Student Financial Aid for institutions with graduate students only (academic reporters)

Overview

IPEDS Student Financial Aid Component Overview
Academic Reporters

Welcome to the Student Financial Aid (SFA) component. As a graduate school, the purpose of the SFA component is to collect information about your students who have received military/veteran educational benefits.

Data Reporting Reminder
Total number and amount will be asked for both undergraduate and graduate students. Please work with your institutional representative who certifies such benefits. They may not be associated with the student financial aid office.

Data Reporting Tips
If there are no students in a benefit category, please enter zero (0). Do **NOT** leave the cell blank.

Interactive Edits and Error Messages
SFA 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 at 1-877-225-2568 for resolution.

Context Boxes
Context boxes are optional, but allow you to provide more information about the reported data. Some context boxes may be made available to the public on College Navigator, so make sure that the entered information can be understood easily by students, parents, and the general public.

Resources

To download the survey materials for this component: Survey Materials

To access your prior year data submission for this component: Reported Data

If you have questions about completing this component, please contact the **IPEDS Help Desk at 1-877-225-2568**.

Section 2: Screening Question

1. Did your institution award military tuition assistance and/or veteran's benefits?

- ○ No
- ○ Yes

The notes below provide context for the data you've reported above and may be posted on the College Navigator website. Choose one option that best explains your data or choose "Non-applicable" if you do not wish to provide context notes. If none of the options provided explains your institution's data, then choose "Other" and write your own context notes. Notes 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 listed.

Non-applicable

Section 2: Military Servicemembers and Veteran's Benefits

Section 2: Military Servicemembers and Veteran's Benefits

IMPORTANT NOTE: Report for **Post-9/11 GI Bill Benefits: July 1, 2016 - June 30, 2017** and Report for **Department of Defense Tuition Assistance Program: October 1, 2016 - September 30, 2017**

- Report the total number of student recipients and the total dollar amounts for each program.
- Student recipients can also include eligible dependents.
- Consult with your campus certifying official, who may not be in the student financial aid office.
- For Post-9/11 GI Bill Benefits, do not include the matching institutional aid provided through the Yellow Ribbon Program if your institution participated.
- Information reported to IPEDS is only what is known to the institution.
- Enter zero (0) if your institution did not have beneficiaries for a program. Please do not leave a cell blank.

				YOUR PRIOR YEAR DATA
Type of benefit/assistance	**Number of students receiving benefits/assistance**	**Total dollar amount of benefits/assistance awarded through the institution**	**Average dollar amount of benefits/assistance awarded through the institution**	**Average dollar amount of benefits/assistance awarded through the institution**
Graduate students				
Post-9/11 GI Bill Benefits				
Department of Defense Tuition Assistance Program				

Prepared by

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.

This survey component was prepared by:

○	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	○	Academic Library Contact	○	Other

Name: _____

Email: _____

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

_____ Number of Staff (including yourself)

How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component? Exclude the hours spent collecting data for state and other reporting purposes.

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	_____ hours	_____ hours	_____ hours	_____ hours
Other offices	_____ hours	_____ hours	_____ hours	_____ hours

Student Financial Aid, Private Program Reporters

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Purpose of Component

The purpose of the Student Financial Aid (SFA) is collect information about the financial aid provided to various groups of undergraduates in order to meet requirements of the Higher Education Act of 1965, as amended. Starting in 2014-15 data collection year, SFA has expanded to collect information on the federal dollars supporting military servicemember and veteran undergraduate and graduate students.

As presented in the Technical Review Panel Report #36 (March 2012), the increase in beneficiaries and federal dollars has led for an increase demand for information to help prospective students look where to use their educational benefits, researchers study the impact of the programs on college outcomes, and policymakers assess the effectiveness of benefits programs and return on investment.

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Who Must Report

All registered IPEDS institutions that educate military servicemembers, veterans, or eligible dependents receiving any Tuition Assistance Program or Post-9/11 GI Bill benefits. Report only those that **RECEIVED** the benefit(s).

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Changes in Reporting

There were no changes implemented for the 2017-18 data collection period.

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General Instructions

What You Will Need

If unfamiliar with these educational benefits, below is a general synopsis of each programs:

1. Post-9/11 GI Bill
   - Effective August 1, 2009, benefit provides payment of tuition and fees, monthly housing allowance, and books and supplies stipend.
   - Tuition and fees are paid directly to the institution on behalf the students; thus, institutions should know which students have Post-9/11 GI Bill benefits and the amount of benefits received at the institution.
   - Educational benefits can be transferred to a dependent.
   - Program expanded in 2011 to cover non-degree-granting programs, apprenticeships/on-the-job training programs, flight training programs, and training correspondence.
   - The Yellow Ribbon program through the Post-9/11 GI Bill is an institutional aid matching program only for tuition and fees for students attending participating institutions.
   - For more information, visit the Department of Veteran Affairs, Post-9/11 GI Bill Benefits website http://www.benefits.va.gov/gibill/post911_gibill.asp

2. Department of Defense Tuition Assistance
   - For active duty servicemembers, reservists called to active duty, and their spouses.
   - Educational payments cover only tuition and fees and are made directly to the institution.
   - GI Bill benefits can be used to supplement costs not covered by this program.
   - For more information, visit the Department of Defense Tuition Assistance Program website http://www.dodmou.com/

Consult and verify the data with your institutional representative who certifies these benefits. This individual or office may not be in the student financial aid office.

About the Data

The Post-9/11 GI Bill and Tuition Assistance programs may only highlight two of many educational benefits provided to military servicemembers and veterans. However, from a national perspective, Post-9/11 GI Bill and Tuition Assistance programs are more likely to be found across over 7,500 IPEDS institutions.

For Yellow Ribbon participating institutions, the institutional aid provided through the Post-9/11 GI Bill Yellow Ribbon matching program

should NOT be included in the Post-9/11 GI Bill's Total dollar amount of benefits/assistance awarded through the institution.

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.

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Coverage

Reporting Period

The data reported for the Post-9/11 GI Bill benefit questions should be for the prior academic year, from July 1 to June 30. For example, for the 2017-18 data collection year, the data reported will be July 1, 2016-June 30, 2017.

The data reported for the Department of Defense Tuition Assistance Program questions should be for the prior academic year, from October 1 to September 30. For example, for the 2017-18 data collection year, the data reported will be October 1, 2016-September 30, 2017.

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Where to Get Help with Reporting

IPEDS Help Desk

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

Web Tutorials

You can also consult the IPEDS Website Trainings & Outreach page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page

The IPEDS Website Reporting Tools page contains frequently asked questions, a link to data tip sheets, tutorials, taxonomies, information centers (e.g., academic libraries, average net price, human resources, race/ethnicity, etc.), and other valuable information.

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Where the Reported Data Will Appear

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

At the institution-level, data will appear in the:

- College Navigator Website
- IPEDS Data Center
- IPEDS Data Feedback Reports
- College Affordability and Transparency Center Website

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

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Detailed Instructions

This section provides line-by-line instructions for the Military Servicemember and Veteran Benefits Question.

Screening Question. For graduate schools only, a screening question will ask if your school certified any military tuition assistance or veteran benefits in the prior academic year. If the answer is 'Yes', you will be directed to the next question. If 'No', you have completed this portion of SFA. A context box is also provided for further explanation of your response. Please see in the early part of these instructions on the treatment of Context Boxes.

Benefits Question. For the Post-9/11 GI Bill benefit, please provide in the first column the number of students receiving the benefit during the July 1-June 30 reporting period (see coverage above). In the second column, provide the total dollar amount for each benefit during the same reporting period.

For the Department of Defense Tuition Assistance Program benefit, please provide in the first column the number of students receiving the benefit during the October 1-September 30 reporting period (see coverage above). In the second column, provide the total dollar amount for each benefit during the same reporting period.

If your institution did not have any student beneficiaries for one of the benefit programs, enter a zero (0) in the cell. In other words, do NOT leave the cell blank for a program that did not have any beneficiaries.

For Yellow Ribbon participating institutions, the institutional aid provided through the Post-9/11 GI Bill Yellow Ribbon matching program should NOT be included in the Post-9/11 GI Bill's Total dollar amount of benefits/assistance awarded through the institution.

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Term	Definition
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); 12-month Enrollment (E12);Completions (C); Admissions (ADM); Student Financial Aid (SFA); Human Resources (HR) composed of Employees by Assigned Position, Fall Staff, and Salaries; Fall Enrollment (EF); Graduation Rates (GR); Outcome Measures (OM); Finance (F); and Academic Libraries (AL).
Military Tuition Assistance Program (TAP)	A program that funds up to 100% of an eligible servicemember's college tuition and course-specific fees. Available only to eligible servicemembers who are currently in active service as long as criteria limits are not exceeded and students are enrolled off-duty in an U.S. Department of Education accredited post-secondary institution. This military benefit is paid directly to the postsecondary institution by the individual's Armed service.
Post 9/11 GI Bill	A federal education benefit program for veterans, who served on active duty after September 10, 2001. This Department of Veteran Affairs benefit provides up to 36 months of education benefits at an approved institution for the following college costs: tuition and fees, books and supplies and housing. The tuition and fees payment, which is the cost for an in-state student attending a public institution, is made directly to the postsecondary institution whereas payments for books and supplies and housing are sent directly to the student.
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Transfer of Entitlement Option	A program through which any unused Post 9/11 GI Bill may be transferred to a spouse or dependent(s) as long as servicemembers or veterans meet the additional Department of Veterans Affairs criteria. Only Department of Defense (DoD) can approve transfer of benefits requests.
Yellow Ribbon Program	A voluntary program through which participating public and private institutions can provide veterans and eligible beneficiaries additional institutional aid to cover the costs of tuition and fees at their institutions. The Yellow Ribbon Program is a supplementary program to the Post 9/11 GI Bill coverage of in-state tuition and fees. The Department of Veterans Affairs matches the institutional aid provided beyond the in-state tuition and fees, but to certain limit each year.

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 2017-18 collection year?
3) What changes occurred for SFA for the 2017-18 collection year?
4) Can I revise my institutions cost of attendance (COA) data in SFA?

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11) Where can I get living arrangement information for students?
12) 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 either 1.) participate in federal student financial aid programs that enrolled undergraduate students or 2.) enroll students who received an educational benefit (e.g., Department of Defense Tuition Assistance or Department of Veteran Affairs Post-9/11GI Bill) any time during academic year 2016-17 must complete SFA.

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2) What is the reporting period covered by SFA for the 2017-18 collection year?

For the 2017-18 data collection, institutions should report data for academic year 2016-17.

For Title IV participating institutions that enroll undergraduate students:

- 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 2016). Second, determine the financial aid that was awarded to these students any time during the 2016-17 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.

For institutions that enroll undergraduate and graduate students who received military or veteran benefits:

- The data reported for the **Post-9/11 GI Bill** benefit questions should be for the prior academic year, from July 1 to June 30.
- The data reported for the **Department of Defense Tuition Assistance Program** questions should be for the prior academic year, from October 1 to September 30.

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3) What changes occurred for SFA for the 2017-18 collection year?

For the 2017-18 collection year, there were no changes.

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4) Can I revise my institutions cost of attendance (COA) data in SFA?

Yes, the 3 most recent COA years can be changed in SFA's "Cost Revision" screen, which carried forward the COA data from Institutional Characteristics (IC) component. Changes should only be made if errors were made in the IC reporting. Changes cannot be made in the prior year revision system.

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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) Should veterans education benefits be reported?

For the portion of SFA (Parts A through E) that requires Title IV institutions to report on undergraduate students receiving financial aid:

- Veterans education benefits **should not** 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).
- However, the institutional aid from Yellow Ribbon program should be reported under institutional aid. See how to report the Yellow Ribbon aid in FAQ.
- 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.

For the portion of SFA (Section 2) that requires institutions to report on students who received military or veteran benefits:

- Educational benefits from the Department of Defense's Military Tuition Assistance or Department of Veteran Affairs' Post-9/11 GI Bill **should** be reported in SFA.

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2) How should I report post-9/11 "Yellow Ribbon" benefits?

The Post-9/11 GI Bill program includes a 'Yellow Ribbon' program, which is comprised of matching funds provided by the government and the institution. The institutional part of this aid should be reported in the SFA component (Section 1) as aid to the undergraduate student. Yellow Ribbon benefits provided from the VA should NOT be included when reporting to the portion of SFA (Section 1) on Title IV institutions that enroll full-time, first-time degree/certificate seeking undergraduate students.

However, both Post-9/11 GI Bill and Yellow Ribbon beneficiaries and federal dollar amounts should be reported to the military/veteran question of SFA (Section 2). This portion of SFA requires all institutions that enroll students with Post-9/11 GI Bill and/or Tuition Assistance educational benefits to provide the number of beneficiaries and total dollar amounts.

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3) The SFA survey indicates that the maximum amount of DOD TAP awarded per fiscal year per student is $4500. What do I do if my DOD TAP average is greater than $4500 per student?

According to the 2014 final regulations set for the DOD Voluntary Education Programs - which include TAP - each branch of military service can pay no more than $250/semester-unit (or equivalent) for tuition. Each service member is eligible for up to $4500 in aggregate for each fiscal year. If your institution's DOD TAP average is greater than $4500 per student per award year, then you should:
--Ask your financial aid office or VA certifying official to sort out the military aid and remove any non-DOD TAP aid (e.g., ROTC scholarships, tuition reimbursements for advanced civil schooling, education-related incentive or bonus);
--Remove any non-Title 10 aid since TAP is a Title 10 program; and
--Make sure that you are including one disbursement period for that award year. Even though DOD TAP aid are reported for the Oct 1 – Sep 30 timeframe, which technically covers two fall periods; only include one fall disbursement period per award year.

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4) 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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5) What is the time period for which I should report financial 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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6) Should tuition and fee waivers be reported?

Yes, tuition and fee waivers should be reported.

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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7) 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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8) 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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9) 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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10) 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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11) 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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12) 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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