

California Community Colleges
Management Information System
Data Element Dictionary

Student Financial Aid Data Elements

DOMAIN	RECORD	
SF	STUDENT FINANCIAL AID DATA RECORD	
Financial Aid Applicant Data Elements (One record per applicant) (SF)		
DED#	DATA ELEMENT NAME	FORMAT
SF01	STUDENT-APPLICANT-STATUS	X(01)
SF02	STUDENT-AID-TIME-PERIOD	DELETED
SF03	STUDENT-AID-BUDGET-CATEGORY	X(01)
SF04	STUDENT-AID-TOTAL-BUDGET-AMT	9(05)
SF05	STUDENT-AID-DEPENDENCY-STATUS	X(01)
SF06	STUDENT-AID-HOUSEHOLD-SIZE	9(02)
SF07	STUDENT-AID-FAMILY-STATUS	X(02)
SF08	STUDENT-AID-INCOME-AGI-PARENT	9(07)
SF09	STUDENT-AID-INCOME-AGI-STUDENT	9(07)
SF10	STUDENT-AID-UNTAX-INC-PARENT	9(08)
SF11	STUDENT-AID-UNTAX-INC-STUDENT	9(08)
SF12	STUDENT-AID-TANF-STATUS	DELETED
SF13	STUDENT-AID-CONTRIB-PARENT	DELETED
SF14	STUDENT-AID-CONTRIB-STUDENT	DELETED
SF15	STUDENT-AID-UNMET-NEED	DELETED
SF16	STUDENT-AID-GROSS-FIN-NEED	DELETED
SF17	STUDENT-AID-EXPECTED-FAMILY-CONTRIBUTION	9(06)
SF18	STUDENT-AID-VET-ED-BEN-STATUS	DELETED
SF19	STUDENT-AID-WORK-STUDY-HOURS	DELETED
SF20	STUDENT-AID-CAMPUS-EMPLOY-AMT	DELETED
Financial Aid Award Elements (One record for each award per term) (FA)		
DED#	DATA ELEMENT NAME	FORMAT
SF21	STUDENT-AID-AWARD-TYPE	X(02)
SF22	STUDENT-AID-AMOUNT-RECEIVED	9(05)

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DOMAIN	RECORD	LENGTH
SF	STUDENT FINANCIAL AID DATA RECORD	80
Reporting Domain		
<p>The following record layout indicates the format in which the districts report information on students who are applicants for financial aid. Report a record for each student who applies for financial aid and meets the Student Basic (SB) data reporting domain requirements in at least one term during the academic year. If the student received financial aid, then a SB record must have been reported for every term the financial aid was received.</p>		
<p>The file with these records is submitted annually each October for the previous year. This record is 80 characters long and the first two positions contain the record code "SF".</p>		

Financial Aid Applicant Data Elements (One record per applicant) (SF)

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	SF	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
SB02	STUDENT-NAME-PARTIAL	X(03)	09-11
SB00	STUDENT-IDENTIFIER	X(09)	12-20
SF01	STUDENT-APPLICANT-STATUS	X(01)	21
SF03	STUDENT-AID-BUDGET-CATEGORY	X(01)	22
SF04	STUDENT-AID-TOTAL-BUDGET-AMT	9(05)	23-27
SF05	STUDENT-AID-DEPENDENCY-STATUS	X(01)	28
SF06	STUDENT-AID-HOUSEHOLD-SIZE	9(02)	29-30
SF07	STUDENT-AID-FAMILY-STATUS	X(02)	31-32
SF08	STUDENT-AID-INCOME-AGI-PARENT	9(07)	33-39
SF09	STUDENT-AID-INCOME-AGI-STUDENT	9(07)	40-46
SF10	STUDENT-AID-UNTAX-INC-PARENT	9(08)	47-54
SF11	STUDENT-AID-UNTAX-INC-STUDENT	9(08)	55-62
SF17	STUDENT-AID-EXPECTED-FAMILY-CONTRIBUTION	9(06)	63-68
	FILLER	X(12)	69-80

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Financial Aid Award Elements (One record for each award per term) (FA)

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	FA	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER (term of submission)	X(03)	06-08
GI03	TERM-IDENTIFIER (term received)	X(03)	09-11
SB00	STUDENT-IDENTIFIER	X(09)	12-20
SF21	STUDENT-AID-AWARD-TYPE	X(02)	21-22
SF22	STUDENT-AID-AMOUNT-RECEIVED	9(05)	23-27
	FILLER	X(23)	28-50

Notes

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DED#	DATA ELEMENT NAME	FORMAT
SF01	STUDENT-AID-APPLICANT-STATUS	X
<p>This element indicates whether a financial aid applicant received financial aid or not and the reason if they did not. This element should be reported for all financial aid applicants.</p>		

Coding	Meaning
1	Received financial aid
DID NOT RECEIVE FINANCIAL AID BECAUSE:	
2	Never enrolled/attended
3	Did not complete File
4	Determined Ineligible with no need
5	Eligible with complete file after enrollment but no funds available
6	Disqualified due to lack of satisfactory academic progress
7	Other
X	Unknown/Uncollected
<p>Use code "1" if the student received any student financial assistance. If the student has campus student employment (non-need based) only, do not include as a financial aid recipient for the purposes of this element.</p>	

SF01 STUDENT-AID-APPLICANT-STATUS

Processing Edits	
FIELD CHECK	1-7, X
REFERENTIAL CHECK	Any Applicant record with indicating the financial aid was received (SF01='1') must have at least one Award record.

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SF01 STUDENT-AID-APPLICANT-STATUS

CHANGE HISTORY
Last Revision: 09/01/00 Added Note: Codes '2-X are optional; it is permissible to indicate 'X' for all non-recipients.
Last Revision: 08/01/93 Added Code '7'
Last Revision: 05/01/94 Added 'attended to Never enrolled
Last Revision: 06/01/89 Original

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DED#	DATA ELEMENT NAME	FORMAT
SF02	STUDENT-AID-TIME-PERIOD	X(05)

DELETED

SF02 STUDENT-AID-TIME-PERIOD

Processing Edits – (DELETED)	
FIELD CHECK	

SF02 STUDENT-AID-TIME-PERIOD

Change History
Last Revision: 07/08/03 Data Element is Deleted
Last Revision: 05/01/94 Added Notes.
Last Revision: 06/01/89 Original

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DED#	DATA ELEMENT NAME	FORMAT
SF03	STUDENT-AID-BUDGET-CATEGORY	X
<p>This element indicates the standard budget category upon which the student's financial aid eligibility was based for the reported award year.</p>		

Coding	Meaning
H	At home with parent(s) budget
C	ON campus budget
O	OFF campus budget
X	Unknown budget

SF03 STUDENT-AID-BUDGET-CATEGORY

Processing Edits	
FIELD CHECK	H, C, O, X

SF03 STUDENT-AID-BUDGET-CATEGORY

Change History
Last Revision: 09/01/00 Bought Data Element Back
Last Revision: 05/01/94 Deleted Data Element
Last Revision: 06/01/89 Original

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DED#	DATA ELEMENT NAME	FORMAT
SF04	STUDENT-AID-TOTAL-BUDGET-AMT	9(05)

This element indicates the final campus-based student budget determined by the local institution. This is the final budget for the year including any adjustments made during the year and reflecting the actual time period in element SF02.

Coding
Enter dollar amount rounded to the nearest dollar.
Enter 99999 if the amount is unknown.

SF04 STUDENT-AID-TOTAL-BUDGET-AMT

Processing Notes and Edits	
The CCCCCO recommends:	
<ol style="list-style-type: none"> 1. Using the "campus budgets" for SF04. 2. If no campus budget is available, please provide "Pell Budget" value for SF04. 3. If no budget is available, please provide unknown value "99999" for SF04. 	
FIELD CHECK	
INTEGRITY CHECK	For unknown budget category, the budget amount must be unknown. For known budget category, the budget amount must be known.

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SF04 STUDENT-AID-TOTAL-BUDGET-AMT

Change History
11/25/13 Added three recommendations to Notes area
09/01/89 Brought back data element
06/01/94 Deleted data element
06/01/89 Original

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DED#	DATA ELEMENT NAME	FORMAT
SF05	STUDENT-AID-DEPENDENCY-STATUS	X
This element identifies the student as dependent or independent for financial aid purposes according to Federal Public Law 99-498, Section 480(d) (Reauthorization of the Higher Education Act of 1965).		

Coding	Meaning
I	Independent
D	Dependent
O	Override (Independent)
X	Unknown

SF05 STUDENT-AID-DEPENDENCY-STATUS

Processing Edits	
FIELD CHECK	I, D, X, O
REFERENTIAL CHECK	If a student received a Group A or Group B award. SF05 cannot be reported as X.

SF05 STUDENT-AID-DEPENDENCY-STATUS

Change History
Last Revision: Added Code O = Override (Independent)
Last Revision: 06/01/89 Original

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DED#	DATA ELEMENT NAME	FORMAT
SF06	STUDENT-AID-HOUSEHOLD-SIZE	9(02)
This element indicates the size of the household of the student.		

Coding
If the student's dependency status (SF05) is "D", this element should reflect the size of the student's parent's household as reported on the Free Application for Federal Student Aid (FAFSA) or as adjusted by the Financial Aid Office on the basis of additional documentation.
If the student's dependency status is "I", this element should reflect the size of the student's household as reported on the FAFSA or as adjusted by the Financial Aid Office on the basis of additional documentation.
Enter the appropriate two digit integer (i.e. 01, 02, etc.)
Enter 99 if the size is unknown.

SF06 STUDENT-AID-HOUSEHOLD-SIZE

Processing Edits	
FIELD CHECK	Numeric must be greater than '0'.
INTEGRITY CHECK	If Student Aid Dependency Status (SF05) is coded as "D", then this element should be greater than 1.

SF06 STUDENT-AID-HOUSEHOLD-SIZE

Change History
Last Revision: 05/01/94 Changed SAAC to FAFSA
Last Revision: 06/01/89 Original

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DED#	DATA ELEMENT NAME	FORMAT
SF07	STUDENT-AID-FAMILY-STATUS	X(02)
This element indicates the marital status and status of dependents for a student.		

POSITION	CODING	MEANING
1	M	Married
	U	Unmarried (includes single, divorced, widowed)
	S	Separated
	X	Unknown
2	N	Has no dependents
	D	Has one or more dependents
	X	Unknown

SF07 STUDENT-AID-FAMILY-STATUS

Processing Edits	
FIELD CHECK	1 ST POSITION: M, U, X, S 2 ND POSITION: N, D, X
INTEGRITY CHECK	

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SF07 STUDENT-AID-FAMILY-STATUS

Change History
Last Revision: 09/01/00 Removed Codes O and U
Last Revision: 05/01/94 Added Codes S and X
Last Revision: 06/01/89 Original

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DED#	DATA ELEMENT NAME	FORMAT
SF08	STUDENT-AID-INCOME-AGI-PARENT	9(07)
This element indicates the adjusted gross income (AGI) from the student's parent(s) federal income tax form as documented by the Financial Aid Office.		
This element should not include income from non-tax filers. Income for non-tax filers should be reported in the untaxed income element (SF10).		

Coding
Round to the nearest dollar.
Enter 999999 if the parent's AGI is unknown.
Enter 888888 if the parent's AGI is ' Not Applicable'.

SF08 STUDENT-AID-INCOME-AGI-PARENT

Processing Edits	
FIELD CHECK	Must be numeric
REFERENTIAL CHECK	If a student received a Group A or Group B award and SF05=D, the element cannot be reported as 999999.

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Student Financial Aid Data Elements

SF08 STUDENT-AID-INCOME-AGI-PARENT

Change History
Revision: Effective 08/24/2017 Format updated to 9(07) to align with Federal ISIR specification.
Last Revision: 03/20/06 Added: Enter 888888 if the parent's AGI is 'Not Applicable'.
Last Revision: 06/01/96 Added Note: If Student Aid Dependency Status (SF05) is coded as "O", this element cannot be coded as "999999".
Last Revision: 11/01/98 Original

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DED#	DATA ELEMENT NAME	FORMAT
SF09	STUDENT-AID-INCOME-AGI-STUDENT	9(07)

This element indicates the adjusted gross income (AGI) from the Federal income tax form of the student (and spouse) as documented by the Financial Aid Office.

This element should not include income from non-tax filers. Income for non-tax filers should be reported in the untaxed income element (SF11).

Coding
Round to the nearest dollar.
Enter 999999 if the student's AGI is unknown.
Enter 888888 if the student's AGI is 'Not Applicable'.

SF09 STUDENT-AID-INCOME-AGI-STUDENT

Processing Edits	
FIELD CHECK	Must be numeric
REFERENTIAL CHECK	If a student received a Group A or Group B award and SF05=I or O, the element cannot be reported as 999999.

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Student Financial Aid Data Elements

SF09 STUDENT-AID-INCOME-AGI-STUDENT

Change History
Revision: Effective 08/24/2017. Format updated to 9(07) to align with Federal ISIR specification.
Last Revision: Added: Enter 888888 if the student's AGI is 'Not Applicable'
Last Revision: 06/01/96 Added Note: If Student Aid Dependency Status (SF05) is coded as '999999'.
Last Revision: 06/01/89 Original

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DED#	DATA ELEMENT NAME	FORMAT
SF10	STUDENT-AID-UNTAX-INC-PARENT	9(08)

This element indicates the untaxed income of the student's parent(s) as documented by the Financial Aid Office.

This element should include all untaxed income (including earned portion) for non-tax filers and any other income not included in the parent(s) adjusted gross income (AGI).

Coding
Round to the nearest dollar.
Enter 999999 if the parent's untaxed income is unknown.

SF10 STUDENT-AID-UNTAX-INC-PARENT

Processing Edits	
FIELD CHECK	Must be numeric
REFERENTIAL CHECK	If a student received a Group A or Group B award and SF05= D, the element cannot be reported as 999999.

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Student Financial Aid Data Elements

SF10 STUDENT-AID-UNTAX-INC-PARENT

Change History
Revision: Effective 08/24/2017. Format updated to 9(08) to align with Federal ISIR specification.
Last Revision: Added Note: If Student Aid Dependency Status (SF05) is coded as "D", this element cannot be coded as "999999"
Last Revision: 05/01/94 Added: This element should include all untaxed income (included earned portion) for non-tax filers and any other income not included in the parent(s) adjusted gross income (AGI). Deleted: Enter 888888 if the student's dependency status (See SF05) is independent
Last Revision: 06/01/89 Original

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DED#	DATA ELEMENT NAME	FORMAT
SF11	STUDENT-AID-UNTAX-INC-STUDENT	9(08)

This element indicates the untaxed income of the student (and spouse) as documented by the Financial Aid Office.

This element should include all untaxed income (including earned portion) for non-tax filers and any other income not included in the student's (and spouse's) adjusted gross income (AGI).

Coding
Round to the nearest dollar.
Enter 999999 if the student's untaxed income is unknown.

SF11 STUDENT-AID-UNTAX-INC-STUDENT

Processing Edits	
FIELD CHECK	Must be numeric
REFERENTIAL CHECK	If a student received a Group A or Group B award and SF05=I or O, the element cannot be reported as 999999.

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SF11 STUDENT-AID-UNTAX-INC-STUDENT

Change History
Revision: Effective 08/24/2017. Format updated to 9(08) to align with Federal ISIR specification.
Last Revision: 06/01/96 Added Note: If Student Aid Dependency Status (SF05) is coded as "I" or "O", this element cannot be coded as "999999".
Last Revision: 05/01/94 Added: any other income not included in the student's (and spouse's) adjusted gross income (AGI).
Last Revision: 06/01/89 Original

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DED#	DATA ELEMENT NAME	FORMAT
SF12	STUDENT-AID-TANF-STATUS	X(01)
This element indicates whether element SF11 includes TANF (Temporary Assistance for Needy Families) benefits.		

Coding

DELETED

SF12 STUDENT-AID-TANF-STATUS

Processing Edits	
FIELD CHECK	Data Element Deleted
INTEGRITY CHECK	

SF12 STUDENT-AID-TANF-STATUS

Change History
Last Revision: 09/01/00 Deleted Data Element
Last Revision: 11/01/98 Changed Name: Student-Aid-Tanf-Status
Last Revision: 06/01/89 Original Name: Student-Aid-AFDC-Status

DELETED

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DED#	DATA ELEMENT NAME	FORMAT
SF13	STUDENT-AID-CONTRIB-PARENT	9(05)
This element indicates the student's parent(s) final contribution (PC) used in determining the student's eligibility for awards.		

Coding

DELETED

SF13 STUDENT-AID-CONTRIB-PARENT

Processing Edits – (DELETED)	
FIELD CHECK	

SF13 STUDENT-AID-CONTRIB-PARENT

Change History
Last Revision: 05/01/95 Data Element Deleted
Last Revision: 06/01/89 Original

DELETED

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DED#	DATA ELEMENT NAME	FORMAT
SF14	STUDENT-AID-CONTRIB-STUDENT	9(05)
<p>This element indicates the student's (and spouse) final contribution (SC) used in determining the student's eligibility for awards.</p>		

Coding

DELETED

SF14 STUDENT-AID-CONTRIB-STUDENT

Processing Edits – (DELETED)	
FIELD CHECK	

SF14 STUDENT-AID-CONTRIB-STUDENT

Change History	
Last Revision: 05/01/94 Data Element Deleted	
Last Revision: 06/01/89 Original	

DELETED

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DED#	DATA ELEMENT NAME	FORMAT
SF15	STUDENT-AID-UNMET-NEED	9(05)

This element indicates the total amount of remaining need after all available aid has been awarded.

Coding

DELETED

SF15 STUDENT-AID-UNMET-NEED

Processing Edits – (DELETED)	
FIELD CHECK	

SF15 STUDENT-AID-UNMET-NEED

Change History	
Last Revision: Deleted Data Element	
Last Revision: New Name: Student-Aid-Unmet-Need	
Last Revision: 06/01/89 Original Name: Student-Aid-Other-Resources	

DELETED

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DED#	DATA ELEMENT NAME	FORMAT
SF16	STUDENT-AID-GROSS-FIN-NEED	9(05)
The student's final gross financial need as calculated by the financial aid office.		

Coding

DELETED

SF16 STUDENT-AID-GROSS-FIN-NEED

Processing Edits – (DELETED)	
FIELD CHECK	

SF16 STUDENT-AID-GROSS-FIN-NEED

Change History
Last Revision: 09/01/00 Data Element Deleted
Last Revision: 05/01/94 Added Note: Student Gross financial need is equal to the student's budget minus the expected family contribution (EFC)
Last Revision: 06/01/89 Original

DELETED

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DED#	DATA ELEMENT NAME	FORMAT
SF17	STUDENT-AID-EXPECTED-FAMILY-CONTRIBUTION	9(06)
This element indicates the final expected family contribution (EFC) computed for financial aid eligibility purposes for the award year.		

Coding
Round to the nearest dollar.
Enter 99999 if the expected family contribution (EFC) is unknown.
Note: The EFC reported for each student must be the final EFC in the financial aid records. If the Student received a Pell Grant, the EFC reported must be the actual EFC used to determine the Pell Payment.

SF17 STUDENT-AID-EXPECTED-FAMILY-CONTRIBUTION

Processing Edits – (DELETED)	
FIELD CHECK	Must be numeric.

SF17 STUDENT-AID-EXPECTED-FAMILY-CONTRIBUTION

Change History
Revision: Effective 08/24/2017. Format updated to 9(06) to align with Federal ISIR specification.
Last Revision: 09/01/00 Changed Definition and Note:
Last Revision: 05/01/94 New Name: Student-Aid-Expected-Family-Contribution
Last Revision: 06/01/89 Original Name: Student-Aid-Pell-Grant-Index

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DED#	DATA ELEMENT NAME	FORMAT
SF18	STUDENT-AID-VET-BENEFIT-STATUS	X(01)
This element indicates the student's status with regard to veteran's educational benefits.		

Coding	Meaning

DELETED

SF18 STUDENT-AID-VET-BENEFIT-STATUS

Processing Edits – (DELETED)	
FIELD CHECK	

SF18 STUDENT-AID-VET-BENEFIT-STATUS

Change History
Last Revision: 05/01/94 Data Element Deleted
Last Revision: 08/01/89 Original

DELETED

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DED#	DATA ELEMENT NAME	FORMAT
SF19	STUDENT-AID-WORK-STUDY-HOURS	9(04)
<p>This element indicates the total number of work-study (need-based) hours actually worked by the student during the time period indicated in data element SF02 and funded by Work Study award received in element SF22.</p> <p>Do not include hours for non-need based campus student employment in this element.</p>		

Coding

DELETED

SF19 STUDENT-AID-WORK-STUDY-HOURS

Processing Edits – (DELETED)	
FIELD CHECK	

SF19 STUDENT-AID-WORK-STUDY-HOURS

Change History
Last Revision: 05/01/94 Data Element Deleted
Last Revision: 06/01/89 Original

DELETED

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DED#	DATA ELEMENT NAME	FORMAT
SF20	STUDENT-AID-CAMPUS-EMPLOY-AMT	9(05)

This element indicates the dollar amount earned from non-need based campus student employment during the reported award year.
Do not report these dollars anywhere in financial aid awards received element (SF22).

Coding

DELETED

SF20 STUDENT-AID-CAMPUS-EMPLOY-AMT

Processing Edits	
FIELD CHECK	Data Element Deleted

DELETED

SF20 STUDENT-AID-CAMPUS-EMPLOY-AMT

Change History	
Last Revision: 05/01/94 Data Element Deleted	
Last Revision: 06/01/89 Original	

DELETED

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DED#	DATA ELEMENT NAME	FORMAT
SF21	STUDENT-AID-AWARD-TYPE	X(02)
This element indicates the type of financial aid award received and with SF22, makes up the Award sub-record which may occur up to eight times in the Financial Aid record.		

Coding	California College Promise Grant (formerly BOG Fee Waiver)
BA	CCPG - Method A-? (unknown base)
B1	CCPG - Method A-1 based on TANF recipient status
B2	CCPG - Method A-2 based on SSI recipient status
B3	CCPG - Method A-3 based on general assistance recipient status
BB	CCPG - Method B based on income standards
BC	CCPG - Method C based on financial need
BD	CCPG - Method D based on Homeless Youth determination
BP	California College Promise (AB19) Fee Waiver
F1	Fee Waiver – Dependent (children) of Deceased Law Enforcement/Fire Suppression (Subject to Group C edits)
F2	Fee Waiver – Dependent (surviving spouse and children) of deceased or disabled member of CA National Guard (Subject to Group C edits)
F3	Fee Waiver – Dependent of (children) deceased or disabled Veteran (Subject to Group C edits)
F4	Fee Waiver – Dependent of (children) of Congressional Medal of Honor recipient (CMH) or CMH recipient (Subject to Group C edits)
F5	Fee Waiver – Dependent of (surviving spouse and children) of deceased victims of September 11, 2001 terrorist attack. (Subject of Group C edits)

Coding	Work Study
WC	California State Work Study (SWS)
WE	EOPS Work Study
WF	Federal Work Study (FWS) (Federal share)
WK	CalWORKs Work Study
WY	CAFYES Work Study
WU	Other Work Study and matching funds

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SF21 STUDENT-AID-AWARD-TYPE

Coding	Grants
GA	Academic Competitiveness Grant
GB	Cal Grant B
GC	Cal Grant C
GD	Full-time Student Success Grant
GE	EOPS Grant
GF	CARE Grant
GG	Chafee Grant
GH	Completion Grant (CCCG)
GI	Cal Grant A
GJ	Student Success Completion Grant (SSCG)
GK	CalWORKs Grant
GN	CSAC CNG EAAP (California Student Aid Commission California National Guard Education Assistance Award Program)
GP	Pell Grant
GQ	Equity Grant
GR	SSSP Grant
GS	SEOG (Supplemental Educational Opportunity Grant)
GU	Other grant: institutional source
GV	Other grant: non-institutional source
GW	Bureau of Indian Affairs (BIA) Grant
GY	CAFYES Grant
GX	Other grant: California College Promise (AB19) source
Coding	Loans
LD	Perkins Loan
LE	EOPS Loan
LG	Stafford Loan, subsidized (valid through 2009-2010 data)
LH	Stafford Loan, unsubsidized (valid through 2009-2010 data)
LI	Other loan, institutional source
LN	Other loan, non-institutional source
LP	PLUS loan, parent loan for undergraduate student
LS	Federal Direct Student Loan - subsidized
LL	Federal Direct Student Loan - unsubsidized
LY	CAFYES Loan

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SF21 STUDENT-AID-AWARD-TYPE

Processing Edits and Notes

Note: For all forms of Work Study, report the matching funds as code WU (unless the program was directly matched with another program on the list).

MIS Reporting of BOG Fee Waivers

Instructions for Fee Waiver Activity as of October 1, 2000.

BOG Fee Waivers are not the same as "regular" financial aid and we must address that issue. The purpose of reporting the BOG Fee Waivers to the Chancellor's Office is to provide a mechanism for calculating the amount that a school should be reimbursed for (a) the number of fee waivers processed and (b) the amount of fees waived. To facilitate this process, the colleges must report each student for which they want to be reimbursed using the following reporting rules.

1. Report a fee waiver for every student:
Determined eligible for a BOG Fee Waiver AND
For whom fees were assessed AND
Attended at least one meeting of a course for which the fees were waived.
2. The amount of the fee waiver reported should be the total fees that would have been collected from the student had they actually paid for their credit load. As an example, if a student initially enrolls in fifteen units at the beginning of a term but by the end of the refund period, they have dropped to six units, the amount reported should be what the student would have paid for those six units. If the student does not drop the courses until after the refund period, the amount reported would be what the student would have paid for all fifteen units. If the student drops all of their courses within the refund period report the amount waived as zero. **BOG Fee Waivers are the only financial aid awards that can be reported with a zero amount.**
3. The amount of the fee waiver reported on the MIS financial aid (SF) record is the total fees waived for the term for that fee waiver type.
4. If a student pays fees but is subsequently determined to be eligible for a fee waiver and the fees are refunded to the student, report that student and the fees waived.

California Community Colleges
Management Information System
Data Element Dictionary

Student Financial Aid Data Elements

SF21 STUDENT-AID-AWARD-TYPE

Processing Edits and Notes	
<p>5. In multi-campus districts, report the student as a recipient at each college where the student enrolls. If the student enrolls at more than one college in the district, do not limit the reporting to a single campus. Each college's SF records are separate and represent the activity at that college only. The MIS data reported should reflect the types of aid received by all the students at that college without regard to enrollment in other colleges in the district.</p>	
<p>6. Summer fee waivers are always reported as "leaders" not "trailers".</p>	

SF21 STUDENT-AID-AWARD-TYPE

Processing Edits and Notes	
FIELD CHECK	<p>BA, B1, B2, B3, BB, BC, BD, BP, GA, GB, GC, GD, GE, GF, GG, GH, GI, GJ, GK, GN, GP, GQ, GR, GS, GU, GV, GW, GY, GX, LD, LE, LG, LH, LI, LN, LP, LS, LL, LY, SU, SV, SX, WC, WE, WF, WK, WU, WY, F1, F2, F3, F4, F5, SO</p>
	<p>No LG, LH from 2010-2011 data on.</p>
REFERENTIAL CHECK	<p>Even if the student does not meet the reporting domain for MIS Enrollment (SX) data, you must submit a Student Basic (SB) record for every term the student was reported as receiving aid. In the case of students attending and receiving aid at more than one college, SB records must be reported for all colleges attended.</p>

California Community Colleges
Management Information System
Data Element Dictionary

Student Financial Aid Data Elements

SF21 STUDENT-AID-AWARD-TYPE

Change History
Revision: Effective 9/1/19 term 190. Added BP GJ GX Removed outdated definition of award group levels A, B, C
Revision: Effective 9/1/18 term 180. Added GH GI GQ GR
Revision: Effective 09/19/18 Board of Governors Fee Waiver (BOGFW) renamed California College Promise Grant (CCPG)
Revision: Effective 08/24/17. Added BD BOGW - Method D based on Homeless Youth Determination.
Revision: Effective 07/01/16 Updated GD to "Full-time Student Success Grant" Added GK CalWORKs Grant Added GY CAFYES Grant Added LY CAFYES Loan Added WK CalWORKs Work Study Added WY CAFYES Work Study
Last Revision: 09/09/15 Added GD Supplemental Grant for full-time Cal Grant B recipients
Last Revision: 8/27/12 Drew lines thru Stafford Loan, subsidized and unsubsidized and added (valid through 2009-2010). Added under Grants: GN CSAC CNG EAAP (California Student Aid Commission, California National Guard, Education Assistance Award Program)
Last Revision: 6/30/10 Added OS Osher Grant
Last Revision: 03/20/06 Added F1-F5
Last Revision: 03/30/04 Added GG – Chaffee Grant
Last Revision: 09/01/00 Added B3 Method A-3 based on general assistance recipient status, GW – Bureau of Indian Affairs (BIA) Grant. Deleted WA and WB
Last Revision: 08/01/00 Added Rules
Last Revision: 11/01/98 Changed AFDC to TANF
Last Revision: 05/01/94 Added name BOGW – Board of Governors Enrollment Fee Waiver, Added LL – Federal Direct Student Loan – unsubsidized, WA – CalWorks – Work study on Campus, WB – CalWorks – Work study Off Campus
Last Revision: 08/01/93 Change LG - Stafford Loan, subsidized, Added LH – Stafford Loan, not subsidized
Last Revision: 03/01/91 BFAP awards have been changed to BOGG awards, Add CARE awards Change LD – NDSL to Perkins, Change LG – GSL to Stafford

California Community Colleges
Management Information System
Data Element Dictionary

Student Financial Aid Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SF22	STUDENT-AID-AMOUNT-RECEIVED	9(05)
<p>This element indicates the total amount of financial aid (of the type indicated in SF21) received by the student in the term received.</p> <p>Note: Board of Governors Enrollment Fee Waiver (BOGW) amounts are also to be reported in this element.</p>		

Coding
Round to the nearest dollar.

SF22 STUDENT-AID-AMOUNT-RECEIVED

Processing Edits	
FIELD CHECK	Must be numeric
INTEGRITY CHECK	If SF21 is not the code for a BOGW, the element must be >0.
QUALITY CHECK	If more than 7% of all BOGWs reported are 00000, ALL of the zero-value BOGWs will be deleted from the submission prior to processing.

SF22 STUDENT-AID-AMOUNT-RECEIVED

Change History
01/16/13 Added the following quality check: If more than 7% of all BOGWs reported are 00000, ALL of the zero-value BOGWs will be deleted from the submission prior to processing.
05/01/94 Added Note: Board of Governors Enrollment Fee Waiver (BOGW) amounts are also to be reported in this element.
Last Revision: 06/01/89 Original