

Programming Change

Data Element #9: Exception Codes

- An additional option was added to explain the recipient’s eligibility for reporting purposes:
 - **17** = Student enrolled and has a completed FAFSA/TASFA and no COA was calculated but tuition and fees were reported.

Data Elements #5 (SSN) and #95 (Student ID)

The THECB system was inserting a zero if a space was found in Data Element #5 (SSN) which has now been resolved. An error will be generated if the SSN is not 9 characters.

Alien Registration and Individual Tax Identification Numbers (ITIN) cannot to be reported on the FADs as a valid SSN. If the student does not have a valid SSN, report the assigned Student Identification (ID) Number in Data Element #05 and #95.

Clarifications

Reconciliation Process

- THECB totals for state programs on the **Reconciliation Report** are based on the following:

| State Programs | Source used for THECB Totals |
|---------------------------------|---|
| TEXAS Grant, TEOG, and TEG | Funds Request Form |
| BOT, CAL, and TASSP | Higher Education Loan Management System (HELMS) |
| Educational Aide Exemption | Reporting Cycle One |
| Bilingual Education Scholarship | Reporting Cycle One |
| TCWS | Reporting Cycle One |
| TX Mentorship | Reporting Cycle One |

- Institutions are now required to submit a [Reconciliation Form](#) to request changes to THECB state program totals for compliance documentation. The form must be filled out completely to indicate the student count and/or disbursed amount that needs to be increased or decreased and an "Explanation" to the reason(s) data is being updated for audit purposes.
 - Institutions need to report the change in student count and amount vs. the new overall totals for the program. See example below:

| Grant Program Update | | | | |
|-------------------------|--|----------------------------------|---------------|----------------------------------|
| Program: | Toward EXcellence, Access, and Success Grant (TEXAS Grant) <input type="text"/> | | | |
| | Student Count | Action | Amount | Action |
| Initial Year (IY) Data: | 3 | Increase by <input type="text"/> | \$ 5,000.00 | Increase by <input type="text"/> |
| Renewal Year (RY) Data: | 1 | Decrease by <input type="text"/> | \$ 5,000.00 | Decrease by <input type="text"/> |
| Explanation: | One RY student was determined to be ineligible due to being less than 3/4 time. The ineligible \$5,000 was re-awarded to three new eligible IY students. | | | |

- TCWS funds for FY 2018 **cannot** be used for the summer term(s) because THECB did not reallocate funds. Only reallocated funds can be used for summer awards. All unused funds will need to be returned to THECB prior to validation.

Data Element #9: Exception Codes

Examples provided below are not all-inclusive.

- **12** = Student completed FAFSA/TASFA but did not attend any terms (no hours and tuition/fees reported)
 - **EXAMPLE:**
Student completed a FAFSA, enrolled in classes but never attended. Option 12 is used when no attempted hours and no tuition and fees can be reported.
- **13** = Student enrolled and was refunded 100% tuition and fees
 - **EXAMPLE:**
Student enrolled and dropped on the first day of class. Option 13 is used when financial assistance is reported but there are no tuition and fees. (e.g. Return to Title IV funds)
- **14** = Student enrolled and was not charged tuition/fees by the institution
 - **EXAMPLE:**
Student is enrolled in a study abroad program and tuition/ fees are charged by the foreign institution. Option 14 is used when no tuition and fees can be reported by the home institution.
- **15** = Program Level (#22) or Classification (#33) changed during the academic year
 - **EXAMPLE:**
Student began the year as an undergraduate and received loans and is now enrolled in a master's degree receiving additional loans which appear to exceed the annual limits. Option 15 is used when undergraduate and undergraduate financial aid are both being reported.
- **16** = Student enrolled only in summer session
 - **EXAMPLE:**
Student was only enrolled during the summer term and was reported on the Summer CBM001 report. FAD only compares student records to the Fall and Spring CBM001 report.
- **17** = Student enrolled and has a completed FAFSA/TASFA and no COA was calculated but tuition and fees were reported.
 - **EXAMPLES:**
 1. Student is on suspension and not eligible for any aid.
 2. Student only received a non-need-based aid.
 3. Student has a valid ISIR but never completed the financial aid process.

Data Element #97: Selective Service

Female students should be coded as "0". Option "3" is used if the student meets the requirement to be "exempt". A student is not considered eligible for state financial assistance unless the student is registered for selective service or is exempt. THECB applies the same rules for selective service as the Department of Education. [ED Selective Service](#)

Data Elements #99-101: Attempted hours for Fall, Spring and Summer

Based on the definition in program rules, "attempted hours" whether per term or cumulative means:

Attempted Hours--*Every course in every semester for which a student has been registered as of the official Census Date, including but not limited to, repeated courses and courses the student drops and from which the student withdraws. Transfer hours and hours for optional internship and cooperative education courses are also included if they are accepted by the receiving institution towards the student's current program of study.*

Institutions would count the registered hours for the summer terms in Data Element 107. Exception code "16" can be used if your system does not calculate registered hours for the summer term with **TOTAL ATTEMPTED HOURS**.