

UNIT RECORD REPORT

Submitting the 2008-2009 Report

Training
Summer 2009

Purpose of Unit Record

- Provide institutional reports & profiles
- Assess the needs of students
- Guide legislative & other policy decisions
- Inform changes to state aid programs
- Minimize ad hoc data requests to institutions

Timeline

August 3: UR application available

October 9: Finalized report due

October / November: HECEB analysis

December: Reports to policy makers

February: Institutional profiles available

GETTING STARTED

Appropriate Records

- Determine which students to include
 - All need-based aid recipients
 - NEW: Non-need based loan recipients of Unsubsidized Stafford Loans, PLUS, & Grad PLUS loans (optional this year)
 - ICW member institutions will provide aggregate PLUS & Grad PLUS loan data including total disbursed & total number of students (email to christye@hecb.wa.gov by October 9)

New Flags for Each Record

- **NEW:** For each student reported
 - Identify whether they are a need-based aid recipient (Field 69, yes/no)
 - Determine whether they have a FAFSA on file (Field 70, yes/no)
 - All need-based aid recipients should have a FAFSA except for select recipients (e.g., SBCTC Opportunity Grant)
 - Non-need based loan recipients may or may not have a FAFSA on file

Need-Based Recipients Required Fields

- For need-based aid recipients report all relevant fields
 - All aid received should be reported regardless of the type of aid
 - Aid recipients without a FAFSA will not be required to report the following
 - Fields 20 through 27
 - Number of Family in College (Field 63)
 - Cost of Attendance (Field 64)

Non-need Based Loan Recipients Required Fields

- For recipients of non-need based loans
 - If FAFSA on file, report all non-aid fields & aid received
 - If no FAFSA on file, report data in the following fields (either zeros or nulls will be allowed in all other fields - [see next slide for details](#))
 - Institution Code (Field 1)
 - SSN (Field 2)
 - Residency (Field 3)
 - Enrollment status (Fields 4-8)
 - Year in school (Field 9)
 - Gender (Field 10)
 - Date of birth (Field 11)
 - Race & Ethnicity (Fields 12-19)
 - Need-Based Aid Recipient (Field 69)
 - FAFSA on File (Field 70)
 - Aid received (at least one type of aid must be reported)

Non-need Based Loan Recipients Required Fields

- For recipients of non-need based loans
 - If no FAFSA on file, the following fields MUST BE NULL to avoid edits
 - Marital Status (Field 21)
 - Number of Family Members (Field 22)
 - Duration of Need (Field 25)
 - Number of Family in College (Field 63)
 - Cost of Attendance (Field 64)
 - All other non-required fields may contain zeros

Summary of Changed Fields

- Review **new** fields
 - Fields 59-68
- Review **revised** fields
 - Fields 24, 25, 35, 41, 43, 45, 47
- Review **renumbered** fields
 - 3 fields removed (below), 8 fields assigned new numbers
 - Blank (Field 51)
 - Does Student Have Impairment (Field 52)
 - Blank (Field 53)

Building a File

- Report only students who received aid during the 2008-2009 academic year, including applicable summer(s)
- All files must be in CSV format
- Review the field definitions in Chapter 2 of the manual & the record layout in Appendix C to determine valid field content

FIELDS IMPACTED BY CHANGES

Fields with New Numbers

- Fields 54-61 are now Fields 51-58
 - Institutional ID (now Field 51)
 - Need Associated Disbursements (now Field 52)
 - Disbursement Associated Need (now Field 53)
 - Federal ACG Year 1 (now Field 54)
 - Federal ACG Year 2 (now Field 55)
 - Federal Smart Grant Year 3 (now field 56)
 - Federal Smart Grant Year 4 (now field 57)
 - SBCTC Opportunity Grant (now field 58)

New Programs

Fields 59 -62

- Federal TEACH Grant (Field 59)
- Passport to College (Field 60)

Placeholder Fields:

- GET Ready for Math & Science (Field 61)
 - First awards in 2010
- College Bound Scholarship (Field 62)
 - First awards in 2012

Need-Based Aid Recipient

Field 69

- New for 2008-2009
- Did the student receive any need-based aid?
 - If yes, at least one type of need-based aid must be reported
 - If no, at least one type of non-need based aid must be reported
 - See Appendix A of the manual for aid types

FAFSA on File

Field 70

- New for 2008-2009
- Does the student have a FAFSA on file?
- Most need-based aid recipients should have a FAFSA on file
- Some non-need based loan recipients may not have a FAFSA on file

Need-Related Fields

Fields 24, 25, 26, 27, 64

- Data reported in the following fields are related to one another – review definitions & calculations carefully
 - Amount of Need (Field 24)
 - Duration of Need (Field 25)
 - Parent Contribution (Field 26)
 - Student Contribution (Field 27)
 - Cost of Attendance (Field 64)

Amount of Need

Field 24

- Definition clarified
 - Generally calculated by subtracting Parent & Student Contribution (Fields 26 & 27) from Cost of Attendance (Field 64)
 - The amount should:
 - be based on Duration of Need (Field 25)
 - be greater than zero for need-based aid recipients (Field 69 = 1)
 - vary by student
 - May be greater than zero for some non-need based aid recipients (Field 69=0)

Duration of Need

Field 25

- Definition clarified
 - Must be greater than zero for need-based aid recipients (Field 69=1) and/or if Amount of Need (Field 24) is greater than zero

Cost of Attendance

Field 64

- New for 2008-2009
- Report the student budget amount related to amount of need (Field 24)
 - In most cases, the amount of need can not exceed the cost of attendance
- This amount should vary some by student
 - For example, students living on-campus should have a different cost of attendance than those living off-campus

Number of Family in College

Field 63

- New for 2008-2009
- Only include parents if they were counted in number in college in the needs analysis
- Can not exceed Number in of Family Members (Field 25)

Stafford Loans

Field 34,35 & 65,66

- Unsubsidized Stafford (Field 35)
 - Previously named Federal PLUS & Unsubsidized Loans
 - Report only Federal Unsubsidized Stafford Loan amounts in this field
- Parent PLUS Loans now in Field 65 (NEW)
- Grad PLUS Loans now in Field 66 (NEW)
- Subsidized Stafford remains in Field 34

Need-Based Tuition & Fee Waivers

Field 41

- Previously applied to publics only
- Now all institutions report need-based tuition & fee waivers here

All Other State-Funded Assistance

Field 43

- Report sources of state aid not reported elsewhere (e.g., GEAR UP)
- Definition revised to remove all public institution tuition waivers from this field
 - Need-based waivers now reported in Need-Based Tuition & Fee Waivers (Field 41)
 - Non-need based waivers now reported in Non-need Based Waivers (Field 68)
 - Waivers based on need & merit reported in Need-Based Tuition & Fee Waivers (Field 41)

Institutional Grants & Scholarships

Field 45

- Report institutional grants or scholarships, including those funded by foundation funds
- Definition revised to remove institutional tuition waivers previously reported here
 - Need-based waivers now reported in Need-Based Tuition & Fee Waivers (Field 41)
 - Non-need based waivers now reported in Non-need Based Waivers (Field 68)
 - Waivers based on need & merit reported in Need-Based Tuition & Fee Waivers (Field 41)

Outside Scholarships

Field 47

- Report outside scholarships not reported elsewhere
- Definition revised to ensure that institutional grants & scholarships from institutions' endowment funds are not reported here
 - Aid disbursed from endowments should be reported in Institutional Grants & Scholarships (Field 45)

3 1/2 % Grants & Scholarships

Field 67

- New for 2008-2009
- Public institutions only
- Report the amount of grants or scholarships disbursed from the 3 1/2 % Institutional Financial Aid Fund

Non-Need Based Waivers

Field 68

- New for 2008-2009
- Report all non-need based waivers here
- Waivers based on merit & need should be reported in Need-Based Tuition & Fee Waivers (Field 41)

IMPORTANT NOTES ON OTHER FIELDS

Social Security Number

Field 2

- Duplicates are not accepted
 - Files containing duplicate SSN's will not be accepted by the system
- SSN's for State Need Grant recipients must match the SSN in the SNG interim reports
 - Errors will be noted in "SNG Students Not Reported"

Year in School

Field 9

- Use the highest year in school on which awards were based
- Do not automatically use the year in school reported on FAFSA

Race & Ethnicity

Fields 12-19

- Hispanic Origin (Field 12)
 - Report Yes (1), No (0), or Unknown (2)
- Race Data Available (Field 13)
 - Report Yes (1) or No (0)
 - If Yes, then at least one field among Fields 14-19 must also contain a value of Yes (1)

Race & Ethnicity

Fields 12-19 (cont'd)

Hispanic Origin	Race Data Available	Race Data in Fields 14-19	Results:
Any Response	"1" = Yes	"1" = Yes	No Error
Any Response	"0" = No	"0" = No or Blank	No Error
Any Response	"1" = Yes	"0" = No or Blank	Error
Any Response	"0" = No	"1" = Yes	Error

State Need Grant

Field 36

- To avoid an edit, report the amount submitted to HECB on the SNG final interim report
- Though changes are sometimes made to SNG throughout the reconciliation process, the URR references the SNG final interim report

State Work Study

Fields 37-39

- Report students' total gross earnings, which includes employer match (Field 37)
- Include summer employment
- Separate on-campus (Field 38) & off-campus employment (Field 39)
- SWS Total (Field 37) must equal the sum of on-campus (Field 38) & off-campus (Field 39)

Need Associated Disbursement

Field 52

- Need Associated Disbursement (Field 52)
 - Were all 2008-2009 financial aid awards disbursed during the 2008-2009 academic year? – for most students, yes (1)
 - Example: A student is awarded a federal loan but only half was disbursed in 2008-2009. The rest will be disbursed during the 2009-2010 academic year & should not be reported on the current Unit Record.
 - Report No (0) because not all aid awarded was disbursed in 2008-2009

Disbursement Associated Need

Field 53

- Disbursement Associated Need (Field 53)
 - Are the financial aid disbursements reported in the 2008-2009 Unit Record based on a single year's FAFSA? – for most students, yes (1)
 - Example: During the 2008-2009 academic year, a student receives summer SNG based on 2008-2009 FAFSA & a summer loan based on 2009-2010 FAFSA.
 - Report No (0) because the aid disbursed during 2008-2009 was based on 2 different FAFSA's

EDITS

Edits

- Some edits have been “softened” to accommodate the inclusion of non-need based aid recipients & students without FAFSAs
- Some edits have been added to help ensure data quality

BEST PRACTICES

Best Practices

- Start early
- Utilize the manual & training materials
 - Review thoroughly before you start
 - Consult frequently throughout the entire process
- Use the informational reports to check for consistency & validity
- Call if you have questions or problems that are not addressed in the manual

Where to go for help

- Review the manual & this presentation
 - Available online at:
<http://www.hecb.wa.gov/financialaid/urr/urrindex.asp>
 - Limited paper copies of manual still available
- Contact HECEB staff
 - Christy England-Siegerdt
 - 360-753-7864
 - christye@hecb.wa.gov

QUESTIONS?

THANK YOU &
GOOD LUCK!!

