Student Financial Aid for institutions reporting on a full-year cohort (public program reporters)

Part A

Part A - Establish Your Groups

Part A establishes the number of students in various groups. Note that the numbers on this screen will be carried forward to other parts of the Student Financial Aid component.

In the fields below, report the number of students in each of the following groups.

		2011-12	YOUR PRIOR YEAR DATA 2010-11
01.	**Group 1** All undergraduate students		
02.	**Group 2** Of those in Group 1, those who are full-time, first-time degree/certificate-seeking		
02a.	Of those in Group 2, those who were awarded any Federal Work Study, loans to students, or grant or scholarship aid from the federal government, state/local government, the institution, or other sources known to the institution		
02b.	Of those in Group 2, those who were awarded any loans to students or grant or scholarship aid from the federal government, state/local government, or the institution		
03.	**Group 3** Of those in Group 2, those enrolled in your institution's largest program **paying the in-state or in-district tuition rate** who were awarded grant or scholarship aid from the following sources: the federal government, state/local government, or the institution		
04.	**Group 4** Of those in Group 2, those enrolled in your institution's largest program **paying the in-state or in-district tuition rate** who were awarded any Title IV federal student aid		

Part B

Part B – Enter Information about Group 1

Part B includes information about Group 1. Group 1 students are all undergraduate students enrolled any time during academic year 2011-12.

For this part, report:

For These Students	The Following Type(s) of Aid	Awarded in This Period
• All undergraduate students	• Grant or scholarship aid from the federal government • Grant or scholarship aid from state/local government • Grant or scholarship aid from the institution • Grant or scholarship aid from other sources known to the institution • Loans to students from the federal government	• Any time during academic year 2011-12 (the aid year period from July 1, 2011 through June 30, 2012)

In the fields below, report the number of Group 1 students and the total amount of aid awarded to these students for each type of aid.

Information from Part A:	**2011-12**
Group 1 All undergraduate students (This number is carried forward from Part A, Line 01)	

Aid Type		**2011-12**			
		Number of Group 1 students who were awarded aid	**Percentage of Group 1 students who were awarded aid**	**Total amount of aid awarded to Group 1 students**	**Average amount of aid awarded to Group 1 students**
01.	Grant or scholarship aid from the federal government, state/local government, the institution, and other sources known to the institution				
02.	Pell grants				
03.	Federal student loans				

You may use the space below to provide context for data you've reported above. These context notes may be posted on the College Navigator website and should be written to be understood by students and parents.

Part C, Page 1 - Enter Information about Group 2

Part C includes information about Group 2. Group 2 students are all full-time, first-time degree/certificate-seeking undergraduate students enrolled any time during academic year 2011-12.

In the fields below, report the number of Group 2 students paying in-district, in-state, and out-of-state tuition rates. If your institution does not offer different rates, report all students as paying in-state tuition rates.

Information from Part A:	**2011-12**		
Group 2 Full-time, first-time degree/certificate-seeking undergraduates (This number is carried forward from Part A, Line 02)			
Group 2 students:			**YOUR PRIOR YEAR DATA**
	2011-12		**2010-11**
	Number of Group 2 students	**Percentage of Group 2 students**	**Percentage of Group 2 students**
01. 01a. paying in-district tuition rates			
01b. paying in-state tuition rates			
01c. paying out-of-state tuition rates			
01d. Unknown (calculated value) This value is calculated using the following formula: [A02-(C01a+C01b+C01c)]			

Part C, Page 2 - Enter Information about Group 2

Part C includes financial aid information about Group 2. Group 2 students are all full-time, first-time degree/certificate-seeking undergraduate students enrolled any time during academic year 2011-12.

For this part, report:

For These Students	The Following Type(s) of Aid	Awarded in This Period
• Full-time, first-time degree/certificate-seeking undergraduate students enrolled any time during academic year 2011-12	• Grant or scholarship aid from the federal government • Grant or scholarship aid from state/local government • Grant or scholarship aid from the institution • Loans to students from the federal government and from other sources, including private or other loans • Do not include grant or scholarship aid from private or other sources • Do not include PLUS loans or loans made to anyone other than the student	• Any time during academic year 2011-12 • For program reporters, this is the aid year period from July 1, 2011 through June 30, 2012.

In the fields below, report the number of Group 2 students and the total amount of aid awarded to these students for each type of aid. Enter unduplicated student counts within a category (e.g., Pell grants). However, a student can appear in more than one aid category.

Information from Part A:	**2011-12**
Group 2 Full-time, first-time degree/certificate-seeking undergraduates (This number is carried forward from Part A, Line 02)	
Group 2a Of those in Group 2, those who were awarded any Federal Work Study, loans to students, or grant or scholarship aid from the federal government, state/local government, the institution, or other sources known to the institution (This number is carried forward from Part A, Line 02a)	
Group 2b Of those in Group 2, those who were awarded any loans to students or grant or scholarship aid from the federal government, state/local government, or the institution (This number is carried forward from Part A, Line 02b)	
Group 3 Of those in Group 2, those who were awarded grant or scholarship aid from the federal government, state/local government, or the institution	

Aid Type	**2011-12**				**YOUR PRIOR YEAR DATA**
	Number of Group 2 students who were awarded aid	**Percentage of Group 2 students who were awarded aid**	**Total amount of aid awarded to Group 2 students**	**Average amount of aid awarded to Group 2 students**	**2010-11 Average amount of aid awarded to Group 2 students**
01. Grants or scholarships from the federal government, state/local government, or the institution					
02. Federal grants					
02a. Pell grants					
02b. Other federal grants					
03.					

	State/local government grants or scholarships (grants/scholarships/waivers)							
04.	Institutional grants or scholarships (scholarships/fellowships)							
05.	Loans to students							
	05a.	Federal loans						
	05b.	Other loans (including private loans)						

You may use the space below to provide context for the data you've reported above. These context notes may be posted on the College Navigator website and should be written to be understood by students and parents. For example, institutions may report here other sources of private aid not included in the categories above.

Part D

Part D - Enter Information about Group 3

Part D includes financial aid information about Group 3. Group 3 students are all full-time, first-time degree/certificate-seeking undergraduate students enrolled in your institution's largest program any time during academic year 2011-12 **paying the in-state or in-district tuition rate** who were awarded grant or scholarship aid from the following sources: the federal government, state/local government, or the institution. The information you report in this part will be used in Part F to calculate average institutional net price.

Note:
In this part, you must report information for your institution's largest program. Your largest program is the program with the most number of undergraduate students enrolled. You must provide three years' worth of data for your largest program.

For this part, report:

For These Students	The Following Type(s) of Aid	Awarded in This Period
• Full-time, first-time degree/certificate-seeking undergraduate students enrolled in your institution's largest program **paying the in-state or in-district tuition rate** who were awarded grant or scholarship aid from the following sources: the federal government, state/local government, or the institution • Do not include students who were awarded only grant or scholarship aid from private or other sources, or students who were awarded only non-grant aid	• Grant or scholarship aid from the federal government • Grant or scholarship aid from state/local government • Grant or scholarship aid from the institution • Do not include grant or scholarship aid from private or other sources	• Any time during academic year 2011-12 (the aid year period from July 1, 2011 through June 30, 2012)

In the fields below, report the number of Group 3 students with each type of living arrangement and the total amount of grant or scholarship aid from the federal government, state/local government, or the institution awarded to these students.

Largest Program Information from the IPEDS Institutional Characteristics component	**2011-12**
CIP Code	
Title	

Information from Part A:	**2011-12**	**YOUR PRIOR YEAR DATA 2010-11**	**YOUR PRIOR YEAR DATA 2009-10**
Group 3 Full-time, first-time degree/certificate-seeking undergraduate students enrolled in your institution's largest program **paying the in-state or in-district tuition rate** who were awarded grant or scholarship aid from the following sources: the federal government, state/local government, or the institution (This number is carried forward from Part A, Line 03)			

			2011-12	**YOUR PRIOR YEAR DATA 2010-11**	**YOUR PRIOR YEAR DATA 2009-10**
01.	**Report the number of Group 3 students with the following living arrangements:**				
	01a.	On-campus			
	01b.	Off-campus (with family)			
	01c.	Off-campus (not with family)			
	01d.	Unknown (calculated) This value is calculated using the following formula: [A03-(D01a+D01b+D01c)]			
02.	**Report the total amount of grant or scholarship aid from the federal government, state/local government, or the institution awarded to Group 3 students**				
03.	Average grant or scholarship aid from the federal government, state/local government, or the institution awarded to Group 3 students (calculated value). This value is calculated using the following formula: [D02/A03]				

You may use the space below to provide context for the data you've reported above.

Part E

Part E – Enter Information about Group 4

Part E includes financial aid information about Group 4. Group 4 students are full-time, first-time degree/certificate-seeking undergraduate students enrolled in your institution's largest program any time during academic year 2011-12 **paying the in-state or in-district tuition rate** who were awarded any Title IV federal student aid. The information you report in this part will be used in Part G to calculate average institutional net price by income level.

Note:
In this part, you must report information for your institution's largest program. Your largest program is the program with the most number of undergraduate students enrolled. You must provide three years' worth of data for your largest program.

For this part report:

For These Students	The Following Type(s) of Aid	Awarded in This Period
• Full-time, first-time degree/certificate-seeking undergraduate students enrolled in your institution's largest program **paying the in-state or in-district tuition rate** who were awarded any Title IV federal student aid	• Grant or scholarship aid from the federal government • Grant or scholarship aid from state/local government • Grant or scholarship aid from the institution • Do not include grant or scholarship aid from private or other sources • Do not include loan amounts • Do not include Federal Work Study amounts	• Any time during academic year 2011-12 (the aid year period from July 1, 2011 through June 30, 2012)

In the fields below, report the number of Group 4 students with each type of living arrangement and the total amount of grant or scholarship aid from the federal government, state/local government, or the institution awarded to these students by income level.

Largest program:
CIP Code
Title

Information from Part A:	**2011-12**	**YOUR PRIOR YEAR DATA 2010-11**	**YOUR PRIOR YEAR DATA 2009-10**
Group 4 Full-time, first-time degree/certificate-seeking undergraduate students enrolled in your institution's largest program **paying the in-state or in-district tuition rate** who were awarded any Title IV federal student aid (This number is carried forward from Part A, Line 04)			

01.	**Report the number of Group 4 students with the following living arrangements:**	**2011-12**	**YOUR PRIOR YEAR DATA 2010-11**	**YOUR PRIOR YEAR DATA 2009-10**
01a.	On-campus			
01b.	Off-campus (with family)			
01c.	Off-campus (not with family)			
01d.	Unknown (calculated) This value is calculated using the formula: [A04-(E01a+E01b+E01c)]			

		2011-12			
		Number of Group 4 students who were awarded any Title IV aid	**Number of Group 4 students who were awarded any grant or scholarship aid from the following sources: the federal government, state/local government, or the institution**	**Total amount of grant or scholarship aid awarded to Group 4 students from the following sources: the federal government, state/local government, or the institution**	**Average amount of grant or scholarship aid awarded to Group 4 students from the following sources: the federal government, state/local government, or the institution**
		Col. 1	**Col. 2**	**Col. 3**	**Col. 4**
02.	**Income level**				
02a.	**$0-30,000**				

	02b.	$30,001-48,000				
	02c.	$48,001-75,000				
	02d.	$75,001-110,000				
	02e.	$110,001 and more				
	02f.	Total all income levels				
			2010-11			
			Col. 1	Col. 2	Col. 3	Col. 4
03.	Income level					
	03a.	$0-30,000				
	03b.	$30,001-48,000				
	03c.	$48,001-75,000				
	03d.	$75,001-110,000				
	03e.	$110,001 and more				
	03f.	Total all income levels				
			2009-10			
			Col. 1	Col. 2	Col. 3	Col. 4
04.	Income level					
	04a.	$0-30,000				
	04b.	$30,001-48,000				
	04c.	$48,001-75,000				
	04d.	$75,001-110,000				
	04e.	$110,001 and more				
	04f.	Total all income levels				

You may use the space below to provide context for the data you've reported above.

Part F

Part F - Net Price Calculation for Group 3

The following net price calculation is based on information that your institution reported in the Institutional Characteristics component and the Student Financial Aid component. For more information about data your institution reported in the Institutional Characteristics component, please contact your institution's IPEDS Keyholder.

			2011-12	YOUR PRIOR YEAR DATA 2010-11	YOUR PRIOR YEAR DATA 2009-10
	Components of cost of attendance				
	Largest program:				
	CIP Code				
	Title				
01.	Published tuition and required fees (lower of in-district or in-state)				
02.	Books and supplies				
03.	**Room and board and other expenses by living arrangement**				
	03a.	On campus			
	03b.	Off-campus (with family)			
	03c.	Off-campus (not with family)			
04.	**Number of Group 3 students by living arrangement**				
	04a.	On campus			
	04b.	Off-campus (with family)			
	04c.	Off-campus (not with family)			
	04d.	Unknown			
05.	**Weighted average for room and board and other expenses by living arrangement (excluding unknown values)** See instructions for the formula for this calculation				
06.	**Total cost of attendance** This value is calculated using the following formula: [F01+F02+F05]				
07.	**Average amount of grant or scholarship aid awarded to Group 3 students from the following sources: the federal government, state/local government, and the institution**				
08.	**Average institutional net price for Group 3 students** This value is calculated using the following formula: [F06 -F07]				

As required by the Higher Education Opportunity Act of 2008, these amounts will be posted on the U.S. Department of Education's College Navigator website and used in the U.S. Department of Education's College Affordability and Transparency Lists.

Do you wish to provide additional context notes?

Yes ○ No ○

You may use the space below to provide context for these data. These context notes may be posted on the College Navigator website and should be written to be understood by students and parents.

Part G

Part G - Net Price Calculation for Group 4

The following net price calculation is based on information that your institution reported in the Institutional Characteristics component and the Student Financial Aid component. For more information about data your institution reported in the Institutional Characteristics component, please contact your institution's IPEDS Keyholder.

			2011-12	YOUR PRIOR YEAR DATA 2010-11	YOUR PRIOR YEAR DATA 2009-10
	Components of cost of attendance				
	Largest program:				
	CIP Code				
	Title				
01.	Published tuition and required fees (lower of in-district or in-state)				
02.	Books and supplies				
03.	**Room and board and other expenses by living arrangement**				
	03a.	On campus			
	03b.	Off-campus (with family)			
	03c.	Off-campus (not with family)			
04.	**Number of Group 4 students by living arrangement**				
	04a.	On campus			
	04b.	Off campus (with family)			
	04c.	Off-campus (not with family)			
	04d.	Unknown			
05.	**Weighted average for room and board and other expenses by living arrangement (excluding unknown values)** See instructions for the formula for this calculation				
06.	**Total cost of attendance** This value is calculated using the following formula: [G01+G02+G05]				
07.	**Average amount of grant or scholarship aid awarded to Group 4 students from the following sources: the federal government, state/local government, and the institution.**				
	07a.	**$0-30,000**			
	07b.	**$30,001-48,000**			
	07c.	**$48,001-75,000**			
	07d.	**$75,001-110,000**			
	07e.	**$110,001 and more**			
08.	**Average institutional net price for Group 4 students** This value is calculated using the following formula: [G06-G07]				
	08a.	**$0-30,000**			
	08b.	**$30,001-48,000**			
	08c.	**$48,001-75,000**			
	08d.	**$75,001-110,000**			
	08e.	**$110,001 and more**			

As required by the Higher Education Opportunity Act of 2008, these amounts will be posted on the U.S. Department of Education's College Navigator website.

Do you wish to provide additional context notes?

Yes ○ No ○

You may use the space below to provide context for these data. These context notes may be posted on the College Navigator website and should be written to be understood by students and parents.

Prepared by

This survey component was prepared by:

○	Keyholder	○	SFA Contact	○	HR Contact	○	Finance Contact	○	Other

Name: _____

Email: _____

How long did it take to prepare this survey component? _____ hours _____ minutes

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

Student Financial Aid, Public Program Reporters

Purpose of Component

The purpose of the IPEDS Student Financial Aid (SFA) component is to collect information about financial aid provided to various groups of undergraduate students in order to meet requirements of the *Higher Education Act of 1965* (HEA), as amended. Item areas include:

- Financial aid about all undergraduate students
- Financial aid about all full-time, first-time degree/certificate-seeking students
- Financial aid and living arrangement information about all full-time, first-time degree/certificate-seeking students who were awarded grant aid. For public institutions, this includes only students who paid the in-state or in-district tuition rate. For program reporters, this includes only students enrolled in the institution's largest program.
- Financial aid and living arrangement information about all full-time, first-time degree/certificate-seeking students who were awarded any Title IV federal student aid by income. For public institutions, this includes only students who paid the in-state or in-district tuition rate. For program reporters, this includes only students enrolled in the institution's largest program.
- Net Price Calculation for full-time, first-time degree/certificate-seeking students who were awarded grant aid. For public institutions, this includes only students who paid the in-state or in-district tuition rate. For program reporters, this includes only students enrolled in the institution's largest program.
- Net Price Calculation for full-time, first-time degree/certificate-seeking students who were awarded any Title IV federal student aid by income. For public institutions, this includes only students who paid the in-state or in-district tuition rate. For program reporters, this includes only students enrolled in the institution's largest program.

Who Must Report

Institutions that had undergraduate students enrolled any time during academic year 2011-12 must report.

Changes in Reporting

- Only one year of data will be collected for existing institutions. New institutions will need to report multiple years of data. Changes to prior years of data must be made in the Prior Year Revision System.
- SFA is now part of the Winter collection. The Winter collection will close for keyholders on February 6, 2013.
- In Part E (data for Group 4), Column 2 has been revised for clarity. It now more clearly matches with the data in Column 3.

General Instructions

What You Will Need

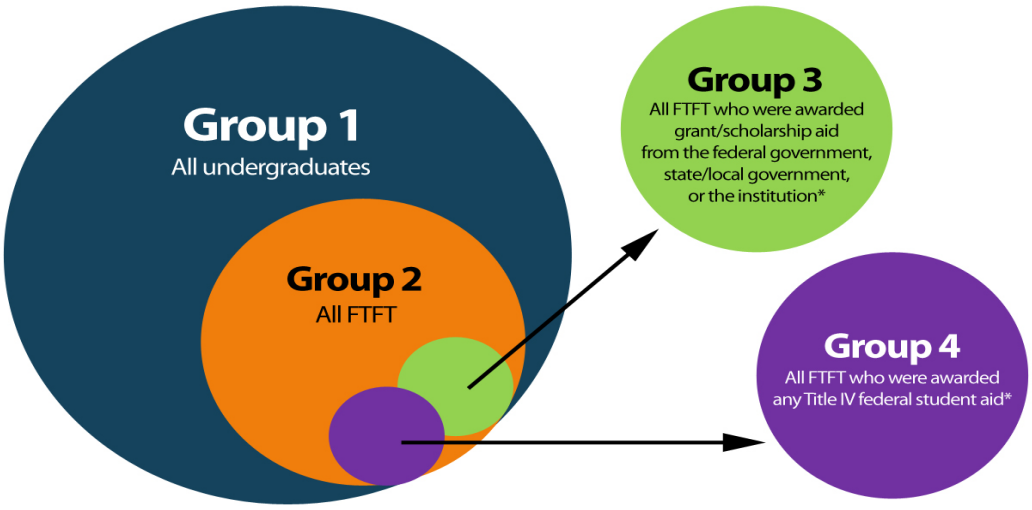
The institution's financial aid system should be the beginning basis for reporting to this IPEDS component.
Data providers for this component should be familiar with college and university practices associated with student financial aid. In general, there are two types of financial aid data that will be requested in this component. These types are:

- Numbers of students that meet certain conditions
- Total aid dollars awarded to these students

To complete this component, data providers will need the following:

1. Financial aid information about the following student groups:

- **Group 1.** All undergraduate students
- **Group 2.** Of the students in Group 1, those who are full-time, first-time degree/certificate-seeking students
- **Group 3.** Of the students in Group 2, those enrolled in the institution's largest program who paid the in-state or in-district tuition rate and were awarded grant or scholarship aid from the following sources: the federal government, state/local government, or the institution.
- **Group 4.** Of the students in Group 2, those enrolled in the institution's largest program who paid the in-state or in-district tuition rate and were awarded Title IV federal student aid.



*For public institutions, include only those students paying the in-state or in-district tuition rate. For program reporters, include only those students enrolled in the institution's largest program.

2. Living arrangement information for full-time, first-time degree/certificate-seeking undergraduate students enrolled in the institution's largest program who paid the in-state or in-district tuition rate and were awarded grant or scholarship aid during the reporting period.

3. Living arrangement information for full-time, first-time degree/certificate-seeking undergraduate students enrolled in the institution's largest program who paid the in-state or in-district tuition rate and were awarded Title IV federal student aid during the reporting period.

4. Income levels for full-time, first-time degree/certificate-seeking undergraduate students enrolled in the institution's largest program who paid the in-state or in-district tuition rate and were awarded Title IV federal student aid during the reporting period.

About the Data

Five different types of data appear in this component. There are data:

- That institutions provide from their own financial aid records
- That are prior year data, shown in red, which can be used as a comparison with the current year's data being reported
- That are carried forward from the IPEDS Institutional Characteristics (IC) component and the IPEDS 12-month Enrollment (E12) component that your institution completed
- That are carried forward from one part of the Student Financial Aid component to another part to ensure that the data are internally consistent
- That are calculated from the other data elements

In the latter two cases, the data provider should check that the data that are carried forward and calculated are consistent with the data in the institution's underlying financial aid records. If the data carried forward or calculated are not consistent with the institution's records, then an error in data entry may have occurred.

Context Boxes

Optional context boxes throughout the component allow institutions to provide more information regarding reported data. Note that the information in these context boxes may be posted on the U.S. Department of Education's College Navigator website. NCES will review entries in these context boxes for applicability and appropriateness before posting them on College Navigator. However, institutions should ensure that entries in these context boxes are free from grammatical and spelling errors and are written to be understood by students and parents.

Interactive Edits

This component contains interactive edits that will check for blank fields, invalid values, or values that fall outside expected ranges. Some error messages will require you to confirm or explain the values that you entered. Some error messages are fatal and will require you to contact the IPEDS Help Desk (1-877-225-2568 or ipedshelp@rti.org) for resolution.

Coverage

Reporting Period

The data reported for this component should be for academic year 2011-12. For the purposes of reporting to SFA, "academic year 2011-12" is the aid year period from July 1, 2011 through June 30, 2012.

Program reporters will report students' aid data for an institutionally-defined academic year. This is the academic year length, in weeks, used by your institution to calculate your Pell budget. It must begin within the aid year period specified above and will vary from student to student depending on when he or she enrolled.

Student Cohort

The student cohort covered by this component includes undergraduate students enrolled any time during academic year 2011-12 (the aid year period from July 1, 2011 through June 30, 2012).

What to Include

The following types of financial aid should be reported in this component:

- **Federal grants (grants/educational assistance funds):** Grants provided by federal agencies such as the U.S. Department of Education, including Title IV federal student aid grants such as Pell grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Academic Competitiveness Grants (ACG), National Science and Mathematics Access to Retain Talent (National SMART) Grants, and Teacher Education Assistance for College and Higher Education (TEACH) Grants. Also include need-based and merit-based educational assistance funds and training vouchers provided from other federal agencies and/or federally-sponsored educational benefits programs.

  Do not include veterans education benefits, as defined in section 480(c) of the HEA, as they are no longer treated as Estimated Financial Assistance for Federal Student Aid purposes. For more information, visit http://www.ifap.ed.gov/eannouncements/081309GuidFedVeteransEdBenefits.html.

- **Federal loans to students:** Monies from the federal government that must be repaid for which the student is the designated borrower. This type of aid includes all Title IV federal student loan aid such as Federal Perkins Loans, Subsidized Direct or FFEL Stafford Loans, and Unsubsidized Director or FFEL Stafford Loans. Do not include PLUS loans and other federal loans not made directly to the student.

- **State/local government grants (grants/scholarships/waivers):** Grants that were awarded by your state such as Leveraging Educational Assistance Partnerships (LEAP) (formerly SSIGs) and Robert C. Byrd Honors Scholarships. Include merit-based grants or scholarships that were provided by your state or local government. Also include tuition and fee waivers for which your institution was reimbursed by a state or local government agency.

- **Institutional grants or scholarships (scholarships/waivers):** Grants, scholarships, and fellowships granted and funded by the institution and/or individual departments within the institution and are limited to students attending your institution. Also include scholarships targeted to certain individuals (e.g., based on state of residence, major, or participation in athletic activities) for which the institution designates the recipient. Also include institutional tuition and fee waivers for which your institution was not reimbursed by a state or local government agency. This is not intended to include Federal Work Study.

- **Private grants or scholarships:** Grants or scholarships to students that are awarded and paid by an outside organization but are directed through the institution's financial aid office (e.g., Rotary Club Scholarship).

- **Private loans to students:** Monies that must be repaid to the lending institution for which the student is the designated borrower. Include all institutionally- and privately-sponsored loans. Do not include loans that are not made directly to the student.

NOTE: In this component, "aid awarded" refers to grant or scholarship aid that was awarded to students or to loans awarded to students. For reporting grant or scholarship aid, institutions should report on aid that was awarded to students. This amount may be different from the amount that was actually disbursed to students. For example, a student may be awarded grant or scholarship aid at the beginning of the academic year but then leave the institution before the entire amount is disbursed. In this case, institutions should report the original amount of grant or scholarship aid that was awarded. For reporting loans to students, institutions should continue to report on loans that were awarded to the student.

Note also that different types of financial aid should be reported for different groups of students. Please review the instructions and the screens carefully to ensure that you are reporting the correct types of financial aid in the appropriate parts.

Institutions need to report aid in this component such that the net price calculations shown on College Navigator and used for the College Affordability and Transparency lists are a reflection of what students actually pay.

In cases where a student is awarded aid for multiple institutionally-defined academic years within one aid year period, institutions should report only aid awarded for the student's first institutionally-defined academic year.

For total aid amounts, report to the nearest whole dollar and omit cents. For student counts, an unduplicated count should be given within a given aid category (e.g., Pell grants). However, a student can appear in more than one aid category.

What NOT to Include

Do not report student counts or aid amounts for the following:

- Students who were **only** graduate students at the institution during the reporting period
- Students who were enrolled **exclusively** in courses not creditable toward a certificate/degree
- Students who were enrolled **exclusively** in Continuing Education Units (CEUs)
- Students who were **exclusively** auditing classes

Do not report Federal Work Study amounts into any total aid amounts.

Do not report loans that are made to someone other than the student.

Where to Get Help

IPEDS Help Desk

Phone: 1-877-225-2568
Email: ipedshelp@rti.org

Association for Institutional Research Website

The Association for Institutional Research website contains several tutorials on IPEDS data collection and other valuable resources.

IPEDS Resources Page

The IPEDS Resources Page contains frequently asked questions, a link to the IPEDS glossary, an archive of survey instruments, and other relevant information.

Where the Data Will Appear

Data collected through IPEDS will be accessible to the public at the institution- and aggregate-levels.

At the institution level, data will appear in:

- College Navigator Website
- IPEDS Data Center
- IPEDS Data Feedback Reports

At the aggregate level, data will appear in:

- IPEDS First Looks
- IPEDS Table Library
- IPEDS Data Feedback Reports
- The Digest of Education Statistics
- The Condition of Education

Detailed Instructions

This section provides line-by-line instructions for each part of the Student Financial Aid component.

Part A - Establish Your Groups

Part A establishes the number of students in various groups. Note that the data you report on this screen will be carried forward to other parts of the Student Financial Aid component.

Instructions:
In the fields provided, report the number of students in each of the following groups:

Item **Description**

01. **Group 1**
All undergraduate students

Report the number of all undergraduate students who were enrolled any time during academic year 2011-12. Include all new and continuing undergraduate students (full-time students, part-time students, degree/certificate-seeking students, non-degree/certificate-seeking students, and all others). This number will be preloaded from your institution's IPEDS 12-month Enrollment component, but it may be modified if necessary. If you have questions about the value that has been preloaded in this field, please contact your institution's IPEDS Keyholder.

02. **Group 2**
Of those in Group 1, those who are full-time, first-time degree/certificate-seeking

Report the number of students who are full-time, first-time degree/certificate-seeking undergraduates.

02a. **Of those in Group 2, those who were awarded any Federal Work Study; loans to students; or grant or scholarship aid from the federal government, state/local government, the institution, or other sources known to the institution**

Report the number of students who were awarded any of the following:

- Federal Work Study;
- Government and/or private loans to students;
- Grant or scholarship aid from the federal government, state/local government, or the institution; or
- Grant or scholarship aid from other sources known to the institution, such as aid from private sources (e.g., Rotary Club Scholarship).

Note that the students reported in Line 02a are not defined as a particular group because no additional financial aid information will be collected about these students.

02b. **Of those in Group 2, those who were awarded any loans to students or grant or scholarship aid from the federal government, state/local government, or the institution**

Report the number of students who were awarded any of the following:

- Government and/or private loans to students; or
- Grant or scholarship aid from the federal government, state/local government, or the institution.

Note that the students reported in Line 02b are not defined as a particular group because no additional financial aid information will be collected about these students.

03. **Group 3**
Of those in Group 2, those enrolled in your institution's largest program who paid the in-state or in-district tuition rate and were awarded grant or scholarship aid from the following sources: the federal government, state/local government, or the institution

Report students who were awarded grant or scholarship aid from the following sources: the federal government, state/local government, or the institution. Do not include students who were awarded aid only from other sources.

04. **Group 4**
Of those in Group 2, those enrolled in your institution's largest program who paid the in-state or in-district tuition rate and were awarded any Title IV federal student aid

Report students who were awarded any Title IV federal student aid (i.e., report students who were awarded federal grant aid or who were awarded federal work study or federal student loans).

Title IV federal student aid includes:

- Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant
- Federal Work Study
- Federal Perkins Loan, Subsidized Direct or FFEL Stafford Loan, and Unsubsidized Direct or FFEL Stafford Loan

Part B - Financial Aid About Group 1

This part is intended to collect information about the number of Group 1 students and the total amounts of aid they were awarded by different aid types. Group 1 students are all undergraduate students enrolled any time during academic year 2011-12.

For this part, report:

For These Students	The Following Type(s) of Aid	Awarded in This Period
• All undergraduate students	• Grant or scholarship aid from the federal government • Grant or scholarship aid from state/local government • Grant or scholarship from the institution • Grant or scholarship aid from other sources known to the institution • Loans to students from the federal government	• Any time during academic year 2011-12 (the aid year period from July 1, 2011 through June 30, 2012)

Data carried forward from Part A include the following:

Information from Part A:	2011-12
Group 1 All undergraduate students (This number is carried forward from Part A, Line 01)	Carried forward from Part A

Instructions:
In the fields provided, report the number of Group 1 students and the total amount of aid awarded to these students for each type of aid.

Item **Description**

01. **Grant or scholarship aid from the federal government, state/local government, the institution, and other sources known to the institution**

Column 1. Report the number of students in Group 1 who were awarded grant or scholarship aid from the federal government, state/local government, the institution, and other sources known to the institution.

Column 2. The percentage of students in Group 1 who were awarded grant or scholarship aid is calculated for you.

Column 3. Report the total dollar amount of grant or scholarship aid from the federal government, state/local government, the institution, and other sources known to the institution awarded to Group 1 students.

Column 4. The average amount of grant or scholarship aid awarded to Group 1 students is calculated for you.

02. Pell grants

Column 1. Report the number of Group 1 students who were awarded Pell grants. Do not include any other type of federal grant aid (e.g., Academic Competitiveness Grants).

Column 2. The percentage of Group 1 students who were awarded Pell grants is calculated for you.

Column 3. Report the total dollar amount of Pell grants awarded to Group 1 students. Do not include any other type of federal grant aid (e.g., Academic Competitiveness Grants).

Column 4. The average amount of Pell grants awarded to Group 1 students is calculated for you.

03. Federal student loans

Column 1. Report the number of Group 1 students who were awarded federal loans to students. Do not include any other type of federal loans (e.g., PLUS loans, which are made to the parent of a student).

Column 2. The percentage of Group 1 students who were awarded federal student loans is calculated for you.

Column 3. Report the total dollar amount of federal student loans awarded to Group 1 students. Do not include any other type of federal loans (e.g., PLUS loans, which are made to the parent of a student).

Column 4. The average amount of federal student loans awarded to students in Group 1 is calculated for you.

Context Box You may use the space below to provide context for the data you've reported. The information you enter in this context box may be posted on College Navigator and should be written to be understood by students and parents. Make sure that your entries are free from grammatical and spelling errors.

Part C, Page 1 - Enter Financial Aid about Group 2

This part is intended to collect information about the number of Group 2 students who may be paying different tuition rates. Group 2 students are all full-time, first-time degree/certificate-seeking undergraduate students enrolled any time during academic year 2011-12.

Data carried forward from Part A include the following:

Information from Part A:	2011-12
Group 2 Full-time, first-time degree/certificate-seeking undergraduates (This number is carried forward from Part A, Line 02)	Carried forward from Part A

Instructions:
In the fields provided, report the number of Group 2 students paying in-district, in-state, and out-of-state tuition rates.

Item **Description**

01. 01a. Group 2 students paying in-district tuition rates

Column 1. Report the number of Group 2 students paying the in-district tuition rate.

Column 2. The percentage of Group 2 students paying the in-district tuition rate is calculated for you.

01b. Group 2 students paying in-state tuition rates

Column 1. Report the number of Group 2 students paying the in-state tuition rate.

Column 2. The percentage of Group 2 students paying the in-state tuition rate is calculated for you.

01c. Group 2 students paying out-of-state tuition rates

Column 1. Report the number of students in Group 2 paying the out-of-state tuition rate.

Column 2. The percentage of students in Group 2 paying the out-of-state tuition rate is calculated for you.

01d. Unknown (calculated value)

Column 1. The number of students in Group 2 whose tuition rate is unknown is generated for you. This value is calculated using the following formula: [A02 – (C01a + C01b + C01c)].

Column 2. The percentage of students in Group 2 whose tuition rate is unknown is calculated for you.

Part C, Page 2 - Enter Financial Aid about Group 2

This part is intended to collect information about the number of Group 2 students and the total amounts of aid they were awarded by different aid types. Group 2 students are all full-time, first-time degree/certificate-seeking undergraduate students enrolled any time during academic year 2011-12.

For this part, report:

For These Students	The Following Type(s) of Aid	Awarded in This Period
• Full-time, first-time, degree/certificate-seeking undergraduate students	• Grant or scholarship aid from the federal government • Grant or scholarship aid from state/local government • Grant or scholarship from the institution • Loans to students from the federal government and from other sources, including private loans • Do not include grant or scholarship aid from private or other sources • Do not include PLUS loans or loans made to anyone other than the student	• Any time during academic year 2011-12 (the aid year period from July 1, 2011 through June 30, 2012)

Data carried forward from Part A include the following:

Information from Part A:	2011-12
Group 2a Of those in Group 2, those who were awarded any Federal Work Study, loans to students, or grant or scholarship aid from the federal government, state/local government, the institution, or other sources known to the institution (This number is carried forward from Part A, Line 02a)	Carried forward from Part A

Group 2b Of those in Group 2, those who were awarded any loans to students or grant or scholarship aid from the federal government, state/local government, or the institution (This number is carried forward from Part A, Line 02b)	Carried forward from Part A

Note: Two aid categories in this section are further disaggregated into subcategories. Because students may be awarded more than one type of aid, the sum of the values you enter in the subcategories will not necessarily equal the value you enter in the aid category. However, the total number of students reported for the aid category cannot exceed the sum of subcategories. (For example, the number of students who were awarded federal grants cannot exceed the sum of the number of students who were awarded Pell grants and the number who were awarded other federal grants). In addition, the total number of students reported for an aid category must be at least as large as the largest of those reported in a subcategory.

Instructions:
In the fields provided, report the number of Group 2 students and the total amount of aid they were awarded for each type of aid.

Item **Description**

01. Grant or scholarship aid from the federal government, state/local government, and the institution

Column 1. Report the number of Group 2 students who were awarded one or more grants or scholarships from the federal government, state/local government, or the institution. If a student appears in more than one type of aid category in Lines 02 through 04, that student should only be counted once for Line 01. Do not include students who were awarded **only** grants or scholarships from private sources (e.g., Rotary Club Scholarship).

Column 2. The percentage of Group 2 students who were awarded one or more grants or scholarships from the federal government, state/local government, or the institution will be calculated for you.

Column 3. The total dollar amount for Line 01 will be calculated for you. This value is calculated using the following formula: [(Line 02, Column 3) + (Line 03, Column 3) + (Line 04, Column 3)].

Column 4. The average amount of grants or scholarships from the federal government, state/local government, or the institution awarded to Group 2 students will be calculated for you.

02. Federal grants

This aid category is disaggregated into the following two subcategories: Pell grants and other federal grants.

Column 1. Report the number of Group 2 students who were awarded one or more grants from the federal government. This includes Pell grants and other federal grants. If a student appears in more than one type of aid category in Lines 02a or 02b, that student should only be counted once for Line 02. **Note that this number should be at least as large as the largest number reported in Line 02a, Column 1 or Line 02b, Column 1. In addition, this number cannot exceed the sum of [(Line 02a, Column 1) + (Line 02b, Column 1)].**

Column 2. The percentage of Group 2 students who were awarded one or more grants from the federal government will be calculated for you.

Column 3. The total dollar amount for Line 02 will be calculated for you. This value is calculated using the following formula: [(Line 02a, Column 3) + (Line 02b, Column 3)].

Column 4. The average amount of grants from the federal government awarded to Group 2 students will be calculated for you.

02a. Pell grants

Column 1. Report the number of Group 2 students who were awarded a Pell grant.

Column 2. The percentage of Group 2 students who were awarded a Pell grant will be calculated for you.

Column 3. Report the total dollar amount of all Pell grants awarded to Group 2 students.

Column 4. The average amount of Pell grants awarded to Group 2 students will be calculated for you.

02b. Other federal grants

Column 1. Report the number of Group 2 students who were awarded other federal grants. Other federal grants include Title IV grant aid **other than a Pell grant**.

Column 2. The percentage of students Group 2 students who were awarded other federal grants will be calculated for you.

Column 3. Report the total dollar amount of all other federal grants awarded to Group 2 students.

Column 4. The average amount of other federal grants awarded to Group 2 students will be calculated for you.

03. State/local government grants or scholarships (grants/scholarships/waivers)

Column 1. Report the number of Group 2 students who were awarded grant or scholarship aid from a state/local government. This includes grants, scholarships, or waivers funded by a state or local government. Do not include any other types of grants.

Column 2. The percentage of Group 2 students who were awarded grants or scholarships from a state/local government will be calculated for you.

Column 3. Report the total dollar amount of all grants or scholarships from a state/local government awarded to Group 2 students.

Column 4. The average amount of grants or scholarships from a state/local government awarded to Group 2 students will be calculated for you.

04. Institutional grants or scholarships (scholarships/fellowships)

Column 1. Report the number of Group 2 students who were awarded grant or scholarship aid from the institution. This includes grants, scholarships, or fellowships funded by the institution. Do not include any other types of grants.

Column 2. The percentage of Group 2 students who were awarded grants or scholarships from the institution will be calculated for you.

Column 3. Report the total dollar amount of all grants or scholarships from the institution awarded to Group 2 students.

Column 4. The average amount of grants or scholarships from the awarded to Group 2 students will be calculated for you.

05. Loans to students

This aid category is disaggregated into the following two subcategories: federal loans and other loans.

Column 1. Report the number of Group 2 students who were awarded one or more loans to students. This includes loans from the federal government and from other sources (including private lenders). If a student appears in more than one type of loan category in Lines 05a or 05b, that student should only be counted once for Line 05. **Note that this number should be at least as large as the largest number reported in Line 05a, Column 1 or Line 05b, Column 1. In addition, this number cannot exceed the sum of [(Line 05a, Column 1) + (Line 05b, Column 1)].**

Column 2. The percentage of Group 2 students who were awarded one or more loans to students will be calculated for you.

Column 3. The total dollar amount for Line 05 will be calculated for you. This value is calculated using the following formula: [(Line 05a, Column 3) + (Line 05b, Column 3)].

Column 4. The average amount of loans to students awarded to Group 2 students will be calculated for you.

05a. Federal loans

Column 1. Report the number of Group 2 students who were awarded one or more loans to students from the federal government. Do not include loans to others (e.g., PLUS loans to parents) and do not include any other type of grant or loan aid.

Column 2. The percentage of Group 2 students who were awarded one or more loans to students from the federal government will be calculated for you.

Column 3. Report the total dollar amount of all loans to students from the federal government awarded to Group 2 students.

Column 4. The average amount of loans to students from the federal government awarded to Group 2 students will be calculated for you.

05b. Other loans

Column 1. Report the number of Group 2 students who were awarded one or more loans to students from sources **other than the federal government**. This includes private loans to students. Do not include loans to others (e.g., loans to parents).

Column 2. The percentage of Group 2 students who were awarded one or more loans to students from sources other than the federal government will be calculated for you.

Column 3. Report the total dollar amount of all loans to students from sources other than the federal government awarded to Group 2 students.

Column 4. The average amount of loans to students from sources other than the federal government awarded to Group 2 students will be calculated for you.

Context Box You may use the space below to provide context for the data you've reported. For example, institutions may report in the context box other sources of private aid not included in the categories above (e.g., Rotary Club Scholarship). The information you enter in this context box may be posted on College Navigator and should be written to be understood by students and parents. Make sure that your entries are free from grammatical and spelling errors.

Part D - Enter Financial Aid about Group 3

This part is intended to collect information used to estimate the average net price for Group 3 students in Part F.

Group 3 students are all full-time, first-time degree/certificate-seeking undergraduate students enrolled in your institution's largest program any time during academic year 2011-12 who paid the in-state or in-district tuition rate and were awarded grant or scholarship aid from the following sources: federal government, state/local government, or the institution. Students who were awarded only grant or scholarship aid from private or other sources, or students who were awarded only non-grant aid should not be included in this group.

For this part, report:

For These Students	The Following Type(s) of Aid	Awarded in This Period
• Full-time, first-time, degree/certificate-seeking undergraduate students enrolled in your institution's largest program who paid the in-state or in-district tuition rate and were awarded grant or scholarship aid from the following sources: the federal government, state/local government, or the institution • Do not include students who were awarded only grant or scholarship aid from private or other sources, or students who were awarded only non-grant aid.	• Grant or scholarship aid from the federal government • Grant or scholarship aid from state/local government • Grant or scholarship from the institution • Do not include grant or scholarship aid from private or other sources.	• Any time during academic year 2011-12 (the aid year period from July 1, 2011 through June 30, 2012)

Data carried forward from Part A include the following:

Information from Part A:	2011-12	YOUR PRIOR YEAR DATA 2010-11	YOUR PRIOR YEAR DATA 2009-10
Group 3 Full-time, first-time degree/certificate-seeking undergraduate students enrolled in your institution's largest program who paid the in-state or in-district tuition rate and were awarded grant or scholarship aid from the following sources: the federal government, state/local government, or the institution (This number is carried forward from Part A, Line 03)	Carried forward from Part A		

Note: In this part, you will be asked to report living arrangement information for Group 3 students. The living arrangement categories used in this component are the same categories used to describe living arrangements for Federal Student Aid purposes. Students indicate their intended living arrangement on the Free Application for Federal Student Aid (FAFSA).

Institutions should use the most recently available information regarding student living arrangement. For example, a student may have indicated on her or his FAFSA or an institutional financial aid application that she or he planned to live at home with family. But when the student enrolled, she or he decided to live on campus. Although the student may not have modified the FAFSA to reflect the updated living arrangement, the institution may have more recent information in its financial aid system indicating that the student lived on campus according to the most recent aid package for that student during the financial aid year. In this case, the institution should classify this student as an on-campus student.

A student should be counted in only one category—the one that the institution used most recently to develop or modify that student's financial aid package. If a student in this group did not complete the FAFSA, that student may appear as having an unknown living arrangement in Line 01d. However, if the institution knows the living arrangement for the student, then the student should be reported in the appropriate category.

Instructions:
In the fields provided, report the number of Group 3 students with each type of living arrangement and the total amount of grant or scholarship aid from the federal government, state/local government, or the institution awarded to these students.

Item Description

01. Report the number of Group 3 students with the following living arrangements.

01a. On-campus. Report the number of Group 3 students who lived on-campus.

01b. Off-campus (with family). Report the number of Group 3 students who lived off-campus with their parents or guardians.

01c. Off-campus (not with family). Report the number of Group 3 students who lived off-campus not with their parents or guardians.

01d. Unknown (calculated). This value is calculated using the following formula: [A03 – (D01a + D01b + D01c)], where A03 is the number of Group 3 students that you entered in Part A, Line 03. Note that this number should be a small percentage of the total number of students in a given year because institutions should have this information available for all students that completed the FAFSA as well as other information they have in their financial aid data systems.

02. Report the total amount of grant or scholarship aid from the federal government, state/local government, or the institution awarded to Group 3 students

Report the total dollar amount of grants and scholarship aid from the federal government, state/local government, or the institution awarded to Group 3 students. Exclude grant or scholarship aid from private sources (e.g., Rotary Club Scholarship) and exclude all loan aid.

03. Average grant or scholarship aid from the federal government, state/local government, or the institution awarded to Group 3 students

The average grant or scholarship aid from the federal government, state/local government, or the institution awarded to Group 3 students will be calculated for you. This value is calculated using the following formula: [D02/A03]. This amount will be used in Part F to calculate net price.

Part E - Enter Financial Aid about Group 4

This part is intended to collect information used to estimate the average net price for Group 4 students in Part G.

Group 4 students are full-time, first-time degree/certificate-seeking undergraduates enrolled in your institution's largest program any time during academic year 2011-12 who paid the in-state or in-district tuition rate and were awarded any Title IV federal student aid (i.e., students who were awarded federal grant aid or who were awarded federal work study or federal student loans).

Title IV federal student aid includes the following:

- Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant
- Federal Work Study
- Federal Perkins Loan, Subsidized Direct or FFEL Stafford Loan, and Unsubsidized Direct or FFEL Stafford Loan

For this part, report:

For These Students	The Following Type(s) of Aid	Awarded in This Period
• Full-time, first-time, degree/certificate-seeking undergraduate students enrolled in your institution's largest program who paid the in-state or in-district tuition rate and were awarded any Title IV federal student aid	• Grant or scholarship aid from the federal government • Grant or scholarship aid from state/local government • Grant or scholarship from the institution • Do not include grant or scholarship aid from private or other sources. • Do not include loan amounts.	• Any time during academic year 2011-12 (the aid year period from July 1, 2011 through June 30, 2012)

- Do not include Federal Work Study amounts.

Data carried forward from Part A include the following:

Information from Part A:	2011-12	YOUR PRIOR YEAR DATA 2010-11	YOUR PRIOR YEAR DATA 2009-10
Group 4 Full-time, first-time degree/certificate-seeking undergraduate students enrolled in your institution's largest program who paid the in-state or in-district tuition rate and were awarded any Title IV federal student aid (This number is carried forward from Part A, Line 04)	Carried forward from Part A		

Notes: In this part, you will be asked to report living arrangement information for Group 4 students. The living arrangement categories used in this component are the same categories used to describe living arrangements for Federal Student Aid purposes. Students indicate their intended living arrangement on the Free Application for Federal Student Aid (FAFSA).

Institutions should use the most recently available information regarding student living arrangement. For example, a student may have indicated on her or his FAFSA or an institutional financial aid application that she or he planned to live at home with family. But when the student enrolled she or he decided to live on campus. Although the student may not have modified the FAFSA to reflect the updated living arrangement, the institution may have more recent information in its financial aid system indicating that the student lived on campus according to the most recent aid package for that student during the financial aid year. In this case, the institution should classify this student as an on-campus student.

A student should be counted in only one category—the one that the institution used most recently to develop or modify that student's financial aid package. If a student in this group did not complete the FAFSA, that student may appear as having an unknown living arrangement in Line 01d. However, if the institution knows the living arrangement for the student, then the student should be reported in the appropriate category.

In this part, you will also be asked to report the number of students in Group 4 and the total amount of grant or scholarship aid they were awarded by income level. To determine the income level of the student, use the income that was used by the institution's financial aid office to determine the student's Expected Family Contribution (EFC). For dependent students this will include the parents' adjusted gross income and the student's adjusted gross income. For independent students this will include the student's adjusted gross income.

Instructions:
In the fields provided, report the number of Group 4 students with each type of living arrangement.

Item Description

01. Report the number of Group 4 students with the following living arrangements.

01a. On-campus. Report the number of Group 4 students who lived on-campus.

01b. Off-campus (with family). Report the number of Group 4 students who lived off-campus with their parents or guardians.

01c. Off-campus (not with family). Report the number of Group 4 students who lived off-campus not with their parents or guardians.

01d. Unknown (calculated). This value is calculated using the following formula: [A04 – (E01a + E01b + E01c)], where A04 is the number of Group 4 students that you entered in Part A, Line 04. Note that this number should be a small percentage of the total number of students in a given year because institutions should have this information available for all students that completed the FAFSA as well as other information they have in their financial aid data systems.

In the fields provided, report the number of Group 4 students who were awarded any Title IV aid (column 1); the number of Group 4 students who were awarded any grant or scholarship aid from the federal government, state/local government, or the institution (column 2); and the total amount of grant or scholarship aid from the federal government, state/local government, or the institution awarded to these students by income level (column 3).

Item			Description
02.	**02a.**	**$0–30,000**	**Column 1.** Report the number of Group 4 students in this income level who were awarded any Title IV aid. **Column 2.** Report the number of Group 4 students in this income level who were awarded any grant or scholarship aid from the federal government, state/local government, or the institution. **Column 3.** Report the total amount of grant or scholarship aid awarded to Group 4 students in this income level from the following sources: federal government, state/local government, or the institution. **Column 4.** The average dollar amount of grant or scholarship aid awarded to Group 4 students in this income level from the federal government, state/local government, or the institution will be calculated for you.
	02b.	**$30,001–48,000**	**Column 1.** Report the number of Group 4 students in this income level who were awarded any Title IV aid. **Column 2.** Report the number of Group 4 students in this income level who were awarded any grant or scholarship aid from the federal government, state/local government, or the institution. **Column 3.** Report the total amount of grant or scholarship aid awarded to Group 4 students in this income level from the following sources: federal government, state/local government, or the institution. **Column 4.** The average dollar amount of grant or scholarship aid awarded to Group 4 students in this income level from the federal government, state/local government, or the institution will be calculated for you.
	02c.	**$48,001–75,000**	**Column 1.** Report the number of Group 4 students in this income level who were awarded any Title IV aid. **Column 2.** Report the number of Group 4 students in this income level who were awarded any grant or scholarship aid from the federal government, state/local government, or the institution. **Column 3.** Report the total amount of grant or scholarship aid awarded to Group 4 students in this income level from the following sources: federal government, state/local government, or the institution. **Column 4.** The average dollar amount of grant or scholarship aid awarded to Group 4 students in this income level from the federal government, state/local government, or the institution will be calculated for you.
	02d.	**$75,001–110,000**	**Column 1.** Report the number of Group 4 students in this income level who were awarded any Title IV aid.

Column 2. Report the number of Group 4 students in this income level who were awarded any grant or scholarship aid from the federal government, state/local government, or the institution.

Column 3. Report the total amount of grant or scholarship aid awarded to Group 4 students in this income level from the following sources: federal government, state/local government, or the institution.

Column 4. The average dollar amount of grant or scholarship aid awarded to Group 4 students in this income level from the federal government, state/local government, or the institution will be calculated for you.

02e. $110,001 and more

Column 1. Report the number of Group 4 students in this income level who were awarded any Title IV aid.

Column 2. Report the number of Group 4 students in this income level who were awarded any grant or scholarship aid from the federal government, state/local government, or the institution.

Column 3. Report the total amount of grant or scholarship aid awarded to Group 4 students in this income level from the following sources: federal government, state/local government, or the institution.

Column 4. The average dollar amount of grant or scholarship aid awarded to Group 4 students in this income level from the federal government, state/local government, or the institution will be calculated for you.

02f. Total all income levels

Column 1. The total number of Group 4 students who were awarded any Title IV aid will be calculated for you.

Column 2. The total number of Group 4 students who were awarded any grant or scholarship aid from the federal government, state/local government, or the institution will be calculated for you.

Column 3. The total amount of grant or scholarship aid awarded to Group 4 students from the federal government, state/local government, or the institution will be calculated for you.

Column 4. The average dollar amount of grant or scholarship aid awarded to Group 4 students from the federal government, state/local government, or the institution will be calculated for you.

Part F - Net Price Calculation for Group 3

This part is intended to summarize the information used to estimate the average net price for Group 3 students.

Group 3 students are all full-time, first-time degree/certificate-seeking undergraduate students enrolled in your institution's largest program any time during academic year 2011-12 who paid the in-state or in-district tuition rate and were awarded grant or scholarship aid from the following sources: the federal government, state/local government, or the institution.

As required by the HEOA, the average net price for Group 3 students will be posted on College Navigator. In addition, the average net price calculated for this group will be used in the U.S. Department of Education's College Affordability and Transparency lists.

The components used to estimate the average net price include the average total cost of attendance for the institution's largest program and the average grant or scholarship aid awarded to Group 3 students. The total cost of attendance is the sum of published tuition and required fees (Line 01), books and supplies (Line 02) and the weighted average by living arrangement for room and board and other expenses (Line 05). Information about cost of attendance is carried forward from data that your institution reported in the Institutional Characteristics component of IPEDS. If you did not enter this information and have questions about the values entered here, contact your institution's IPEDS Keyholder.

The source or calculation for each line is described here.

Item	Description

01. Published tuition and required fees (lower of in-district or in-state)

The published tuition and required fees (lower of in-district or in-state rates) are carried forward from data that your institution reported on the Institutional Characteristics component of IPEDS.

02. Books and supplies

The cost for books and supplies are carried forward from data that your institution reported on the Institutional Characteristics component of IPEDS.

03. Room and board and other expenses by living arrangement

The cost for room and board and other expenses by living arrangement are carried forward from data that your institution reported on the Institutional Characteristics component of IPEDS.

04. Number of Group 3 students by living arrangement

These numbers are carried forward from Part D, Lines 02a through 02d.

05. Weighted average by living arrangement (excluding unknown values) for room and board and other expenses

This value is generated by determining the average room and board and other expenses (Lines 03a through 03c) weighted by student living arrangement (excluding students in the unknown category). This value is calculated using the following formula:
Line 05 = [(Line 03a*(Line 04a/(Line 04a+Line 04b+Line 04c))] + [Line 03b*(Line 04b/(Line 04a+Line 04b+Line 04c))] + [Line 03c*(Line 04c/(Line 04a+Line 04b+Line 04c))]

06. Total cost of attendance

This value is calculated using the following formula: Line 01 + Line 02 + Line 05.

07. Average grant or scholarship aid from the federal government, state/local government, or the institution awarded to Group 3 students

This value is carried forward from Part D, Line 04.

08. Average institutional net price for Group 3 students

The average institutional net price for full-time, first-time degree/certificate-seeking undergraduate students enrolled in your institution's largest program any time during academic year 2011-12 who paid the in-state or in-district tuition rate and were awarded grant or scholarship aid from the federal government, state/local government, or the institution is calculated for you. This value is calculated using the following formula: Line 06 – Line 07. The average net price for Group 3 students will be posted on College Navigator and used in the U.S. Department of Education's College Affordability and Transparency lists.

Context Box

You may use the space below to provide context for the data you've reported. The information you enter in this context box may be posted on College Navigator and should be written to be understood by students and parents. Make sure that your entries are free from grammatical and spelling errors.

Part G - Net Price Calculation for Group 4

This part is intended to summarize the information used to estimate the average net price for Group 4 students.

Group 4 students are all full-time, first-time degree/certificate-seeking undergraduate students enrolled in your institution's largest program any time during academic year 2011-12 who paid the in-state or in-district tuition rate and were awarded Title IV federal student aid.

As required by the HEOA, the average net price for Group 4 students will be posted on College Navigator.

The components used to estimate the average net price include the average total cost of attendance for the institution's largest program and the average grant or scholarship aid awarded to Group 4 students. The total cost of attendance is the sum of published tuition and required fees (Line 01), books and supplies (Line 02) and the weighted average by living arrangement for room and board and other expenses (Line 05). Information about cost of attendance is carried forward from data that your institution reported in the Institutional Characteristics component of IPEDS. If you did not enter this information and have questions about the values entered here, contact your institution's IPEDS Keyholder.

The source or calculation for each line is described here.

Item **Description**

01. Published tuition and required fees (lower of in-district or in-state)

The published tuition and require fees (lower of in-district or in-state rates) are carried forward from data that your institution reported on the Institutional Characteristics component of IPEDS.

02. Books and supplies

The cost for books and supplies are carried forward from data that your institution reported on the Institutional Characteristics component of IPEDS.

03. Room and board and other expenses by living arrangement

The cost for room and board and other expenses by living arrangement are carried forward from data that your institution reported on the Institutional Characteristics component of IPEDS.

04. Number of Group 4 students by living arrangement

These numbers are carried forward from Part E, Lines 02a through 02d.

05. Weighted average by living arrangement (excluding unknown values) for room and board and other expenses

This value is generated by determining the average room and board and other expenses (Lines 03a through 03c) weighted by student living arrangement (excluding students in the unknown category). This value is calculated using the following formula: Line 05 = [Line 03a*(Line 04a/(Line 04a+Line 04b+Line 04c))]+[Line 03b*(Line 04b/(Line 04a+Line 04b+Line 04c))]+[Line 03c*(Line 04c/(Line 04a+Line 04b+Line 04c))]

06. Total cost of attendance

This value is calculated using the following formula: Line 01 + Line 02 + Line 05.

07. Average grant or scholarship aid from the federal government, state/local government, or the institution awarded to Group 4 students

These values are carried forward from Part E, Line 03, Column 3 for each income level.

08. Average institutional net price for Group 4 students

The average institutional net price for full-time, first-time degree/certificate-seeking undergraduate students enrolled in your institution's largest program any time during academic year 2011-12 who paid the in-state or in-district tuition rate and were awarded Title IV federal student aid is calculated for you. These values are calculated for each income level using the following formula: Line 06 – Line 07. The average net price for Group 4 students by income level will be posted on College Navigator.

Context Box You may use the space below to provide context for the data you've reported. The information you enter in this context box may be posted on College Navigator and should be written to be understood by students and parents. Make sure that your entries are free from grammatical and spelling errors.

Glossary

date: 12/4/2012

Term	Definition
Federal grants (grants/educational assistance funds)	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. (Used for reporting on the Student Financial Aid component)
Financial aid	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.
First-time student (undergraduate)	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).
Full-time student	Undergraduate: A student enrolled for 12 or more semester credits , or 12 or more quarter credits, or 24 or more contact hours a week each term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution. Doctor's degree - Professional practice - as defined by the institution.
Institutional grants	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.
Loans to students	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.
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as “the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid.” In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.
Off-campus (not with family)	A living arrangement in which a student does not live with the student’s parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus (with family)	A living arrangement in which a student lives with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
On-campus housing	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.
Scholarships	Grants-in-aid, trainee stipends, tuition and required fee waivers, prizes or other monetary awards given to undergraduate students.
State and local grants	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. (Used for reporting Finance data for private for-profit institutions)

Student Financial Aid

Click one of the following questions to view the answer.

General

1) Which institutions are required to complete the IPEDS Student Financial Aid (SFA) component?
2) What is the reporting period covered by SFA for the 2011-12 collection year?
3) What changes occurred for SFA for the 2011-12 collection year?

Student Counts

1) For which students should I report financial aid information?
2) What students are included in Group 1?
3) What students are included in Group 2?
4) What students are included in Group 2a?
5) What students are included in Group 2b?
6) What students are included in Group 3?
7) What students are included in Group 4?

Financial Aid

1) What types of financial aid should be reported?
2) What is the time period for which I should report aid amounts?
3) Should tuition and fee waivers be reported?
4) Should veterans education benefits be reported?
5) How should I report two Pell Grant Scheduled Awards (i.e., Year-Round Pell) in an award year?
6) Where in Part C should I report tribal aid?
7) Should PLUS loans be reported?
8) What does "aid awarded" mean?
9) If a student is awarded more than one type of aid, do I count him/her twice?
10) Where can I get living arrangement information for students?
11) How do I get information about students' income categories?

Answers:

General

1) Which institutions are required to complete the IPEDS Student Financial Aid (SFA) component?

All postsecondary institutions that participate in federal student financial aid programs that enrolled undergraduate students any time during academic year 2010-11 must complete SFA.

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2) What is the reporting period covered by SFA for the 2011-12 collection year?

For the 2011-12 data collection, institutions should report data for academic year 2010-11.

- For **academic reporters**, the academic year is defined as the period of time generally extending from September to June; usually equated to 2 semesters or trimesters, 3 quarters, or the period covered by a 4-1-4 calendar system.

  To determine the financial aid amounts to report for a given group of students, first identify the students in that group (e.g., for Group 2, full-time, first-time degree/certificate-seeking undergraduates enrolled in Fall 2010). Second, determine the financial aid that was awarded to these students any time during the 2010-11 academic year.
- For **program reporters**, the academic year is defined by the institution, so long as the institutionally-defined academic year falls within the full aid year period of July 1-June 30.

  To determine the financial aid amounts to report for a given group of students, first identify the students in that group (e.g., for Group 2, full-time, first-time degree/certificate-seeking undergraduates enrolled any time during the academic year). Second, determine the financial aid that was awarded to these students any time during the academic year.

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3) What changes occurred for SFA for the 2011-12 collection year?

For the 2011-12 collection year, the following changes occurred:
For all institutions:

- An additional column has been added in Part E to collect the number of students in Group 4 who were awarded any Title IV grant aid, by income categories.

- Instructions for reporting grant aid to students have been clarified. For reporting grant aid, institutions should report "aid awarded," rather than "aid received" or "aid awarded and accepted." There is no change to how loans to students should be reported. Institutions should continue to report on loans that were awarded to and accepted by the student.

For program reporters:

- The reporting period for program reporters is now an academic year, as defined by the institution, so long as the institutionally-defined academic year falls within the full aid year period of July 1-June 30. Accordingly, the student cohort for program reporters will be undergraduate students enrolled any time during the academic year. Similarly, institutions should report on aid awarded to these students any time during the academic year.
- For Groups 3 and 4, program reporters will report only those students in the institution's largest program. Please note that because of this change, and since the Higher Education Opportunity Act of 2008 (HEOA) requires three years' worth of data on net price, all program reporters must submit three years' worth of data for Groups 3 and 4 this year. Institutions should be prepared to report data for Group 3 and 4 students for the following academic years: 2010-11, 2009-10, and 2008-09. Please also note that if an institution's largest program changes in future years, the institution will need to report three years' worth of data for the new largest program.

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Student Counts

1) For which students should I report financial aid information?

SFA collects information on undergraduate students only.
Academic reporters should report on students who were enrolled as of October 15, or the institution's official Fall reporting date.
Program reporters should report on students who were enrolled any time during the academic year. For program reporters, the academic year is defined by the institution, so long as it falls between July 1 and June 30.
For the purposes of reporting to SFA, students are divided into the following groups:

- **Group 1:** All undergraduate students
- **Group 2:** Of Group 1, full-time, first-time degree/certificate-seeking students
- **Group 3:** Of Group 2, students who were awarded any grant/scholarship aid from the federal government, state/local government, or the institution. For public institutions, include only those paying in-state/in-district tuition rates. For program reporters, include only those enrolled in the institution's largest program.
- **Group 4:** Of Group 2, students who were awarded any Title IV federal student aid. For public institutions, include only those paying in-state/in-district tuition rates. For program reporters, include only those enrolled in the institution's largest program.

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2) What students are included in Group 1?

Group 1 includes all undergraduate students. You should report the total number of all new and continuing full-time students, part-time students, degree/certificate-seeking students, and non-degree/certificate-seeking students.

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3) What students are included in Group 2?

Group 2 students include all full-time, first-time degree/certificate-seeking undergraduates.
For **academic reporters**, include students attending your institution for the first time at the undergraduate level. Also include 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). This number should match the data that you reported on the Fall Enrollment component of IPEDS.

For **program reporters**, include students attending your institution for the first time at the undergraduate level anytime during the academic year, as defined at your institution. Also include students who entered with advanced standing (college credits earned before graduation from high school). This number should closely match the data you reported on the 12-month Enrollment component of IPEDS.

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4) What students are included in Group 2a?

In Group 2a, you should report the number of full-time, first-time degree/certificate-seeking undergraduate students who were awarded any of the following:

- Federal Work Study
- Federal or private loans to students
- Grant or scholarship aid from the federal government
- Grant or scholarship aid from state/local government
- Grant or scholarship aid from the institution
- Grant or scholarship aid from other sources known to the institution

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5) What students are included in Group 2b?

In Group 2b, you should report the number of full-time, first-time degree/certificate-seeking undergraduate students who were awarded any of the following:

- Federal or private loans to students
- Grant or scholarship aid from the federal government
- Grant or scholarship aid from state/local government
- Grant or scholarship aid from the institution

Group 2b is Group 2a minus those students who were awarded only Federal Work Study or grant or scholarship aid from other sources known to the institution.

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6) What students are included in Group 3?

Group 3 students include all full-time, first-time degree/certificate-seeking undergraduates who were awarded grant or scholarship aid from the following sources:

- Federal government
- State/local government
- Institution

For public institutions, include only those students who paid the in-state or in-district tuition rate. For program reporters, include only those students enrolled in the institution's largest program.
Do not include students who were awarded only grant or scholarship aid from private or other sources, or students who were awarded only non-grant aid, such as loans.

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7) What students are included in Group 4?

Group 4 students include all full-time, first-time degree/certificate-seeking undergraduates who were awarded any Title IV aid.
Title IV aid includes the following:

- Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant
- Federal Work Study
- Federal Perkins Loan, Subsidized Direct or FFEL Stafford Loan, and Unsubsidized Direct or FFEL Stafford Loan

For public institutions, include only those students who paid the in-state or in-district tuition rate. For program reporters, include only those students enrolled in the institution's largest program.

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Financial Aid

1) What types of financial aid should be reported?

The following types of financial aid should be reported in this component:

- **Federal grants (grants/educational assistance funds):** Grants provided by federal agencies such as the U.S. Department of Education, including Title IV federal student aid grants such as Pell grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Academic Competitiveness Grants (ACGs), National Science and Mathematics Access to Retain Talent (National SMART) Grants, and Teacher Education Assistance for College and Higher Education (TEACH) Grants. Also include need-based and merit-based educational assistance funds and training vouchers provided from other federal agencies and/or federally-sponsored educational benefits programs.
- **State/local government grants (grants/scholarships/waivers):** Grants that were provided by your state such as Leveraging Educational Assistance Partnerships (LEAP) (formerly SSIGs) and Robert C. Byrd Honors Scholarships. Also include merit scholarships that were provided by your state and tuition and fee waivers for which your institution was reimbursed by a state agency. Local grants include any local government grants, scholarships or gift-aid awarded directly to the student.
- **Institutional grants:** Scholarships and fellowships granted and funded by the institution and/or individual departments within the institution (and are limited to students attending your institution). Also include scholarships targeted to certain individuals (e.g., based on state of residence or major) for which the institution designates the recipient; athletic scholarships; and the like. This is not intended to include Federal Work Study.
- **Private grants or scholarships:** These may include scholarships or grants to students that are paid by an outside organization but are directed through the institution's financial aid office (e.g., Rotary Club Scholarship).
- **Loans to students:** Monies that must be repaid to the lending institution for which the student is the designated borrower. Include all Title IV federal student loan aid such as Federal Perkins Loans, Subsidized Direct or FFEL Stafford Loans, and Unsubsidized Director or FFEL Stafford Loans. Also include all institutionally- and privately-sponsored loans. Please do not include PLUS and other loans made directly to parents.

Note that different parts of the SFA component ask for different types of financial aid to be reported. Please review the instructions and the survey screens carefully to ensure that you are reporting the correct types of financial aid in the appropriate parts.

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2) What is the time period for which I should report aid amounts?

Institutions should report aid that was awarded any time during the academic year.

For academic reporters, the academic year is 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.
For program reporters, the academic year is defined by the institution, so long as it falls between July 1 and June 30.
Note that for the purposes of calculating net price, the cost of attendance (COA) for an academic year reported in the Institutional Characteristics (IC) component should align with the aid amounts reported in the Student Financial Aid (SFA) component.

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3) Should tuition and fee waivers be reported?

Yes. Tuition and fee waivers should be reported in Part C.
Tuition and fee waivers for which your institution was reimbursed by a state agency should be reported under state/local government grants.

Tuition and fee waivers granted by your institution (for which your institution is not reimbursed from another source) should be reported as institutional grants.

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4) Should veterans education benefits be reported?

Veterans education benefits should no longer be reported as financial aid in SFA.
The Higher Education Opportunity Act of 2008 (HEOA) removed veterans education benefits from "estimated financial assistance," effective July 1, 2010. A later technical corrections bill (H.R. 1777) updated the list of programs that meet the definition of "veterans' education benefits" in section 480(c) of the Higher Education Act (HEA) and moved the effective date of the exclusion to July 1, 2009 (beginning with the 2009-10 award year).
For more information about the Department's Guidance on Federal Veterans' Education Benefits for Purposes of the Title IV Student Assistance Programs, please visit http://www.ifap.ed.gov/eannouncements/081309GuidFedVeteransEdBenefits.html.

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5) How should I report two Pell Grant Scheduled Awards (i.e., Year-Round Pell) in an award year?

Academic Calendar Institutions (semester/trimester/quarters/4-1-4): In 2010-11, students were potentially able to receive up to two consecutive Pell Grant Scheduled Awards (i.e., Year-Round Pell) during a single academic year. For academic calendar institutions, the academic year is generally defined as the period of time extending from September to June; usually equated to 2 semesters or trimesters, 3 quarters, or the period covered by a 4-1-4 calendar system. For the purposes of reporting to IPEDS SFA, institutions should report only Pell grants awarded for the student's first academic year. **Do NOT report the second award**. Aid amounts are used to calculate average institutional net price, so it is important that the aid reported in SFA is aligned with the price/cost of attendance reported in the IPEDS Institutional Characteristics (IC) component (e.g., if cost of attendance provided in IC is for a 9-month academic year, aid reported in SFA must correspond to that same 9-month academic year).
Program Reporter Institutions (continuous enrollment/differs by program): In 2010-11, students were potentially able to receive up to two consecutive Pell Grant Scheduled Awards (i.e., Year-Round Pell) during a single financial aid year (July 1, 2010-June 30, 2011). For program reporter institutions, the academic year is defined by the institution, so long as it falls between July 1 and June 30, and therefore multiple academic years can occur within a single financial aid year. For the purposes of reporting to IPEDS SFA, institutions should report only Pell grants awarded for the student's first academic year. **Do NOT report the second award**. Aid amounts are used to calculate average institutional net price, so it is important that the aid reported in SFA is aligned with the price/cost of attendance reported in the IPEDS Institutional Characteristics (IC) component (e.g., if cost of attendance provided in IC is for a 30-week academic year, aid reported in SFA must correspond to that same 30-week academic year).

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6) Where in Part C should I report tribal aid?

In general, institutions should report financial aid from tribal offices awarded to full-time, first-time students in the state/local government field (Line 03) in Part C.

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7) Should PLUS loans be reported?

No. PLUS loans are made to the parents of students. Any type of loan that is not made to the student should not be reported.

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8) What does "aid awarded" mean?

Institutions should report on grant or scholarship aid that has been awarded to students. This may be different from aid that was actually disbursed to students. For example, a student may be awarded grant or scholarship aid at the beginning of the academic year but then leave the institution before the entire amount is disbursed. In this case, you would report the original amount of grant or scholarship aid that was awarded, even though the entire amount was not actually disbursed to the student.
For reporting loans to students, institutions should continue to report on loans that were awarded to and accepted by the student.

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9) If a student is awarded more than one type of aid, do I count him/her twice?

Yes, students should be included in each category of aid that they are awarded. If a student is awarded both federal and institutional aid, he/she should be counted under both types of aid.
However, in Part C, count students only once in the major aid category. For example, if a student is awarded both a Pell Grant (Line 02a) and another type of federal grant (Line 02b), then count that student once for the major category of Federal grants (Line 02).

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10) Where can I get living arrangement information for students?

Students indicate their intended living arrangement on the Free Application for Federal Student Aid (FAFSA) or an institutional financial aid application. If a student did not complete the FAFSA or an institutional financial aid application with living arrangement information, that student may appear as having an unknown living arrangement.
Institutions should use the most recently available information regarding student living arrangement.

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11) How do I get information about students' income categories?

To assign the income category of the student, use the income that was used by your financial aid office to determine the student's Expected Family Contribution (EFC). For dependent students this will include the parents' adjusted gross income and the student's adjusted gross income. For independent students this will include the student's adjusted gross income.

If your institution takes part in campus-based aid programs like SEOG, FWS, and Perkins Loans, then it might be easiest to tell your financial aid office that students should be put in income categories as they are done on FISAP. Institutions with campus-based based aid programs must report annually to the Department of Education using the FISAP (Fiscal Operations Report and Application to Participate). Part of the FISAP includes income-related information. Even if your institution does not file FISAP, the instructions from it may be helpful (fields 26-39):
Use the FISAP Total Income (FTI), one of the intermediate computed values on the Student Aid Record (SAR) or ISIR (Institutional Student Information Record), to determine the proper cell for each student. For dependent students, FTI is the sum of Total Income (TI) and Student's Total Income (STI). For independent students, the FTI will equal the TI. ***Remember, extract this information only from the SARs/ISIRs of students who actually enrolled in your school.***

You might need to correct or adjust a student's income information and recalculate the EFC. If so, you must use that corrected or adjusted information when determining the proper income cell for a student. In such a case, to determine the income cell for a dependent student, you must use the student's and parents' base year incomes, as reported on the SAR/ISIR.

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Student Financial Aid for institutions reporting on a full-year cohort (program reporters)

Edit specifications for the 2012-13 IPEDS Student Financial Aid (SFA) Component

Applicable to all program reporters

Note: The specifications in this document apply to the institutions listed above. Some sections and parts may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.

All screens must be completed in order to lock the survey.

Part A: Establish Your Groups
Part B: Enter Information about Group 1
Part C: Enter Information about Group 2
Part D: Enter Information about Group 3
Part E: Enter Information about Group 4
Part F: Net Price Calculation for Group 3
Part G: Net Price Calculation for Group 4

Part A: Establish Your Groups

The *Higher Education Opportunity Act of 2008* (HEOA) requires you to report financial aid data for multiple groups of students. Use Part A to establish these groups, based on the descriptions below:

- **Group 1:** Report the number of all undergraduate students who were enrolled as of October 15, 2011. Include all new and continuing undergraduate students (full-time students, part-time students, degree/certificate-seeking students, non-degree/certificate-seeking students, and all others). This number will be preloaded based on the data provided by your institution in the prior year IPEDS Fall Enrollment component, but may be modified as needed.
- **Group 2:** Of those in Group 1, report the number of students who are full-time, first-time degree/certificate-seeking undergraduates.
- **Group 2a:** Of those in Group 2, report the number of students who were awarded any Federal Work Study; loans to students; or grant or scholarship aid from the federal government, state/local government, the institution, or other sources known to the institution.
- **Group 2b:** Of those in Group 2, report the number of students who were awarded any loans to students; or grant or scholarship aid from the federal government, state/local government, or the institution.
- **Group 3:** Of those in Group 2, report the number of students enrolled in the institution's largest program who paid the in-state or in-district tuition rate and were awarded grant or scholarship aid from the following sources: the federal government, state/local government, or the institution. For public institutions, include only those students who paid the in-state or in-district tuition rate.
- **Group 4:** Of those in Group 2, report the number of students enrolled in the institution's largest program who paid the in-state or in-district tuition rate and were awarded Title IV federal student aid. For public institutions, include only those students who paid the in-state or in-district tuition rate.

The system will perform the following **General** edits on the data entered:

- A value must be entered for each field on this screen.
- The data on this screen will be considered inconsistent and will not be saved if your institution has reported a number greater than 0 for **Group 1**, and any of the following is true:
  - You reported that you have no students in **Group 2**, but entered a number greater than 0 for **Group 2a**.
  - You reported that you have no students in **Group 2a**, but entered a number greater than 0 for **Group 2b**.
  - You reported that you have no students in **Group 2b**, but entered a number greater than 0 for **Group 3** or **4**.

The system will perform the following edits on the data entered for **Group 1**:

- If the **2011-12** value should be equal to the total number of students reported in Part A of the IPEDS 12-month enrollment survey.
- Based on your prior year data, the current year value reported for **Fall 2011** is expected to be within a certain range of the preloaded **PY SFA** data, as outlined below:
  - If the **PY SFA** value is between 1 and 25, then the **Fall 2011** value must be within a 50% range of that number.
  - If the **PY SFA** value is between 26 and 100, then the **Fall 2011** value must be within a 30% range of that number.
  - If the **PY SFA** value is greater than 100, then the **Fall 2011** value must be within a 20% range of that number.

The system will perform the following edits on the data entered for **Group 2**:

- The number of students in **Group 2** must be less than or equal to the number reported for **Group 1**.
- If you indicate that all of your institution's undergraduate students are first-time, full-time students, you must *confirm* this.
- If your institution reported award levels between associate's degree and bachelor's degree on the IC Header survey, then the number of students in **Group 2** must be less than the number reported for **Group 1**.

- Based on the preloaded value in the **Fall 2010** column, the current year value reported for **Fall 2011** is expected to be within a certain range of the preloaded data, as outlined below:
    - If the **PY SFA** value is between 1 and 25, then the **Fall 2011** value must be within a 50% range of that number.
    - If the **PY SFA** value is between 26 and 100, then the **Fall 2011** value must be within a 30% range of that number.
    - If the **PY SFA** value is greater than 100, then the **Fall 2011** value must be within a 20% range of that number.
- If the values reported for **Group 1** and **Group 2** are greater than 0, and the calculated percentage of students who received any aid is greater than 30, then the calculated percentage is expected to be within plus or minus 30% of the **PY SFA** value.
- If the values reported for **Group 1** and **Group 2** are greater than 0, and the calculated percentage of students who received any aid is greater than 0 and less than or equal to 30, then the calculated percentage is expected to be within plus or minus 15% of the **PY SFA** value.

The system will perform the following edits on the data entered for **Group 2a**:

- The number of students in **Group 2a** must be less than or equal to the number reported for **Group 2**.
- If the number of students reported for **Group 2** is greater than 100, then the number of students reported for **Group 2a** must be greater than 0.
- If the number of students reported for **Group 2a** is greater than 0, then the sum of students reported for **Groups 2b**, **3**, and **4** must be greater than 0.
- Based on the preloaded value in the **Fall 2010** column, the current year value reported for **Fall 2011** is expected to be within a certain range of the preloaded data, as outlined below:
    - If the **PY SFA** value is between 1 and 25, then the **Fall 2011** value must be within a 50% range of that number.
    - If the **PY SFA** value is between 26 and 100, then the **Fall 2011** value must be within a 30% range of that number.
    - If the **PY SFA** value is greater than 100, then the **Fall 2011** value must be within a 20% range of that number.
- If the values reported for **Group 2** and **Group 2a** are greater than 0, and the calculated percentage of students who received any aid is greater than 30, then the calculated percentage is expected to be within plus or minus 30% of the **PY SFA** value.
- If the values reported for **Group 2** and **Group 2a** are greater than 0, and the calculated percentage of students who received any aid is greater than 0 and less than or equal to 30, then the calculated percentage is expected to be within plus or minus 15% of the **PY SFA** value.

The system will perform the following edits on the data entered for **Group 2b**:

- The number of students in **Group 2b** must be less than or equal to the number reported for **Group 2a**.
- If the number of students reported for **Group 2b** is greater than 0, then the sum of students reported for **Group 3** and **Group 4** must be greater than 0.

The system will perform the following edits on the data entered for **Group 3**:

- The number of students in **Group 3** must be less than or equal to the number reported for **Group 2b**.
- If the number of students reported for **Group 2** is greater than 50, then the number of students reported for **Group 3** must be greater than 0.

The system will perform the following edits on the data entered for **Group 4**:

- The number of students in **Group 4** must be less than or equal to the number reported for **Group 2a**.
- If the number of students reported for **Group 2** is greater than 50, then the number of students reported for **Group 4** must be greater than 0.

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Part B: Enter Information about Group 1

On this screen, you must report the **Number of Group 1 students who were awarded aid** and the **Total amount of aid awarded to Group 1 students** in 2011-12 for each of the following **Aid Types**:

- Grant or scholarship aid from the federal government, state/local government, the institution, and other sources known to the institution (line 01)
- Pell grants (line 02)
- Federal student loans (line 03)

Based on the information entered above, the **Percentage of Group 1 students who were awarded aid** and the **Average amount of aid awarded to Group 1 students** are automatically calculated for each aid type upon saving the screen.

The system will perform the following **General** edit on the data entered:

- For each **Aid Type**, if a value greater than 0 is reported for the **Number of Group 1 students who were awarded aid** column, then the **Total amount of aid awarded to Group 1 students** column must contain a value greater than 0; and vice versa.

The system will perform the following edits on the data entered for **line 01**:

- The **Number of Group 1 students** who were awarded **Grant or scholarship aid** (line 01) is expected to be greater than 0.
- The **Number of Group 1 students** who were awarded **Grant or scholarship aid** (line 01) is expected to be less than or equal to the total number of students in **Group 1** (Part A, Line 01).
- The **Number of Group 1 students** who were awarded **Grant or scholarship aid** (line 01) is expected to be greater than 5% of the total number of students in **Group 1** (Part A, Line 01).
- The expected **Average amount of aid awarded to Group 1 students** for **Grant or scholarship aid** (line 01) is based on the institution type, as outlined below:

- If your institution is a **Public, 4-year-or-above** institution, then the **line 01** average amount must be less than $15,000.
- If your institution is a **Private non-profit, 4-year-or-above** institution, then the **line 01** average amount must be less than $40,000.
- If your institution is a **Private for-profit, 4-year-or-above** institution, then the **line 01** average amount must be less than $12,000.
- If your institution is a **Public, 2-year** or **Public, less-than-2-year** institution, then the **line 01** average amount must be less than $8,000.
- If your institution is a **Private non-profit, 2-year** institution, then the **line 01** average amount must be less than $10,000.
- If your institution is a **Private for-profit 2-year or less** institution, then the **line 01** average amount must be less than $8,000.
- If your institution is a **Private non-profit, less-than-2-year** institution, then the **line 01** average amount must be less than $7,000.

The system will perform the following edits on the data entered for **line 02**:

- The **Number of Group 1 students** who were awarded **Pell grants** (line 02) is expected to be greater than 0.
- The **Number of Group 1 students** who were awarded **Pell grants** (line 02) is expected to be less than or equal to the total number of students in **Group 1** (Part A, Line 01).
- The **Number of Group 1 students** who were awarded **Pell grants** (line 02) is expected to be greater than 5% of the total number of students in **Group 1** (Part A, Line 01).
- The **Number of Group 1 students** who were awarded **Pell grants** (line 02) is expected to be less than or equal to the number of students who were awarded **Grant or scholarship aid** (line 01).
- The **Average amount of aid awarded to Group 1 students** for **Pell grants** (line 02) must be less than $6,000.

The system will perform the following edits on the data entered for **line 03**:

- The **Number of Group 1 students** who were awarded **Federal student loans** (line 03) should be less than or equal to the total number of students in **Group 1** (Part A, Line 01).
- The **Number of Group 1 students** who were awarded **Federal student loans** (line 03) is expected to be greater than 5% of the total number of students in **Group 1** (Part A, Line 01).
- The **Average amount of aid awarded to Group 1 students** for **Federal student loans** (line 03) must be less than $12,000.

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Part C: Enter Information about Group 2

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For your reference, the data you entered in ***Part A*** of this survey will be displayed on this screen. You must then enter the **Number of Group 2 students** in Fall 2011 who are:

- Paying in-district tuition rates (line 01a)
- Paying in-state tuition rates (line 01b)
- Paying out-of-state tuition rates (line 01c)

The number of students in **Group 2** whose residency status is **Unknown** (line 01d) is automatically calculated based on the numbers entered above.

The system will perform the following edits on the data entered:

- For each residency status (in-district, in-state, and out-of-state), a value must be entered in the **Number of Group 2 students** column.
- The **Number of Group 2 students** whose residency status is **Unknown** (line 01d) should be greater than or equal to 0. If this is not the case, you must adjust the number of students entered in lines 01a through 01c so that the sum of the values in this column is less than or equal to the total number of students in **Group 2**.
- The **Number of Group 2 students** whose residency status is **Unknown** (line 01d) should be less than or equal to 30% of the total number of students in **Group 2**.

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On this screen, you will be asked to enter the **Number of Students in Group 2 who were awarded aid** in 2011-12 for each of the following **Aid Types**:

- Grants or scholarships from federal, state, or local governments, or the institution (line 01)
  - Federal grants (line 02)
    - Pell grants (line 02a)
    - Other Federal grants (line 02b)
  - State/local government grants or scholarships (grants/scholarships/waivers) (line 03)
  - Institutional grants or scholarships (scholarships/fellowships) (line 04)
- Loans to students (line 05)
  - Federal loans (line 05a)
  - Other loans (including private loans) (line05b)

For several of the **Aid Types** listed above, you will be asked to input the **Total dollar amount of aid awarded to Group 2 students** in 2011-12. Based on this value, the **Percentage of Group 2 students who were awarded aid** and the **Average amount of aid awarded to Group 2 students** are automatically calculated for each type if aid upon saving the screen. Your institution's prior year average is displayed for your reference.

The system will perform the following **General** edits on the data entered:

- For each **Aid Type**, if a value greater than 0 is reported for the **Number of Group 2 students who were awarded aid**, then the adjacent **Total dollar amount of aid awarded to Group 2 students** column must contain a value greater than 0; and vice versa.

- For each required **Aid Type**, the **Total dollar amount of aid awarded to Group 2 students** is expected to be greater than or equal to $100.
- For each **Aid Type**, the **Average amount of aid awarded to Group 2 students** is expected to be within a 20% range of the **PY Average amount**.
- The number of students in **Group 2b** must be less than or equal to the sum of the **Number of Group 2 students** who were awarded **Grants or scholarships** (line 01) and those who were awarded **Loans** (line 05).
- If the total number of students in **Group 2b** is greater than 0, then the sum of the following categories must also be greater than 0:
    - Federal grants (line 02)
    - State/local government grants or scholarships (line 03)
    - Institutional grants or scholarships (line 04)
    - Loans to students (line 05)

The system will perform the following edits on the data entered for **line 01**:

- The **Number of Group 2 students** who were awarded **Grants or scholarships** (line 01) is expected to be greater than or equal to 15% of the total number of students in **Group 2** (Part A, Line 02).
- The **Number of Group 2 students** who were awarded **Grants or scholarships** (line 01) must be less than or equal to the total number of students in **Group 2b** (Part A, Line 02b).
- The **Number of Group 2 students** who were awarded **Grants or scholarships** (line 01) is expected to be greater than or equal to the total number of students in **Group 3** (Part A, Line 03).
- The **Number of Group 2 students** who received **Grants or scholarships** (line 01) must be less than or equal to the sum of students reported for **Federal grants** (line 02), **State/local grants** (line 03), and **Institutional grants** (line 04).
- If the following statements are true regarding the award levels offered by your institution (as reported in the IPEDS IC Header component), then the **Number of Group 2 students who were awarded aid** for **Grants or scholarships** (line 01) must be less than the number reported for the corresponding type of aid for **Group 1** in **Part B** of this component:
    - The Number of students in Group 1 who were awarded Grant or scholarship aid from ***Part B*** is greater than 0; and
    - Your institution offers an associate's degree; a postsecondary award, certificate, or diploma of at least two but less than four academic years; and/or a bachelor's degree or equivalent.
- If the following statements are true regarding the award levels offered by your institution (as reported in the IPEDS IC Header component), then the **Number of Group 2 students who were awarded aid** for **Grants or scholarships** (line 01) must be less than or equal to the number reported for the corresponding type of aid for **Group 1** in **Part B** of this component:
    - Your institution offers a postsecondary award, certificate, or diploma of less than one academic year; and a postsecondary award, certificate, or diploma of at least one but less than two academic years; and
    - Your institution does not offer an associate's degree; a postsecondary award, certificate, or diploma of at least two but less than four academic years; or a bachelor's degree or equivalent.
- The expected **Average amount of aid awarded to Group 2 students** (as calculated in line 01) is based on the institution type, as outlined below:
    - If your institution is a **Public, 4-year-or-above** institution, then the **Average amount of aid awarded to Group 2 students** must be less than $15,000.
    - If your institution is a **Private non-profit, 4-year-or-above** institution, then the **Average amount of aid awarded to Group 2 students** must be less than $40,000.
    - If your institution is a **Private for-profit, 4-year-or-above** institution, then the **Average amount of aid awarded to Group 2 students** must be less than $12,000.
    - If your institution is a **Public, 2-year** or **Public, less-than-2-year** institution, then the **Average amount of aid awarded to Group 2 students** must be less than $8,000.
    - If your institution is a **Private non-profit, 2-year** institution, then the **Average amount of aid awarded to Group 2 students** must be less than $10,000.
    - If your institution is a **Private for-profit, 2-year-or-less** institution, then the **Average amount of aid awarded to Group 2 students** must be less than $8,000.
    - If your institution is a **Private non-profit, less-than-2-year** institution, then then the **Average amount of aid awarded to Group 2 students** must be less than $7,000.
- If the following statements are true regarding the award levels offered by your institution (as reported in the IPEDS IC Header component), then the **Total dollar amount of aid awarded to Group 2 students** for **Grants or scholarships** (line 01) must be less than the amount reported for the corresponding type of aid for **Group 1** in **Part B** of this component:
    - The Total amount of aid awarded to Group 2 students for Grant or scholarship aid from ***Part B*** is greater than 0; and
    - Your institution offers an associate's degree; a postsecondary award, certificate, or diploma of at least two but less than four academic years; and/or a bachelor's degree or equivalent.
- If the following statements are true regarding the award levels offered by your institution (as reported in the IPEDS IC Header component), then the **Total dollar amount of aid awarded to Group 2 students** for **Grants or scholarships** (line 01) must be less than or equal to the amount reported for the corresponding type of aid for **Group 1** in **Part B** of this component:
    - Your institution offers a postsecondary award, certificate, or diploma of less than one academic year; and a postsecondary award, certificate, or diploma of at least one but less than two academic years; and
    - Your institution does not offer an associate's degree; a postsecondary award, certificate, or diploma of at least two but less than four academic years; or a bachelor's degree or equivalent.

The system will perform the following edits on the data entered for **line 02**:

- The **Number of Group 2 students** who were awarded **Federal grants** (line 02) is expected to be greater than 0.
- The **Number of Group 2 students** who were awarded **Federal grants** (line 02) must be less than or equal to the total number of students in **Group 2b** (Part A, Line 02b).
- The **Number of Group 2 students** who were awarded **Federal grants** (line 02) must be less than or equal to the number of students who were awarded any **Grants or scholarships** (line 01).
- The **Number of Group 2 students** who were awarded **Federal grants** (line 02) must be less than or equal to the sum of the **Number of Group 2 students** who were awarded **Pell grants** (line 02a) and **Other federal grants** (line 02b).
- The sum of the amounts reported for **Pell grants** (line 02a) and **Other Federal grants** (line 02b) must be greater than 0.
- The **Average amount of aid awarded to Group 2 students** for **Federal grants** (line 02) is expected to be less than $10,000.

The system will perform the following edits on the data entered for **line 02a**:

- The **Number of Group 2 students** who were awarded **Pell grants** (line 02a) is expected to be greater than 0.
- The **Number of Group 2 students** who were awarded **Pell grants** (line 02a) is expected to be greater than or equal to 5% of the total number of students in **Group 2** (Part A, Line 02).
- The **Number of Group 2 students** who were awarded **Pell grants** (line 02a) is expected to be less than or equal to the number of students who were awarded any **Grants or scholarships** (line 01).
- The **Number of Group 2 students** who were awarded **Pell grants** (line 02a) must be less than or equal to the number of students who were awarded **Federal grants** (line 02).
- If you indicated in ***Part A*** that all undergraduates at your institution are full-time, first-time students, then the number of students in **Group 1** who receive **Pell grants** (Part B, Line 02) must be equal to the number of students in **Group 2** who receive **Pell grants** (Part C, Line 02a).
- If the following statements are true regarding the award levels offered by your institution (as reported in the IPEDS IC Header component), then the **Total dollar amount of aid awarded to Group 2 students** for **Pell grants** (line 02a) must be less than the amount reported for the corresponding type of aid for **Group 1** in **Part B** of this component:
    - The Total amount of aid awarded to Group 1 for **Pell grants** in ***Part B*** is greater than 0; and
    - Your institution offers an associate's degree; a postsecondary award, certificate, or diploma of at least two but less than four academic years; and/or a bachelor's degree or equivalent.
- If the following statements are true regarding the award levels offered by your institution (as reported in the IPEDS IC Header component), then the **Total dollar amount of aid awarded to Group 2 students** for **Pell grants** (line 02a) must be less than or equal to the amount reported for the corresponding type of aid for **Group 1** in **Part B** of this component:
    - Your institution offers a postsecondary award, certificate, or diploma of less than one academic year; and a postsecondary award, certificate, or diploma of at least one but less than two academic years; and
    - Your institution does not offer an associate's degree; a postsecondary award, certificate, or diploma of at least two but less than four academic years; or a bachelor's degree or equivalent.
- The **Average amount of aid awarded to Group 2 students** for **Pell grants** (line 02a) should be less than $6,000.

The system will perform the following edits on the data entered for **line 02b**:

- The **Number of Group 2 students** who were awarded **Other Federal grants** (line 02b) is expected to be less than or equal to the number of students who were awarded any **Grants or scholarships** (line 01).
- The **Number of Group 2 students** who were awarded **Other Federal grants** (line 02b) must be less than or equal to the number of students who were awarded **Federal grants** (line 02).
- The **Average amount of aid awarded to Group 2 students** for **Other Federal grants** (line 02b) should be less than $10,000.

The system will perform the following edits on the data entered for **line 03**:

- The **Number of Group 2 students** who were awarded **State/local government grants or scholarships** (line 03) must be less than or equal to the number of students who were awarded any **Grants or scholarships** (line 01).
- The **Number of Group 2 students** who were awarded **State/local government grants or scholarships** (line 03) must be less than or equal to the total number of students in **Group 2b**.
- If your institution is a **Public, 2-year** or **Public, 4-year-or-above** institution, then the **Number of Group 2 students** who were awarded **State/local government grants or scholarships** (line 03) is expected to be greater than 0.
- The expected **Average amount of aid awarded to Group 2 students** for **State/local government grants or scholarships** (line 03) is based on the institution type, as outlined below:
    - If your institution is a **Public, 4-year-or-above** or **Public, 2-year** institution, then the **line 03** average amount must be less than $4,000.
    - If your institution is a **Private non-profit, 4-year-or-above** institution, then the **line 03** average amount must be less than $4,000.
    - If your institution is a **Private for-profit, 4-year-or-above** institution, then the **line 03** average amount must be less than $10,000.
    - If your institution is a **Private non-profit, 2-year** institution, then the **line 03** average amount must be less than $6,000.
    - If your institution is a **Private for-profit, 2-year or less** institution, then the **line 03** average amount must be less than $10,000.
    - If your institution is a **Public, less-than-2-year** institution, then the **line 03** average amount must be less than $8,000.

The system will perform the following edits on the data entered for **line 04**:

- The **Number of Group 2 students** who were awarded **Institutional grants or scholarships** (line 04) must be less than or equal to the number of students who were awarded any **Grants or scholarships** (line 01).
- The **Number of Group 2 students** who were awarded **Institutional grants or scholarships** (line 04) must be less than or equal to the total number of students in **Group 2b**.
- The **Number of Group 2 students** who were awarded **Institutional grants or scholarships** (line 04) is expected to be greater than 0.
- The expected **Average amount of aid awarded to Group 2 students** for **Institutional grants or scholarships** (line 04) is based on the institution type, as outlined below:
    - If your institution is a **Public, 4-year-or-above** institution, then the **line 04** average amount must be less than $10,000.
    - If your institution is a **Private non-profit, 4-year-or-above** institution, then the **line 04** average amount must be less than $10,000.
    - If your institution is a **Private for-profit, 4-year-or-above** institution, then the **line 04** average amount must be less than $8,000.
    - If your institution is a **Public, 2-year** institution, then the **line 04** average amount must be less than $4,000.
    - If your institution is a **Private, 2-year or less** institution, then the **line 04** average amount must be less than $10,000.
    - If your institution is a **Public, less-than-2-year** institution, then the **line 04** average amount must be less than $5,000.

The system will perform the following edits on the data entered for **line 05**:

- The **Number of Group 2 students** who were awarded and accepted **Loans to students** (line 05) must be less than or equal to the total number of students in **Group 2b** (Part A, Line 02b).
- The **Number of Group 2 students** who were awarded and accepted **Loans to students** (line 05) must be less than or equal to the total number of students in **Group 2a**.
- The **Number of students** who were awarded and accepted **Loans to students** (line 05) is expected to be greater than 0.
- The **Average amount of aid awarded to Group 2 students** for **Loans to students** (line 05) should be less than $21,000.

The system will perform the following edits on the data entered for **lines 05a**:

- The **Number of Group 2 students** who were awarded and accepted **Federal loans** (line 05a) must be less than or equal to the number who were awarded and accepted **Loans to students** (line 05).
- The **Number of Group 2 students** who were awarded and accepted **Federal loans** (line 05a) is expected to be greater than 0.
- If the number of students reported for **Group 1** is greater than 0, and that number is equal to the number of students reported for **Group 2**, then the **Number of students in Group 2** who were awarded **Federal loans** (line 05a) must be equal to the amount reported for Federal loans in **Group 1** (Part B).
- If the following statements are true regarding the award levels offered by your institution (as reported in the IPEDS IC Header component), then the **Number of Students in Group 2 who were awarded aid** for **Federal loans** (line 05a) must be less than the number reported for the corresponding type of aid for **Group 1** in **Part B** of this component:
    - The Number of Group 1 students who were awarded aid for Federal student loans in ***Part B*** is greater than 0; and
    - Your institution offers an associate's degree; a postsecondary award, certificate, or diploma of at least two but less than four academic years; and/or a bachelor's degree or equivalent.
- If the following statements are true regarding the award levels offered by your institution (as reported in the IPEDS IC Header component), then the **Number of Group 2 students who were awarded aid** for **Federal loans** (line 05a) must be less than or equal to the number reported for the corresponding type of aid for **Group 1** in **Part B** of this component:
    - Your institution offers a postsecondary award, certificate, or diploma of less than one academic year; and a postsecondary award, certificate, or diploma of at least one but less than two academic years; and
    - Your institution does not offer an associate's degree; a postsecondary award, certificate, or diploma of at least two but less than four academic years; or a bachelor's degree or equivalent.
- If the following statements are true regarding the award levels offered by your institution (as reported in the IPEDS IC Header component), then the **Total dollar amount of aid awarded to Group 2 students** for **Federal loans** (line 05a) must be less than the amount reported for the corresponding type of aid for **Group 1** in **Part B** of this component:
    - The Total dollar amount of aid awarded to Group 1 students for Federal student loans in ***Part B*** is greater than 0; and
    - Your institution offers an associate's degree; a postsecondary award, certificate, or diploma of at least two but less than four academic years; and/or a bachelor's degree or equivalent.
- If the following statements are true regarding the award levels offered by your institution (as reported in the IPIEDS IC Header component), then the **Total dollar amount of aid awarded to Group 2 students** for **Federal loans** (line 05a) must be less than or equal to the amount reported for the corresponding type of aid for **Group 1** in **Part B** of this survey:
    - Your institution offers a postsecondary award, certificate, or diploma of less than one academic year; and a postsecondary award, certificate, or diploma of at least one but less than two academic years; and
    - Your institution does not offer an associate's degree; a postsecondary award, certificate, or diploma of at least two but less than four academic years; or a bachelor's degree or equivalent.

- The **Average amount of aid awarded to Group 2 students** for **Federal loans** (line 05a) should be less than $12,000.

The system will perform the following edits on the data entered for **lines 05b**:

- The **Number of Group 2 students** who were awarded and accepted **Other loans** (line 05b) must be less than or equal to the number who were awarded and accepted **Loans to students** (line 05).
- The **Average amount of aid awarded to Group 2 students** for **Other loans** (line 05b) should be less than $30,000.

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Part D: Enter Information about Group 3

On this screen, you must report the number of **Group 3** students (full-time, first-time degree/certificate-seeking undergraduates enrolled in your institution's largest program who were awarded grant or scholarship aid from the federal government, state/local government, or the institution) for academic years 2010-11 and 2009-10. For your reference, this value for 2011-2012 will be displayed from Part A.

For each academic year (2011-12, 2010-11, and 2009-10), you must report the number of **Group 3** students with the following living arrangements, as applicable to your institution:

- On-campus (line 01a)
- Off-campus with family (line 01b)
- Off-campus not with family (line 01c)

The number of **Group 3** students whose living arrangements are **Unknown** (line 01d) is automatically calculated by the system based on the numbers entered above.

Additionally, you must **Report the total amount of grant or scholarship aid from the federal government, state/local government, or the institution awarded to Group 3 students** (line 02) for each academic year. The system will then calculate the **Average grant or scholarship aid from the federal government, state/local government, or the institution awarded to Group 3 students** (line 03) based on the reported values.

The system will perform the following **General** edits on the data entered:

- A value must be entered for each field on this screen.
- For 2011-12 and 2010-11 **off-campus,** if you reported a value of 0 for the prior year, and a value greater than 0 for the subsequent academic year, then you must *confirm* that the more recent value is correct.
- If the total number of **Group 3** students is less than the number of students who were awarded Grants or scholarships from the federal government, state/local government, or the institution (***Part C, Page 2, Line 01***), then the **Total grant and scholarship aid** (line 02) awarded to **Group 3** students in **2010-2011** must be less than the Total dollar amount of aid awarded to Group 2 students in ***Part C*** of this component.
- If the total number of **Group 3 students** is equal to the number of students who were awarded Grants or scholarships from the federal government, state/local government, or the institution (***Part C, Page 2, Line 01***), then the **Total grant and scholarship aid** (line 02) awarded to **Group 3** students in **2010-2011** must be equal to the Total dollar amount of aid awarded to Group 2 students in ***Part C*** of this component.

The system will perform the following edits on the data entered for **line 01a** through **line 01d**:

- A value must be entered in each field for **lines 01a**, **01b**, and **01c**, as applicable to your institution.
- For each living arrangement, the number of students reported for the current year (2011-12) is expected to be within a certain range of the prior year (2010-11) value, as outlined below:
    - If the prior year value is greater than 0 and less than 25, then the current year value must be between 1 and 30.
    - If the prior year value is greater than or equal to 25, then the current year value must be between within a 30% range of that value.
- If your institution has **on-campus** housing and a value greater than 0 was reported for that living arrangement in 2009-10, then the number of students reported for 2010-11 is expected to be within a certain range of the prior year (2009-10) value, as outlined below:
    - If the prior year value is greater than 0 and less than 25, then the current year value must be between 1 and 30.
    - If the prior year value is greater than or equal to 25, then the current year value must be between within a 30% range of that value.
- For each academic year, the number of **Group 3** students whose living arrangements are **Unknown** (line 01d) should be less than or equal to 30% of the total number of **Group 3** students for that same year (line 01).
- For each academic year, the number of **Group 3** students whose living arrangements are **Unknown** (line 01d) should be greater than or equal to 0. If this is not the case, you must adjust the number of students entered in lines 01a through 01c so that the sum of the values in this column is less than or equal to the total number of students in **Group 3**.

The system will perform the following edits on the data entered for **line 02**:

- For each academic year, the **Total amount of grant or scholarship aid awarded to Group 3 students** (line 02) is expected to be greater than or equal to $100.
- If the number of Group 3 students is equal to the number of Group 2 students (as reported in ***Part A***), then the **Total amount of grant or scholarship aid awarded to Group 3 students** in **2011-12** (line 02) must be equal to the Total amount of grant or scholarship aid awarded to Group 2 students (***Part C, Page 2, Line 01, Column 3***).
- If the number of Group 3 students is less than the number of Group 2 students (as reported in ***Part A***), then the **Total amount of grant or scholarship aid awarded to Group 3 students** in **2011-12** (line 02) must be less than the Total amount of grant or scholarship aid awarded to Group 2 students in 2011-12 (***Part C, Page 2, Line 01, Column 3***).

The system will perform the following edits on the data entered for **line 03**:

- For academic years 2011-12 and 2010-11, the **Average grant or scholarship aid** (line 03) must be within a 25% range of the prior year value.
- For academic years 2011-12 and 2010-11, if the **Average grant or scholarship aid** (line 03) is within a 25% range of the prior year value, then **line 03** is expected to be within a 15% range of the prior year value.
- The expected **Average grant or scholarship aid** (line 03) is based on the institution type, as outlined below:
    - If your institution is a **Public, 4-year-or-above** institution, then the **Average grant or scholarship aid** is expected be less than $15,000.
    - If your institution is a **Private non-profit, 4-year-or-above** institution, then the **Average grant or scholarship aid** is expected be less than $40,000.
    - If your institution is a **Private for-profit, 4-year-or-above** institution, then the **Average grant or scholarship aid** is expected be less than $12,000.
    - If your institution is a **Public, 2-year or less** institution, then the **Average grant or scholarship aid** is expected be less than $8,000.
    - If your institution is a **Private non-profit, 2-year** institution, then the **Average grant or scholarship aid** is expected be less than $10,000.
    - If your institution is a **Private for-profit, 2 year or less** institution, then the **Average grant or scholarship aid** is expected be less than $8,000.
    - If your institution is a **Private non-profit, less-than-2-year** institution, then the **Average grant or scholarship aid** is expected be less than $7,000.

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Part E: Enter Information about Group 4

On this screen, you must report the number of **Group 4** students (full-time, first-time degree/certificate-seeking undergraduates enrolled in your institution's largest program who were awarded Title IV federal student aid) for 2011-12, 2010-11, and 2009-10. For your reference, this value for 2011-2012 will be displayed from Part A.

For each academic year (2011-12, 2010-11, and 2009-10), you must report the number of **Group 4** students with the following living arrangements, as applicable to your institution:

- On-campus (line 01a)
- Off-campus (with family) (line 01b)
- Off-campus (not with family) (line 01c)

The number of **Group 4** students whose living arrangements are **Unknown** (line 01d) is automatically calculated by the system based on the numbers entered above.

The system will perform the following edits on the data entered for **line 01a** through **line 01d**:

- A value must be entered in each field for **lines 01a**, **01b**, and **01c**, as applicable to your institution.
- For each academic year, the number of students entered for all applicable living arrangements (lines 01a through 01d) must equal the total **Group 4** amount for that year.
- For each living arrangement, the number of students reported for the current year (2011-12) is expected to be within a certain range of the prior year (2010-11) value, as outlined below:
    - If the prior year value is greater than 0 and less than 25, then the current year value must be between 1 and 30.
    - If the prior year value is greater than or equal to 25, then the current year value must be between within a 30% range of that value.
- If your institution has **on-campus** housing and a value greater than 0 was reported for that living arrangement in 2009-10, then the number reported for 2010-11 is expected to be within a certain range of the prior year (2009-10) value, as outlined below:
    - If the prior year value is greater than 0 and less than 25, then the current year value must be between 1 and 30.
    - If the prior year value is greater than or equal to 25, then the current year value must be between within a 30% range of that value.
- For 2011-12 and 2010-11 **off-campus**, if you reported a value of 0 for the prior year, and a value greater than 0 for the subsequent academic year, then you must *confirm* that the more recent value is correct.
- The number of **Group 4** students whose living arrangements were **Unknown** (line 01d) should be less than or equal to 30% of the total number of **Group 4** students for that same year.
- The number of **Group 4** students whose living arrangements were **Unknown** (line 01d) should be greater than or equal to 0. If this is not the case, you must adjust the number of students entered in lines 01a through 01c so that the sum of the values in this column is less than or equal to the total number of students in **Group 4**.

Additionally, you must report the **Number of students in Group 4 who were awarded any Title IV aid** (column 1), the **Number of students in Group 4 who were awarded any Title IV grant aid** (column 2), and the **Total grant or scholarship aid awarded to Group 4 students from the federal government, state/local government, or the institution** (column 3) for the following income levels for 2011-12 (section 2), 2010-11 (section 3), and 2009-10 (section 4):

- $0-30,000 (line a)
- $30,001-48,000 (line b)
- $48,001-75,000 (line c)
- $75,001-110,000 (line d)
- $110,001 and more (line e)

A **Total all income levels** (line f) value is calculated for each column, and the **Average amount of grant or scholarship aid awarded to Group 4 students** (column 4) is calculated for each income level, based on the numbers entered above.

The system will perform the following edits on the data entered for each academic year (**lines 02** through **04**):

- If a value greater than 0 is reported for the **Number of Group 4 students who were awarded any Title IV aid** (column 1), then a value greater than 0 must also be entered for the **Total amount of grant or scholarship aid awarded** (column 3); and vice versa.
- The total **Number of Group 4 students who were awarded any Title IV aid** for all income levels (line f, column 1) should be equal to the total number of students in **Group 4** (Part A, Line 04).
- For each income level, the **Number of Group 4 students who were awarded any Title IV grant aid** (column 2) must be less than or equal to the **Number of Group 4 students who were awarded any Title IV aid** (column 1).
- For each income level, if the **Number of Group 4 students who were awarded any Title IV grant aid** (column 2) is greater than 0, then **Total amount of grant or scholarship aid awarded to Group 4 students** (column 3) must be greater than 0.
- For 2011-12 and 2010-11, the **Total amount of grant or scholarship aid awarded to Group 4 students** reported across all income levels (line f, column 3) is expected to be within a 25% range of the corresponding prior year amount.
- For each academic year, the **Total amount of grant or scholarship aid awarded to Group 4 students** reported across all income levels (line f, column 3) should be less than or equal to the Total dollar amount of grant or scholarship aid awarded to Group 2 students (***Part C, Page 2, Line 01, Column 3***).
- For each income level, the **Average amount of grant or scholarship aid awarded to Group 4 students** is expected to be greater at lower income levels than at higher ones.

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Part F: Net Price Calculation for Group 3

The worksheet in this section displays information compiled from data reported by your institution in the IPEDS Institutional Characteristics and Student Financial Aid components. Based on this information, the system computes the **Weighted average for room and board and other expenses by living arrangement**, the **Total cost of attendance**, the **Average amount of grant or scholarship aid awarded to Group 3 students from the federal government, state/local government, and the institution**, and the **Average institutional net price for Group 3 students**. This information is posted on the U.S. Department of Education's College Navigator website and used in the U.S. Department of Education's College Affordability and Transparency Lists.

The system will perform the following edits on the data entered:

- For each academic year, the **Average institutional net price for Group 3 students** should be greater than zero. If an average of less than 0 is calculated, and you believe that this value is incorrect, you must fix it by adjusting your entries in the previous sections of this survey. If the calculated average is correct, you must enter an explanation for why this is true. In addition, you may wish to add information in the context box at the bottom of the screen.
- If you selected **Yes** to indicate that you wish to provide additional context for these data, you must enter the desired information in the space provided. If you no longer wish to provide additional context notes, please change your response to **No**.

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Part G: Net Price Calculation for Group 4

The worksheet in this section displays information compiled from data reported by your institution in the IPEDS Institutional Characteristics and Student Financial Aid components. Based on this information, the system computes the **Weighted average for room and board and other expenses by living arrangement**, the **Total cost of attendance by income level**, the **Average amount of grant or scholarship aid awarded to Group 3 students from the federal government, state/local government, and the institution** total and by income level, and the **Average institutional net price for Group 4 students**. This information is then included on the U.S. Department of Education's College Navigator website.

The system will perform the following edits on the data entered:

- For 2011-12, the **Average institutional net price for Group 4 students** for each income level should be greater than zero. If an average of less than 0 is calculated, and you believe that this value is incorrect, you must fix it by adjusting your entries in the previous sections of the survey. If the calculated average is correct, you must enter an *explanation* for why this is true. In addition, you may wish to add information in the context box at the bottom of the screen.
- If you selected **Yes** to indicate that you wish to provide additional context for these data, you must enter the desired information in the space provided. If you no longer wish to provide additional context notes, please change your response to **No**.

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