DATA ELEMENT INSTRUCTIONS

2018 FAD REPORTING CYCLE 2

Data Element Instructions

Provide data for all enrolled students who meet the following criteria during the 2017-18 academic year:

- Completed a FAFSA or TASFA/Institutional application and received financial assistance.
- Completed a FAFSA or TASFA/Institutional application and **did not** receive financial assistance.
- **Did not** complete a FAFSA or TASFA/Institutional application, but received financial assistance (i.e. Private Loans, Merit Scholarship, Exemption and Waivers).

NOTE: Do not include students currently enrolled in high school.

MODIFIED	Data Element has been modified from the 2017-18 FAD Cycle 1 Report.

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

Data Element 2   **FICE.** Enter the 6-digit **FICE** code (or OPEID) of the institution.

Data Element 3   **Reporting Cycle.** Enter the code (1-3) for the reporting cycle: **First = 1 or Second = 2 or Third = 3.**

Data Element 4   **Reporting Year.** Enter "2018".

Data Element 5   **Student Social Security Number (SSN)/Identification (ID) Number.** Enter the student's SSN. For a student without a SSN, report the 9-digit ID number assigned by the institution.

NOTE: Do not report all zeros. If reporting a student's ID in **Data Element 5**, report the student's ID again in **Data Element 95**. All SSNs or IDs submitted must be consistent with those reported on other THECB reports. A student's SSN/ID is compared with the SSN/ID reported on the institution's CBM001 report during Reporting Cycle 3.

Alien Registration and Individual Tax Identification (ITIN) cannot be reported on the FADs as a valid SSN. If a student does not have a valid SSN, report the assigned Student Identification (ID) number in **Data Element 5 and 95**.

Data Element 6   MODIFIED **Student and/or Spouse Adjusted Gross Income (AGI).** Enter the student's AGI used to calculate the Expected Family Contribution (EFC). If the student is independent, include the spouse's AGI information, if applicable.

Enter "0000000" if the student's AGI is less than or equal to "0".

Enter "9999998" if the student's AGI is equal to or greater than $9,999,999.

Enter "9999999" if the student did not complete a FAFSA or TASFA/Institutional application.

NOTE: If reporting "9999999", then **Data Element 23** must equal "2".

In the event where a subsequent ISIR is processed in a reject status, institutions are required to report data from the valid ISIR that was used to disburse financial assistance.

Data Element 7   MODIFIED **Parent(s) Adjusted Gross Income (AGI).** Enter the parent(s) AGI used to calculate the Expected Family Contribution (EFC).

Enter "0000000" if the parent(s) AGI is less than or equal to "0".

Enter "9999998" if the parent(s) AGI is equal to or greater than $9,999,999.

Enter "9999999" if the student did not complete a FAFSA or TASFA/Institutional application.

NOTE: If reporting "9999999", then **Data Element 23** must equal "2".

In the event where a subsequent ISIR is processed in a reject status, institutions are required to report data from the valid ISIR that was used to disburse financial assistance.

Data Element 8 **Top Ten Percent (Top 10%) Scholarship**. Enter the amount of Top 10% Scholarship disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 9 **MODIFIED** **Exceptions (Formerly Unmatched Reason).** Enter "00" for all students. If an error is generated on the edit report, enter the exception code (01-16) that identifies why the student is eligible for financial assistance during the 2017-18 academic year.

00 = No exception needed

These codes are used to explain the recipient's eligibility for reporting purposes:

01 = Student dropped all classes before census date in all terms in which he/she enrolled
02 = Student enrolled after the census date in all terms in which he/she enrolled and not reported on CBM001
03 = Student enrolled 100% in continuing education courses
04 = Student enrolled 100% in distance education
05 = Student enrolled only in winter or mini session
06 = Student's SSN/ID or residency was reported incorrectly and a change will/has been made through the CBM00N or a future CBM001
07 = Student reported as Affidavit Non-Citizen with a student ID on the CBM001, and is reported with a SSN on the FAD
08 = Student deceased
09 = Student attended this campus, but enrollment was reported by another one of our campuses
10 = Student/classes are not reported for state funding
11 = Reason not listed and an override request must be submitted to THECB
12 = Student completed FAFSA/TASFA but did not attend any terms (no hours and tuition/fees reported)
13 = Student enrolled and received 100% tuition and fees refunded
14 = Student enrolled and was not charged tuition/fees by your institution
15 = Program Level (#22) or Classification (#33) changed during the academic year
16 = Student enrolled only in summer session
17 = Student enrolled and has a completed FAFSA/TASFA and no COA was calculated but tuition and fees were reported

NOTE: During Reporting Cycle 3, a student's residency status for public institutions is compared with the residency status reported on the institution's CBM001 (Fall or Spring) report. All residency mismatches will require an exception code.

Data Element 10-21 **Tuition Exemption/Waiver.**

Private/Independent Institutions: Enter all zeros for **Data Elements 10-21**.

Public Institutions: Enter the amount, code and impact for the student, as of the reporting cycle for the 2017-18 academic year. All exemption/waiver recipients must be reported in the FAD file.

Data Element 10: Award 1	Data Element 11: Code 1	Data Element 12: Impact 1
Data Element 13: Award 2	Data Element 14: Code 2	Data Element 15: Impact 2
Data Element 16: Award 3	Data Element 17: Code 3	Data Element 18: Impact 3
Data Element 19: Award 4	Data Element 20: Code 4	Data Element 21: Impact 4

Award Amount: Enter the amount of tuition and fees the student did not pay as a result of the exemption/waiver. Enter five zeros "00000" if not applicable.

Code: Enter the corresponding code from the chart below for the applicable exemption/waiver. Enter two zeros "00" if not applicable.

Impact: Enter "1" if the student was charged a lower tuition rate and the cost of attendance reflects the lower rate. Enter "2" if the COA reflects the full tuition rate and the exemption/waiver is reported as financial aid. Enter "0" if not applicable.

0 = Not applicable
1 = Exemption/Waiver represented by lower COA
2 = Exemption/Waiver represented as financial assistance

NOTE: Texas Tomorrow Fund should be reported under **Data Elements 10-21**. Report the difference between tuition charged and tuition reimbursed (only the unreimbursed amounts are considered exempt).

If the student was awarded more than four different exemptions/waivers, the additional amount awarded must be reported in **Data Element 48**. Do not report Dual Enrollment recipients in the FAD file.

CODE	E/W	Program Name	Statute
00	N/A	No Exemption or Waiver to Report on FADs	
01	E	Tuition Reduction for >= 15 Hour	54.010
02	E	Concurrent Enrollment / Min Tuition	54.011
03	E	Senior Citizen Lowered Tuition 55 +	54.263
04	E	Designated Tuition Exemption	54.261
05	E	Highest Ranking HS Scholarship	54.301
06	E	Hazlewood Spouse (Credit)	54.341 (a-2)
07	E	Hazlewood Spouse (Non-Credit)	54.341 (a-2)
08	E	Hazlewood Dependents Legacy Act	54.341 (k)
09	E	Hazlewood Veteran (Credit Hours)	54.341 (a)
10	E	Hazlewood Veteran (Non-Credit Hours)	54.341 (a)
11	E	Hazlewood Dependents (Credit Hours)	54.341 (b)(1)
12	E	Hazlewood Dependents (Non-Credit Hours)	54.341 (b)(1)
13	E	Children of Disabled Firemen/Peace Officers	54.351 (b)
14	E	Disabled Police Officer	54.352 (a)
15	E	Deaf or Blind	54.364 (b)
16	W	Good Neighbor	54.331 (a)
17	E	Firefighters taking Fire Science Courses	54.353
18	E	Children of POWs and MIAs	54.343 (b)
19	E	Senior Citizen 65+ for Audit Hours	54.365 (b)
20	E	Senior Citizen 65+ for 6 hours free tuition	54.365 (c)
21	E	Foster Care/TX Dpt. Family Protective Svcs.	54.366 (a)
22	E	Adopted	54.367 (a)
23	E	National Guard Waiver (FY08)	54.345 (b)
24	E	*	
25	E	Fully Funded Courses	54.217
26	E	Distance Learning Exemption from Fees	54.218
27	E	Ex-Prisoners Of War	54.342 (b)
28	E	Children of Nurse Faculty	54.355 (b)
29	E	Preceptors and/or their Children	54.356
30	E	Inter-Institutional Academic Program	54.368 (b)
31	E	Prorated Fees for Term Length	54.5025
32	E	Student Services Fee Exemption	54.262
33	E	Governing Board Waivers	54.5035
34	E	Texas Tomorrow Fund / Pub. Univ.	54.624 (b)
35	E	Ad Valorem	130.0032
36	E	*	130.008
37	E	Community College District Employees	130.0851
38	E	Dependents of Deceased Public Servants	54.354
39	W	Military in Texas	54.241 (b,c,f,g)
40	W	Military in Texas, Radiology at MSU	54.241 (h)
41	W	Military in Texas, Intention to Stay in TX	54.241 (d,I,k)
42	W	College Teachers, Profs. Etc.	54.211
43	W	Border States	54.231
44	W	Citizens of Mexico in Border Counties	54.231 (b)
45	W	Citizens of Mexico Public Health	54.231 (b)(4)
46	W	Citizens of Mexico (Pilot)	54.231 (c)
47	W	Border County / Parish	54.231 (a,g)
48	W	100 Mile waiver	54.0601
49	W	Teaching and Research Assistants	54.212
50	W	Competitive Scholarship	54.213 (a)
51	W	Biomedical MD/PhD	54.214
52	W	Economic Development	54.222
53	W	Nursing Grad Students Planning to Teach	54.251

CODE	E/W	Program Name	Statute
54	W	Foreign Service Officer	54.206
55	W	Olympic Programs Waiver	54.223
56	W	NATO Members and Families	54.232
57	W	Texas Tomorrow Fund Contract	54.621 (c)
58	W	Tech fee at UT Austin	54.221
59	W	Academic Common Market waiver	54.233
60	E	Non-Semester-Length Dev Ed Courses	54.225
61	E	Educational Aide Exemption	54.363 (b)
62	E	Reduced Tuition/Off Peak Hour Courses	54.061 (b)
63	E	Peace Officers Exemption	54.3531
64	E	TANF Exemption	54.361
65	E	Performers of "Taps"	54.344
66	E	National Student Exchange Program	57.930
67	E	Combat Exemption	54.2031
68		Bilingual Education Scholarship	
69	E	Reciprocal Educational Exchange Program (REEP)	54.231

*Inactive Codes:
- o   Code 24 Dual Enrollment – Junior Colleges
- o   Code 36 Dual Enrollment – All Institutions

Data Element 22   **Program Level.** Enter the code (0-8) that identifies the program level the student was enrolled in at the start of the 2017-18 academic year.

0 = Non-Degree Seeking
1 = Continuing Education
2 = Associate Degree
3 = Undergraduate Certificate
4 = Bachelor's Degree
5 = Master's Degree
6 = Doctorate Level/Professional Practice
7 = Teacher Certification
8 = Graduate Level Certificate

NOTE: Enter option "15" in **Data Element 9** for students reported with undergraduate financial aid that are enrolled in a graduate program.

Data Element 23   **Need Analysis.** Enter "1" if an Expected Family Contribution (EFC) based on the Federal Methodology was calculated. Enter "2" if no EFC was calculated.

1 = Yes
2 = No

NOTE: If "9999999" was reported in **Data Elements 6 or 7,** enter "2" to confirm that an EFC based on the Federal Methodology was **not** calculated.

In the event where a subsequent ISIR is processed in a reject status, institutions are required to report data from the valid ISIR that was used to disburse financial assistance.

Data Element 24   **Living Arrangement.** Enter the code (1-4) that identifies the living arrangement for the student as determined by the institution when calculating cost of attendance.

1 = Living with Parent(s)
2 = On-Campus Housing
3 = Off-Campus Housing
4 = Other

NOTE: Option "4" is used when **Data Element 23 = 2** and the living arrangement cannot be reported.

Data Element 25   **Ethnic Origin.** Enter the code (1-3) that identifies if the student is of Hispanic or Latino origin.

1 = Hispanic or Latino Origin
2 = Not Hispanic or Latino Origin
3 = Not Answered

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

> **RACE.** Select one or more codes in **26-32** indicating the race of the student.
> Each Data Element must have a code entered, even if 0.

NOTE: RACE must be reported in **Data Elements 26 – 29 and 32** for affidavit students and students who have applied or have a petition pending with the Bureau of Citizenship and Immigration Services. This includes students that base their residency on visas that allow them to domicile in the U.S.

Data Element 26   **White.** Enter "1" if the student is a person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Data Element 27   **Black or African-American.** Enter "2" if the student is a person having origins in any of the black racial groups of Africa.

Data Element 28   **Asian.** Enter "4" if the student is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (e.g. Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).

Data Element 29   **American Indian or Alaskan Native.** Enter "5" if the student is a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Data Element 30   **International.** Enter "6" if the student is not a U.S. citizen or permanent resident of the U.S., is in this country on a temporary basis and does not have the right to remain indefinitely. Do **not** report affidavit students.

NOTE: Use the international code 6 if any of the following applies:
- Students who paid "Resident Tuition" rate due to a waiver
- Students who are refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students

Data Element 31   **Unknown or Not Reported.** Enter "7" if the student classification is unknown. This entry should **only** be used if the student has not selected a racial designation.

Data Element 32   **Native Hawaiian or Other Pacific Islander.** Enter "8" if the student is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Data Element 33   **Classification.** Enter the code (1-5) that identifies the classification at the start of the student's 2017-18 academic year.

Use the following guidelines to classify a student:

1 = **Undergraduate Student:** has not received a bachelor's degree.
2 = **Graduate Student:** enrolled in a graduate, master's or doctoral degree program.
3 = **Professional Student:** enrolled in law, medicine, dentistry, veterinary medicine, etc.
4 = **Student with Bachelor's or Higher Degree:** enrolled in undergraduate or certificate program after previously receiving a bachelor's or higher degree (e.g. post-baccalaureate).
5 = **First-Time in College:** has never attended college or other postsecondary institution (excluding hours taken during dual enrollment in high school and courses for which the student received credit through examination). Students should not be reported as a first-time in college student until they have completed their high school work. Must report "000001" in **Data Element 92**.

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

Data Element 34   **Dependency Status.** Enter the code (1-3) that identifies the dependency status of the student according to the 2017-18 FAFSA.

1 = Dependent by Title IV Definition
2 = Independent by Title IV Definition
3 = Unknown

NOTE: Option "3" is used when **Data Element 23 = 2** and the student did not complete a need analysis.

Data Element 35   **Date of Birth.** Enter the student's month, day, and four-digit year of birth (i.e. MMDDYYYY).

Data Element 36   **Residency Status.** Enter the code (1-5) that identifies the residency status that was used to determine the student's eligibility for financial assistance during the 2017-18 academic year. **Private/Independent Institutions:** National Merit Finalist, previously residency code 4, is no longer reported.

Residency Code	Student reported on CBM001 Data Element #7			
	Universities	**Private/ Independent**	**Health-Related**	**CC & Technical**
1 = Resident: A U.S citizen or permanent resident who is a Texas Resident in accordance to TEC 54.052 (a) (1) (2).*	1,3,5,9	N/A	1,3,5	1,2,5
2 = Out-of-state or Foreign: A U.S. citizen or permanent resident who is not a Texas Resident. A foreign national not allowed to domicile in the U.S.	2,0,5,E,F,N	N/A	2,E,N	3,E,N
3 = Unknown: To be used only by private/independent institutions and NOT for students receiving any state aid.	N/A	N/A	N/A	N/A
4 = No longer an allowable option (formerly National Merit Finalist)	N/A	N/A	N/A	N/A
5 = Non-Immigrant Residents (e.g. Affidavit Students): A Texas Resident based on TEC 54.052(a)(3) who is not a U.S. citizen or permanent resident but is allowed to pay resident tuition.	A,C	N/A	A,C	A,B

 * A non-resident paying resident tuition rates as the result of a waiver is still considered (should be reported as) a non-resident student.

NOTE: During Reporting Cycle 3, a student's residency status for public institutions is compared with the residency status reported on the institution's CBM001 (Fall or Spring) report. All residency mismatches will require an exception code in **Data Element 9**.

Data Element 37   **MODIFIED** **9-Month Expected Family Contribution (EFC).** Enter the **9-Month EFC** determined by using the Federal Methodology.

Enter "9999999" if the student received aid and **Data Element 23 = 2** (i.e. merit aid, categorical aid, exemption/waiver, etc.).

Enter "9999998" if the EFC is equal to $9,999,999.

NOTE: In the event where a subsequent ISIR is processed in a reject status, institutions are required to report data from the valid ISIR that was used to disburse financial assistance.

Data Element 38   **Student Last Name.** Enter the student's last name. Do **not** enter special characters.

Data Element 39   **Student First Name.** Enter the student's first name. Do **not** enter special characters.

Data Element 40   **Student Middle Initial.** Enter the first letter of the student's middle name, if applicable. Do **not** enter special characters.

Data Element 41   **Zip Code of Permanent Home Address.** Enter the zip code of the student's permanent home address, if in the United States. If outside United States, enter "999999999".

Data Element 42   **Enrollment Status.** Enter the code (1-4) that identifies the highest enrollment status during the student's 2017-18 academic year (i.e. fall, spring and summer).

Use the following to define enrollment for Undergraduate students:

1 = Full-time: at least 12 hours per semester
2 = ¾-time: 9 to 11 hours per semester
3 = ½-time: 6 to 8 hours per semester
4 = Less than ½-time: fewer than 6 hours per semester

Use the following as defined by the institution for Graduate students:

1 = Enrolled in a normal full-time load
2 = Enrolled for at least ¾-time of a normal full-time load
3 = Enrolled for at least ½-time of a normal full-time load
4 = Enrolled less than ½-time of a normal full-time load

Data Element 43   **MODIFIED Gender.** Enter the student's gender at birth.

M = Male
F = Female
U = Unknown

NOTE: Option "U" is used when **Data Element 23 = 2** and the gender cannot be reported.

Data Element 44   **Parent 1 Highest Grade Level Completed.** Enter the code (1-4) that identifies the highest grade level completed.

1 = Middle School/Junior High
2 = High School
3 = College or Beyond
4 = Unknown

Data Element 45   **Parent 2 Highest Grade Level Completed.** Enter the code (1-4) that identifies the highest grade level completed.

1 = Middle School/Junior High
2 = High School
3 = College or Beyond
4 = Unknown

Data Element 46   **Cost of Attendance (COA).** Enter the amount of the student's COA used in determining a student's financial need based on the enrollment period (e.g. 12 months, 9 months, 6 months, 4 months, etc.) determined by using the Federal Methodology. If the institution's system only allows a standard 9-month COA to be calculated, the institution must provide the **Enrollment Adjustment Percentage** (EAP) in **Data Element 93.**

Enter "999999" if the student received aid and **Data Element 23 = 2** (i.e. merit aid, categorical aid, exemption/waiver, etc.).

Enter "000000" if the student does not have a calculated COA and **Data Element 23 = 1.**
(e.g. Student not meeting SAP)

NOTE: In the event where a subsequent ISIR is processed in a reject status, institutions are required to report data from the valid ISIR that was used to disburse financial assistance.

Data Element 47   **MODIFIED** **Expected Family Contribution (EFC).** Enter the amount of the student's actual EFC based on the enrollment period (e.g. 12 months, 9 months, 6 months, 4 months, etc.) determined by using the Federal Methodology. If the institution's system only allows a standard 9-month EFC, the institution must provide the **Enrollment Adjustment Percentage** (EAP) in **Data Element 94** to determine the adjusted EFC.

Enter "9999999" if the student received aid and **Data Element 23 = 2** (i.e. merit aid, categorical aid, exemption/waiver, etc.).

Enter "9999998" if the EFC is equal to $9,999,999.

NOTE: This amount may be the same as **Data Element 37** if the student's EFC is a 9-month EFC.

In the event where a subsequent ISIR is processed in a reject status, institutions are required to report data from the valid ISIR that was used to disburse financial assistance.

Data Element 48   **Tuition and Fee Exemption/Waiver.**

Private/Independent Institutions: Enter the amount of tuition and fees the student did not pay as a result of receiving an exemption or waiver. Enter five zeros "00000" if not applicable.

Public Institutions: If the student received more than four different types of exemptions or waivers (previously reported in **Data Elements 10-21**), enter the additional amount of tuition and fees the student did not pay during the same year. Enter five zeros "00000" if not applicable.

NOTE: Fellowships should be reported under **Data Elements 61** or **62,** depending on the source of funding.

Data Element 49   **Categorical Aid.** Enter the amount of aid that the institution does not award to the student, but that the student brings to the school from a third party (**excluding VA Benefits and Athletic Grants/Scholarships**). Enter five zeros "00000" if not applicable.

NOTE: Texas Tomorrow Fund should be reported under **Data Elements 10-21**. Report the difference between tuition charged and tuition reimbursed (only the unreimbursed amounts are considered exempt).

Data Element 50   **Federal Pell.** Enter the amount of Federal Pell disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 51   **Federal Supplemental Educational Opportunity Grant (SEOG) – Including Match.** Enter the amount of SEOG disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 52   **Texas Public Educational Grant (TPEG).** Enter the amount of TPEG disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 53   **Tuition Differential.**
Public Institutions: Enter five zeros "00000". No tuition differential amount is required.

Private/Independent Institutions: Enter the student's tuition differential for the 2017-18 academic year. Tuition differential cannot be "00000". The tuition differential calculation is the difference between the student's semester credit hours (SCH) tuition rate and the comparable average public tuition rate listed in the chart below.

NOTE: Private/Independent Institutions must report a tuition differential, regardless if the student is eligible for the Tuition Equalization Grant (TEG) at the institution. For a list of Southern Association of Colleges and Schools (SACS) levels by institution and an example of a tuition differential calculation, **see Appendix C**.

Data Element 54   **Tuition Equalization Grant (TEG).** Enter the amount of TEG disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 55   **Tuition Equalization Grant (TEG) Award Type.** Enter the code (0-2) that identifies the student's TEG award type for the 2017-18 academic year.

0 = Not applicable
1 = First award year recipient (Initial)
2 = Subsequent award year recipient (Continuation)

Data Element 56   **Ministry-Related Degree.** Enter the code (0-1) that identifies if the student is enrolled in a degree plan in church work for the 2017-18 academic year.

0 = No
1 = Yes

Data Element 57   **Semester of Initial Award for State Grant Aid.** Enter the code (0-2) that identifies the student's initial semester awarded TEG, TEOG or TEXAS Grant for the 2017-18 academic year.

0 = Not applicable
1 = Initial award issued in the fall semester
2 = Initial award issued in the spring semester

NOTE: Use option "0" when reporting renewal students.

Data Element 58   **Justification for State Aid.** Enter the code (0-4) that validates the student's state aid eligibility for reporting purposes for the 2017-18 academic year.

0 = Not applicable
1 = One-term state aid recipient
2 = Student is a TEXAS Grant, TEOG, or TEG recipient who regained eligibility in a non-award period
3 = Student is a TEXAS Grant or TEG recipient is enrolled in a degree or certificate program of more than four years; extension of five-year award maximum due to six years of eligibility
4 = Student is a TEXAS Grant or TEOG recipient who was issued a prorated award due to program hour limitation

NOTE: Use option "1" if the student is a TEG recipient and received an athletic scholarship in a different term or the student attended for one term due to graduation.

Data Element 59   **Hardship for State Aid**. Enter the code (0-1) that identifies if a documented hardship was granted when determining eligibility for state financial aid for the 2017-18 academic year. For additional guidance on hardships, **see Appendix D**.

0 = Not applicable
1 = State aid recipient received a hardship

NOTE: Use option "0" when the state aid recipient did **not** receive a hardship.

Data Element 60   **HB3015 Grants/Scholarships.** Enter the amount of grants/scholarships funded through designated tuition set-asides disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 61   **Grants/Scholarships Funded Through Restricted Funding Sources.** Enter the amount of restricted aid (excluding athletic grants/scholarships) disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

For Example: Your institution has a scholarship that is funded by endowments or third-party donations.

NOTE: This includes any "restricted funding" **not** reported elsewhere in the report.

Data Element 62   **Grants/Scholarships Funded Through Unrestricted Funding Sources.** Enter the amount of unrestricted aid (excluding athletic grants/scholarships) disbursed to the student as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

For Example: Your institution has a scholarship that is funded through the institutions general operational funds.

NOTE: This includes any "unrestricted funding" **not** reported elsewhere in the report.

Data Element 63   **Federal Veterans Affairs (VA) Educational Benefits.** Enter the amount of Federal VA benefits disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

NOTE: Hazelwood Exemption should be reported under **Data Elements 10-21**.

Data Element 64   **Athletic Grants/Scholarships.** Enter the total amount of athletic grants or scholarships (tuition, fees and stipends which can include housing) disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

NOTE: If the recipient is not obliged to play an intercollegiate sport as a recipient of the scholarship, then the scholarship does not fall into the common meaning of "athletic scholarship".

Data Element 65   **Student Deposit Scholarship (SDS).** Enter the amount of SDS disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 66   **Other Federally-Funded Grants/Scholarships.** Enter the amount of other federally funded grants/scholarships disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

NOTE: This includes any federally need-based awards **not** reported elsewhere in the report.

Data Element 67   **Other State-Funded Grants/Scholarships.** Enter the amount of other state funded grants/scholarships (excluding athletic grants/scholarships) disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

NOTE: This includes any state need-based awards **not** reported elsewhere in the report.

Data Element 68   **Toward EXcellence, Access, & Success (TEXAS) Grant.** Enter the amount of TEXAS Grant disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 69   **Texas Educational Opportunity Grant (TEOG).** Enter the amount of TEOG disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 70   **Texas Educational Opportunity Grant (TEOG) Award Type.** Enter the code (0-2) that identifies the student's TEOG award type for the 2017-18 academic year.

0 = Not applicable
1 = Initial Year award recipient
2 = Renewal Year award recipient

NOTE: Use option "0" if student did **not** receive TEOG.

Data Element 71   **Toward EXcellence, Access, & Success (TEXAS) Grant Priority Model Award.** Enter the code (0-4) that identifies the student's TEXAS Grant Priority Model award status for the 2017-18 academic year.

0 = Not applicable
1 = Renewal year recipient
2 = Priority Model criteria that included completed 12 hours of dual credit/AP, completed an IB diploma, completed the Recommended or Advanced High School Program or its equivalent when determining initial year **Priority** eligibility
3 = Priority Model criteria **did not include** completed 12 hours of dual credit/AP, completed an IB diploma, completed the Recommended or Advanced High School Program or its equivalent when determining initial year **Priority** eligibility
4 = Priority Model criteria was **not** used to determine initial year

NOTE: Use option "0" if student did **not** receive TEXAS Grant.

Data Element 72   **Toward EXcellence, Access, & Success (TEXAS) Grant Initial Year (IY) Pathway**. Enter the code (0-5) that identifies the student's TEXAS Grant initial year pathway for the 2017-18 academic year.

 0 = **Not applicable**
 1 = **Renewal Year (RY) Recipient**: Recipient previously awarded TEXAS Grant
 2 = **Associate Degree Pathway IY Recipient:** Recipient received an initial year award after earning an associate degree and enrolled within 12 months of receiving the associate degree
 3 = **HS Graduation Pathway IY Recipient:** Recipient received an initial year award within 16 months of the high school graduation date
 4 = **Honorable Military Discharge Pathway IY Recipient:** Recipient graduated high school on 05/01/2013 or later and enlisted in military service within 12 months from high school graduation and enrolled ¾ time within 12 months after receiving an honorable discharge
 5 = **TEOG Transfer Pathway IY Recipient:** Recipient transferred to a public university and received an initial year Texas Educational Opportunity Grant (TEOG) award in fall 2014 or later and earned at least 24 semester credit hours, with a minimum 2.5 cumulative GPA

NOTE: Use option "0" if student did **not** receive TEXAS Grant.

Data Element 73   **Federal Work-Study (FWS).** Enter the amount of FWS earned by the student, including the federal funds match, if required, as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

Data Element 74   **Texas College Work Study (TCWS).** Enter the state share amount of TCWS earned by the student, excluding match and additional institutional funds, as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

NOTE: Match and additional institutional funds earned by TCWS recipients are reported on **Data Element 103**.

Data Element 75   **Need-Based Institutional Work-Study.** Enter the amount of Need-Based Institutional Work-Study disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 76   **AmeriCorps Program.** Enter the amount of AmeriCorps disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 77   **HB3015 Work-Study.** Enter the amount of HB3015 Work-Study earned by the student, as of the reporting cycle for the 2017-18 academic year. Include Work-Study funded through designated tuition set-asides. Enter five zeros "00000" if not applicable.

Data Element 78   **Texas College Work-Study (TCWS) Mentorship Program.** Enter the amount of TCWS Mentorship Program earned by the student, as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

Data Element 79   **Texas Armed Services Scholarship Program (TASSP).** Enter the **gross** amount of TASSP disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 80   **FILLER.** Enter five zeros "00000".

Data Element 81   **Federal Perkins Loan.** Enter the **gross** amount of Federal Perkins Loan(s) the student borrowed, as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

Data Element 82   **FILLER.** Enter five zeros "00000".

Data Element 83   **College Access Loan (CAL).** Enter the **gross** amount of CAL(s) the student borrowed, as of the reporting cycle for the 2017-18 academic year. Enter six zeros "000000" if not applicable.

Data Element 84   **FILLER.** Enter five zeros "00000".

Data Element 85 **Federal Direct Parent Loan for Undergraduate Student (PLUS) or Grad Plus Loan.** Enter the **gross** amount of the Federal Direct PLUS Loan(s) or Grad Plus Loan(s) borrowed as of the reporting cycle for the 2017-18 academic year. Enter six zeros "000000" if not applicable.

Data Element 86 **Federal Direct Subsidized Loan.** Enter the **gross** amount of the Federal Direct Subsidized Loan(s) the student borrowed, as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

Data Element 87 **Other Long-Term Educational Loan.** Enter the **gross** amount of the other long-term educational loan(s) the student borrowed, as of the reporting cycle for the 2017-18 academic year. Enter six zeros "000000" if not applicable.

NOTE: Include institutional, state-based, private, federal and alternative educational long-term loan sources certified by the institution not reported elsewhere, where the **student** is the borrower.

Data Element 88 **Federal Direct Unsubsidized Loan.** Enter the **gross** amount of the Federal Direct Unsubsidized Loan(s) the student borrowed, as of the reporting cycle for the 2017-18 academic year**.** Enter five zeros "00000" if not applicable.

Data Element 89 **B-On-Time (BOT) Loan.** Enter the **gross** amount of BOT loan(s) the student borrowed, as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

Data Element 90 **HB3015 Loan.** Enter the **gross** amount of HB3015 Loan(s) the student borrowed, as of the reporting cycle for the 2017-18 academic year. Enter six zeros "000000" if not applicable.

NOTE: This includes loans funded through designated tuition set-asides but **excludes** short-term emergency loans.

Data Element 91 **Teacher Education Assistance for College and Higher Education (TEACH) Grant.** Enter the amount of TEACH Grant disbursed to the student during the 2017-18 academic year, as of the reporting cycle. Enter five zeros "00000" if not applicable.

Data Element 92 **MODIFIED Transfer Student or First-Time in College/First-Time in a Graduate Program.** Enter the code that identifies the transfer status at the beginning of the student's 2017-18 academic year. This status will remain the same for each 2017-18 FAD reporting cycle.

Not Applicable: Enter six zeros "**000000**"
- o   For a returning or continuing student enrolled at the institution; or
- o   For a returning or continuing graduate student enrolled at the institution.

First-Time in College/First-Time in a Graduate Program: Enter "**000001**"
- o   For a student that has never attended college before; or
- o   For a student that entered with college credits earned before graduation from high school; or
- o   For a student that entered the institution for the first-time at a graduate level (medical or dental); or
- o   For a student that was accepted into a master's program, doctoral program, or doctoral professional practice program (e.g., AUD, PharmD, DNP, DRPH, DPT) at your institution.

Transfer Student: Enter the **FICE Code** of the institution of higher education
- o   For a student that transferred to the institution from another institution; or
- o   For a graduate student that transferred from another institution at the same level.

Unidentified Transfer Student: Enter "**999999**"
- o   For a student that transferred from an institution that is out-of-state; or
- o   For a student that transferred from an institution that does not have a FICE code, designated identifying number or if the FICE code is unknown; or
- o   For a graduate student that transferred from an out-of-state institution at the same level; or
- o   For a graduate student that transferred from an institution that does not have a FICE code, designated identifying number or if the FICE code is unknown.

Data Element 93   **Enrollment Adjustment Percentage (EAP) for Cost of Attendance (COA).** Enter three zeros "000" if the COA reported in **Data Element 46** is the COA that was used in determining the student's financial need. Otherwise, if **Data Element 46** does not represent the COA utilized in determining the student's financial need, enter the percentage by which **Data Element 46** should be multiplied to calculate the COA that was utilized in determining the student's financial need. The percentage should be expressed without decimal points. EAP for COA exists for institutions where system limitations prevent reporting the COA in **Data Element 46** that was utilized in determining financial need.

Examples:
- The student was enrolled for 3 months but the institution's system can only calculate or populate a 9 month COA. The EAP is (3/9*100 = 33%). The institutions would enter "033" indicating that 33% of the reported COA was used in determining unmet need.
- The student was enrolled for 12 months but the institution's system can only calculate a 9 month standard COA. The EAP is (12/9*100 = 133%). The institution would enter "133" indicating that 133% of the reported COA was used in determining unmet need.

Data Element 94   **Enrollment Adjustment Percentage (EAP) for Total Expected Family Contribution (EFC).** Enter three zeros "000" if the EFC reported in **Data Element 47** is the EFC that was used in determining the student's financial need. Otherwise, if **Data Element 47** does not represent the EFC utilized in determining the student's financial need, enter the percentage by which **Data Element 47** should be multiplied to calculate the EFC that was utilized in determining the student's financial need. The percentage should be expressed without decimal points. EAP for EFC exists for institutions where system limitations prevent reporting the EFC in **Data Element 47** that was utilized in determining financial need.

Examples:
- The student was enrolled for 3 months but the institution's system can only calculate or populate a 9 month EFC. The EAP is (3/9*100 = 33%). The institutions would enter "033" indicating that 33% of the reported EFC was used in determining unmet need.
- The student was enrolled for 12 months but the institution's system can only calculate a 9 month standard EFC. The EAP (12/9 *100 = 133%). The institution would enter "133" indicating that 133% of the reported EFC was used in determining unmet need.

Data Element 95   **Student Identification (ID) Number.** Enter the 9-digit ID number assigned by the institution.

NOTE: Do not report all zeros. If reporting a student's SSN in **Data Element 5**, a student's ID must be reported in **Data Element 95**. All SSNs or IDs submitted must be consistent with those reported on other THECB reports.

Alien Registration and Individual Tax Identification (ITIN) cannot be reported on the FADs as a valid SSN. If a student does not have a valid SSN, report the assigned Student Identification (ID) number in **Data Element 5 and 95**.

Data Element 96   **Controlled Substance Conviction for State Aid Eligibility.** Enter the code (0-1) that identifies if a TEXAS Grant or TEOG recipient has been convicted of either a felony or a crime involving a controlled substance as defined by Chapter 481, Health and Safety Code (Texas Controlled Substances Act).

0 = Not applicable
1 = Student has been convicted of either a felony or a crime involving a controlled substance

Data Element 97   **MODIFIED Selective Service Registration.** Enter the code (0-3) that identifies the student's Selective Service Status:

0 = Not applicable
1 = Student is registered for Selective Service
2 = Student is **not** registered for Selective Service
3 = Exempt

NOTE: Use option "0" if **Data Element 43 = F.** Males must be registered with Selective Service in order to qualify for any type of state aid (regardless of residency status).

Data Element 98   **Defaulted Loan.** Enter the code (0-2) that identifies if the student defaulted on a federal student loan according to the student's current 2017-18 ISIR.

0 = Not applicable
1 = Yes
2 = No

NOTE: Use option "0" if **Data Element 23** = **2**. Use option "2" if **Data Element 23** = **1** and the student (including affidavit students) completed a TASFA or an institutional application. The student's default status may change for each reporting cycle.

Data Element 99   **Attempted Hours in the Fall Semester.** Enter the total number of hours the student attempted in the **fall** semester for the 2017-18 academic year.

Data Element 100   **Attempted Hours in the Spring Semester.** Enter the total number of hours the student attempted in the **spring** semester for the 2017-18 academic year.

Data Element 101   **Attempted Hours in the Summer Semester.** Enter the total number of hours the student attempted in the **summer** semester for the 2017-18 academic year.

Note: Attempted hours reported in **Data Elements 99-101** should align with **Data Element 42** and includes repeated courses, courses the student drops and from which the student withdraws (excluding Advance Placement (AP), College Level Examination Program (CLEP), and dual credit hours).

If "0" hours are reported for all three **Data Elements 99-101** and it does not align with **Data Element 42**, an exception code must be reported in **Data Element 9.**

Data Element 102   **Total Cumulative Attempted Hours.** Enter the cumulative **total** number of hours the student attempted.

Note: Attempted hours reported in **Data Element 102**, is defined as every course in every semester, including but not limited to, repeated courses and courses the student drops and from which the student withdraws and transfer credit hours accepted by the institution.

Data Element 103   **Texas College Work-Study (TCWS) Match Including Additional Institutional Funds.** Enter the amount of match funds including additional institutional funds the student earned, as of the reporting cycle for the 2017-18 academic year. Enter five zeros "00000" if not applicable.

Data Element 104   **Texas College Work-Study (TCWS) Job Location.** Enter the code (0-3) that identifies the location of student employment, as of the reporting cycle for the 2017-18 academic year.

0 = Not applicable
1 = On-Campus
2 = Off-Campus
3 = Both On-Campus and Off-Campus

Data Element 105   **Texas College Work-Study (TCWS) Mentorship Program Job Location.** Enter the code (0-3) that identifies the employment location for the student, as of the reporting cycle for the 2017-18 academic year.

0 = Not applicable
1 = On-Campus
2 = Off-Campus
3 = Both On-Campus and Off-Campus

Data Element 106   **Date of Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA).** Enter the Application Receipt Date on the ISIR or the date the TASFA/Institutional application was first received by the institution, as of the reporting cycle for the 2017-18 academic year. Enter eight zeros "00000000" if not applicable.

Note: Application Receipt Date, as defined on page 25 of the ISIR Guide, shows the date the paper application was received by the FAFSA processor or the date an electronic FAFSA transmission was received by the CPS.

Data Element 107 <mark>MODIFIED</mark> **Total Tuition and Fees for Fall.** Enter the total amount of tuition and fees charged to the student, as of the reporting cycle for the 2017-18 academic year.

Data Element 108 <mark>MODIFIED</mark> **Total Tuition and Fees for Spring.** Enter the total amount of tuition and fees charged to the student, as of the reporting cycle for the 2017-18 academic year.

Data Element 109 <mark>MODIFIED</mark> **Total Tuition and Fees for Summer.** Enter the total amount of tuition and fees charged to the student, as of the reporting cycle for the 2017-18 academic year.

Data Element 110 **Toward EXcellence, Access, & Success (TEXAS) Grant Satisfactory Academic Progress (SAP).** Enter the code (0-3) that identifies the recipient's SAP status, as of the reporting cycle for the 2017-18 academic year.

0 = Not a TEXAS Grant recipient
1 = Yes
2 = No
3 = First Reporting Cycle

Note: Option "3" is used only during the First Reporting Cycle.

Data Element 111 **Texas Educational Opportunity Grant (TEOG) Satisfactory Academic Progress (SAP).** Enter the code (0-3) that identifies the recipient's SAP status, as of the reporting cycle for the 2017-18 academic year.

0 = Not a TEOG recipient
1 = Yes
2 = No
3 = First Reporting Cycle

Note: Option "3" is used only during the First Reporting Cycle.

Data Element 112 **Tuition Equalization Grant (TEG) Satisfactory Academic Progress (SAP).** Enter the code (0-3) that identifies the recipient's SAP status, as of the reporting cycle for the 2017-18 academic year.

0 = Not a TEG recipient
1 = Yes
2 = No
3 = First Reporting Cycle

Note: Option "3" is used only during the First Reporting Cycle.

Data Element 113 **Top Ten Percent (Top 10%) Scholarship Satisfactory Academic Progress (SAP).** Enter the code (0-3) that identifies the recipient's SAP status, as of the reporting cycle for the 2017-18 academic year.

0 = Not a Top 10% Scholarship recipient
1 = Yes
2 = No
3 = First Reporting Cycle

Note: Option "3" is used only during the First Reporting Cycle.