applicable.
- Data Element 32b** **Texas College Work-Study (TCWS).** Enter the TCWS amount earned by the student, including state funds plus the match, if required and any excess funds. Enter five zeros "00000" if not applicable.
- Data Element 32c** **Need-Based Institutional Work-Study.** Enter the Need-based Institutional Work-Study amount the student received. Enter five zeros "00000" if not applicable.
- Data Element 32d** **AmeriCorps Program.** Enter the AmeriCorps amount the student received. Enter five zeros "00000" if not applicable.
- Data Element 32e** **HB3015 Work-Study.** Enter the HB3015 Work-Study amount the student receive. Include Work-Study funded through designated tuition set-asides. Enter five zeros "00000" if not applicable.
- Data Element 32f** **Texas College Work-Study (TCWS) Mentorship Program.** Enter the TCWS Mentorship amount the student received. Enter five zeros "00000" if not applicable.
- Data Element 33a** **Texas Armed Services Scholarship Program (TASSP).** Enter the TASSP amount the student received. Enter five zeros "00000" if not applicable.
- Data Element 33b** **FILLER.** Enter five zeros "00000".
- Data Element 33c** **Perkins Loans.** Enter the amount of Perkins Loan(s) the student borrowed in the reporting period. Enter five zeros "00000" if not applicable.
- Data Element 33d** **FILLER.** Enter five zeros "00000".
- Data Element 33e** **FILLER.** Enter five zeros "00000".
- Data Element 33f** **College Access Loan (CAL).** Enter the **gross** amount of CAL(s) the student borrowed in the reporting period. Enter five zeros "00000" if not applicable.
- Data Element 33g** **Primary Care Student Loans.** Enter the **gross** amount of the Primary Care Student Loan(s) the student borrowed in the reporting period. Enter five zeros "00000" if not applicable.
- Data Element 33h** **Federal Direct PLUS Loans.** Enter the **gross** amount of the Federal Direct PLUS Loan(s) the student borrowed in the reporting period, for undergraduate or graduate. Enter five zeros "00000" if not applicable.
- Data Element 33i** **Federal Direct Subsidized Loans.** Enter the **gross** amount of the Federal Direct Subsidized Loan(s) the student borrowed in the reporting period. Enter five zeros "00000" if not applicable.

- Data Element 33j** **Other Long-Term Loans.** Enter the total long-term loan amounts the student received that has not been reported. Include institutional, state-based, private, and alternative educational long-term loan sources certified by the institution, where the **student** is the borrower. Enter five zeros "00000" if not applicable.
- Data Element 33k** **Federal Direct Unsubsidized Loans.** Enter the **gross** amount of the Federal Direct Unsubsidized Loan(s) the student borrowed in the reporting period. Enter five zeros "00000" if not applicable.
- Data Element 33l** **B-On-Time Loan Program (BOT).** Enter the BOT amount the student received. Enter five zeros "00000" if not applicable.
- Data Element 33m** **HB3015 Loans.** Enter the HB3015 Loan amount the student received. This includes loans funded through designated tuition set-asides but **excludes** short-term emergency loans. Enter five zeros "00000" if not applicable.
- Data Element 34a** **Teacher Education Assistance for College and Higher Education (TEACH) Grant.** Enter the TEACH Grant amount the student received. Enter five zeros "00000" if not applicable.
- Data Element 34b** **HB3015 Other.** Enter any other HB3015 amount the student received. This includes other funds designated through tuition set-asides. Enter five zeros "00000" if not applicable.
- Data Element 35a** **Enrollment Adjustment Percentage (EAP) for Cost of Attendance.** Enter three zeros "000" if the COA reported in **Data Element 27** was the student's actual COA. If the institution's COA should be adjusted, enter the percentage of the adjustment amount used in determining calculated need. The percentage is expressed without decimal points. If the institution's system only allows a standard 9-month COA to be calculated, the institution must report the adjusted COA by calculating the appropriate percentage.
- Examples:**
- The student was enrolled for 3 months but the institution's system can only calculate or populate a 9 month COA. The EAP is calculated by dividing $3/9 * 100 = 33\%$. The institutions would enter "033" indicating that 33% of the reported COA was used in determining unmet need.
 - The student was enrolled for 12 months but the institution's system can only calculate a 9 month standard COA. The EAP is calculated by dividing $12/9 * 100 = 133\%$. The institution would enter "133" indicating that 133% of the reported COA was used in determining unmet need.
- Data Element 35b** **Enrollment Adjustment Percentage (EAP) for Total Family Contribution.** Enter three zeros "000" if the EFC reported in **Data Element 28** was the student's actual EFC. If the EFC should be adjusted, enter the percentage of the adjustment amount used in determining calculated need. The percentage is expressed without decimal points.
- Examples:**
- The student was enrolled for 3 months but the institution's system can only calculate or populate a 9 month EFC. The EAP is calculated by dividing $3/9 * 100 = 33\%$. The institutions would enter "033" indicating that 33% of the reported EFC was used in determining unmet need.
 - The student was enrolled for 12 months but the institution's system can only calculate a 9 month standard EFC. The EAP is calculated by dividing $12/9 * 100 = 133\%$. The institution would enter "133" indicating that 133% of the reported EFC was used in determining unmet need.
- Data Element 36** **Student ID Number.** Enter the 9-digit ID number assigned by the institution.
Note: All SSNs or IDs reported must match those reported on the institution's CBM Report.

Appendix A

Award Table

State Financial Aid

Institution Type	TEXAS Grant Award Maximum	TEOG Award Maximum	Top 10% Award Maximum	TASSP Award Maximum	BOT Award Maximum	TEG Award Maximum
Private Institutions	N/A	N/A	N/A	\$8,500	8,722	\$3,364 Exceptional Need: \$5,046
Public Universities & HRIs	\$8,722	N/A	\$2,000	\$8,500	\$8,722	N/A
Public State Colleges	\$8,722	\$5,486	\$2,000	\$8,500	\$8,722	N/A
Public Technical Institutions	\$4,572	\$4,756	\$2,000	\$8,500	\$4,572	N/A
Community Colleges	\$2,832	\$2,832	\$2,000	\$8,500	\$2,832	N/A

Federal Aid

Institution Type	Pell Award Maximum	TEACH Grant First Disbursed 10/1/2015 -09/31/2016 Award Maximum	TEACH Grant First Disbursed 10/1/2016 -09/30/2017 Award Maximum
Public & Private Institutions	\$5,815	\$3,728	\$3,724

Appendix B

Data Structure

Data Element	POSITION_TYPE	FIELD LENGTH	POSITION INDEXED	POSITION	
				Beginning	Ending
1a. REPORTCODE	Alphanumeric	1	N	1	1
1b. FICE	Numeric	6	N	2	7
1c. FISCALYEAR	Numeric	4	N	8	11
1d. STUDENTID	Alphanumeric	9	Y	12	20
2. STDNT_SPOUSE_AGI	Numeric	6	N	21	26
3. PARENT_AGI	Numeric	6	N	27	32
4. TOP 10% SCHOLARSHIP	Numeric	5	N	33	37
5. UNMATCHED_REASON	Alphanumeric	2	N	38	39
6. TUIT_EXEMPT_AWD1	Numeric	5	N	40	44
7. TUIT_EXEMPT_CODE1	Alphanumeric	2	N	45	46
8. TUIT_EXEMPT_AWD2	Numeric	5	N	47	51
9. TUIT_EXEMPT_CODE2	Alphanumeric	2	N	52	53
10. TUIT_EXEMPT_AWD3	Numeric	5	N	54	58
11. TUIT_EXEMPT_CODE3	Alphanumeric	2	N	59	60
12. FILLER	Numeric	15	N	61	75
13. NEEDANALYSIS USED	Alphanumeric	1	N	76	76
14. LIVING ARRANGEMENT	Alphanumeric	1	N	77	77
15. ETHNIC ORIGIN	Alphanumeric	1	N	78	78
16a. RACE 1: WHITE	Alphanumeric	1	N	79	79
16b. RACE 2: BLACK	Alphanumeric	1	N	80	80
16c. RACE 4: ASIAN	Alphanumeric	1	N	81	81
16d. RACE 5: INDIAN	Alphanumeric	1	N	82	82
16e. RACE 6: INTERNATIONAL	Alphanumeric	1	N	83	83
16f. RACE 7: UNKNOWN	Alphanumeric	1	N	84	84
16g. RACE 8: HAWAIIAN	Alphanumeric	1	N	85	85
17. CLASSIFICATION	Alphanumeric	1	N	86	86
18. DEPENDENCY_STATUS	Alphanumeric	1	N	87	87
19. DATE_OF_BIRTH	Alphanumeric	8	N	88	95
20. RESIDENCY	Alphanumeric	1	N	96	96
21a. 9MONTH_EFC	Numeric	6	N	97	102
21b. FILLER	Numeric	6	N	103	108
21c. FILLER	Numeric	41	N	109	149
22. ZIP_ADDRESS	Alphanumeric	9	N	150	158
23. ENROLLMENT_STATUS	Alphanumeric	1	N	159	159
24. GENDER	Alphanumeric	1	N	160	160
25. PARENT1_HIGH_GRADE	Alphanumeric	1	N	161	161
26. PARENT2_HIGH_GRADE	Alphanumeric	1	N	162	162
27. COST_OF_ATTEND	Numeric	5	N	163	167
28. EXP_FAMILY_CONT	Numeric	6	N	168	173
29. TUIT_EXEMPT_WAIV	Numeric	5	N	174	178

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

Appendix C

Sample Edit Report

Edit:00w00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 FAD001 EDIT SUMMARY FROM RunDate: 10/11/2016 Time: 18:20:47
 U. of THECE 009999

of Warnings

that should be correct

of Errors

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 01A ReportCode	5,775	0	0
ITEM 01B Fice	5,775	0	0
ITEM 01C FiscalYear	5,775	0	0
ITEM 01D StudentID	5,704	71	0
ITEM 02 Stdnt_Spouse_AGI	5,074	701	0
ITEM 03 Parent_AGI	5,061	714	0
ITEM 04 Top 10% scholarship	5,775	0	0
ITEM 05 Unmatched Reason	5,775	0	0
ITEM 06 EXEMPT_WAIV_AWARD_A	5,775	0	0
ITEM 07 EXEMPT_WAIV_CODE_A	5,775	0	0
ITEM 08 EXEMPT_WAIV_AWARD_B	5,775	0	0
ITEM 09 EXEMPT_WAIV_CODE_B	5,775	0	0
ITEM 10 EXEMPT_WAIV_AWARD_C	5,775	0	0
ITEM 11 EXEMPT_WAIV_CODE_C	5,775	0	0
ITEM 13 NeedAnalysis Used	5,772	0	2
ITEM 14 Living Arrangement	5,774	0	1
ITEM 15 Ethnic Origin	5,775	0	0
ITEM 16 Race	5,775	0	0
ITEM 16A White	5,775	0	0
ITEM 16B Black	5,775	0	0
ITEM 16C Asian	5,775	0	0
ITEM 16D Native American-Alaskan	5,775	0	0
ITEM 16E International	5,775	0	0
ITEM 16F Unknown	5,775	0	0
ITEM 16G PacificIslander-NativeHawaiian	5,775	0	0
ITEM 17 CLASSIFICATION	5,775	0	0
ITEM 18 DEPENDENCY_STATUS	5,775	0	0
ITEM 19 DATE_OF_BIRTH	5,774	1	0
ITEM 20 RESIDENCY	5,775	0	0
ITEM 21A 9MONTH_EFC	5,775	0	0
ITEM 21B 9MONTH_COA	5,775	0	0
ITEM 21C Filler	5,775	0	0
ITEM 22 ZIP_ADDRESS	5,768	0	7
ITEM 23 ENROLLMENT_STATUS	5,775	0	0
ITEM 24 GENDER	5,775	0	0
ITEM 25 PARENT1_HIGH_GRADE	5,775	0	0
ITEM 26 PARENT2_HIGH_GRADE	5,775	0	0
ITEM 27 COST_OF_ATTEND	5,775	0	0
ITEM 28 TOTAL_FAMILY_CONT	5,774	0	1
ITEM 29 TUIT_EXEMPT_WAIV	5,775	0	0
ITEM 30 CATEGORICAL_AID	5,775	0	0
ITEM 31A FEDERAL_FELL	5,772	0	2
ITEM 31B FEDERAL_SEOG	5,774	0	1
ITEM 31C TPEG	5,775	0	0
ITEM 31D Filler	5,775	0	0
ITEM 31E TEG	5,775	0	0
ITEM 31F FILLER	5,775	0	0
ITEM 31G HB3015 Gands	5,772	0	2
ITEM 31H Merit to Inst	5,775	0	0
ITEM 31I Merit by Inst	5,775	0	0
ITEM 31J FILLER	5,775	0	0
ITEM 31K FILLER	5,775	0	0
ITEM 31L STUDENT_DEP_SCHLR	5,775	0	0
ITEM 31M Academic Competitive Grant	5,775	0	0
ITEM 31N OTHER_SCHLR_GRANT	5,775	0	0
ITEM 31O TEXAS_GRANT_PGM	5,775	0	0
ITEM 31P TEOG	5,775	0	0
ITEM 31Q FILLER	5,775	0	0
ITEM 32A FEDERAL_WK_STUDY	5,774	0	1
ITEM 32B TEXAS_WORK_STUDY	5,775	0	0
ITEM 32C NEED_BASED_INST	5,775	0	0
ITEM 32D AMERICORPS	5,775	0	0
ITEM 32E HB3015 WS	5,775	0	0
ITEM 32F Texas Work-Study Mentorship Pgm	5,775	0	0
ITEM 33A TASSP	5,775	0	0
ITEM 33B FILLER	5,775	0	0
ITEM 33C PERKINS_LOAN	5,775	0	0

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

Data Element and Field Name

Sample Edit Report – Continued

ITEM 33D FILLER	5,775	0	0
ITEM 33E FILLER	5,775	0	0
ITEM 33F CAL	5,774	0	1
ITEM 33G PRIM_CARE_STD_LN	5,775	0	0
ITEM 33H PLUS Federal Direct Loans	5,775	0	0
ITEM 33I SUB_FED_DIR_LNS	5,775	0	0
ITEM 33J OTHER_LT_LOANS	5,775	0	0
ITEM 33K UNSUB_FED_DIR_LNS	5,775	0	0
ITEM 33L BOT	5,775	0	0
ITEM 33M HB3015 Loans	5,775	0	0
ITEM 34A TEACH Grant	5,775	0	0
ITEM 34B HB3015 Other	5,775	0	0
ITEM 35A ENROLL_ADJ_COA	5,775	0	0
ITEM 35B ENROLL_ADJ_TFC	5,775	0	0
ITEM 36 Institution Student Number	5,775	0	0
ITEM Computed and Temp Fields	5,775	0	0
ITEM X1A COA	5,775	0	0
ITEM X1B EFC	5,775	0	0
ITEM X1C Total Income	5,775	0	0
ITEM X1D Income Switch	5,775	0	0
ITEM X1E Total Gift	5,775	0	0
ITEM X1F Total Gift Switch	5,775	0	0
ITEM X1G Total Aid	5,775	0	0
ITEM X1H EFC Switch	5,775	0	0
ITEM X1I Totalefc	5,775	0	0

Discrepancy is of records read minus of records in trailer

TOTAL Report Records	5,775	Total records reported in file
CONTROL TOTAL	5,775	DISCREPANCY 0
Total Recs on Db	5,775	Total records reported in file
Number Of Non-Unique/ Duplicated Id's	0	Number of duplicate SSN in the file
Number Of Duplicate Records	0	Number of records with same data in the file
Number Of Relative Duplicate Questionable	0	Doesn't apply to FAD001--DISREGARD
Number Of Relative Duplicate Error	0	Doesn't apply to FAD001--DISREGARD
Total Error Recs on Db	16	Number of records with errors
Total Questionable Recs on Db	707	Number of records with warnings
Total Non Error Records on Db	5,759	Number of "good" records
Total Rejected Records	0	Number of records rejected
Total Applicants	5,775	Number of applicants reported in header record
Total Recipients	5,775	Number of records being reported
Count of Gift Aid only	686	Number of recipients that received gift aid only
Need Analysis Used (Item13). The count or value '2' reported are < 25%		
0.1219047619047619047619047619 Questionable REF1983		
Percent of Applicants receiving aid	1.000	Number of Recipients divided by Number of Applicants
Students Receiving Financial Aid	5,360	Number of students reported with data in items 31a -34b
Students with Zero Family Contribution	1,568	Number of Students being reported with EFC = 0
*** Total Students with Zero Family contribution Is not greater than Students receiving financial aid!		

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 FADS Race and Ethnicity of Regularly Enrolled Students
 FALL 2016 U. of THECB 00999 Run Date: 10/11/2016 Time: 18:20:47

White	3,184
Black	539
Hispanic	1,745
Asian	56
American Indian/Alaskan Native	32
Native Hawaiian/Other Pacific Islander	9
Multi-Racial	115
International	3
Ethnic Origin/Race Unknown	92
Total	5,775
Multi-Racial where Race is Black	55

Sample Edit Report – Continued

TEXAS HIGHER EDUCATION COORDINATING BOARD
 Percent Change OF FADS DATA Prior Year
 U. of THECB

Page 1
 RunDate: 10/11/2016 Time: 18:20:47
 Fiscal Year 2016

This report will only appear when there are no errors.

TEXAS HIGHER EDUCATION COORDINATING BOARD
 EDIT OF FADS DATA
 U. of THECB

Page 1
 RunDate: 10/11/2016 Time: 08:40:31
 009999 Fiscal Year 2016

Gender		
Male	2,618	
Female	3,141	
Total	5,759	
Age		
Under 17	2	
17	36	
18	91	
19-21	3,041	
22-24	1,474	
25-30	616	
31-35	211	
36-50	220	
51-64	57	
65 and Older	11	
UnReported(not in avg)	0	
Average Age	23.1	
Total	5,759	

Gender Field breakdown (Data Element 24)

DOB Field breakdown (Data Element 19)

Needs Analysis Used		
Completed either a FAFSA or TASFA	5,063	
None used to receive aid	696	
Total	5,759	

Needs Analysis Field breakdown (Data Element 13)

Classification		
Undergraduate/NO Bachelors	4,369	
Graduate/Bachelors	0	
Professional/Law Dentistry Vet etc	0	
Bachelors or greater/in Ug Program	0	
First-time Entering Student	1,390	
Total	5,759	

Classification Field breakdown (Data Element 17)

Living Arrangement		
With Parents	699	
Campus Housing	1,920	
Off Campus	2,447	
Other	693	
Total	5,759	

Living Arrangement Field breakdown (Data Element 14)

Dependency Status by Title IV Definition		
Dependent	3,655	
Independent	1,411	
Unknown	693	
Total	5,759	

Dependency Status Field breakdown (Data Element 18)

Residency		
Resident	5,721	
Out of State or Foreign	36	
Unknown	0	
National Merit Finalist	0	
Non-immigrant Resident (1403)	2	
Total	5,759	

Residency Field breakdown (Data Element 20)

Enrollment Status		
Full Time	4,982	
3/4 Time	321	
1/2 Time	316	
Less Than 1/2 Time	140	
Total	5,759	

Enrollment Status Field breakdown (Data Element 23)

Parent1 Highest Grade Level		
Elementary	355	
High School	2,286	
College or Beyond	2,107	
Unknown	1,011	
Total	5,759	

1st Parent's Highest Grade Field breakdown (Data Element 25)

Sample Edit Report – Continued

Financial Aid Data Fields Data Element and Field Name	Total Students	Total \$ Awarded	Minimum Award Amount Reported	Maximum Award Amount Reported
	Students	Dollars	Min Amt	Maximum Amt
31 Grants & Scholarships				
31A FEDERAL_FELL	13	27,825	200	4,050
31B FEDERAL_SEOG	5	10,018	490	4,000
31C TPEG	36	39,733	207	5,026
31D FILLER	0	0	0	0
31E TEG	0	0	0	0
31F FILLER	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 FILLER	0	0	0	0
31K FILLER	0	0	0	0
31L STUDENT_DEP_SCHLR	1	712	712	712
31M FILLER	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 FILLER	0	0	0	0
4 TOP 10% SCHOLARSHIP	0	0	0	0
32 Work-Study				
32A FEDERAL_WK_STUDY	3	8,208	2,170	3,499
32B TEXAS_WORK_STUDY	0	0	0	0
32C NEED_BASED_INST	0	0	0	0
32D AMERICORPS	0	0	0	0
32E HB3015 WS	0	0	0	0
32F TEXAS WORK-STUDY MENTORSHIP PGM	0	0	0	0
33 Loans				
33A TASSP	66	374,319	508	12,313
33B FILLER	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 FILLER	0	0	0	0
33F CAL	0	0	0	0
33G PRIM_CARE_STD_LN	0	0	0	0
33H PLUS FEDERAL DIRECT LOANS	0	0	0	0
33I SUB_FED_DIR_LNS	0	0	0	0
33J OTHER_LT_LOANS	12	92,375	1,004	19,764
33K UNSUB_FED_DIR_LNS	0	0	0	0
33L BOT	0	0	0	0
33M HB3015 LOANS	0	0	0	0
34A TEACH GRANT	0	0	0	0
34 Other Programs				
34B HB3015_OTHER	0	0	0	0
***Note: Totals are net errors.				
Totals above do not include records with errors				
Ethnic Origin				
Hispanic or Latino Origin	1,745			
Not Hispanic or Latino Origin	3,939			
Not Answered	75			
Total	5,759			
Race				
Multi-Racial	154			
White Only	3,829			
Black Only	573			
Hispanic Only	977			
Asian Only	64			
American Indian/Alaskan Native Only	70			
International Only	3			
Native Hawaiian/Other Pacific Islander Only	12			
Ethnic Origin/Race Unknown	77			
Total	5,759			

Sample Edit Report – Continued

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

142
64
27
86
14
0

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

***Note: Totals are net errors.

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 Students reported on FADS but not found on CBM001
 FALL 2016 U. of THECB 009999 RunDate: 10/11/2016 Time: 18:20:47

Fice StudentID Report
 Code StudentID Year

List of students that are reported on FAD001, but not found on the certified CBM001 Report for Institution

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

Edit00v0 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 Non-immigrant Residents not found on the CBM001
 FALL FALL 2016 U. of THECB 009999 RunDate: 10/11/2016 Time: 18:20:47

Fice StudentID Report
 Code StudentID Year Residency

List of students that are reported on FAD001 with residency of 5, but not found on the certified CBM001

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

Edit00v0 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 Non-immigrant Residents not coded as such on the CBM001
 FALL 2016 U. of THECB 009999 RunDate: 10/11/2016 Time: 18:20:47

Fice StudentID Report
 Code StudentID Year Residency

List of students that are reported on FAD001 with residency of 5, but not reported as 5 for residency on the certified CBM001

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

Sample Edit Report – Continued

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD
EDIT OF FADS DATA
U. OF THECB 009999

Page 6

Fiscal Year 2016

Data Element's

RunDate: 10/11/2016 Time: 08:40:31

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

F	009999	2016	*1111111111	084565	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	0000000000	E
2	1	2	01011901	1	1	M	2	3	15712	014469	000000	000000	000000	000000	000000	000000	
00000	00000	*01243	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	
00000	05000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	
212									75701	00000	00000	000	000				

Data as reported in record

Error or Warning Messages

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

Total Rejected Records	0
Total Records On DataBase	5,775
Total Non Error Records	5,759
Total Error Records	16
Total Questionable Records	707
Total Rejected Records	0

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

Records with errors are grouped and listed first

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

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD
EDIT OF FADS DATA
U. OF THECB
Questionables ONLY

Page 7

Fiscal Year 2016

009999

RunDate: 10/11/2016 Time: 08:40:31

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

Records with questionable or warnings are grouped and listed last

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

Appendix D

Sample Reconciliation Memo

RECONCILIATION OF FY2017 FINANCIAL AID DATABASE REPORT

The attached files are summary reports generated from your FY2017 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, but only you can determine whether all of the programs are correctly reflecting the award amount made through your institution (for instance, that you had 100 TEXAS Grant awards or 200 BOT Loans last year).

The row labeled "THECB Program Ledger Totals" on the program summary report spreadsheet reflects data from your FY2017 year-end reports for the following programs:

TEG	TCWSP	Top 10%	CAL
TEXAS Grant	TEOG	TASSP	BOT

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 end of year report, those same numbers should appear on the database.

If the numbers are not in agreement or if any of your programs are not showing the correct total of awards made, you will need to either correct the Financial Aid Database Report or the program end of year report (if one of the programs above), depending on which is incorrect. Please let me know which report you will be correcting. Please keep in mind that resubmitting your database report will override any files for FY16 previously received for your school. Once the edits are clear again, we will re-send you the report so that it can reviewed for accuracy.

NOTE: Your edit report contains a section which gives a representation of how your students are being reported within your database report. Below, for example, the classification field shows the number of undergraduates or first-time entering students you are reporting in comparison to last year's report. There is also a comparison of the TEXAS Grant field from both years. Please pay special attention to the breakdown and make any corrections to your file as necessary. Those marked with ***Review indicate that there was an increase or decrease in your numbers and should be reviewed. Below are examples and not your actual numbers:

Classification	***EXAMPLE***				
		2016/7	2015/6	% Diff	
Undergraduate/NO Bachelors		3,793	2,942	28.93%	*** Review
Graduate/Bachelors		506	295	71.53%	*** Review
Professional/Law Dentistry Vet etc		3	0	100.00%	
Bachelors or greater/in Ug Program		252	185	36.22%	*** Review
First-time Entering Student		1,414	1,279	10.56%	
Total		5,968	4,701	26.95%	*** Review
31 Grants & Scholarships		Students	Dollars	Min Amt	Maximum Amt
2014/5 310 TEXAS_GRANT_PGM		554	2,997,961	305	6,080
2015/6 310 TEXAS_GRANT_PGM		544	2,499,328	80	5,280
Percent Change		1.84%	19.95%	281.25%	15.15%
		*****	*****	*****	*** Review

Appendix E

Sample Summary Report

Program Summary

FADS SUMMARY OF AID PROGRAMS AT ABC College (123456), 2017														
NOTE: Counts are unduplicated to (FICE Code + Student I.D.).														
FADS Inst.	Institution	Gender	Ethnicity	Aid Recipients	Cost of Attendance	Family Contribution	Tuition Exem/Waiv	Tuition Exem/Waiv	Exem/Waiv Award 1	Exem/Waiv Award 1	Exem/Waiv Award 2	Exem/Waiv Award 2	Exem/Waiv Award 3	Exem/Waiv Award 3
Type							N	\$	N	\$	N	\$	N	\$
1	123456	Male	White	734	7,640,854	1,732,422	0	0	24	44,490	0	0	0	0
1	123456	Male	Black	153	1,718,088	115,899	0	0	5	9,604	0	0	0	0
1	123456	Male	Hispanic	755	7,588,670	982,927	0	0	12	18,882	0	0	0	0
1	123456	Male	Asian	49	494,863	85,307	0	0	1	3,415	0	0	0	0
1	123456	Male	Amer. Indian	8	73,957	16,270	0	0	0	0	0	0	0	0
1	123456	Male	International	12	167,275	1,651	0	0	0	0	0	0	0	0
1	123456	Male	Unknown	18	187,616	27,511	0	0	2	1,856	0	0	0	0
1	123456	Male	Pacific Is.	3	31,726	200	0	0	0	0	0	0	0	0
1	123456	Male	Multi-Racial	37	363,280	59,590	0	0	2	4,460	0	0	0	0
1	123456	Female	White	1,672	18,864,669	3,021,747	0	0	27	41,457	0	0	0	0
1	123456	Female	Black	279	3,174,204	141,987	0	0	6	8,783	0	0	0	0
1	123456	Female	Hispanic	1,609	17,322,861	1,534,613	0	0	14	18,089	0	0	0	0
1	123456	Female	Asian	85	860,195	67,740	0	0	0	0	0	0	0	0
1	123456	Female	Amer. Indian	21	230,254	75,658	0	0	0	0	0	0	0	0
1	123456	Female	International	26	351,799	2,307	0	0	1	2,193	0	0	0	0
1	123456	Female	Unknown	22	246,749	21,452	0	0	1	530	0	0	0	0
1	123456	Female	Pacific Is.	2	22,843	0	0	0	0	0	0	0	0	0
1	123456	Female	Multi-Racial	73	843,695	90,847	0	0	2	3,828	0	0	0	0
1	123456		ABC College	5,558	60,183,598	7,978,128	0	0	97	157,587	0	0	0	0
C.B. program ledger totals														

Demographic Summary

SUMMARY OF FADS DEMOGRAPHICS AT ABC College (123456), 2017																
NOTE: Counts are unduplicated to (FICE Code + Student I.D.).																
FADS Inst.	Institution	Gender	Ethnicity	Total Students	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
1	123456	Male	White	737	153	72	72	52	45	47	33	39	31	31	21	25
1	123456	Male	Black	153	45	19	18	14	15	8	13	4	3	2	2	2
1	123456	Male	Hispanic	758	146	59	74	62	60	59	48	44	45	39	24	23
1	123456	Male	Asian	50	11	5	2	3	6	4	1	3	4	5	1	1
1	123456	Male	Amer. Indian	8	2	0	0	0	0	0	2	1	0	0	1	1
1	123456	Male	International	12	11	0	0	0	0	0	0	1	0	0	0	0
1	123456	Male	Unknown	19	3	1	5	2	3	1	1	0	0	0	1	1
1	123456	Male	Pacific Is.	3	2	0	0	0	1	0	0	0	0	0	0	0
1	123456	Male	Multi-Racial	37	9	1	1	6	4	2	3	3	2	0	0	2
1	123456	Female	White	1,680	391	153	177	147	118	95	83	74	59	49	52	47
1	123456	Female	Black	279	82	50	31	37	24	15	14	9	2	5	2	0
1	123456	Female	Hispanic	1,611	278	199	205	182	118	113	93	92	71	65	47	30
1	123456	Female	Asian	86	17	5	5	8	8	10	11	2	5	8	2	1
1	123456	Female	Amer. Indian	21	3	2	5	0	2	1	0	0	0	0	2	2
1	123456	Female	International	26	20	1	0	0	1	1	0	0	2	0	1	0
1	123456	Female	Unknown	23	5	2	2	2	0	6	1	2	1	0	1	1
1	123456	Female	Pacific Is.	2	1	0	0	0	0	1	0	0	0	0	0	0
1	123456	Female	Multi-Racial	73	19	9	9	8	3	5	4	5	0	1	1	2
1	123456		ABC College	5,578	1,198	578	606	523	408	368	307	279	225	205	158	138

Source: Texas Higher Education Coordinating Board - 12/06/2016

Appendix F

Additional Resources

THECB CONTACT INFORMATION	
FAD Team	FADB@theccb.state.tx.us
Contact Financial Aid Services	
By phone: (844)-792-2640	
Contact us by completing an online inquiry form and use one of the following contact reasons below:	
<p>Contact Reason – Work - Study Programs</p> <ul style="list-style-type: none"> TCWS TCWS Mentorship <p>Contact Reason – Student Loan - School Info Request</p> <ul style="list-style-type: none"> CAL BOT TASSP 	<p>Contact Reason – State and Federal Grants and Scholarships</p> <ul style="list-style-type: none"> TEXAS Grant TEOG TEG Top 10% scholarship Bilingual Education Scholarship Program <p>Contact Reason – Exemptions/Waiver Programs</p> <ul style="list-style-type: none"> All state exemption and waiver programs including EAE
OTHER RESOURCES FOR INSTITUTIONS	
General program information for institutions	Student Financial Aid Programs Information Website
General loan information	HHloans
Texas Program Statutes	Texas Education Code
Texas Program Rules	Texas Administrative Code
Information concerning program processing, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. In order to receive these communications, interested individuals must subscribe.	GovDelivery
TEXAS Grant, TEOG, TEG, TCWS, Top 10% Scholarship, BOT, CAL, TASSP, EAE, BESP	Return of Funds Form