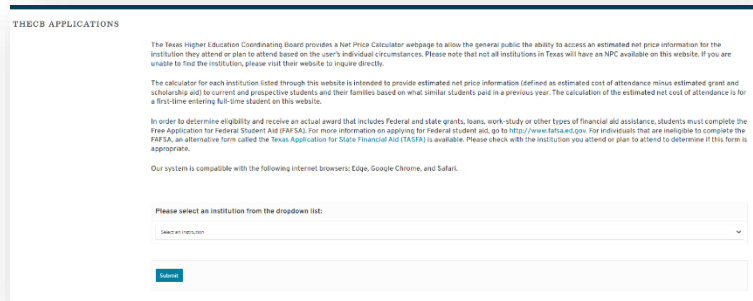# NET PRICE CALCULATOR
INSTRUCTIONS

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](#)).

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 the **State's NPC** webpage which can be accessed through the [THECB's agency webpage](#).
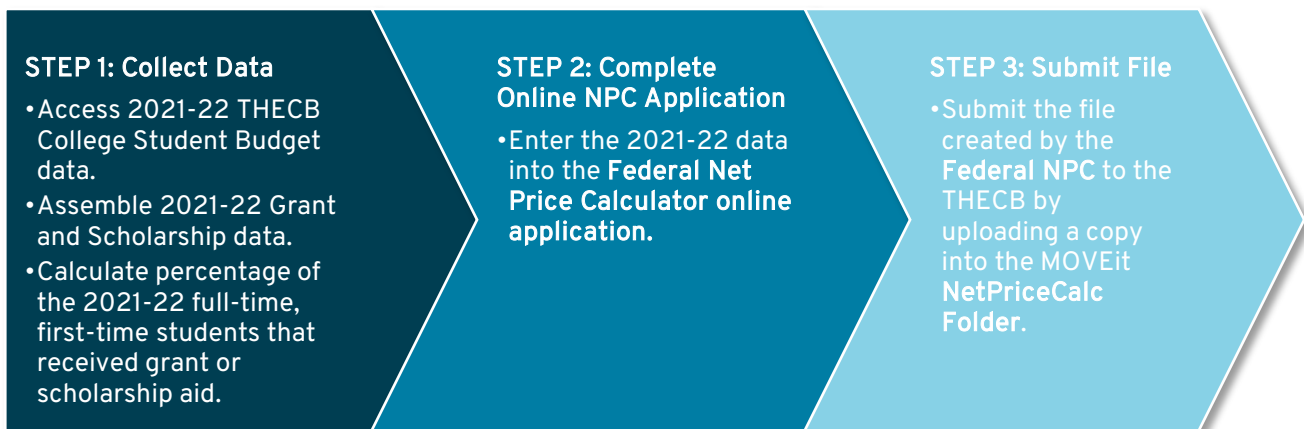
Requirement

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 to update the NPC data on the State's NPC webpage:

STEP 1: Collect Data
- Access 2021-22 THECB College Student Budget data.
- Assemble 2021-22 Grant and Scholarship data.
- Calculate percentage of the 2021-22 full-time, first-time students that received grant or scholarship aid.

STEP 2: Complete Online NPC Application
- Enter the 2021-22 data into the **Federal Net Price Calculator online application.**

STEP 3: Submit File
- Submit the file created by the **Federal NPC** to the THECB by uploading a copy into the MOVEit **NetPriceCalc Folder.**

STEP 1: Collect Data

Collect the following data elements:

- Extract *2021-22 College Student Budget**.

  o Totals provided were derived from the THECB's College Student Budget database system.

- Assemble 2021-22 Grant and Scholarship data.

  o Amounts required are based on the federal template's Expected Family Contribution (EFC) ranges.

- Calculate the percentage of 2021-22 full-time, first-time students that received grant or scholarship 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.

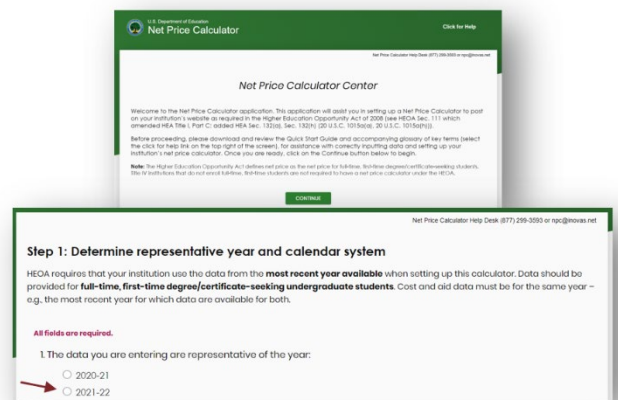## STEP 2: Complete Online NPC Application

Access the Federal Net Price Calculator online application.

➡ Select the **2021-22** 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, Hit CTRL + 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.

Complete Award Table

Enter the **2021-22** 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($)	On Campus
0	$
1 - 1,000	$
1,001 - 2,500	$
2,501 - 5,000	$
5,001 - 7,500	$
7,501 - 10,000	$
10,001 - 12,500	$
12,501 - 15,000	$
15,001 - 20,000	$
20,001 - 30,000	$
30,001 - 40,000	$
> 40,000	$
Non-FAFSA filers/ unknown EFC	$

Enter Explanation Text Fields

Institutions are **required** to enter the percentage of full-time, first-time degree/certificate–seeking students who were awarded grant and scholarship aid.

The **Explanations and Caveats** text fields on this page can be used as an 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.

Once all the data and explanations have been entered, institutions can click **MODIFY** to make changes or click **CONTINUE** to approve the data in *STEP 5: Create Calculator.*

Step 4: Enter Explanations and Caveats

The following information will appear at the bottom of the output screen for the calculator:

Please note: The estimates above apply to **full-time, first-time degree/certificate-seeking undergraduate students only.**

These estimates do not represent a final determination, or actual award, of financial assistance or a final net price; they are only estimates based on cost of attendance and financial aid provided to students in 2021-22. Cost of attendance and financial aid availability changes year to year. These estimates shall not be binding on the Secretary of Education, the institution of higher education, or the State.

Not all students receive grant and scholarship aid. **In 2021-22, XX% of our full-time students enrolling for college for the first time were awarded grant/scholarship aid.** Students may also be eligible for student loans and work-study. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to determine their eligibility for Federal financial aid that includes Federal grant, loan, or work-study assistance. For more information on applying for Federal student aid, go to http://studentaid.gov/.

1. Please enter the following information to fill in the XX% above:

What percentage of all full-time, first-time degree/certificate-seeking students were awarded any grant or scholarship aid from Federal, State, or Local Governments, or the Institution (exclude those who were only awarded private source grant or scholarship aid)?

[   ]% **This field is required.**

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:
[enter institutional name here...]

Welcome Message:
Welcome to ABC Test's net price calculator. Begin by reading and agreeing to the statement below. Then follow the instructions on the subsequent screens to receive an estimate of how much students similar to you paid to attend ABC Test in 2020-21.

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.
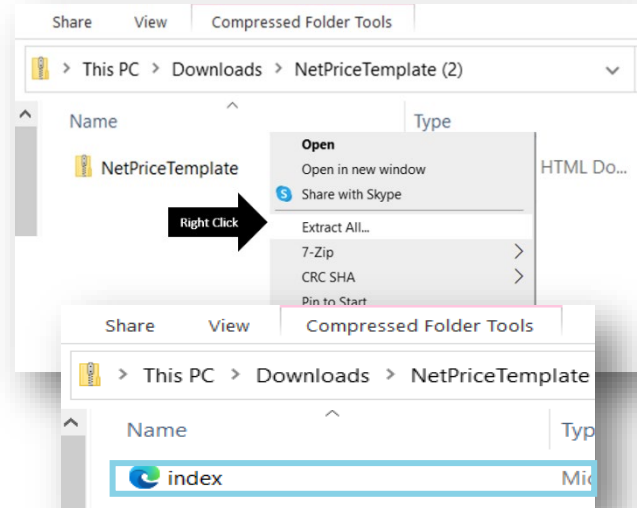
STEP 3: Submit File

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**.
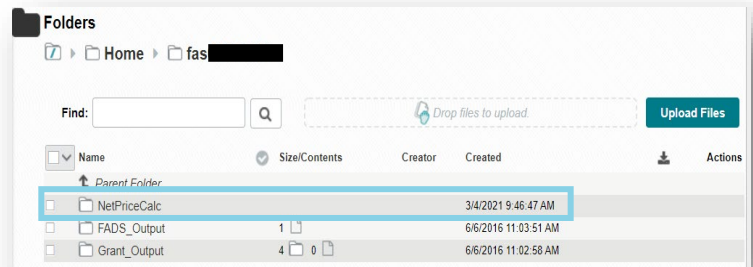 - **Recommended naming convention:**

    FICE Code_NPC_2021-22

Upload File

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

- Upload the extracted **Index File**.

  (FICE Code_NPC_2021-22)

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 **State NPC** webpage.

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