

***F I N A N C I A L***

***A I D***

***F I L E S***

# Financial Aid Record Layout

## HEADER RECORD (one per file)

Field Name	Field #	Length	Valid Choices
Record Header	1	2	01
Record Type	3	1	F
College FICE Code	4	6	000001 – 999999
Financial Aid Year	10	4	YYYY

## DATA RECORD (one for each student)

Field Name	DB Name	Field #	Length	Valid Choices
Record Header		1	2	02
Record Type		3	1	F
Filler		4	11	Pad with 11 spaces
Student Social Security Number	ssn_id	15	9	See page xx for Valid SSNs
Fund Code	fund_code	24	8	
Fund Amount	fund_amount	32	5	00000 - 99999
Amount Reduced by Stacking	reduced_stacking	37	5	00000 - 99999
Amount Reduced by Other	reduced_other	42	5	00000 - 99999

## TRAILER RECORD (one per file)

Field Name	Field #	Length	Valid Choices
Record Header	1	2	99
Data Type	3	1	F

## File name for Financial Aid Data File

<School Abbreviation>< YY>< Term Code>.FAID  
 YY = two-digit actual year that the term occurred

# Financial Aid File Definitions

## NEW FINANCIAL AID REPORT REQUIREMENTS

All institutions participating in the AHEIS/SISDB system shall submit financial aid data on all students receiving any form of financial aid. This is not limited to state-assisted students.

Time Period Covered – the period covered by these reports will be for one complete financial aid year. The beginning and ending terms of said year shall be determined by the local institution as their normal financial aid year.

Two financial aid reports are required: (1) a local fund to fund code cross-walk file (FAID\_CROSS\_WALK); and (2) a financial aid data file (FAID\_DATA).

### **Financial Aid Crosswalk File and Fields (FAID CROSS WALK)**

The cross-walk file will group all local institutional financial aid funds into the fund codes provided for reporting. This is needed to identify how many possible funds are being used in the fund code. For example, the generic fund code of INGRSC1 identifies need-based institutional grants or scholarships. The local institution may have several funds that comprise this category. All of these local funds would be reported for identification purposes.

The cross-walk report includes these fields:

1. FUND\_CODE – this is the generic fund code field listed in the FUND CODE table below.
2. LOCAL\_FUND\_CODE – this is the fund code or abbreviation used by the local institution to identify the local financial aid fund.
3. LOCAL\_FUND\_NAME – this is the official name of the local institution financial aid fund.

The Financial Aid Cross-Walk File will be submitted annually, due on July 1 of each year, with the first report being due on July 1, 2011.

The Financial Aid Cross-Walk File will be submitted to ADHE as an Excel or Excel-compatible file. Name the file as School Abbreviation – underscore – FAIDCROSSWALK – underscore – 4 digit academic year covered. For example, if Pulaski Technical College submitted their first cross-walk file, it would be called PTC\_ FAIDCROSSWALK\_2011.xls.

SAMPLE CROSS-WALK FILE		
Fund_Code	Local_Fund_Code	Local_Fund_Name
INGRSC1	ABC	ABC Company Scholarship Fund
INGRSC1	XYZ	XYZ Corporate Scholarship
INGRSC1	JDOE	John Doe Memorial Scholarship

# Financial Aid File Definitions

## Financial Aid Data File and Fields (FAID DATA)

The Financial Aid Data File will be submitted annually, due on September 30 of each year with the first report being due September 30, 2011. The Financial Aid Data File will be submitted as a data file according to the File Specifications section and will contain the .FAID extension.

The data file report will include the following fields and data. This report will be a year-end report to include all final financial aid amounts. The time period covered by the report will be the entire financial aid year as defined by the local institution.

<b>Field Name</b>	<b>#</b>	<b>Length</b>	<b>Description</b>
Record Header	1	2	Enter 02 for detail record.
Record Type	3	1	Enter F for financial aid record.
Filler	4	11	Pad with 11 spaces.
Student Social Security Number (ssn_id)	15	9	Enter the Student Social Security Number. This entry is numeric and must match the Student Social Security Number in the Student File. If a new number for this student is being reported, use the process described in the ID Change section at the front of this manual to update. See Page xx for valid ssn's.
Fund Code (fund_code)	24	8	See the complete listing of authorized fund codes in the FUND CODE table.
Fund Amount (fund_amount)	32	5	Enter the final year-end total amount of assistance received by the student for the fund and the full academic year. This should be reported as a positive amount and should be the final year-end amount including any and all adjustments.
Reduced Amount by Stacking (reduced_stacking)	37	5	Enter the amount (if any) that was reduced due to the state stacking requirement. This should be reported as a positive amount. If there was no reduced amount, enter zero (0).
Reduced Amount by Other (reduced_other)	42	5	Enter the amount (if any) that was reduced due to reasons other than the state stacking requirement. This should be reported as a positive amount. If there was no reduced amount, enter zero (0).

ADHE will use the above to prepare any reports to the legislature and the BLR.

The COA and EFC are required to be submitted for each student reported. If a student does not have an EFC amount, include the complete EFC record but leave the FUND\_AMOUNT empty (BLANK).

# Financial Aid File Definitions

The financial aid data report will be submitted annually, due on September 30 of each year with the first report being due September 30, 2011.

## Sample Datafile For FAID Table

SAMPLE STUDENT 1				
SSN_ID	FUND CODE	FUND AMOUNT	REDUCED_AMOUNT STACKING	REDUCED_AMOUNT OTHER
123456789	COA	2500	0	0
123456789	EFC	1250	0	0
123456789	USPELL	500	0	0
123456789	ARGS	750	0	0

SAMPLE STUDENT 2				
SSN_ID	FUND CODE	FUND AMOUNT	REDUCED_AMOUNT STACKING	REDUCED_AMOUNT OTHER
987654321	COA	2100	0	0
987654321	EFC	575	0	0
987654321	ARMTS	250	0	0
987654321	INGRSC3	500	0	0
987654321	INOTHE1	500	0	0
987654321	PRWORK5	175	0	0
987654321	PRLOAN1	100	0	0

SAMPLE STUDENT 3				
SSN_ID	FUND CODE	FUND AMOUNT	REDUCED_AMOUNT STACKING	REDUCED_AMOUNT OTHER
555555555	COA	5000	0	0
555555555	EFC		0	0
555555555	USPELL	2000	0	0
555555555	ARACS	2000	200	0
555555555	INWORK1	800	0	0
555555555	INOTHER5	200	0	0

In Sample Student 3 above, the student had no EFC, so BLANK was used (not a zero). Also, a reduced amount of \$200 was reported. This means that the student was paid \$5,200 but \$200 was reduced (re-paid) for a final year-end amount of \$5,000. Note that the fund amount totals \$5,000 (the amount after the reduction).

With the data provided in the FAID\_DATA table, ADHE can determine how much each student received along with how many different funds provided assistance. This will enable compliance with the stacking rule.

# Financial Aid File Definitions

## **FUND\_CODES – defined by ADHE**

The below process generates the fund code (FUND\_CODE) that is used when colleges submit their financial aid data to ADHE.

1. fund\_source
  - a. US – Federal – federal categories specified by ADHE
  - b. AR – State – state fund categories specified by ADHE
  - c. IN – Institutional – generated by using IN and appending the fund type and fund reason below
  - d. PR – Private – generated by using PR and appending the fund type and fund reason below
  
2. fund\_type
  - a. GRSC – Grant or Scholarship
  - b. LOAN – Loan
  - c. WORK – Work Study Assistance
  - d. TWOS – Tuition Waiver (Out-of-State)
  - e. TWBC – Tuition Waiver (Border County)
  - f. OTHE – Other – other Tuition Waivers (TW), Tuition Discounts (TD), Tuition Reimbursements (TR) or Other Assistance not included in the above, including mandatory tuition waivers and institutional scholarships
  
3. fund\_reason
  - a. 1 – Need Based Assistance
  - b. 2 – Performance or Merit Based Assistance
  - c. 3 – Combination of Need and Performance Based Assistance
  - d. 4 – Restricted to Applicants from Special Populations
  - e. 5 – Discretionary or Other Assistance

The COA and EFC are required to be submitted for each student reported. If a student does not have an EFC amount, include the complete EFC record but leave the FUND\_AMOUNT empty (BLANK).

# Financial Aid File Definitions

##	#	Fund Name	Fund Source	Fund Type	Fund Reason	FUND CODE	Length
		<b>Costing Information</b>					
1	1	Cost of Attendance		COA		COA	3
2	2	Expected Family Contribution		EFC		EFC	3

##	#	Federal Financial Assistance	Fund Source	Fund Type	Fund Reason	FUND CODE	Length
3	1	Federal Academic Competitiveness Grant	US	ACG		USACG	5
4	2	Federal Loans - Subsidized	US	FLOANS		USFLOANS	8
5	3	Federal Loans - Un-Subsidized	US	FLOANU		USFLOANU	8
6	4	Federal SEOG	US	FSEOG		USFSEOG	7
7	5	Federal Pell	US	PELL		USPELL	6
8	6	Federal Perkins Loans	US	PLOAN		USPLOAN	7
9	7	Federal Plus Loans	US	PLUSL		USPLUSL	7
10	8	Federal Science & Mathematics Access to Retain Talent Grant	US	SMART		USSMART	7
11	9	Federal Teach Grant	US	TEACH		USTEACH	7
12	10	Federal Work Study	US	WRKST		USWRKST	7
13	11	Federal Other (not included in above categories)	US	OTHER	1	USOTHER1	8
14	12	Federal Other (not included in above categories)	US	OTHER	2	USOTHER2	8
15	13	Federal Other (not included in above categories)	US	OTHER	3	USOTHER3	8
16	14	Federal Other (not included in above categories)	US	OTHER	4	USOTHER4	8
17	15	Federal Other (not included in above categories)	US	OTHER	5	USOTHER5	8

##	#	State Financial Assistance	Fund Source	Fund Type	Fund Reason	FUND CODE	Length
18	1	Academic Challenge Scholarship	AR	ACS		ARACS	5
19	2	Geographical Critical Needs Scholarship	AR	GCN		ARGCN	5
20	3	Governor's Scholarship	AR	GS		ARGS	4
21	4	Guard Tuition Incentive Program	AR	GTIP		ARGTIP	6
22	5	Higher Education Opportunities Grant	AR	HEOG		ARHEOG	6
23	6	Law Enforcement Officer's Dependents Scholarship	AR	LEO		ARLEO	5
24	7	Military Dependents Scholarship	AR	MDS		ARMDS	5
25	8	Minority Masters Fellows Program	AR	MMF		ARMMF	5
26	9	Minority Teachers Scholarship Program	AR	MTS		ARMTS	5
27	10	Nurse Educator Loan	AR	NEL		ARNEL	5
28	11	Second Effort Scholarship	AR	SES		ARSES	5
29	12	State Teachers Resource	AR	STAR		ARSTAR	6
30	13	Student Undergraduate Research Fellowship	AR	SURF		ARSURF	6
31	14	Teacher Opportunity Program	AR	TOP		ARTOP	5
32	15	Washington Center Scholarship	AR	WCS		ARWCS	5
33	16	Workforce Improvement Grant	AR	WIG		ARWIG	5
34	17	State Other (not included in above categories)	AR	OTHER	1	AROTHER1	8
35	18	State Other (not included in above categories)	AR	OTHER	2	AROTHER2	8
36	19	State Other (not included in above categories)	AR	OTHER	3	AROTHER3	8
37	20	State Other (not included in above categories)	AR	OTHER	4	AROTHER4	8
38	21	State Other (not included in above categories)	AR	OTHER	5	AROTHER5	8

# Financial Aid File Definitions

##	#	Institutional Financial Assistance	Fund Source	Fund Type	Fund Reason	FUND CODE	Length
39	1	Institutional Grant/Scholarship	IN	GRSC	1	INGRSC1	7
40	2	Institutional Grant/Scholarship	IN	GRSC	2	INGRSC2	7
41	3	Institutional Grant/Scholarship	IN	GRSC	3	INGRSC3	7
42	4	Institutional Grant/Scholarship	IN	GRSC	4	INGRSC4	7
43	5	Institutional Grant/Scholarship	IN	GRSC	5	INGRSC5	7
44	6	Institutional Loan	IN	LOAN	1	INLOAN1	7
45	7	Institutional Loan	IN	LOAN	2	INLOAN2	7
46	8	Institutional Loan	IN	LOAN	3	INLOAN3	7
47	9	Institutional Loan	IN	LOAN	4	INLOAN4	7
48	10	Institutional Loan	IN	LOAN	5	INLOAN5	7
49	11	Institutional Work Study	IN	WORK	1	INWORK1	7
50	12	Institutional Work Study	IN	WORK	2	INWORK2	7
51	13	Institutional Work Study	IN	WORK	3	INWORK3	7
52	14	Institutional Work Study	IN	WORK	4	INWORK4	7
53	15	Institutional Work Study	IN	WORK	5	INWORK5	7
54	16	Institutional Tuition Waiver, Out-of-State	IN	TWOS	1	INTWOS1	7
55	17	Institutional Tuition Waiver, Out-of-State	IN	TWOS	2	INTWOS2	7
56	18	Institutional Tuition Waiver, Out-of-State	IN	TWOS	3	INTWOS3	7
57	19	Institutional Tuition Waiver, Out-of-State	IN	TWOS	4	INTWOS4	7
58	20	Institutional Tuition Waiver, Out-of-State	IN	TWOS	5	INTWOS5	7
59	21	Institutional Tuition Waiver, Border County	IN	TWBC	1	INTWBC1	7
60	22	Institutional Tuition Waiver, Border County	IN	TWBC	2	INTWBC2	7
61	23	Institutional Tuition Waiver, Border County	IN	TWBC	3	INTWBC3	7
62	24	Institutional Tuition Waiver, Border County	IN	TWBC	4	INTWBC4	7
63	25	Institutional Tuition Waiver, Border County	IN	TWBC	5	INTWBC5	7
64	26	Institutional Other, Other Publicly Funded TW/TD/TR, etc.	IN	OTHE	1	INOTHE1	7
65	27	Institutional Other, Other Publicly Funded TW/TD/TR, etc.	IN	OTHE	2	INOTHE2	7
66	28	Institutional Other, Other Publicly Funded TW/TD/TR, etc.	IN	OTHE	3	INOTHE3	7
67	29	Institutional Other, Other Publicly Funded TW/TD/TR, etc.	IN	OTHE	4	INOTHE4	7
68	30	Institutional Other, Other Publicly Funded TW/TD/TR, etc.	IN	OTHE	5	INOTHE5	7

# Financial Aid File Definitions

##	#	Private Financial Assistance	Fund Source	Fund Type	Fund Reason	FUND CODE	Length
69	1	Private Grant/Scholarship	PR	GRSC	1	PRGRSC1	7
70	2	Private Grant/Scholarship	PR	GRSC	2	PRGRSC2	7
71	3	Private Grant/Scholarship	PR	GRSC	3	PRGRSC3	7
72	4	Private Grant/Scholarship	PR	GRSC	4	PRGRSC4	7
73	5	Private Grant/Scholarship	PR	GRSC	5	PRGRSC5	7
74	6	Private Loan	PR	LOAN	1	PRLOAN1	7
75	7	Private Loan	PR	LOAN	2	PRLOAN2	7
76	8	Private Loan	PR	LOAN	3	PRLOAN3	7
77	9	Private Loan	PR	LOAN	4	PRLOAN4	7
78	10	Private Loan	PR	LOAN	5	PRLOAN5	7
79	11	Private Work Study	PR	WORK	1	PRWORK1	7
80	12	Private Work Study	PR	WORK	2	PRWORK2	7
81	13	Private Work Study	PR	WORK	3	PRWORK3	7
82	14	Private Work Study	PR	WORK	4	PRWORK4	7
83	15	Private Work Study	PR	WORK	5	PRWORK5	7
84	16	Private Tuition Waiver, Out-of-State	PR	TWOS	1	PRTWOS1	7
85	17	Private Tuition Waiver, Out-of-State	PR	TWOS	2	PRTWOS2	7
86	18	Private Tuition Waiver, Out-of-State	PR	TWOS	3	PRTWOS3	7
87	19	Private Tuition Waiver, Out-of-State	PR	TWOS	4	PRTWOS4	7
88	20	Private Tuition Waiver, Out-of-State	PR	TWOS	5	PRTWOS5	7
89	21	Private Tuition Waiver, Border County	PR	TWBC	1	PRTWBC1	7
90	22	Private Tuition Waiver, Border County	PR	TWBC	2	PRTWBC2	7
91	23	Private Tuition Waiver, Border County	PR	TWBC	3	PRTWBC3	7
92	24	Private Tuition Waiver, Border County	PR	TWBC	4	PRTWBC4	7
93	25	Private Tuition Waiver, Border County	PR	TWBC	5	PRTWBC5	7
94	26	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	1	PROTHE1	7
95	27	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	2	PROTHE2	7
96	28	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	3	PROTHE3	7
97	29	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	4	PROTHE4	7
98	30	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	5	PROTHE5	7