



FY 2019  
Top 10% Scholarship  
Funds Request File  
Instructions

## Table of Contents

<b>Top 10% Scholarship Funds Request File</b> .....	1
Purpose .....	1
Priority Processing (19 TAC, SECTION 22.200).....	1
Calendar .....	1
File Format .....	1
File Submission.....	1
<b>File Notifications</b> .....	2
Rejected Error File Notification.....	2
Accepted File Notification.....	2
<b>Payment Process</b> .....	3
Payment Report .....	3
<b>File Layout</b> .....	4
Header Record .....	4
Detailed Record.....	5
Trailer Record.....	7
<b>Student Data Record Structure</b> .....	9
<b>Quick References</b> .....	10

# Top 10% Scholarship Funds Request File

## Purpose

The purpose of the Funds Request File (FRF) submission process is to provide institutions with a secure method to request funds from the Texas Higher Education Coordinating Board (THECB) for eligible Top 10% Scholarship renewal recipients.

## Priority Processing ([19 TAC, SECTION 22.200](#))

Each institution's financial aid office will determine renewal eligibility. Eligible recipients are classified as either **Priority 1** or **Priority 2** based on the submission of the financial aid application.

Recipients are classified as **Priority 1** if one of the following was completed by the March 15, 2018 priority deadline:

- The Free Application for Federal Student Aid (FAFSA) was submitted in time to generate the Central Processing System (CPS) results in a non-rejected status.
- The Texas Application for State Financial Aid (TASFA) was submitted to the financial aid office.

Each eligible institution must include both **Priority 1** and **Priority 2** recipients when submitting a FRF.

Renewal funding will initially be limited to **Priority 1** recipients. Eligible recipients that did not meet the March 15 priority deadline will be considered **Priority 2**.

## Calendar

- **October 1, 2018** – Deadline to submit an error-free FRF.
  - Errors coded as **Duplicate** are those resulting in more than one request for an individual recipient award of the same award type in the same award period.
  - All awards reported with an **ISIR pending verification** status must be updated prior to the deadline.

## File Format

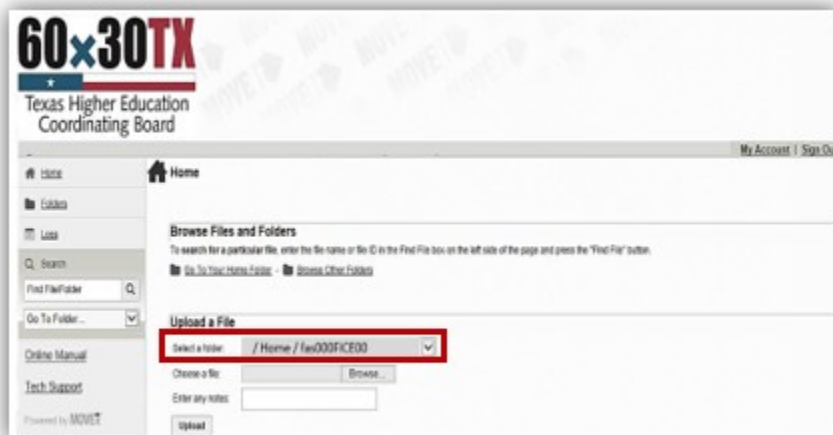
A Top 10% FRF must be submitted in a Fixed-Length text format (also known as Fixed-Width).

## File Submission

All FRFs must be submitted using the MOVEit DMZ portal. Files need to be uploaded into the **Home** Folder. For assistance with MOVEit DMZ, contact Financial Aid Services at (844) 792-2640 or by email at [UserAccess@thecb.state.tx.us](mailto:UserAccess@thecb.state.tx.us).

The following MOVEit DMZ resources are available:

- [MOVEit Portal](#)
- [MOVEit DMZ Instructions](#)
- [Demo](#)



## File Notifications

The institution will receive a **File Receipt** confirmation email once a FRF is submitted using MOVEit DMZ. If errors are found after the file is processed, institutions will receive a **Rejected Error File Notification**. If the file is processed without errors, institutions will receive an **Accepted File Notification**.

### Rejected Error File Notification

- The error notification email will provide the total number of errors found in the file.
- If any errors are found, all records submitted will be rejected.
- The institution will be able to retrieve the detailed **Rejected Error File** located in the Top10 Output folder in MOVEit DMZ.

**From:** [Mailbot@theeb.state.tx.us](mailto:Mailbot@theeb.state.tx.us) [mailto:Mailbot@theeb.state.tx.us]  
**Sent:** Day, Month #, Year Time  
**To:** Institution  
**Subject:** REJECTED ERROR file FICE ##### \*\*\*\*\* Top 10% Scholarship Request File

Your file was received and processed **The file produced errors in 1 records.**

**Important: Pending awards will not be paid unless cleared by the October 3 deadline.**  
You may retrieve your report from the Top 10\_Output folder on MOVEit DMZ web portal. The name of the report is 00####Top10Add20160404104400ACCEPTED.pdf.

### Accepted File Notification

- If the file is error-free, the institution will receive an email that provides the total funds that will be processed along with total student count accepted for payment.
- The **Accepted Notification** will only list the total award amount requested for **Priority 1**.
- If funding becomes available, **Priority 2** recipients will be reviewed and processed accordingly.

**From:** [Mailbot@theeb.state.tx.us](mailto:Mailbot@theeb.state.tx.us) [mailto:Mailbot@theeb.state.tx.us]  
**Sent:** Day, Month #, Year Time  
**To:** Institution  
**Subject:** ACCEPTED file FICE ##### \*\*\*\*\* Top 10% Scholarship Request File

Your file was accepted.

**Requested Award Amount: \$#####**  
**Requested Record Count: ##**

**Pending Payment**  
Reported by two or more Institutions: ##  
Reported as Verification Incomplete: ##

**Important: Pending awards will not be paid unless cleared by the October 3 deadline.**  
You may retrieve your report from the Top 10\_Output folder on MOVEit DMZ web portal. The name of the report is 00####Top10Add20160404104400ACCEPTED.pdf.

# Payment Process

A **Payment Report** will be generated once the payments are processed by the THECB.

**Note:** The payment report is provided to institutions as soon as it becomes available and program funds are sent **after** the new fiscal year begins (September 1).

## Payment Report

- The **Payment Report** provides the institution with a listing of all recipients scheduled for payment.
- The **Total Amount** of funds will be sent by Electronic Funds Transfer (EFT) to the requesting institution.

Top 10% Scholarship FICE (#####) Renewal Payment Report AY 2018			
Student ID	Student Name	Amount	Date Paid
#####	Last Name, First Name	\$2000.00	10/03/2018
#####	Last Name, First Name	\$2000.00	10/03/2018
#####	Last Name, First Name	\$2000.00	10/03/2018
#####	Last Name, First Name	\$2000.00	10/03/2018
#####	Last Name, First Name	\$2000.00	10/03/2018
<b>Total Awards: 5</b>		<b>Total Amount \$10000</b>	

The file must be in a Fixed-Length (also known as Fixed-Width) text format.  
Every **Data Element** must be included in every record of the file.

## File Layout

### Header Record

The **Header Record** contains information to identify the type of data in the file.

Data Element	Type	Length	Description	Edits
Record Code	Alphanumeric	XX	2 character spaces Must enter "@H"	Error if not @H
Report Type	Alphabetic	XXXX	4 character spaces Must enter "TTSR"	Error if not TTSR
FICE Code	Numeric	XXXXXX	6 character spaces Must be institution-assigned FICE code Must use leading zeroes	Error if not numeric Error if left blank
Submission Date	Numeric	mmddyyyy	8 character spaces Do not use dashes or slashes <b>This is the date the file is submitted</b>	Error if mm is out of range of 1-12 Error if dd is out of range of 1-31
Reporting Year	Numeric	yyyy	4 character spaces Must enter "2018"	Error if not 2018
File Type	Alphabetic	X	1 character space Must enter "N"	Error if not N
Description	Alphanumeric	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	50 character spaces Must enter "Top 10 Scholarship Reimbursement"	Error if not Top 10 Scholarship Reimbursement Error if numeric

Header Record Example: @HTTSR#####091520182019NTop 10 Scholarship Reimbursement

## Detailed Record

The **Detailed Record** contains the recipient's eligibility and award amount.

Data Element	Type	Length	Description	Edits
1. Record Code	Alphanumeric	XX	2 character spaces Must enter "@D"	Error if not @D Error if numeric
2. Recipient's ID Number	Alphanumeric	XXXXXXXXXX	9 character spaces Do not use dashes or slashes	Error if SSN and not numeric Error if left blank
3. Is the "Recipient's ID Number" a Social Security Number?	Alphabetic	X	1 character space Y = Yes N = No	Error if out of range Error if <b>Y</b> and Recipient's ID is alphanumeric
4. Recipient's Date of Birth	Numeric	mmddyyyy	8 character spaces Do not use dashes or slashes	Error if mm is out of range of 1-12 Error if dd is out of range of 1-31
5. Recipient's Last Name	Alphabetic	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	30 character spaces Upper or lower-case acceptable	Error if numeric Error if left blank
6. Recipient's First Name	Alphabetic	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	30 character spaces Upper or lower-case acceptable	Error if numeric Error if left blank
7. Recipient's Middle Initial	Alphabetic	X	1 character space Upper or lower-case acceptable Leave blank if student has no middle initial	Error if numeric
8. Filler_8	Blank	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	30 blank character spaces	Error if not blank spaces
9. Filler_9	Blank	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	30 blank character spaces	Error if not blank spaces

Data Element	Type	Length	Description	Edits
10. Filler_10	Blank	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	30 blank character spaces	Error if not blank spaces
11. Filler_11	Blank	XXXXXXXXXX XXXXXXXXXX	20 blank character spaces	Error if not blank spaces
12. Filler_12	Blank	XX	2 blank character spaces	Error if not blank spaces
13. Filler_13	Blank	XXXXXXXXX	9 blank character spaces	Error if not blank spaces
14. ISIR Processing Date or TASFA application receive date in financial aid office	Numeric	mmddyyyy	8 character spaces Do not use dashes or slashes.	Error if mm is out of range of 1-12 Error if dd is out of range of 1-31
15. Is ISIR or TASFA application pending verification?	Alphabetic	X	1 character space Y = Yes N = No	Error if out of range Error if numeric
16. Recipient's Top 10% award amount	Numeric	XXXX	4 character spaces Round to full dollar amount Do not use decimal places Use leading zeroes (if necessary)  Example: 0450 This entry describes an award amount of \$450	Error if non-numeric Error if blank field Error if greater than \$2,000
17. What type of award is being requested?	Alphabetic	X	1 character space R = Renewal	Error if out of range Error if not R Error if numeric
18. Filler_19	Numeric	X	1 character space Must enter "0"	Error if not 0



## Trailer Record

The **Trailer Record** contains a record count of the recipients reported, and funds requested. These totals are used to reconcile the data reported in the file.

Data Element	Type	Length	Description	Edits
Record Code	Alphanumeric	xx	2 character spaces Must enter "@T"	Error if not @T Error if numeric
Trailer ID	Alphabetic	xxx	3 character spaces Must be "EOF"	Error if not EOF Error if numeric
Total Record Count	Numeric	XXXXX	5 character spaces Use leading zeroes (if necessary) Enter the number of data records in file not including the header and trailer records	Error if not numeric Error if count does not match detailed records reported
Total Amount	Numeric	XXXXXXXXX	9 character spaces Do not use decimal places Use leading zeroes (if necessary)  Example: 000080000 This entry describes a total amount of \$80,000  This is the sum of all recipient's award amount in the file	Error if not numeric Error if left blank Error if total does not match the sum of detailed records reported

Trailer Record Example: (40 students receiving \$80,000): @TEOF00040000080000

## Student Data Record Structure

Field	Type	Length	Position
1. Record Code	Alphanumeric	2	01-02
2. Recipient's ID Number	Alphanumeric	9	03-11
3. Is the Recipient's ID an SSN?	Alphabetic	1	12
4. Recipient's Date of Birth	Numeric	8	13-20
5. Recipient's Last Name	Alphabetic	30	21-50
6. Recipient's First Name	Alphabetic	30	51-80
7. Recipient's Middle Initial	Alphabetic	1	81
8. Filler_8	Blank	30	82-111
9. Filler_9	Blank	30	112-141
10. Filler_10	Blank	30	142-171
11. Filler_11	Blank	20	172-191
12. Filler_12	Blank	2	192-193
13. Filler_13	Blank	9	194-202
14. ISIR or TASFA Date	Numeric	8	203-210
15. ISIR Validation Pending	Alphabetic	1	211
16. Award Amount	Numeric	4	212-215
17. Award Type	Alphabetic	1	216
18. Filler_19	Numeric	1	217

# QUICK REFERENCES

## CONTACT FINANCIAL AID SERVICES

By phone: (844) 792-2640

Contact us by completing an [online inquiry form](#) and select "Financial Aid Question" as the Contact Reason.

## OTHER RESOURCES FOR INSTITUTIONS

General program information for institutions	<a href="#">Student Financial Aid Programs Information Webpage</a>
General loan information	<a href="#">HHloans</a>
Texas Program Statutes	<a href="#">Texas Education Code</a>
Texas Program Rules	<a href="#">Texas Administrative Code</a>
Information concerning programs, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. To receive these communications, interested individuals must subscribe.	<a href="#">GovDelivery</a>

## AVAILABLE FORMS

A form is required when returning funds for all state grant, scholarship, Educational Aide Exemption, and loan program funds.	<a href="#">Grant and Special Programs Online Return of Funds Form</a> <a href="#">Loan Programs Online Return of Funds Form</a>
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## INSTITUTIONAL CALENDAR

[Institutional Calendar](#)