Annual: Student Financial Aid Record File

Student Financial Aid Profile

Release 1.0 for FY21

Overview: Term Specific Student Financial Aid Record File

Student Financial Aid record information is to be submitted to the Massachusetts Department of Higher Education (MDHE) by **all** institutions that participate in Massachusetts state financial aid programs. The student Financial Aid file layout consists of one file.

The Student Financial Aid Data file includes:
1.) All Massachusetts residents enrolled for credit who applied for any type of financial aid for undergraduate programs. Every enrolled student who applied for financial aid must be included in the Student Financial Aid Record file (i.e. Please report enrolled students that applied for aid, even if they did not receive financial aid for each term the student is enrolled).
2.) In addition, every Massachusetts undergraduate student enrolled for credit who received any type of financial aid award – federal, state, institutional and outside - must be included in the Student Financial Aid Data file, regardless of whether a FAFSA was submitted.

The format for Student Financial Aid Data file is "comma separated values" (CSV). All alphanumeric data types must be enclosed in double quotes ("). All fields must be delimited by a comma (,).

Each record will represent one award type. One student may have several distinct records indicating the different awards he or she may have received in a given term. For example, if a student is enrolled in the fall term and receives both a Pell Grant and a MASSGrant, there will be two records for that student. Similarly, if a student is enrolled in both the fall and spring terms and receives a Pell Grant in each of those terms, there will be two records for that student.

The specifications of the Student Financial Aid Record file are presented in the following section. A minimal amount of student demographic data is required.

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LIST OF STUDENT FINANCIAL AID DATA ELEMENTS

AID001   College ID

An institutional identification code assigned by the MDHE for MA public institutions.

AID002   Award Year

The award year for which information is being reported.

AID003   Term

The academic term for which information is being reported.

AID004   Student's Social Security Number

The student's social security number.

AID005   Student ID

Identification code assigned to the student by the institution.

AID006   Student's Last Name

The student's last name.

AID007   Student's First Name

The student's first name.

AID008   Student's Middle Initial

The student's middle initial.

AID009   Expected Family Contribution (EFC)

The student's Expected Family Contribution (EFC) that the institution used to calculate financial aid need.

AID010   Student Education Costs

The student's Education Costs that the institution used to calculate financial aid need.

AID011   **Student Need**

The student's demonstrated financial aid need that the institution used to award financial aid.

AID012   **Student Eligibility Indicator**

The indicator of the student's eligibility for any type of financial aid at the school.

AID013   **Completed Application Indicator**

Indicates whether the student completed a financial aid application (FAFSA) according to the institution's requirements

AID014   **Total Credit Hours Registered For**

The number of credit hours for which the student is registered.

AID015   **Awarded Amount**

The student's awarded amount for the Term (AID003) being reported and specified by Award Identifier (AID016).

AID016   **Award Identifier**

The identification number assigned to a specific type of award.

AID017   **Award Name**

The name of the award fund.

AID018   **Disbursed Amount**

The student's disbursed amount for the Term (AID003) being reported and specified by Award Identifier (AID016).

AID019   **Tuition and Mandatory Fees**

The student's tuition and mandatory fees amount for the Term (AID003) being reported.

AID020   **Books and Supplies**

The student's books and supplies amount for the Term (AID003) being reported.

AID021   **Insurance**

The student's health insurance amount for the Term (AID003) being reported.

AID022   **Completed Application by Deadline**

Indicates whether the student completed the application by the institution's published priority deadline.

AID023   **Met Academic Requirements**

Indicates whether the student met all of the institutional academic program requirements.

AID024   **Met Title IV Requirements**

Indicates whether the student met all financial aid eligibility requirements for Title IV and State need-based aid.

AID025   **Withdrew Indicator**

Indicates whether the student withdrew during the semester.

AID026   **Dependency Status**

Indicates whether the student is dependent on his\her parents.

AID027   **Adjusted Gross Income**

The student's or parent's adjusted gross income from the IRS tax return.

AID001   College ID

An institutional identification code assigned by the MDHE to MA public institutions.

Data Type: Alphanumeric   **Length** Minimum 3   **Format Example** 000
Maximum 3

Code Descriptions

023	University of Massachusetts, Amherst
013	University of Massachusetts, Boston
063	University of Massachusetts, Dartmouth
053	University of Massachusetts, Lowell
022	Bridgewater State College
032	Fitchburg State College
042	Framingham State College
052	Massachusetts College of Art
072	Massachusetts College of Liberal Arts
062	Massachusetts Maritime Academy
082	Salem State College
092	Westfield State College
102	Worcester State College
011	Berkshire Community College
021	Bristol Community College
031	Bunker Hill Community College
041	Cape Cod Community College
051	Greenfield Community College
061	Holyoke Community College
071	Mass Bay Community College
081	Massasoit Community College
091	Middlesex Community College
101	Mt. Wachusett Community College
111	North Shore Community College
121	Northern Essex Community College
131	Quinsigamond Community College
141	Roxbury Community College
151	Springfield Technical Community College

000	All Others

Definition

Code used to identify each college or university in the Commonwealth of Massachusetts.

Instructions

Mandatory entry for all institutions	

AID002   Award Year

 The award year for which information is being reported.

Data Type: Numeric   **Length** Minimum 4   **Format Example** YYYY
Maximum 4

Code Descriptions

2017   July 1 2016 to June 30 2017
2018   July 1 2017 to June 30 2018
2019   July 1 2018 to June 30 2019
2020   July 1 2019 to June 30 2020
2021   July 1 2020 to June 30 2021
…...

Definition

Award Year is defined by the fiscal year of the date of the award. Enrolled students identified in the file are students who were enrolled for the designated fiscal year**.**

Instructions

Mandatory entry Year entered must be the fiscal year of awarded data.	

AID003   Term

The academic term for which information is being reported.

Data Type: Numeric	**Length** Minimum 1 Maximum 1	**Format Example** 0

1	Fall
2	Winter
3	Spring
4	Summer

Definition

Term represents the designated time period during the calendar year (i.e., Fall, Spring, Winter and Summer) for which data is being reported. Enrolled students reported in the term file represent students enrolled at the institution for the designated term.

Instructions

Mandatory entry	

AID004   Student's Social Security Number (SSN)

 The student's social security number.

Data Type: Alphanumeric	**Length** Minimum 9 Maximum 11	**Format Example** 111111111

Code Descriptions

Note : SSN can be reported in the traditional format and can include the hyphens "-".
For example: 123-45-6579 is an acceptable format

Definition

Unique identification number assigned by the Federal government to each citizen and permanent resident of the United States

According to the Social Security Administration, valid SSNs have the first three values between 001 and 772, the second two values between 01 and 99 and the last four values between 0001 and 9999.

Instructions

Mandatory entry SSN must be unique for the institution, year, term and Award ID and Award Name. If a student does not have an SSN, due to incomplete application (AID013 = N), **enter 000000000** **DO NOT** enter an identification code assigned by the institution for this item. Institutionally assigned identifiers should only be reported in the Student ID data element.	If the financial aid application is complete (AID013 = Y), then SSN **cannot** be 000000000.

AID005   **Student ID**

 Identification code assigned to the student by the institution.

Data Type: Alphanumeric   **Length** ^{Minimum 1}   **Format Example** 9999999999
                                Maximum 15

Code Descriptions

Definition

Unique code used by the institution to identify students. Institutions may either use social security numbers for this purpose or an institutionally assigned identifier.

Instructions

Mandatory entry Student ID must be unique for the institution, year, term and Award ID and Award Name.	

AID006   Student's Last Name

 The student's last name.

Data Type: Alphanumeric   **Length** Minimum 1   **Format Example** JONES

Maximum 50

Code Descriptions

Can be either upper case or mixed case

Definition

Instructions

Mandatory entry	

AID007   Student's First Name

The student's first name.

Data Type Alphanumeric   **Length** Minimum 1   **Format Example** JAMES
                                          Maximum 32

Code Descriptions

Can be either upper case or mixed case

Definition

Instructions

Mandatory entry	

AID008   Student's Middle Initial

The student's middle initial.

Data Type Alphanumeric   **Length** Minimum 1   **Format Example** E
                                              Maximum 1

Code Descriptions

Definition

Instructions

Not mandatory but preferred in order to differentiate between students with like first and last names	

AID009   Expected Family Contribution (EFC)

The student's Expected Family Contribution (EFC) that the institution used to calculate financial aid need.

| **Data Type:** Numeric | **Length** Minimum 1
Maximum 6 | **Format Example** 1500 |

Amount Descriptions

The EFC reported should be specific to the term(s) for which the student was enrolled (for credit) and eligible to receive aid.

If Expected Family Contribution is not available, leave this field **blank**. If the EFC is zero, enter **0**. **Do not enter 0 if the EFC is unknown/not available**.

Definition

Example: If a student is enrolled for credit and is eligible for aid in both the fall and the spring and the full-year EFC calculated for the student is $2,000, this should be the value entered for both terms in which the student appears. If the student is only enrolled for credit and eligible for aid in the fall term, then the EFC reported for the student should be proportional to that term.

Instructions

Mandatory entry for students with a completed application (AID013=Y) A null value will indicate that EFC is unknown. **EFC must be the same for a given student, institution, fiscal year.**	

AID010   Student Education Costs

The student's Education Costs that the institution used to calculate financial aid need

Data Type: Numeric   **Length** Minimum 1   **Format Example** 1500

Maximum 6

Amount Descriptions

The Student Cost reported should represent the Annual Education Cost for the student if a student was enrolled (for credit) and eligible to receive aid.

This field includes both direct and indirect costs.

Definition

Example: If a student is enrolled for credit and is eligible for aid in both the fall and the spring and the full-year cost calculated for the student is $8,000, this should be the value entered for both terms in which the student appears. If the student is only enrolled for credit and eligible for aid in the fall term, then the cost reported for the student should be proportional to that term.

Instructions

Mandatory entry for students with a completed application (AID013=Y) Value must be greater than zero. **Education Costs must be the same for a given student, institution, fiscal year.**	

AID011   Student Need

The student's demonstrated financial aid need that the institution used to award financial aid.

Data Type: Numeric   **Length** ^{Minimum 1}
                                         _{Maximum 6}   **Format Example** 1500

Amount Descriptions

The Student Need reported should be specific to the term(s) for which the student was enrolled (for credit) and eligible to receive aid.

Definition

Example: If a student is enrolled for credit and is eligible for aid in both the fall and the spring and the full-year student need calculated for the student is $6,000, this should be the value entered for both terms in which the student appears. If the student is only enrolled for credit and eligible for aid in the fall term, then the student need reported for the student should be proportional to that term.

Instructions

Mandatory entry for students with a completed application (AID013=Y) Null values default to 0 Value must NOT be less than zero **Student Need must be the same for a given student, institution, fiscal year.**	

AID012   Student Eligibility Indicator

The indicator of the student's eligibility for any type of financial aid at the school.

Data Type: Alphanumeric   **Length** Minimum 1   **Format Example** N
Maximum 1

Code Descriptions

N   Student is NOT eligible for financial aid
Y   Student is eligible for financial aid

Definition

An eligible student is one who has met all of the institutional academic program requirements, has completed the financial aid application by the institution's published priority or deadline date, and meets all financial aid eligibility requirements for Title IV and State need-based aid.

Instructions

Mandatory entry	
Student Eligibility Indicator must be the same for a given student, institution, fiscal year and term	

AID013   Completed Application Indicator

Indicates whether the student completed a financial aid application (FAFSA) according to the institution's requirements.

Data Type: Alphanumeric   **Length** Minimum 1   **Format Example** N
Maximum 1

Code Descriptions

N   Student did not complete the financial aid application according to requirements
Y   Student did complete the financial aid application according to requirements

Definition

Instructions

Mandatory entry	
Completed Application Indicator must be the same for a given student, institution and fiscal year	

AID014   Total Credit Hours Registered For

The number of credit hours for which the student is registered.

| **Data Type:** Numeric | **Length**
 Minimum 1
 Maximum 6 | **Format Example** 15.5 |

Code Descriptions

The total credit hours registered for would be based on the term that the student is enrolled in. If a student were enrolled in the Fall for 15 credits and in the Spring for 12 credits, then 15 would be entered for all Fall records for that student and 12 would be entered for all Spring records for that student.

Definition

This data field should include the total credits that a student will earn upon successful completion of all courses in a term. For example, if a student is taking 5 classes that are 3 credits each, this field should read 15.

Instructions

Mandatory entry Value must be greater than zero. **Credit Hours must be the same for a given student, institution, fiscal year and term**	With the exception of Clock-Hour schools, Credit Hours must be between 1 and 28 for a given student, institution, fiscal year and term

AID015   Awarded Amount

The student's awarded amount for the Term (AID003) being reported and specified by Award Identifier (AID016).

Data Type: Numeric	**Length** Minimum 1 Maximum 6	**Format Example** 500

Code Descriptions

If a student applied for and was eligible for financial aid but was awarded none, enter 0.

If a student applied for and was either not eligible or did not complete an application, enter 0.

If Awarded Amount is 0, Award Identifier (AID016) must be 0 (No Award)

Definition

Instructions

Mandatory entry Null values results in file rejection Please report one amount for each Term (AID003), Award Identifier (AID016) and Student.	If Award Amount = 0, then no other records should be submitted for that institution, year, student and term. I.e., if a student was eligible for, but received no aid, as indicated by Award Amount = 0, there should not be another record for that student in which he/she received aid in the specified term.

AID016   **Award Identifier**

The identification number assigned to a specific type of award.

Data Type: Numeric   **Length** Minimum 1   **Format Example** 1
                                    Maximum 2

Code Descriptions

0   No Award (Student applied for and was eligible for aid but received none)

State Financial Aid Programs

1   MASSGrant
2   Performance Bonus
3   Cash (ACCESS) Grant
4   Public Service Grant
5   Foster Child Grant
6   Part Time Grant
7   Paraprofessional Teacher Preparation Grant
8   Christian Herter Scholarship
9   Agnes Lindsay Scholarship
10   Tomorrow's Teachers Scholarship
11   Need Based Tuition Waiver
12   Categorical Tuition Waiver: Native American, Senior Citizen, MA Rehabilitation
Commission
13   Other Tuition Waivers
14   Massachusetts No Interest Loan
15   Other State
16   Gilbert Grant
17   Adams Scholarship
18   MSCBA Housing Grant
19   Early Educators Scholarship
20   One Family Scholarship
21   National Guard Tuition & Fee Assistance
22   Massachusetts Educational Rewards Grant
23   Math & Science Teachers Scholarship
24   Scholar-Internship Match Fund
25   Massachusetts GEAR UP Scholarship
26   Expanded Massachusetts No Interest Loan
27   Completion Incentive Grant Fund
28   Massachusetts High Demand Scholarship
29   State University Internship Incentive Program
30   DCF Adopted Children Fee Assistance
31   DCF Foster Children Fee Assistance

32	Mass Transfer Waiver
33	Paul E. Tsongas Scholarship Tuition Waiver
34	Collaborative Teachers Tuition Waiver
35	Career Advancement Tuition Waiver
36	Veterans Tuition Waiver
37	Commonwealth Commitment
38	MASSGrant Plus

Federal Programs

40	Pell Grant
41	Supplemental Educational Opportunity Grant
42	Robert Byrd Scholarship
43	Federal College Work Study
44	Perkins Loan
45	Subsidized Federal Stafford Loan
46	Unsubsidized Federal Stafford Loan
47	PLUS
48	Other Federal (Non-Title IV aid)
49	Academic Competitiveness Grant (ACG)
50	Federal SMART Grant
51	TEACH Grant Program
52	Iraq Afghanistan Service Grant

Institutional Programs

80	Scholarships
81	Grants
82	Loans
83	Other Institutional Aid

Outside Aid

90	Scholarships
91	Grants
92	Parent Loans
93	Student Loans
99	Other

Definition

Each student may receive more than one type of aid. A separate record should be submitted for each type of aid that a student receives in a given year and term for an institution.

The award identifiers (AID016) values: 80 (Institutional Scholarships), 81 (Institutional Grants), 82 (Institutional Loans), 90 (Outside Scholarships), 91 (Outside Grants), 92 (Outside Parent Loans), and 93 (Outside Student Loans) may represent more than one financial aid

program. **If you report more than one disbursed amount (AID018) for any of these award identifiers (AID016), you must report the award name (AID017)**

For example, when reporting institutional grants "College Grant" and "President Grant", the correct award identifier is 81. If you report two records with award identifier 81, the award name **is required** to identify each record. The award name is **not required** if you sum the amounts of College Grant" and "President Grant" and report one record with award identifier 81. If the student only received 1 institutional grant, such as "College Grant", you should also supply the award name to identify the distinct award.

In the case of the "Other" types of aid: 15 (Other State), 48 (Other Federal), 83 (Other Institutional), and 99 (Outside Other), the award name (AID017) is **mandatory**.

In the case of award identifier 30 (DCF Adopted Children Fee Assistance) and 31 (DCF Foster Children Fee Assistance), the awards are for the fee amounts and the tuition waiver awards must be reported with the award identifier 13 (Other Tuition Waivers).

Instructions

Mandatory entry Award Identifier = 99 (Other) may only be used if no other award identifier is valid (i.e., when reporting institutional grants "College Grant" and "President Grant", the correct award identifier is 81)	If Award Identifier = 0 (No Award), then Awarded Amount (AID015) must = 0 If Award Identifier = 0, then no other records should be submitted for that institution, year, student and term. I.e., if a student was eligible for, but received no aid, as indicated by Award ID = 0, there should not be another record for that student in which he/she received aid in the specified term.

AID017   **Award Name**

 The name of the award funded.

Data Type Alphanumeric   **Length** ^{Minimum 1}   **Format Example**
                                       _{Maximum 32}

Code Descriptions

Can be either upper case or mixed case

Definition

If Award Identifier (AID016) = 15 (Other State)
                    (AID016) = 48 (Other Federal)
                    (AID016) = 83 (Other Institutional)
                    (AID016) = 99 (Other)
Award Name (AID017) must be populated

If Award Identifier (AID016) = 80 (Institutional Scholarships)
                    (AID016) = 81 (Institutional Grants)
                    (AID016) = 82 (Institutional Loans)
                    (AID016) = 90 (Outside Scholarships)
                    (AID016) = 91 (Outside Grants)
                    (AID016) = 92 (Outside Parent Loans)
                    (AID016) = 93 (Outside Student Loans)
Award Name (AID017) must be populated if the awards are not aggregated together

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Instructions

Must be null if not Other (15, 48, 83, 99) or Institutional/Outside Aid (80, 81, 82, 90, 91, 92, 93) **Mandatory entry if Award Identifier (AID016) = Other: 15 (State), 48 (Federal), 83 (Institutional) or 99 (Other)**	**See above for specific conditions**

AID018   Disbursed Amount

The student's disbursed amount for the Term (AID003) being reported and specified by
Award Identifier (AID016).

Data Type: Numeric	**Length** Minimum 1	**Format Example** 500
	Maximum 6	

Code Descriptions

If a student applied for and was eligible for financial aid but received none, enter 0.

If a student applied for and was either not eligible or did not complete an application, enter 0.

Definition

Instructions

Mandatory entry Null values results in file rejection	

AID019   Tuition and Mandatory Fees

The student's tuition and mandatory fees amount for the Term (AID003) being reported.

Data Type: Numeric   **Length** Minimum 1   **Format Example** 5500
                                    Maximum 6

Code Descriptions

Supply the mandatory tuition and fees (not including room and board) that the student paid for the given term. In addition to general fees paid by all students regardless of program, fees specific to the student's course enrollment or program of study should be included.

Definition

Mandatory fees in this field refer to general fees paid by all students and fees specific to a program or course enrollment. Examples of program fees include per term fees for enrollment in high cost programs like practical nursing or occupational therapy. Examples of course fees include additional per course charges for culinary classes, science courses and other courses with instructional support fees.

Instructions

Mandatory entry for all students Tuition and Mandatory Fees should be the same for a given student, institution, fiscal year and term.	

AID020   Books and Supplies

The student's books and supplies amount for the Term (AID003) being reported.

Data Type: Numeric	**Length** Minimum 1 Maximum 6	**Format Example** 1500

Code Descriptions

Supply the budgeted books and supplies amount that a student would pay for the given term.

Definition

Instructions

Mandatory entry for all students Books and Supplies should be the same for a given student, institution, fiscal year and term.	

AID021   Insurance

The student's health insurance amount for the Term (AID003) being reported.

Data Type: Numeric	**Length** ^{Minimum 1} _{Maximum 6}	**Format Example** 5500

Code Descriptions

Supply the student insurance amount that the student paid if he/she took health insurance through the institution.

Definition

Instructions

Mandatory entry for all students Insurance should be the same for a given student, institution, fiscal year and term.	

AID022   Completed Application by Deadline

Indicates whether the student completed the application by the institution's published priority deadline.

Data Type: Alphanumeric   **Length** Minimum 1   **Format Example** N

Maximum 1

Code Descriptions

N   Student did not complete the financial aid application by the published deadline
Y   Student did complete the financial aid application by the published deadline

Definition

Instructions: Enter Y: If your institution has no priority deadline

Mandatory entry	If AID022 = 'Y' and AID023 = 'Y' and AID024 = 'Y' then AID012 must equal 'Y'.
Completed Application by Deadline must be the same for a given student, institution and fiscal year	If AID022 = 'N' or AID023 = 'N' or AID024 = 'N' then AID012 must equal 'N'.

AID023   Met Academic Requirements

Indicates whether the student met all of the institutional academic program requirements.

Data Type: Alphanumeric   **Length** ^{Minimum 1}   **Format Example** N
                                        _{Maximum 1}

Code Descriptions

N   Student did not meet all the institutional academic program requirements
Y   Student did meet all the institutional academic program requirements

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Definition

Instructions

Mandatory entry	If AID022 = 'Y' and AID023 = 'Y' and AID024 = 'Y' then AID012 must equal 'Y'. If AID022 = 'N' or AID023 = 'N' or AID024 = 'N' then AID012 must equal 'N'
Met Academic Requirements must be the same for a given student, institution, fiscal year	

AID024   Met Title IV Requirements

Indicates whether the student met all financial aid eligibility requirements for Title IV and State need-based aid.

Data Type: Alphanumeric   **Length** ^{Minimum 1}   **Format Example** N
                                          _{Maximum 1}

Code Descriptions

N   Student did not meet all financial aid eligibility requirements for Title IV and State need-based aid
Y   Student did meet all financial aid eligibility requirements for Title IV and State need-based aid

Definition

Instructions

Mandatory entry	If AID022 = 'Y' and AID023 = 'Y' and AID024 = 'Y' then AID012 must equal 'Y'.
Met Title IV Requirements must be the same for a given student, institution, fiscal year	If AID022 = 'N' or AID023 = 'N' or AID024 = 'N' then AID012 must equal 'N'

AID025   Withdrew Indicator

Indicates whether the student withdrew (officially or unofficially) or was dismissed during the semester.

Data Type: Alphanumeric   **Length** ^{Minimum 1}   **Format Example** N
                              _{Maximum 1}

Code Descriptions

N   Student did not withdraw during the semester.
Y   Student withdrew (officially or unofficially) or was dismissed during the semester

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Definition

Instructions

Mandatory entry	
Withdrew Indicator must be the same for a given student, institution, fiscal year and term	

AID026   Dependency Status

Indicates whether the student is dependent on his/her parents.

Data Type: Alphanumeric   **Length** Minimum 1   **Format Example 1**
                                      Maximum 1

Code Descriptions

1   Dependent.
2   Independent

Definition

Instructions

Mandatory entry for students with a completed application (AID013=Y) A blank value will indicate that there is no completed application (AID013=N) **Dependency Status must be the same for a given student, institution and fiscal year**	

AID027   Adjusted Gross Income

Student's or parent's adjusted gross income from the IRS return.

Data Type: Numeric	**Length** Minimum 1 Maximum 7	**Format Example** 45721

Code Descriptions

Supply the student's or parent's adjusted gross income from the IRS return.

Definition

Instructions

Mandatory entry for students with a completed application (AID013=Y) A blank value will indicate that there is no completed application (AID013=N) **Adjusted Gross Income must be the same for a given student, institution and fiscal year**	