

# **Net Price Calculator Quick Start Guide**

*For use in configuring and hosting a customized version of the U.S. Department of Education's Net Price Calculator application on your institution's website.*

**\*For use with Mozilla Firefox 3.0 and above.**

## Introduction

In accordance with the Higher Education Opportunity Act of 2008 (HEOA), beginning on October 29, 2011, each postsecondary institution in the United States that participates in Title IV federal student aid programs and enrolls full-time, first-time degree- or certificate-seeking undergraduate students is required to post a net price calculator on its website that uses institutional data to provide **estimated** net price information to current and prospective students and their families based on a student's individual circumstances.

In order to assist institutions in meeting this obligation, the U.S. Department of Education, in cooperation with IT Innovative Solutions Corp., has designed and developed a fully functional net price calculator template available to all Title IV postsecondary institutions for use on their websites.

Using both institution-provided and student-entered data, this calculator will allow prospective students to calculate an estimated net price at the institution, defined as **cost (price) of attendance minus grant and scholarship aid**, based on what similar students paid in a previous year. The template was developed with input from the IPEDS Technical Review Panel (TRP), which met on January 27-28, 2009, and included 58 individuals representing the federal government, state governments, student financial aid and institutional research offices at postsecondary institutions from all sectors, association representatives, and others. There was also a 30-day public comment period following the meeting of the TRP from which additional feedback was received.

Institutions may use either the Net Price Calculator template developed by the U.S. Department of Education, or develop their own calculator, so long as it includes "at a minimum the same data elements" found in the Department's template.

The following instructions are designed to take you through the steps required to configure and host a customized version of the U.S. Department of Education's Net Price Calculator application on your institution's website. Additional resources and frequently asked questions related to both the net price calculator requirement and the Department's template are also available online at: [http://nces.ed.gov/ipeds/resource/net\\_price\\_calculator.asp](http://nces.ed.gov/ipeds/resource/net_price_calculator.asp).

**For immediate assistance with any additional questions or problems related to system usage, please contact the Net Price Calculator Help Desk toll-free at (877) 299-3593 or [npc@inovas.net](mailto:npc@inovas.net).**

## How it Works

The U.S. Department of Education's Net Price Calculator template is comprised of two components:

1. **Institution application:** Institutions input the data used to calculate estimated institutional net price via a web-based application. This includes cost (price) of attendance data (including values for tuition and required fees, books and supplies, room and board, and other related expenses) and the [median](#) amount of grant and scholarship aid awarded to full-time, first-time degree/certificate-seeking students by expected family contribution (EFC) range.

2. **Student application:** Based on the data entered by the institution, a customized net price calculator is generated for use on the institution's website. The calculator asks up to eight questions of the student to determine: dependency status, approximated EFC, and estimated cost (price) of attendance (see table below). The approximated EFC is used to identify a median grant and scholarship aid amount as was entered by the institution. Based on this information, an estimated net price is generated.

Determining a student's dependency status	Determining a student's approximate EFC	Determining the student's cost (price) of attendance
<p>A student's dependency status is determined based on the following:</p> <ul style="list-style-type: none"> <li>• <u>Age</u>: If the student's age is &gt;23, then the student's dependency status is <b>Independent</b></li> <li>• <u>Marital status</u>: If the student is married, then the student's dependency status is <b>Independent</b></li> <li>• <u>Children</u>: If the student has dependent children, then the student's dependency status is <b>Independent with dependent children</b></li> </ul> <p>If a student does not meet any of these criteria, the student's dependency status is considered <b>Dependent</b> for the purpose of the calculator.</p> <p>The student's dependency is then used to help determine the approximated EFC.</p>	<p>The calculator uses a look-up table populated with data compiled from FAFSA applications to identify a median EFC based on the following:</p> <ul style="list-style-type: none"> <li>• Dependency status</li> <li>• Number in family</li> <li>• Number in college</li> <li>• Income level</li> </ul> <p>The approximated EFC is used to identify a median grant and scholarship aid amount as was entered by the institution.</p>	<p>The calculator determines the appropriate cost of attendance to use based on the student's:</p> <ul style="list-style-type: none"> <li>• Eligibility for in-state/in-district tuition</li> <li>• Planned living arrangements</li> </ul>

# Technical Information

## Section 508 Compliance

The U.S. Department of Education’s Net Price Calculator template complies with Section 508 of the Rehabilitation Act of 1973, as amended 29 U.S.C. § 794d. The current amendment went into effect June 21, 2001 and requires that federal agencies make their electronic and information technology accessible to people with disabilities. The U.S. Department of Education’s Net Price Calculator template was designed to fully integrate with any additional adaptive equipment or software that may be required.

## JavaScript

In order to use both the institution and student Net Price Calculator applications, you must have JavaScript enabled in your browser. To enable JavaScript in Firefox, please follow the instructions below:

1. Click the **Tools** menu.
2. Select **Options**.
3. Click the **Content** tab.
4. Check the “Enable JavaScript” box.
5. Click the **OK** button.

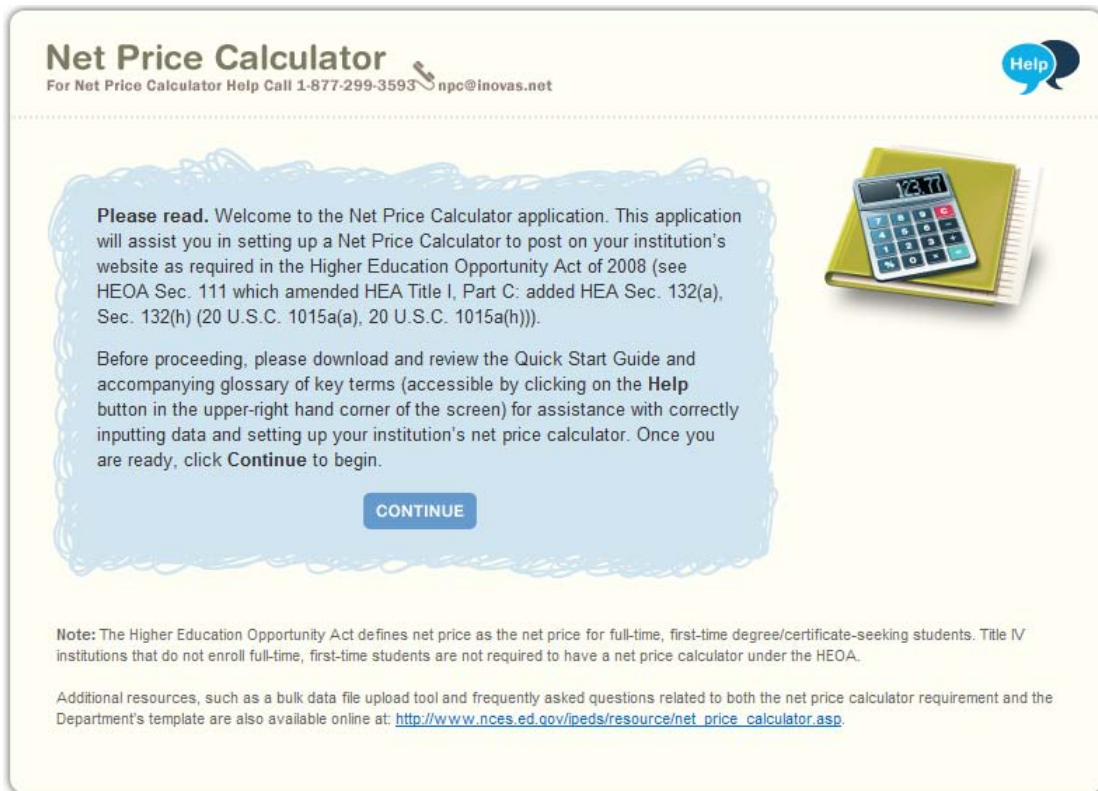
# Using the Net Price Calculator Template

## Step 1: Access the Net Price Calculator Template

Click on the link below to access the Net Price Calculator Institution Application. Here you will answer a series of questions and enter the data necessary to produce a student calculator customized for your institution.

<http://nces.ed.gov/ipeds/netpricecalculator>

Once you have accessed this link, the opening screen is displayed:



The screenshot shows the opening screen of the Net Price Calculator application. At the top left, the title "Net Price Calculator" is displayed in a bold, dark font, with a small mouse cursor icon pointing to it. Below the title, the text "For Net Price Calculator Help Call 1-877-299-3593" and the email address "npc@inovas.net" are visible. In the top right corner, there is a blue speech bubble icon with the word "Help" inside. The main content area is enclosed in a light blue, hand-drawn style border. Inside this border, the text reads: "Please read. Welcome to the Net Price Calculator application. This application will assist you in setting up a Net Price Calculator to post on your institution's website as required in the Higher Education Opportunity Act of 2008 (see HEOA Sec. 111 which amended HEA Title I, Part C: added HEA Sec. 132(a), Sec. 132(h) (20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h)))." Below this text, there is a blue button with the word "CONTINUE" in white capital letters. To the right of the text, there is an illustration of a green calculator on top of a yellow notebook. At the bottom of the screen, there is a "Note" section: "Note: The Higher Education Opportunity Act defines net price as the net price for full-time, first-time degree/certificate-seeking students. Title IV institutions that do not enroll full-time, first-time students are not required to have a net price calculator under the HEOA." Below the note, there is a line of text: "Additional resources, such as a bulk data file upload tool and frequently asked questions related to both the net price calculator requirement and the Department's template are also available online at: [http://www.nces.ed.gov/ipeds/resource/net\\_price\\_calculator.asp](http://www.nces.ed.gov/ipeds/resource/net_price_calculator.asp)"

Carefully review the information on this screen; then click **Continue** to create your institution's customized Net Price Calculator.

## Step 2: Enter Institutional Data

1. You must start by completing all screening questions applicable to your institution. Your responses here will determine which data elements you will be required to provide in the subsequent data input tables. Once you are satisfied with the entries on each screen, click **Continue**.


**Note:** The screens displayed will vary based on the predominant calendar system selected in Step 1, Question 2. This is indicated in the images below.

### Step 1: Determine representative year and calendar system (applicable to *all* institutions):

Only two representative years will be available at any time. Since the HEOA requires that the Net Price Calculator be based on data from actual full-time, first-time undergraduate students who have attended your institution, you must select the most recent *completed* academic year for which data are available.

The calendar system selected should be consistent with that reported in IPEDS. You may find it helpful to discuss this with the institutional office(s) that complete the IPEDS IC Header survey.


### Net Price Calculator

For Net Price Calculator Help Call 1-877-299-3593 [npc@inovas.net](mailto:npc@inovas.net) 

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#### Step 1: Determine representative year and calendar system

HEOA requires that your institution use the data from the **most recent year available** when setting up this calculator. Data should be provided for **full-time, first-time degree/certificate-seeking undergraduate students**. Price and aid data must be for the same year – e.g., the most recent year for which data are available for both.




- The data you are entering are representative of the year:
  - 2009-10
  - 2010-11
- What is your institution's predominant calendar system?
  - Academic (semester, quarter, trimester, 4-1-4, or other academic)
  - Program (differs by program, continuous basis)


**Step 2: Set up your data entry screens (for academic year tuition reporters - based on your response to Step 1, Question 2):**

## Net Price Calculator

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**Predominant Calendar System: Academic**  
**Representative Year: 2010-11**



**Step 2: Set up your data entry screens**

To get started, answer the questions below. Your responses will determine which data elements you are required to provide in the subsequent data input screen.

1. Does your institution offer institutionally controlled housing (either on or off campus)?  
 Yes  
 No
2. If yes, are all full-time, first-time degree/certificate seeking students required to live on campus or in institutionally-controlled housing?  
 Yes  
 No
3. Does your institution charge different tuition for in-district, in-state, or out-of-state students?  
 Yes >> Check all that apply:  In-district  In-state  Out-of-state  
 No

[PREVIOUS](#) [CONTINUE](#)


**Step 2: Set up your data entry screens (for program tuition reporters- based on your response to Step 1, Question 2):**

## Net Price Calculator

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[Help](#)

**Predominant Calendar System: Program**  
**Representative Year: 2010-11**



**Step 2: Set up your data entry screens**

To get started, answer the questions below. Your responses will determine which data elements you are required to provide in the subsequent data input screen.

1. Does your institution offer institutionally controlled housing (either on or off campus)?  
 Yes  
 No
2. If yes, are all full-time, first-time degree/certificate seeking students required to live on campus or in institutionally-controlled housing?  
 Yes  
 No
3. Please specify the largest program your institution offered to full-time, first-time students during the 2010-11 data year, and the average number of months it took a full-time student to complete the program. This is the program that will appear on the output screen for the calculator, and upon which all calculations will be based.

Note: The largest program is the program with the most students, not the program with the longest length.

**Largest Program:**

**Average number of months it takes a full-time student to complete this program:**

[PREVIOUS](#) [CONTINUE](#)

2. Once you have completed all screening questions, the Step 3 data input tables are displayed. Enter the amounts requested for your institution, as shown in the example tables below. When entering data into the tables, you may find it helpful to discuss the data to be input with the institutional office(s) that complete the IPEDS Institutional Characteristics and Student Financial Aid surveys.

--Fill in each table as completely as possible.

--Data in both tables should be for **full-time, first-time degree/certificate-seeking undergraduate students**, and should be for the **same year** (e.g., the most recent year for which both price and aid data are available).

--If your institution's predominant calendar system is 'Academic,' then data in both tables should be reported using the 9-month calendar. If your institution's predominant calendar system is 'Program,' then data in both tables should be entered for the entire length of your largest program (as entered in Step 2, Question 3).


--Review the on-screen instructions carefully for additional information related to what data to include/exclude in the construction of the data tables.

**Note:** The example tables shown below are for an academic year tuition reporter with institutionally-controlled housing and variable tuition rates for in-district, in-state, and out-of-state students. This is simply an example of one version of the data input tables and is not representative of the information required from all institutions. Certain columns (e.g., on-campus housing, variable tuition rates, etc.) will not be displayed if you have indicated that your institution does not offer these options via the screening questions in Steps 1 and 2.


**Step 3: Enter your institution's data; Table 1: Price of Attendance for Full-time, First-time Undergraduate Students:**

## Net Price Calculator

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**Predominant Calendar System: Academic**

**Representative Year: 2010-11**

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**Step 3: Enter your institution's data**

For the tables below, please provide data for **full-time, first-time degree/certificate-seeking undergraduate students**. Data for both tables should be for the **same year**. Please fill-in each table as completely as possible. These tables will be used to look up the appropriate price of attendance and grant aid data for users of the calculator based on information they enter. When you have completed the data entry for both tables below, click **Continue**.

**Table 1: Price of Attendance for Full-time, First-time Undergraduate Students: 2010-11**

Enter the amounts requested below. Estimates of expense for room and board, books and supplies, and other expense should be those from the Cost of Attendance report used by your financial aid office for determining financial need. (Note: These estimates are reported by your institution in the Integrated Postsecondary Education Data System (IPEDS) on the Institutional Characteristics survey form – Part D - Student Charges- Price of Attendance). Estimated costs must be provided for each expense type even if those costs are not charged by the institution (e.g., off-campus not with family room and board, etc.).

Report in whole dollars only

<b>Tuition</b>			
In-district	<input type="text" value="8525"/>		
In-state	<input type="text" value="9704"/>		
Out-of-state	<input type="text" value="11451"/>		
<b>Books and fees</b>			
	<input type="text" value="985"/>		
<b>Living and other expenses</b>	On-campus	Off-campus not with family (e.g., with roommates)	Off-campus with family (e.g., no rent paid directly by student)
Room and board	<input type="text" value="5820"/>	<input type="text" value="4756"/>	N/A
Other (personal, transportation, etc.)	<input type="text" value="4256"/>	<input type="text" value="4256"/>	<input type="text" value="4256"/>

**Step 3: Enter your institution’s data; Table 2: Grants and Scholarships for Full-time, First-time Undergraduate Students:**

**Table 2: Grants and Scholarships for Full-time, First-time Undergraduate Students: 2010-11**

Enter the amounts requested below. Data should represent the **median** amount of both need and non-need grant and scholarship aid from Federal, State, or Local Governments, or the Institution (exclude private source grant or scholarship aid and work-study programs) awarded to full-time, first-time degree/certificate-seeking students with the indicated living and residency category for each Expected Family Contribution (EFC) range. If you have fewer than three (3) observations for a cell, leave the cell blank. The system will calculate and insert the average of the surrounding cells. In the bottom row of the table, report the median amount of grant or scholarships aid for students for whom you do not know an EFC (e.g., they did not file a FAFSA or apply for need-based financial aid).

Report in whole dollars only

EFC Range (\$)	In-district			In-state			Out-of-state		
	On-campus	Off-campus not with family	Off-campus with family	On-campus	Off-campus not with family	Off-campus with family	On-campus	Off-campus not with family	Off-campus with family
0	5550	3789			5960	5743		8650	
1-1,000		3621	3568				4859		7658
1,001-2,500			2525		4902	4954			
2,501-5,000	4238			3587			3498		
5,001-7,500		1684	1723					1987	
7,501-10,000		842	920						684
10,001-12,500			709	656					432
12,501-15,000									
15,001-20,000									
20,001-30,000									
30,001-40,000									
>40,000									
Non-FAFSA filers/unknown EFC									

Once you are satisfied with all entries, click **Continue**.

**Note:** An opportunity to review your input data will be provided in Step 5.

## Blank Cell Averaging

Blank cell averaging is used for the Grants and Scholarships table (Table 2) of the data input tables so that if one or more cells are left blank, the system will calculate and insert an appropriate value based on the average of the surrounding cells. The formula for this is as follows:

### **Where:**

X = The difference between the values of the two closest *filled* cells in the column ( $X_1$  and  $X_2$ ).

Y = The difference between the mid-point (median) of the corresponding EFC ranges for  $X_1$  and  $X_2$ .

Z = The difference between the mid-point of the EFC range for  $X_1$  and the mid-point of the EFC range for the missing cell.

### **Then:**

$Z * (X/Y)$  = The deviation of the value of the missing cell from  $X_1$ .


So that  $(Z * (X / Y)) + X_1$  = The value of the missing cell.

**Note:** In order for this functionality to work, data must be entered in at least **two cells per column** of the Grants and Scholarships table for EFC ranges '0' to '30,001 - 40,000'.


*\*\*The only exception to the above rule relates to the last two rows of the Grants and Scholarships table ('>40,000' and 'Non-FAFSA filers / unknown EFC'). For these two rows, blank cells will automatically be replaced with a value of **zero**.*

3. On the next screen, you must enter the percentage of all full-time, first-time degree/certificate-seeking students who were awarded any grant or scholarship aid from Federal, State, or Local Governments, or the Institution during the relevant data year (Step 4, Question 1).

**Step 4: Enter Explanations and Caveats; Section 1, Percentage:**

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 **Predominant Calendar System: Academic**  
**Representative Year: 2010-11**

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**Step 4: Enter Explanations and Caveats**

The following information will appear at the bottom of the output screen for the calculator:

**Please note:** The estimates above apply to **full-time, first-time degree/certificate-seeking undergraduate students only.**

These estimates do not represent a final determination, or actual award, of financial assistance or a final net price; they are only estimates based on price of attendance and financial aid provided to students in 2010-11. Price of attendance and financial aid availability changes year to year. These estimates shall not be binding on the Secretary of Education, the institution of higher education, or the State.

Not all students receive grant and scholarship aid. **In 2010-11, XX% of our full-time students enrolling for college for the first time were awarded grant/scholarship aid.** Students may also be eligible for student loans and work-study. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to determine their eligibility for Federal financial aid that includes Federal grant, loan, or work-study assistance. For more information on applying for Federal student aid, go to <http://www.fafsa.ed.gov/>.

**1. Please enter the following information to fill in the XX% above:** What percentage of all full-time, first-time degree/certificate-seeking students were awarded any grant or scholarship aid from Federal, State, or Local Governments, or the Institution (exclude those who were only awarded private source grant or scholarship aid)?

4. In addition, you can use this section to enter any additional information you wish to display in the form of Explanations and Caveats at the bottom of the student calculator output screen. Please review the on-screen instructions carefully for information on the recommended use and placement of each *optional* Explanation field.

**Step 4: Enter Explanations and Caveats; Section 2, Explanations:**

2. Would you like to add explanations to appear on the output screen (e.g., exclusions, URL for your financial aid web site, assumptions regarding room and meal-plan type; range of credits; level of personal expenses; etc.)? Please enter text for institutional explanations below. When you are done, click Continue.

**Explanation #1**, which appears at the end of first paragraph on the output screen, is optional but can be used to describe any groups excluded from the calculator (e.g., athletes, students receiving employee tuition remission grants).

**Explanation #2**, which appears after the URL for the FAFSA site, is optional but can be used to provide 1) instructions on how to access your institution's financial aid web site, 2) possible advice on how to use this estimate (e.g., particular factors, such as the year of the estimate, to keep in mind when comparing with estimates from other institutions, expenses you include that other institutions may not), or 3) notification of any major planned changes to price or grants that could affect the validity of these estimates.

**Explanation #3**, which appears at the very end, is optional but can be used for any other explanations or caveats you want to include, such as explaining parameters underlying price estimates (e.g., number of credits covered by tuition estimate, room and board plan included in on-campus estimate, fees included in "required fees", expenses covered in "other expenses" and how this value was calculated); explaining of types of costs not reflected (e.g., differential tuition rates associated with certain academic programs or guaranteed tuition plans); or explaining types of grants not included, (e.g., private scholarships, employee tuition remission, ROTC scholarships not included); defining financial terms students may not be familiar with; or other caveats.

[PREVIOUS](#) [CONTINUE](#)


### Step 3: Review the Data You Have Provided

A summary screen will be displayed detailing the data you have provided along with calculated price of attendance totals for each applicable category:

#### Step 5: Create Calculator; Review Price of Attendance data:

## Net Price Calculator

For Net Price Calculator Help Call 1-877-299-3593 [npc@inovas.net](mailto:npc@inovas.net)



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**Step 5: Create Calculator**

You have completed the data entry for the Net Price Calculator. Please review the information you have provided. You can click [Modify](#) to return to Step 1 and edit this information, or if you are happy with the current selections, click [Continue](#) to produce a zip file containing the files necessary to run the Net Price Calculator on your institution's website. (For detailed instructions on downloading, extracting, and hosting the application on your institution's website, please refer to the Quick Start Guide included with this template.)

Representative Year	2010-11
Predominant Calendar System	Academic
Institutionally Controlled Housing	Yes
Housing Restrictions for Full-Time, First-Time Undergraduates	No
Tuition Based on Residency Status	Yes (In-district, In-state, Out-of-state)

**Table 1: Price of Attendance for Full-time, First-time Undergraduate Students: 2010-11**

Tuition			
In-district	\$8,525		
In-state	\$9,704		
Out-of-state	\$11,451		
Books and fees			
	\$985		
Living and other expenses	On-campus	Off-campus not with family (e.g., with roommates)	Off-campus with family (e.g., no rent paid directly by student)
Room and board	\$5,820	\$4,756	N/A
Other (personal, transportation, etc.)	\$4,256	\$4,256	\$4,256

In-district	
On-campus	\$19,586
Off-campus not with family (e.g., with roommates)	\$18,522
Off-campus with family (e.g., no rent paid directly by student)	\$13,766
In-state	
On-campus	\$20,765
Off-campus not with family (e.g., with roommates)	\$19,701
Off-campus with family (e.g., no rent paid directly by student)	\$14,945
Out-of-state	
On-campus	\$22,512
Off-campus not with family (e.g., with roommates)	\$21,448
Off-campus with family (e.g., no rent paid directly by student)	\$16,692

You can click **Modify** to return to Step 1 and edit this information as needed, or if you are satisfied with your responses, click **Continue** to generate your institution’s Net Price Calculator as indicated.

An additional option will be displayed to include a welcome message with your calculator which includes the institution name, the relevant data year, and any additional introductory information you wish to provide about the calculator. If utilized, this message will appear in a pop-up window displayed to users when they access the student calculator opening screen.

To include a welcome message with your calculator, select **Yes**; then enter the institution name and modify the default message as desired. When you are finished, click **Download** to generate your institution’s Net Price Calculator. Otherwise, click **No** to download the files without including a welcome message.

**Step 5: Create Calculator; Review Grant and Scholarship data and create welcome message:**

Table 2: Grants and Scholarships for Full-time, First-time Undergraduate Students: 2010-11

EFC Range (\$)	In-district			In-state			Out-of-state		
	On-campus	Off-campus not with family	Off-campus with family	On-campus	Off-campus not with family	Off-campus with family	On-campus	Off-campus not with family	Off-campus with family
0	5550	3789	3985 ‡	5053 ‡	5960	5743	5068 ‡	9650	8099 ‡
1-1,000	5375 ‡	3621	3568	4858 ‡	5658 ‡	5518 ‡	4859	9037 ‡	7658
1,001-2,500	4938 ‡	3200 ‡	2525	4369 ‡	4902	4954	4336 ‡	7504 ‡	6556 ‡
2,501-5,000	4238	2526 ‡	2169 ‡	3587	4499 ‡	4653 ‡	3498	5052 ‡	4793 ‡
5,001-7,500	3958 ‡	1684	1723	2610 ‡	4338 ‡	4533 ‡	3163 ‡	1987	2589 ‡
7,501-10,000	3873 ‡	842	920	1633 ‡	4289 ‡	4497 ‡	3061 ‡	1058 ‡	384
10,001-12,500	3851 ‡	620 ‡	709	656	4276 ‡	4488 ‡	3034 ‡	814 ‡	432
12,501-15,000									444 ‡
15,001-20,000									448 ‡
20,001-30,000									450 ‡
30,001-40,000									451 ‡
>40,000									0 ‡
Non-FAFSA filers/unknown EFC									0 ‡

‡ Indicates that the percentage of full-time undergraduate students receiving aid is less than 1%.

Percentage of Full-time Undergraduate Students Receiving Aid

Explanation #1

Explanation #2

Explanation #3

**Would you like to include a welcome message about the calculator?**

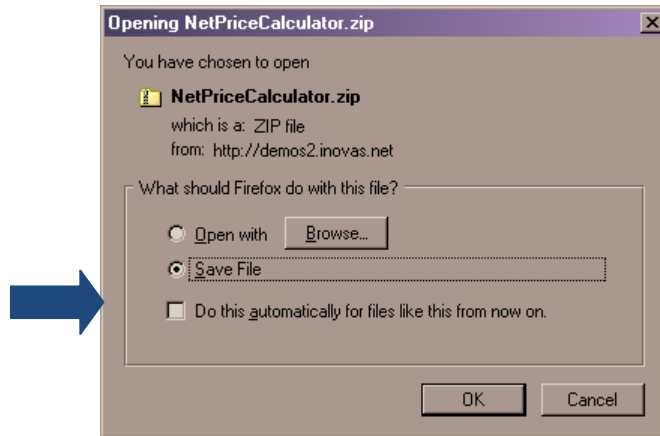
**Institution Name:**

NetPrice University

Welcome to the NetPrice University's net price calculator. Begin by reading and agreeing to the statement below. Then follow the instructions on the subsequent screens to receive an estimate of how much students similar to you paid to attend NetPrice University in 2010-11.

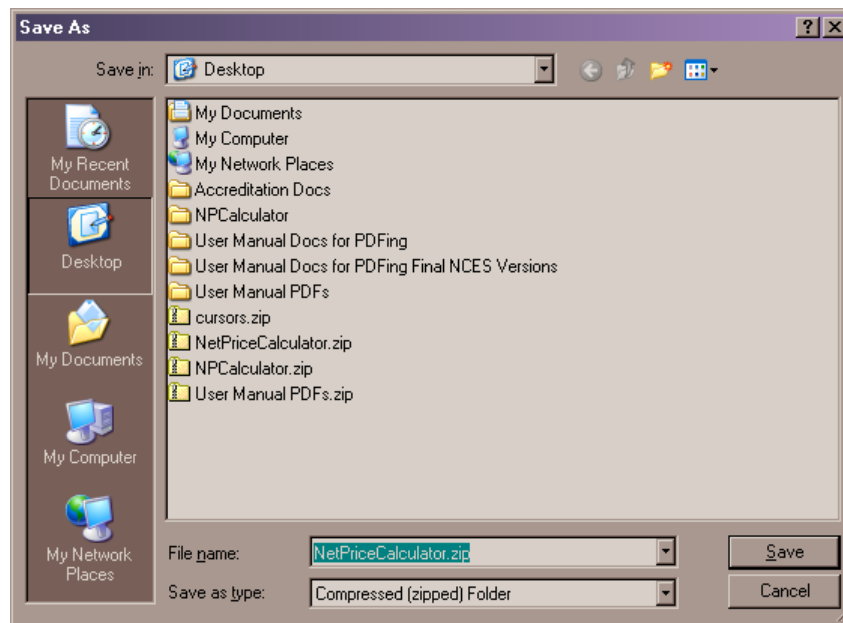
## Step 4: Download and Extract the Net Price Calculator Files

1. A zip file will be produced containing the files necessary to host the customized Net Price Calculator on your institution's website. When prompted, select the **Save File** option to save the zip file to your computer's hard drive, as shown below. Then click **OK** to continue.



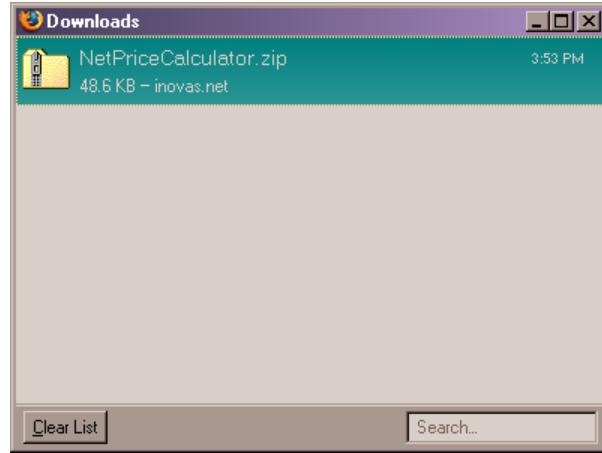
**Note:** The zip file downloaded in this step constitutes the only copy of the student application customized with your institution's data. This data is not retained anywhere on the NCES server, so make sure you have saved these files locally before closing the Institution Application.

2. Enter the desired file name and destination; then click **Save**.

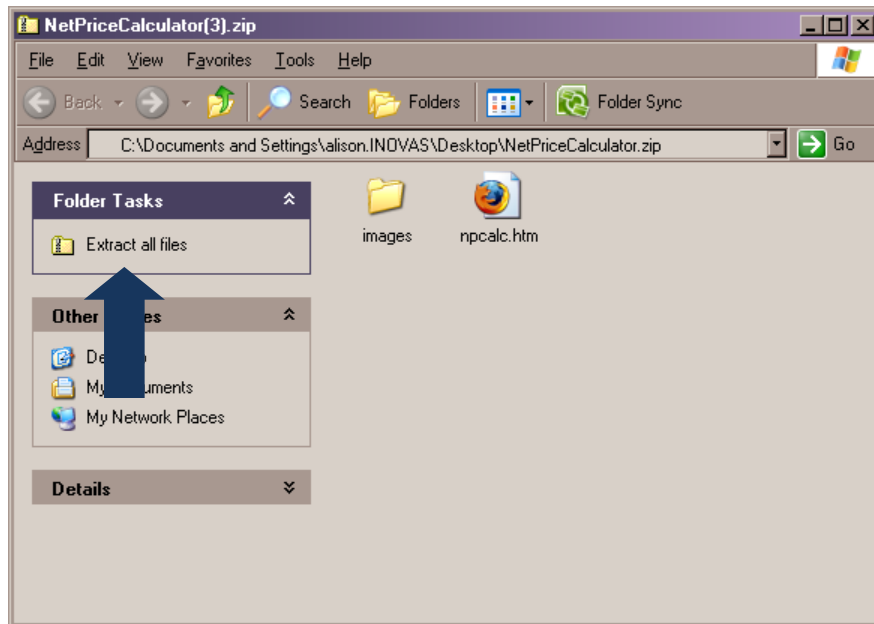


**Note:** Your browser may be set to automatically save downloaded content to a default location. If this is the case, you will skip this step and go directly to the **Downloads** window.

3. If prompted, double click the **NetPriceCalculator.zip** file from the **Downloads** list to view the downloaded zip folder on-screen. Otherwise, locate the downloaded file on your hard drive.



4. The zip file must be extracted/unzipped to view the student application. To do this, click "Extract all files," as shown below; or right-click the downloaded file and choose "Extract all."



**Note:** While extracting the files, be sure to preserve the structure of the directory. In the example shown above, this is done automatically. When using WinZip, you will need to make sure that the box marked "Use Folder Names" is checked.

5. You may preview a local version of your institution’s customized Net Price Calculator at this time by double-clicking the HTML document that appears as a browser link within the extracted folder (in the example shown above, this is the file named *npcalc.htm*).

If after previewing the calculator you wish to modify any of the data provided for your institution, you may do so by returning to Step 5 of the Institution Application, modifying the data, and downloading new files; or by repeating the process outlined in this guide to generate a new version of the Net Price Calculator for your institution.

## Step 5: Host the Application on your Institution’s Website

Once you have downloaded and extracted the necessary files, you are ready to host the application on your institution’s website.

1. Start by creating a new folder for the Net Price Calculator within your website’s home directory. Please note that the name chosen for this folder will be included in the link used to access the application, so a simple name, such as *NetPrice*, is recommended.

**Note:** Since the HEOA states that institutions must “make publicly available on the institution’s website a net price calculator...” the calculator posted to your institution’s website must be called the “Net Price Calculator” in order to be in full compliance.

2. Move the files extracted in Step 4 of this Quick Start Guide from their previous destination to this new folder.

3. The Net Price Calculator should now be accessible on your institution’s website! You can verify this by entering the URL into your web browser as follows:

**http://[Homepage URL]/[Folder Name]/[File Name]**

For example, in the case illustrated above, the URL would look something like this:

**http://institution.edu/NetPrice/npcalc**

**Tip:** To change the URL above, you can rename the folder created within your home directory, or you can rename the HTML file within that folder. Be sure to preserve the structure of the directory when making these changes.

**Disclaimer:** *If you choose to modify the HTML code within the files in any way, please be aware that the Net Price Calculator Help Desk will no longer be able to guarantee assistance with any questions or issues regarding system usage.*

# Glossary of Terms

<b>Academic year</b>	The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 calendar system.
<b>Board charges</b>	Charges assessed students for an academic year for meals.
<b>Books and supplies</b>	The average cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs for special groups of students (e.g. engineering or art majors), unless they constitute the majority of students at an institution.
<b>Calendar system</b>	The method by which an institution structures most of its courses for the academic year.
<b>Continuous basis (calendar system)</b>	A calendar system classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
<b>Degree/certificate seeking students</b>	Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate seeking.
<b>Differs by program (calendar system)</b>	A calendar system classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
<b>Expected Family Contribution (EFC)</b>	The Expected Family Contribution (EFC) is the amount a family can be expected to contribute toward a student's college costs. Financial aid administrators determine an applicant's need for federal student aid from the U.S. Department of Education and other sources of assistance by subtracting the EFC from the student's cost of attendance (COA).

<b>Federal grants</b>	Grants provided by federal agencies such as the U.S. Department of Education, including Title IV Pell Grants and Supplemental Educational Opportunity Grants (SEOG). Also includes need-based and merit-based educational assistance funds and training vouchers provided from other federal agencies and/or federally sponsored educational benefits programs.
<b>Federal work-study program (FWS)</b>	A part-time work program awarding on- or off-campus jobs to students who demonstrate financial need. FWS positions are primarily funded by the government, but are also partially funded by the institution. FWS is awarded to eligible students by the college as part of the student's financial aid package. The maximum FWS award is based on the student's financial need, the number of hours the student is able to work, and the amount of FWS funding available at the institution. This is a type of Title IV Aid, but is not considered grant aid to students.
<b>Financial aid</b>	Federal Work Study, grants, loans to students (government and/or private), assistantships, scholarships, fellowships, tuition waivers, tuition discounts, employer aid (tuition reimbursement) and other monies (other than from relatives/friends) provided to students to meet expenses. This excludes loans to parents.
<b>First-time student (Undergraduate)</b>	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
<b>Full-time student (Undergraduate)</b>	A student enrolled for 12 or more semester credit, or 12 or more quarter credits, or 24 or more contact hours a week each term.
<b>In-district student</b>	A student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution.
<b>In-district tuition</b>	The tuition charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than in-state tuition if offered by the institution.

<b>In-state student</b>	A student who is a legal resident of the state in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution.
<b>In-state tuition</b>	The tuition charged by institutions to those students who meet the state’s or institution’s residency requirements.
<b>Institutional grants</b>	Scholarships and fellowships granted and funded by the institution and/or individual departments within the institution (i.e. instruction, research, public service) that may contribute indirectly to the enhancement of these programs. Includes scholarships targeted to certain individuals (e.g., based on state of residence, major field of study, athletic team participation) for which the institution designates the recipient.
<b>Institutionally-controlled housing</b>	Any residence hall or housing facility located on- or off-campus that is owned or controlled by an institution and used by the institution in direct support of or in a manner related to, the institution’s educational purposes.
<b>Integrated Postsecondary Education Data System (IPEDS)</b>	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participating Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as “Title IV”) are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); 12-month Enrollment (E12); Completions (C); Human Resources (HR); Fall Enrollment (EF); Graduation Rates (GRS); Finance (F); and Student Financial Aid (SFA).
<b>Loans to students</b>	Any monies that must be repaid to the lending institution for which the student is the designated borrower. Includes all Title IV subsidized and unsubsidized loans and all institutionally- and privately-sponsored loans. Does not include PLUS and other loans made directly to parents.
<b>Median</b>	In probability theory and statistics, a median is described as the numerical value separating the higher half of a sample or population from the lower half. The median of a finite list of numbers can be found by arranging all of the observations from lowest value to highest value and selecting the middle one. If there is an even number of observations, then there is no single middle value; the median is then typically defined as the average of the two middle values.
<b>Off-campus housing</b>	Any housing facility that is occupied by students but is not owned or controlled by the educational institution.

<b>On-campus housing</b>	Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.
<b>Other academic calendar</b>	Category used to describe non-traditional calendar systems at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
<b>Other expenses</b>	The amount of money (estimated by the financial aid office) needed by a student to cover expenses such as laundry, transportation, and entertainment. For the purposes of providing pricing data, room and board and tuition and fees should <b>not</b> be included here.
<b>Out-of-state student</b>	A student who is not a legal resident of the state in which he/she attends school.
<b>Out-of-state tuition</b>	The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements.
<b>Quarter (calendar system)</b>	A calendar system in which the academic year consists of three sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.
<b>Required fees</b>	A fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does not pay the charge is an exception.
<b>Room charges</b>	The charges for an academic year for rooming accommodations for a typical student sharing a room with one other student.
<b>Scholarships</b>	Grants-in-aid, trainee stipends, tuition and fee waivers, prizes, or other monetary awards given to undergraduate students.
<b>Semester (calendar system)</b>	A calendar system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. There may be an additional summer session.

<b>State and local grants</b>	Grant monies provided by the state such as Leveraging Educational Assistance Partnerships (LEAP) (formerly SSIG's); merit scholarships provided by the state; and tuition and fee waivers for which the institution was reimbursed by a state agency. Local government grants include scholarships or gift-aid awarded directly to the student.
<b>Trimester (calendar system)</b>	An academic year consisting of three terms of approximately 15 weeks each.
<b>Tuition</b>	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.
<b>4-1-4 (calendar system)</b>	The 4-1-4 calendar usually consists of four courses taken for four months, one course taken for one month, and four courses taken for four months. There may be an additional summer session.