

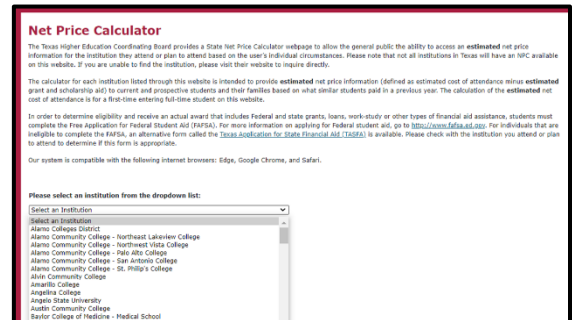
Net Price Calculator Instructions

PURPOSE

The Texas Higher Education Coordinating Board (THECB) is required to provide a **State Net Price Calculator (NPC)** tool for estimating the cost of attendance (COA) for full-time entering first-year students at public institutions of higher education in Texas (see [Texas Education Code \(TEC\), Section 61.0777](#)).

The former NPC application hosted on the College for All Texans (CFAT) website unexpectedly reached a point in November 2020 where it was no longer functional and had to be disabled.

To maintain compliance, public institutions are required to create and submit a **Federal Net Price Calculator (NPC) template** to the THECB. Templates will be hosted as a comprehensive listing of links on a new **State NPC** webpage which can still be accessed through the CFAT website.



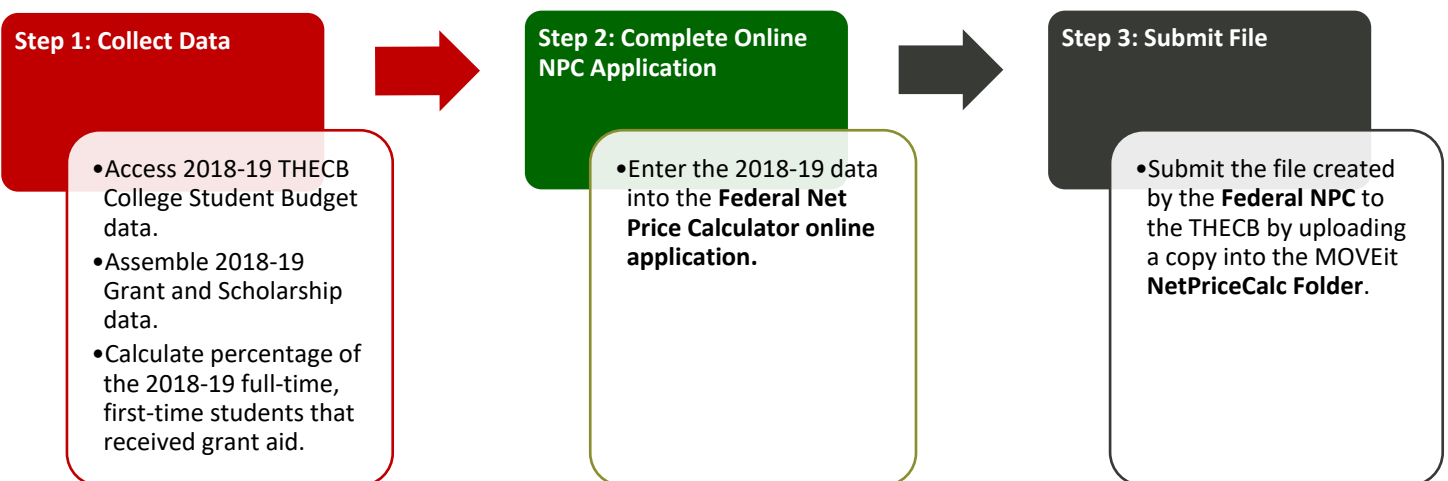
REQUIREMENT

All public institutions who enroll full-time entering first-year students **are required** to participate in the annual **State NPC** update process.

Private/Independent institutions of higher education in Texas approved to participate in the Tuition Equalization Grant (TEG) and Texas College Work-Study (TCWS) Programs are **encouraged** to participate in the **State NPC** tool.

FILE PROCESS

Institutions must complete the following steps in order to participate in this year's annual update. Previously submitted **State NPC** data will **NOT** be automatically transitioned to the new webpage.



Net Price Calculator Instructions

Step 1: Collect Data

Collect the following data elements:

- Extract [2018-19 College Student Budget*](#).
 - Totals provided were derived from the THECB's College Student Budget database system.
- Assemble 2018-19 Grant and Scholarship data.
 - Amounts required are based on the federal template's Expected Family Contribution (EFC) ranges.
- Calculate the percentage of 2018-19 full-time, first-time students that received grant aid. Exclude those who were only awarded private grant or scholarship aid.

*To ensure information on the **Federal NPC** does not conflict with previously published data, institutions are **required** to use the College Student Budget data provided.

Step 2: Complete Online NPC Application

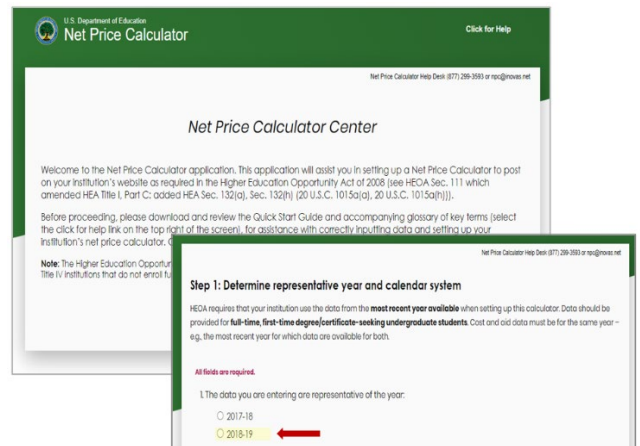
Access the Federal Net Price Calculator online application.

➔ Select the 2018-19 academic year.

Set up the data entry screens by correctly identifying the institution's academic programs, housing options, and tuition for in-district, in-state and out-of-state selections.

To start the online application, click on the link below:

<https://nces.ed.gov/ipeds/netpricecalculator/#/>



Enter Budget Data Provided by THECB

Fill in the fields for tuition and fees, books and supplies, living and other expenses. Estimated costs must be provided for each expense type even if those costs are not charged, which are included in the College Student Budget data.

Tuition and Fees	Books and Supplies		
In District \$ <input type="text"/>	Total	\$ <input type="text"/>	
In State \$ <input type="text"/>			
Out of State \$ <input type="text"/>			
Living and Other Expenses			
	On Campus	Off Campus not with family	Off Campus with family
Room and Board	\$ <input type="text"/>	\$ <input type="text"/>	N/A
Other (personal, transportation, etc.)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	<input type="button" value="PREVIOUS"/>	<input type="button" value="CONTINUE"/>	

Net Price Calculator Instructions



Complete Award Table

Enter the **2018-19** grant and scholarship data in the estimated annual award table. The **Federal NPC** requirements do **NOT** allow totals to include other forms of financial aid such as **loans, exemptions, waivers, work-study or private resources.**

- Enter whole dollar amounts for aid based off EFC ranges, residency, and housing arrangements.
 - Include *only* grant and scholarship estimates from federal, state, local government, or institutional aid.
- Enter the percentage of full-time, first-time degree/certificate-seeking students who were awarded any grant or scholarship aid from federal, state, local governments, or the institution.
 - Exclude those who were only awarded private grant or scholarship aid.

EFC Range(s)	Off Campus not with family
0	\$ <input type="text"/>
1 - 1,000	\$ <input type="text"/>
1,001 - 2,500	\$ <input type="text"/>
2,501 - 5,000	\$ <input type="text"/>
5,001 - 7,500	\$ <input type="text"/>
7,501 - 10,000	\$ <input type="text"/>
10,001 - 12,500	\$ <input type="text"/>
12,501 - 15,000	\$ <input type="text"/>
15,001 - 20,000	\$ <input type="text"/>
20,001 - 30,000	\$ <input type="text"/>
30,001 - 40,000	\$ <input type="text"/>
> 40,000	\$ <input type="text"/>
Non-FAFSA filers/ unknown EFC	\$ <input type="text"/>

Explanation Text Fields

Use the **Explanation Text Fields** as optional space to communicate information regarding other financial aid programs such as loans, exemptions, waivers, or work-study. These text fields can also be used to connect students to institutional resources.

Percentage of Full-Time, First-Time Undergraduates Receiving Aid	87 %
Explanation #1	Tuition and fee estimate are based on 15 credit hours per semester.
Explanation #2	For additional information on our institutional grants, please contact the Office of Student Financial Services at (877) 299-3593
Explanation #3	Off-campus housing estimates are based on an average of rental properties in the area.

Once all the data and explanations have been entered, institutions can click **MODIFY** to make changes or click **CONTINUE** to approve the data.

Download NetPriceTemplate File

To complete this process:

- Choose the **light background/ black text** option.
- Enter the institution's full name.
- Keep or modify the welcome message.
- Download the Federal **NetPriceTemplate** (Zip File).

Download your template

Choose a color theme:

Light background/ black text

Dark background/ white text

Personalized Welcome Message

Institution Name:

Welcome Message:

NOTE: The **Federal NPC** online application creates a single HTML file and the institution's data is not retained anywhere on the Department of Education (ED) server. The file must be saved locally before closing the browser window.

Net Price Calculator Instructions

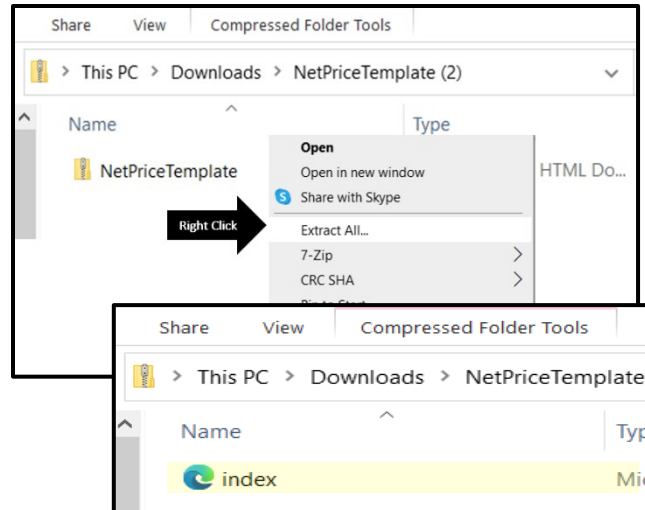
Step 3: Submit File

In order to submit the file to the THECB, institutions must first extract the **Index File** from the downloaded **Zip File**.

Extraction Process

To complete this process:

- Navigate to the to the **NetPriceTemplate** Zip File.
 - This file will typically be found in the **Downloads** folder.
- Open the Zip File and extract or copy the **Index File** to a new destination, outside of the Zip File.
- Rename the **Index File**.
 - **Recommended naming convention:**
FICE Code_NPC_2018-19

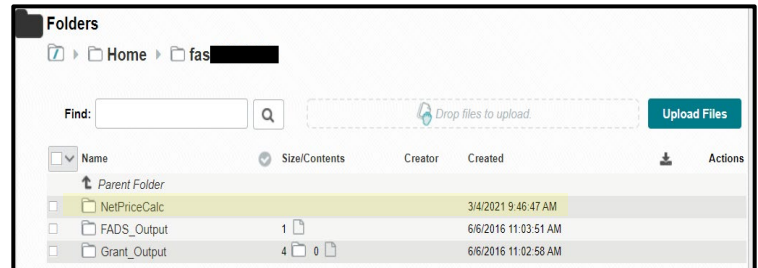


Upload File

Log into the institution's MOVEit DMZ account and open the **NetPriceCalc** Folder.

- Upload the extracted **Index File**.
(FICE Code_NPC_2018-19)

NOTE: Zip Files should not be uploaded.



Once the file has been uploaded, templates will be hosted as a comprehensive listing of links on a new **State NPC** webpage.

RESOURCES

FEDERAL	STATE
<p>Net Price Calculator Help Desk 1-877-299-3593</p> <p>Net Price Calculator Quick Start Guide</p> <p>Federal Net Price Resource Center</p>	<p>Financial Aid Services 1-844-792-2640</p> <p>The THECB MOVEit DMZ Guide</p> <p>Contact us by completing an online inquiry form and select "Financial Aid Question" as the Contact Reason.</p>