

Annual: Student Financial Aid Record File

Student Financial Aid Profile

Release 1.1 for FY22

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.

**Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary**

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.

**Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary**

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.

**Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary**

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.

Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

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

**Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary**

Definition

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

Instructions

Mandatory entry for all institutions	

**Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary**

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	

Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

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

<p>Mandatory entry</p> <p>SSN must be unique for the institution, year, term and Award ID and Award Name.</p> <p>If a student does not have an SSN, due to incomplete application (AID013 = N), enter 000000000</p> <p>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.</p>	<p>If the financial aid application is complete (AID013 = Y), then SSN cannot be 000000000.</p>
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Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

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

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

Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

AID007 **Student's First Name**

The student's first name.

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

Code Descriptions

Can be either upper case or mixed case

Definition

Instructions

Mandatory entry	

Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

AID008 Student's Middle Initial

The student's middle initial.

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

Code Descriptions

Definition

Instructions

Not mandatory but preferred in order to differentiate between students with like first and last names	
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Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

AID010 Student Education Costs

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

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

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

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

Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

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

<p>Mandatory entry for students with a completed application (AID013=Y)</p> <p>Null values default to 0</p> <p>Value must NOT be less than zero</p> <p>Student Need must be the same for a given student, institution, fiscal year.</p>	
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Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

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
Maximum 1 **Format Example** N

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

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

Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

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

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

Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

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

Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

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

<p>Mandatory entry</p> <p>Null values results in file rejection</p> <p>Please report one amount for each Term (AID003), Award Identifier (AID016) and Student.</p>	<p>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.</p>
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**Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary**

AID016 Award Identifier

The identification number assigned to a specific type of award.

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

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

**Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary**

- 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
- 39 GEER Emergency Grant

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

**Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary**

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

<p>Mandatory entry</p> <p>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)</p>	<p>If Award Identifier = 0 (No Award), then Awarded Amount (AID015) must = 0</p> <p>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.</p>
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Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

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	

**Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary**

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
Maximum 6

Format Example 5500

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.	

Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

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.	

**Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary**

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

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

Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

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	
Completed Application by Deadline must be the same for a given student, institution and fiscal year	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'.

Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

AID023 Met Academic Requirements

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

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

Code Descriptions

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

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	

Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

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
Maximum 1 **Format Example** N

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

Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

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

Definition

Instructions

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

Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

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

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

Massachusetts Department of Higher Education Office of Student Financial Assistance
Student Financial Aid Data Dictionary

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	