



UNITED STATES DEPARTMENT OF EDUCATION

Office of Postsecondary Education (OPE)

Net Price Calculator Quick Start Guide

January 2019

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Introduction

The following instructions are designed to take you through the steps required to configure and host a customized version of the U.S. Department of Education's Net Price Calculator application on your institution's website. The Net Price Calculator template is available at <http://nces.ed.gov/ipeds/netpricecalculator/>.

In accordance with the Higher Education Act of 1965 (HEA), as amended (20 U.S.C. § 1015a), beginning on October 29, 2011, each postsecondary institution in the United States that participates in Title IV federal student aid programs and enrolls full-time, first-time degree- or certificate-seeking undergraduate students is required to post a net price calculator on its website.

This calculator uses institutional data to provide **estimated** net price information to current and prospective students and their families based on a student's individual circumstances.

In order to assist institutions in meeting this obligation, the U.S. Department of Education has designed and developed a fully functional net price calculator template available to all Title IV postsecondary institutions for use on their websites. The latest version of the Department's Net Price Calculator template uses data for the most recently completed academic year and updated versions of the template are planned to release in January annually.

Since the Net Price Calculator is based on data from actual full-time, first-time undergraduate students who have attended your institution, you cannot use data for an academic year that has not yet been completed.

Using both institution-provided and student-entered data, this calculator will allow prospective students to calculate an estimated net price at the institution, defined as cost of attendance minus grant and scholarship aid, based on what similar students paid in a previous year. The template was developed with input from the Integrated Postsecondary Education Data System (IPEDS)

Technical Review Panel (TRP), which met on January 27-28, 2009, and included 58 individuals representing the federal government, state governments, student financial aid and institutional research offices at postsecondary institutions from all sectors, association representatives, and others. There was also a 30-day public comment period following the meeting of the TRP from which additional feedback was received.

Institutions may use either the Net Price Calculator template developed by the U.S. Department of Education or develop their own calculator, so long as it includes "at a minimum the same data elements" found in the Department's template. A list of minimum required elements and frequently asked questions is available online at https://nces.ed.gov/ipeds/Section/Net_price_calculator.

1.1 Net Price Calculator Process Overview

The template has two options for creating a customized Net Price Calculator:

1. Template: This option will guide users through a simple step-by-step process for entering the information required for the Net Price Calculator. This template only allows users to enter information for one Net Price Calculator at a time, as described in [Using the Net Price Calculator Template](#).

2. Bulk Upload Tool: This option requires users to input their data in a text document and upload it to the website. This tool can be used to produce an output file for one or more Net Price Calculators at a time, as described in [Using the Bulk Data File Upload Tool](#).

The Net Price Calculator template is comprised of two components for both of the options referenced above. They include:

1. Institution application: Institutions input the data used to calculate estimated institutional net price via the web-based application or the bulk upload tool. This includes cost of attendance data (including values for tuition and required fees, books and supplies, room and board, and other related expenses) and the [median](#) amount of grant and scholarship aid awarded to full-time, first-time degree/certificate-seeking undergraduate students by living and residency category and Expected Family Contribution (EFC) range.

2. Student application: Based on the data entered by the institution, a customized net price calculator is generated for use on the institution's website. The calculator includes questions pertaining to dependency status, income level, and living arrangements to get an estimated net price for attending the institution.

Determining a student's dependency status	Determining a student's approximated EFC	Determining the student's cost of attendance
<p>A student's dependency status is determined based on the following:</p> <ul style="list-style-type: none"> • Age: If the student's age is greater than 23, then the student's dependency status is Independent • Marital status: If the student is married, then the student's dependency status is Independent • Children: If the student has dependent children, then the student's dependency status is Independent with dependent children <p>If a student does not meet any of these criteria, the student's dependency status is considered Dependent for the purpose of the calculator.</p> <p>The student's dependency is then used to help determine the approximated EFC.</p>	<p>The calculator uses a look-up table populated with data compiled from FAFSA applications to identify a median EFC based on the following:</p> <ul style="list-style-type: none"> • Dependency status • Number in family • Number in college • Income level <p>The approximated EFC is used to identify the median amount of grant and scholarship aid, as was entered by the institution.</p>	<p>The calculator determines the appropriate cost of attendance to display based on the student's:</p> <ul style="list-style-type: none"> • Eligibility for in-state/in-district tuition • Planned living arrangements

1.2 Section 508 Compliance

The U.S. Department of Education's Net Price Calculator template complies with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d). The current amendment went into effect June 21, 2001 and requires that federal agencies make their electronic and information technology accessible to people with disabilities. The U.S. Department of Education's Net Price Calculator template was designed to fully integrate with any additional adaptive equipment or software that may be required.

1.3 JavaScript

In order to use both the institution and student Net Price Calculator applications, you must have JavaScript enabled in your browser. Instructions for this process are available for three browsers: Internet Explorer, Mozilla Firefox, and Google Chrome.

Internet Explorer

To enable JavaScript in **Internet Explorer**, please follow the instructions below:

1. Click the **Tools** menu.
2. Select **Internet Options**.
3. Click the **Security** tab.
4. Click the **Custom Level** button.
5. Scroll down until you see the "Scripting" section.
6. Select the "Enable" radio button under "Active Scripting."
7. Click the **OK** button.

Mozilla Firefox

To enable JavaScript in **Mozilla Firefox**, please follow the instructions below:

1. Click the **Tools** drop-down menu.
2. Select **Options**.
3. Check the boxes next to Block pop-up windows, Load images automatically, and **Enable JavaScript**.
4. **Refresh your browser** by right-clicking anywhere on the page and selecting Reload, or by using the Reload button in the toolbar.

Google Chrome

To enable JavaScript in **Google Chrome**, please follow the instructions below:

1. On the "Settings" page, click the **Show advanced settings**.
2. Click the **Chrome** menu icon on the browser toolbar.
3. Select Allow all sites to run **JavaScript** (recommended) in the "JavaScript" section.

1.4 Hints & Tips

Below are some helpful hints and tips for using the Net Price Calculator template.

- For assistance with any questions or problems related to system usage, refer to the Net Price Calculator Help Desk contact information located at the top of the screen. The Help Desk for this template is available Monday-Friday from 8am-4pm EST and may be reached toll-free at 1-877-299-3593 or at npc@inovas.net.
- Use the “Click for Help” option at the top right of the screen to access the Quick Start Guide for Internet Explorer or Mozilla Firefox.
- Use the link at the bottom of the home page to view the additional available resources found at the Net Price Calculator Information Center, available at https://nces.ed.gov/ipeds/Section/Net_price_calculator.

1.5 Browser Compatibility

The Net Price Calculator is designed to work with Internet Explorer, 10.0 and above, Mozilla Firefox, 42.0 and above, and Chrome 46.0 and above.

Continue to **Chapter 2: Using the Net Price Calculator Template** to use the Template;
Or to **Chapter 3: Using the Bulk Data File Upload Tool** to use the Bulk Upload Tool.

Using the Net Price Calculator Template

This chapter contains detailed instructions for completing the Net Price Calculator Template, available at <http://nces.ed.gov/ipeds/netpricecalculator>.

2.1 Getting Started

On the Net Price Calculator home page, shown below, carefully read the welcome message then click **Continue** to get started.

The screenshot shows the Net Price Calculator Center home page. At the top, there is a green header bar with the U.S. Department of Education logo and the text "U.S. Department of Education Net Price Calculator" on the left, and a "Click for Help" link on the right. Below the header, the main content area is white. At the top right of this area, there is a small link: "Net Price Calculator Help Desk (877) 299-3593 or npc@inovas.net". The title "Net Price Calculator Center" is centered. Below the title, there is a welcome message: "Welcome to the Net Price Calculator application. This application will assist you in setting up a Net Price Calculator to post on your institution's website as required in the Higher Education Opportunity Act of 2008 (see HEOA Sec. 111 which amended HEA Title I, Part C: added HEA Sec. 132(a), Sec. 132(h) (20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h))).". Below this, there is a paragraph: "Before proceeding, please download and review the Quick Start Guide and accompanying glossary of key terms (accessible by clicking on the 'Quick Start Guide' Link on the top right of the screen), for assistance with correctly inputting data and setting up your institution's net price calculator. Once you are ready, click on the Continue button below to begin." Below this paragraph, there is a "Note": "Note: The Higher Education Opportunity Act defines net price as the net price for full-time, first-time degree/certificate-seeking students. Title IV institutions that do not enroll full-time, first-time students are not required to have a net price calculator under the HEOA." At the bottom center, there is a green button with the text "CONTINUE".

U.S. Department of Education
Net Price Calculator

Click for Help

Net Price Calculator Help Desk (877) 299-3593 or npc@inovas.net

Net Price Calculator Center

Welcome to the Net Price Calculator application. This application will assist you in setting up a Net Price Calculator to post on your institution's website as required in the Higher Education Opportunity Act of 2008 (see HEOA Sec. 111 which amended HEA Title I, Part C: added HEA Sec. 132(a), Sec. 132(h) (20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h))).

Before proceeding, please download and review the Quick Start Guide and accompanying glossary of key terms (accessible by clicking on the "Quick Start Guide" Link on the top right of the screen), for assistance with correctly inputting data and setting up your institution's net price calculator. Once you are ready, click on the Continue button below to begin.

Note: The Higher Education Opportunity Act defines net price as the net price for full-time, first-time degree/certificate-seeking students. Title IV institutions that do not enroll full-time, first-time students are not required to have a net price calculator under the HEOA.

CONTINUE

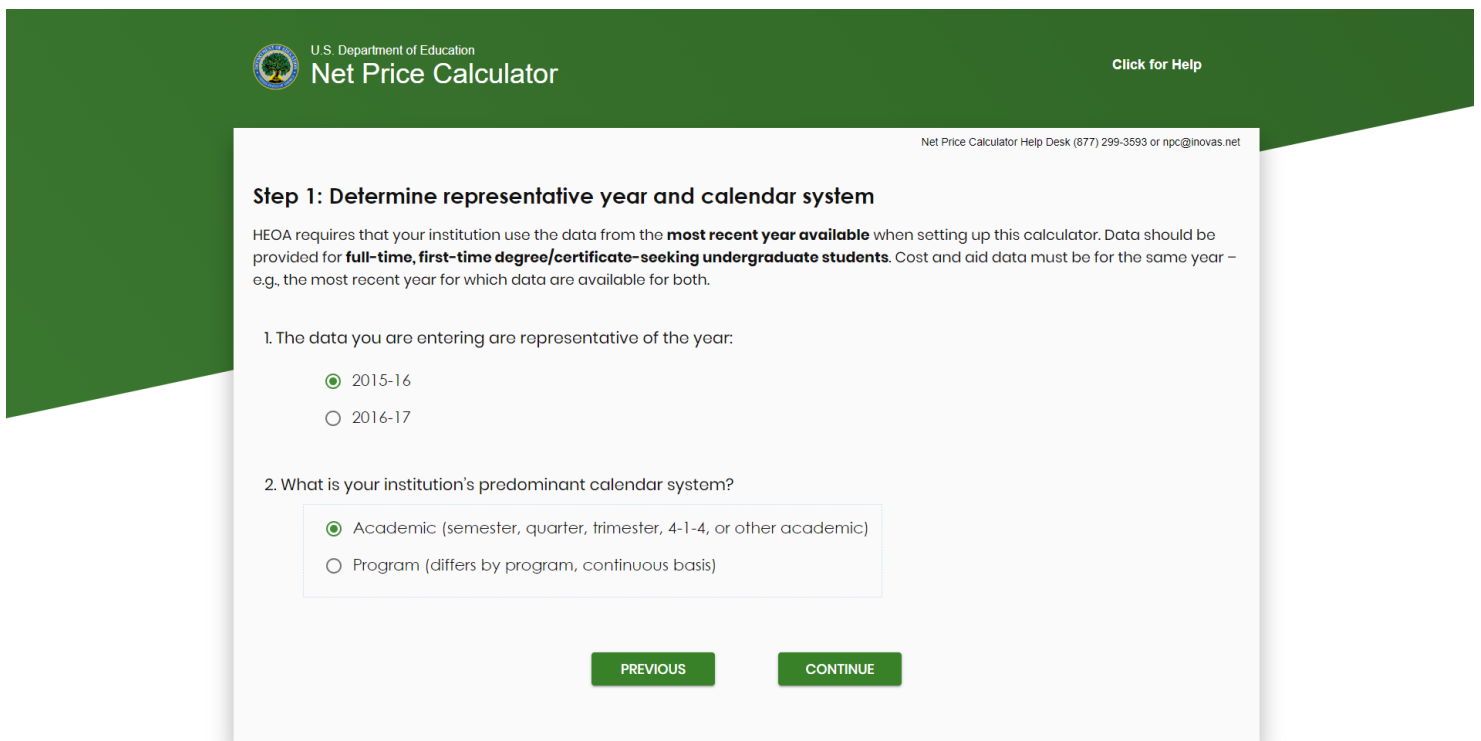
2.2 Enter Institutional Data

You must complete all screening questions applicable to your institution. The screens displayed will vary based on the predominant calendar system selected in Step 1, Question 2. Your responses here will determine which data elements you will be required to provide in the subsequent data input tables.

Step 1 – Determine representative year and calendar system (applicable to all institutions)

Only two representative years will be available at any time – currently this includes 2015-16 and 2016-17. Since the HEA requires that the Net Price Calculator be based on data from actual full-time, first-time undergraduate students who have attended your institution, you must select the most recent *completed* academic year for which data are available.

The calendar system selected should be consistent with that reported in the IPEDS. You may find it helpful to discuss this with the office(s) at your institution that complete the IPEDS IC Header survey.



The screenshot shows the 'Net Price Calculator' interface. At the top, there is a green header with the U.S. Department of Education logo, the text 'U.S. Department of Education Net Price Calculator', and a 'Click for Help' link. Below the header, a white box contains the title 'Step 1: Determine representative year and calendar system'. The text explains that data should be from the 'most recent year available' for 'full-time, first-time degree/certificate-seeking undergraduate students'. Question 1 asks for the representative year, with radio buttons for '2015-16' (selected) and '2016-17'. Question 2 asks for the predominant calendar system, with radio buttons for 'Academic (semester, quarter, trimester, 4-1-4, or other academic)' (selected) and 'Program (differs by program, continuous basis)'. At the bottom are 'PREVIOUS' and 'CONTINUE' buttons. A help desk contact number is visible in the top right of the white box.

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Net Price Calculator
Click for Help

Net Price Calculator Help Desk (877) 299-3593 or npc@inovas.net

Step 1: Determine representative year and calendar system

HEOA requires that your institution use the data from the **most recent year available** when setting up this calculator. Data should be provided for **full-time, first-time degree/certificate-seeking undergraduate students**. Cost and aid data must be for the same year – e.g., the most recent year for which data are available for both.

1. The data you are entering are representative of the year:

- ☒ 2015-16
- ☐ 2016-17

2. What is your institution's predominant calendar system?

- ☒ Academic (semester, quarter, trimester, 4-1-4, or other academic)
- ☐ Program (differs by program, continuous basis)


PREVIOUS CONTINUE

Once you are satisfied with all entries, click **Continue**.

Step 2 – Set up your data entry screens

(for academic year tuition reporters - based on your response to Step 1, Question 2)

On this screen, you must indicate whether your institution offers institutionally controlled housing (either on or off campus). If your institution does offer this, the following question will be enabled and you must indicate whether all full-time, first-time degree/certificate-seeking undergraduate students are required to live on campus or in institutionally-controlled housing. If your institution does not offer institutionally controlled housing (either on or off campus), the following question will be disabled with a notification message indicating that “Only applicable if Question 1 is “Yes”. Academic reporters are asked to indicate if the institution charges different tuition for in-district, in-state, or out-of-state students.

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Net Price Calculator

Click for Help

Net Price Calculator Help Desk (877) 299-3593 or npc@inovas.net

Predominant Calendar System: Academic
Representative Year: 2015-16

Step 2: Set up your data entry screens

To get started, answer the questions below. Your responses will determine which data elements you are required to provide in the subsequent data input screen.

1. Does your institution offer institutionally controlled housing (either on or off campus)?

☒ Yes

☐ No

2. If yes, are all full-time, first-time degree/certificate seeking students required to live on campus or in institutionally-controlled housing?

☐ Yes

☒ No

3. Does your institution charge different tuition for in-district, in-state, or out-of-state students?

☒ Yes - check all that apply ☒ In-District ☒ In-State ☒ Out-of-State

☐ No

PREVIOUS

CONTINUE



Step 2: Set up your data entry screens

To get started, answer the questions below. Your responses will determine which data elements you are required to provide in the subsequent data input screen.

1. Does your institution offer institutionally controlled housing (either on or off campus)?

- ☐ Yes
☐ No

Only applicable if Question 1 is "Yes"

2. If yes, are all full-time, first-time degree/certificate seeking students required to live on campus or in institutionally-controlled housing?

- ☐ Yes
☐ No

3. Does your institution charge different tuition for in-district, in-state, or out-of-state students?

- ☐ Yes - check all that apply ☐ In-District ☐ In-State ☐ Out-of-State
☐ No


PREVIOUS

CONTINUE

Step 2 – Set up your data entry screens (for program tuition reporters - based on your response to Step 1, Question 2)

On this screen, you must indicate whether your institution offers institutionally controlled housing (either on or off campus). If your institution does offer this, the following question will be enabled and you must indicate whether all full-time, first-time degree/certificate-seeking undergraduate students are required to live on campus or in institutionally-controlled housing. If your institution does not offer institutionally controlled housing (either on or off campus), the following question will be disabled with a notification message indicating that “Only applicable if Question 1 is “Yes”.

Program reporters are asked to specify the largest program the institution offered to full-time, first-time undergraduate students and the average number of months it took a full-time student to complete the program. This should be reported for the data year indicated in Step 1, Question 1. This is the program that will appear on the output screen for the calculator and is the program upon which all calculations will be based.

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Predominant Calendar System: Program
Representative Year: 2015-16

Step 2: Set up your data entry screens

To get started, answer the questions below. Your responses will determine which data elements you are required to provide in the subsequent data input screen.

1. Does your institution offer institutionally controlled housing (either on or off campus)?

☒ Yes
☐ No

2. If yes, are all full-time, first-time degree/certificate seeking students required to live on campus or in institutionally-controlled housing?

☐ Yes
☒ No

3. Please specify the largest program your institution offered to full-time, first-time students during the 2015-16 data year, and the average number of months it took a full-time student to complete the program. This is the program that will appear on the output screen for the calculator, and upon which all calculations will be based.

Note: The largest program is the program with the most students, **not** the program with the longest length.

Largest Program:

Average number of months it takes a full-time student to complete this program:

Step 3 – Enter your institution’s data

When entering data into the tables, you may find it helpful to discuss the data to be input with the office(s) at your institution that complete the IPEDS Institutional Characteristics and Student Financial Aid surveys. Fill in each table as completely as possible.

Data in both tables should be for **full-time, first-time degree/certificate-seeking undergraduate students**, and should be for the **same year** (as indicated in Step 1, Question 1).

If your institution’s predominant calendar system is ‘Academic,’ then data in both tables should be reported using a 9-month calendar. If your institution’s predominant calendar system is ‘Program,’ then data in both tables should be entered for the entire length of your largest program (as indicated in Step 2, Question 3).

The example tables in this step are for an academic year tuition reporter with institutionally-controlled housing and variable tuition rates for in-district, in-state, and out-of-state students. This is simply an example of one version of the data input tables and is not representative of the information required from all institutions. Certain columns (e.g., on-campus housing, variable tuition rates, etc.) will not be displayed if you have indicated that your institution does not offer these options in Steps 1 and 2.

Table 1: Cost of Attendance for Full-time, First-time Undergraduate Students

In this table, you must enter the estimated expenses for tuition and fees, books and supplies, room and board, and other expenses (personal, transportation, etc.). These estimates are reported by your institution in the IPEDS Institutional Characteristics survey on the Part D – Student Charges – Price of Attendance screen. Estimated costs must be provided for each expense type even if those costs are not charged by the institution (e.g., off-campus not with family room and board, etc.).

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Predominant Calendar System: Academic
Representative Year: 2015-16

Step 3: Enter your institution's data

For the tables below, please provide data for **full-time, first-time degree/certificate-seeking undergraduate students**. Data for both tables should be for the **same year**. Please fill-in each table as completely as possible. These tables will be used to look up the appropriate cost of attendance and grant aid data for users of the calculator based on information they enter. When you have completed the data entry for both tables below, click **Continue**.

Table 1: Cost of Attendance for Full-time, First-time Undergraduate Students: 2015-16

Enter the amounts requested below. Estimates of expense for room and board, books and supplies, and other expenses should be those from the Cost of Attendance report used by your financial aid office for determining financial need. (Note: These estimates are reported by your institution in the Integrated Postsecondary Education Data System (IPEDS) on the Institutional Characteristics survey form – Part D- Student Charges- Price of Attendance). Estimated costs must be provided for each expense type even if those costs are not charged by the institution (e.g., off-campus not with family room and board, etc.).

Report in whole dollars only

Tuition and Fees		Books and Supplies	
<i>In District</i>	\$ 8525	<i>Total</i>	\$ 985
<i>In State</i>	\$ 9704		
<i>Out of State</i>	\$ 11451		

Living and Other Expenses	On Campus	Off Campus not with family	Off Campus with family
<i>Room and Board</i>	\$ 5820	\$ 4756	N/A
<i>Other (personal, transportation, etc.)</i>	\$ 4256	\$ 4256	\$ 4256


PREVIOUS CONTINUE

Once you are satisfied with all entries, click **Continue** to complete Table 2.

Step 3 – Continue with your institution's data

Table 2: Grants and Scholarships for Full-time, First-time Undergraduate Students

In this table, you must enter the median amount of need and non-need grant and scholarship aid awarded to full-time, first-time degree/certificate-seeking undergraduate students. This table is organized by residency and living arrangement (as applicable to your institution), and Expected Family Contribution (EFC) range. If you have fewer than three (3) observations for a cell, leave the cell blank. The system will calculate and insert the average of the surrounding cells. In the bottom row of the table, report the median amount of grant or scholarship aid for students with an unknown EFC (e.g., they did not file a FAFSA or apply for need-based financial aid).



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Predominant Calendar System: Academic
 Representative Year: 2015-16

Step 3: Continue with your institution's data

Table 2: Grants and Scholarships for Full-time, First-time Undergraduate Students: 2015-16

Enter the amounts requested below. Data should represent the **median** amount of both need and non-need grant and scholarship aid **from Federal, State, or Local Governments, or the Institution (exclude private source grant or scholarship aid and work-study programs)** awarded to **full-time, first-time degree/certificate-seeking students** with the indicated living and residency category for each Expected Family Contribution (EFC) range. If you have fewer than three (3) observations for a cell, leave the cell blank. The system will calculate and insert the average of the surrounding cells. In the bottom row of the table, report the median amount of grant or scholarship aid for students for whom you do not know an EFC (e.g., they did not file a FAFSA or apply for need-based financial aid).

Report in whole dollars only

EFC Range(\$)	In-District			In-State			Out-of-State		
	On Campus	Off Campus not with family	Off Campus with family	On Campus	Off Campus not with family	Off Campus with family	On Campus	Off Campus not with family	Off Campus with family
0	\$ 5550	\$ 3789	\$	\$	\$ 5960	\$ 5743	\$	\$ 8650	\$
1 - 1,000	\$	\$ 3621	\$ 3568	\$	\$	\$	\$ 4859	\$	\$ 7658
1,001 - 2,500	\$	\$	\$ 3167	\$	\$ 4902	\$ 4954	\$	\$	\$
2,501 - 5,000	\$ 4238	\$	\$	\$ 3587	\$	\$	\$ 3496	\$	\$
5,001 - 7,500	\$	\$ 1684	\$ 1723	\$	\$	\$	\$	\$ 1987	\$
7,501 - 10,000	\$	\$ 842	\$ 920	\$	\$	\$	\$	\$	\$ 684
10,001 - 12,500	\$	\$	\$ 709	\$ 656	\$	\$	\$	\$	\$ 432
12,501 - 15,000	\$	\$	\$	\$	\$	\$	\$	\$	\$
15,001 - 20,000	\$	\$	\$	\$	\$	\$	\$	\$	\$
20,001 - 30,000	\$	\$	\$	\$	\$	\$	\$	\$	\$
30,001 - 40,000	\$	\$	\$	\$	\$	\$	\$	\$	\$
> 40,000	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-FAFSA filers/ unknown EFC	\$	\$	\$	\$	\$	\$	\$	\$	\$

PREVIOUS
CONTINUE

Blank cell averaging is used for the Grants and Scholarships table (Table 2, shown above). This means that when one or more cells are left blank the system will calculate and insert an appropriate value based on the surrounding cells. In order for this functionality to work, data must be entered in at least two cells per column of the Grants and Scholarships table for EFC ranges '0' to '30,001 - 40,000'. Do not enter zeros where you do not have data; it is important that these cells are left blank for this calculation to be accurate.

Once you are satisfied with all entries, click **Continue**.

Step 4 - Enter Explanations and Caveats

On the next screen, you must enter the percentage of all full-time, first-time degree/certificate-seeking undergraduate students who were awarded any grant or scholarship aid from Federal, State, or Local Governments, or the Institution during the relevant data year (Question 1, shown below).

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[Click for Help](#)

Net Price Calculator Help Desk (877) 299-3593 or npc@inovas.net

Predominant Calendar System: Academic
Representative Year: 2015-16

Step 4: Enter Explanations and Caveats

The following information will appear at the bottom of the output screen for the calculator:

Please note: The estimates above apply to **full-time, first-time degree/certificate-seeking undergraduate students only**.

These estimates do not represent a final determination, or actual award, of financial assistance or a final net price; they are only estimates based on cost of attendance and financial aid provided to students in 2015-16. Cost of attendance and financial aid availability changes year to year. These estimates shall not be binding on the Secretary of Education, the institution of higher education, or the State.

Not all students receive grant and scholarship aid. **In 2015-16, XX% of our full-time students enrolling for college for the first time were awarded grant/scholarship aid.** Students may also be eligible for student loans and work-study. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to determine their eligibility for Federal financial aid that includes Federal grant, loan, or work-study assistance. For more information on applying for Federal student aid, go to <http://www.fafsa.ed.gov/>.

1. Please enter the following information to fill in the XX% above:

What percentage of all full-time, first-time degree/certificate-seeking students were awarded any grant or scholarship aid from Federal, State, or Local Governments, or the Institution (exclude those who were only awarded private source grant or scholarship aid)?

%

In addition, you may use this section to enter any additional information you wish to display in the form of Explanations and Caveats at the bottom of the student calculator output screen. Review the on-screen instructions carefully for information on the recommended use and placement of each *optional* Explanation field, as shown below.

2. Would you like to add explanations to appear on the output screen (e.g., exclusions, URL for your financial aid web site, assumptions regarding room and meal-plan type; range of credits; level of personal expenses; etc.)? Please enter text for institutional explanations below. When you are done, click Continue.

Explanation #1, which appears at the end of first paragraph on the output screen, is optional but can be used to describe any groups excluded from the calculator (e.g., athletes, students receiving employee tuition remission grants).

Tuition and fee estimate are based on 15 credit hours per semester.

Explanation #2, which appears after the URL for the FAFSA site, is optional but can be used to provide 1) instructions on how to access your institution's financial aid web site, 2) possible advice on how to use this estimate (e.g., particular factors, such as the year of the estimate, to keep in mind when comparing with estimates from other institutions, expenses you include that other institutions may not), or 3) notification of any major planned changes to cost or grants that could affect the validity of these estimates.

For additional information on our institutional grants, please contact the Office of Student Financial Services at (877) 299-3593

Explanation #3, which appears at the very end, is optional but can be used for any other explanations or caveats you want to include, such as explaining parameters underlying cost estimates (e.g., number of credits covered by tuition estimate, room and board plan included in on-campus estimate, fees included in "required fees", expenses covered in "other expenses" and how this value was calculated); explaining of types of costs not reflected (e.g., differential tuition rates associated with certain academic programs or guaranteed tuition plans); or explaining types of grants not included, (e.g., private scholarships, employee tuition remission, ROTC scholarships not included); defining financial terms students may not be familiar with; or other caveats.

Off-campus housing estimates are based on an average of rental properties in the area.


PREVIOUS

CONTINUE

Once you are satisfied with all entries, click **Continue**.

Step 5 - Create Calculator

A summary screen will be displayed detailing the data you have provided throughout the calculator. For Table 1, the summary also includes calculated cost of attendance totals for each applicable category, as shown below.



U.S. Department of Education

Net Price Calculator

[Click for Help](#)

Net Price Calculator Help Desk (877) 299-3593 or npc@inovas.net

Step 5: Create Calculator

You have completed the data entry for the Net Price Calculator. Please review the information you have provided. You can click [Modify](#) to return to Step 1 and edit this information, or if you are happy with the current selections, click [Continue](#) to produce a zip file containing the files necessary to run the Net Price Calculator on your institution's website. (For detailed instructions on downloading, extracting, and hosting the application on your institution's website, please refer to the Quick Start Guide included with this template.)

Representative Year	2015-16
Predominant Calendar System	Academic
Institutionally Controlled Housing	Yes
Housing Restrictions for Full-Time, First-Time Undergraduates	No
Tuition Based on Residency Status	Yes (In-district, In-state, Out-of-state)

Table 1: Cost of Attendance for Full-time, First-time Undergraduate Students: 2015-16

Tuition and Fees

<i>In District</i>	\$8525
<i>In State</i>	\$9704
<i>Out of State</i>	\$11451

Books and Supplies

<i>Total</i>	\$985
--------------	-------

Living and Other Expenses

	On Campus	Off Campus not with family	Off Campus with family
<i>Room and Board</i>	\$5820	\$4756	N/A
<i>Other (personal, transportation, etc.)</i>	\$4256	\$4256	\$4256

Total Expenses

	On Campus	Off Campus not with family	Off Campus with family
<i>In District</i>	\$19586	\$18522	\$13766
<i>In State</i>	\$20765	\$19701	\$14945
<i>Out of State</i>	\$22512	\$21448	\$16692

In addition, the summary data for Table 2 includes any additional amounts calculated using blank cell averaging, as shown below. These amounts are indicated with a ‡ symbol.

Percentage of Full-Time, First-Time Undergraduates Receiving Aid	87 %
Explanation #1	Tuition and fee estimate are based on 15 credit hours per semester.
Explanation #2	For additional information on our institutional grants, please contact the Office of Student Financial Services at (877) 299-3593
Explanation #3	Off-campus housing estimates are based on an average of rental properties in the area.

MODIFY

CONTINUE

Table 2: Grants and Scholarships for Full-time, First-time Undergraduate Students: 2015-16

EFC Range(\$)	<i>In-District</i>			<i>In-State</i>			<i>Out-of-State</i>		
	On Campus	Off Campus not with family	Off Campus with family	On Campus	Off Campus not with family	Off Campus with family	On Campus	Off Campus not with family	Off Campus with family
0	\$5550	\$3789	\$3985 *	\$5053 *	\$5960	\$5743	\$5069 *	\$8650	\$8081 *
1 - 1,000	\$5375 *	\$3621	\$3568	\$4858 *	\$5658 *	\$5518 *	\$4859	\$8117 *	\$7658
1,001 - 2,500	\$4938 *	\$3200 *	\$2525	\$4369 *	\$4902	\$4954	\$4335 *	\$6784 *	\$6601 *
2,501 - 5,000	\$4238	\$2526 *	\$2169 *	\$3587	\$4499 *	\$4653 *	\$3496	\$4652 *	\$4910 *
5,001 - 7,500	\$3958 *	\$1684	\$1723	\$2610 *	\$4338 *	\$4533 *	\$3160 *	\$1987	\$2797 *
7,501 - 10,000	\$3873 *	\$842	\$920	\$1633 *	\$4289 *	\$4497 *	\$3058 *	\$1179 *	\$684
10,001 - 12,500	\$3851 *	\$620 *	\$709	\$656	\$4276 *	\$4488 *	\$3031 *	\$966 *	\$432
12,501 - 15,000	\$3846 *	\$565 *	\$656 *	\$412 *	\$4273 *	\$4486 *	\$3024 *	\$913 *	\$369 *
15,001 - 20,000	\$3844 *	\$547 *	\$638 *	\$331 *	\$4272 *	\$4485 *	\$3022 *	\$895 *	\$348 *
20,001 - 30,000	\$3843 *	\$539 *	\$630 *	\$294 *	\$4272 *	\$4485 *	\$3021 *	\$887 *	\$338 *
30,001 - 40,000	\$3843 *	\$536 *	\$627 *	\$278 *	\$4272 *	\$4485 *	\$3021 *	\$884 *	\$334 *
> 40,000	\$0 *	\$0 *	\$0 *	\$0 *	\$0 *	\$0 *	\$0 *	\$0 *	\$0 *
Non-FAFSA filers/ unknown EFC	\$0 *	\$0 *	\$0 *	\$0 *	\$0 *	\$0 *	\$0 *	\$0 *	\$0 *

* Indicates that the number shown was generated/inserted by the system.

You can click **Modify** to return to Step 1 and edit this information as needed, or if you are satisfied with your responses, click **Continue** to generate your institution's Net Price Calculator.

Once you click **Continue** an additional option will allow you to choose a color theme that best matches with your website. You also have the option to include a personalized welcome message that includes your institution's name, the relevant data year, and any additional introductory information you wish to provide about the calculator.

To include a welcome message with your calculator, enter the institution name and modify the default message as desired, as shown below. When you are finished, click **Download** to generate your institution's Net Price Calculator. Otherwise, or click **Back** to go back to the previous steps.

The screenshot shows the 'Net Price Calculator' interface. At the top, there is a green header with the U.S. Department of Education logo and the text 'U.S. Department of Education Net Price Calculator'. A 'Click for Help' link is on the right. Below the header, a white box contains the 'Download your template' section. It includes a 'Choose a color theme:' section with two radio buttons: 'Light background/ black text' (selected) and 'Dark background/ white text'. Below this is the 'Personalized Welcome Message' section. It has a text input field for 'Institution Name' containing 'Net Price University'. Below that is a text area for 'Welcome Message' containing the text: 'Welcome to Net Price University's net price calculator. Begin by reading and agreeing to the statement below. Then follow the instructions on the subsequent screens to receive an estimate of how much students similar to you paid to attend Net Price University in 2015-16.' At the bottom of the white box are two green buttons: 'BACK' and 'DOWNLOAD'.

U.S. Department of Education
Net Price Calculator
Click for Help

Net Price Calculator Help Desk (877) 299-3593 or npc@inovas.net

Download your template

Choose a color theme:

☒ Light background/ black text

☐ Dark background/ white text

Personalized Welcome Message

Institution Name:

Net Price University

Welcome Message:

Welcome to Net Price University's net price calculator. Begin by reading and agreeing to the statement below. Then follow the instructions on the subsequent screens to receive an estimate of how much students similar to you paid to attend Net Price University in 2015-16.

BACK DOWNLOAD

! Critical Information In this step, the template generates a single html file which constitutes the only copy of the student application customized with your institution's data. This data is not retained anywhere on the ED server, so make sure you have saved the file locally, test it, and are satisfied with the application before closing your browser window.

Once you click the **Download** button, a single HTML file is generated and your institution's customized Net Price Calculator will open to the welcome page, as shown below.

Net Price University Net Price Calculator

①

②

③

④

⑤

⑥

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Welcome to Net Price University's net price calculator. Begin by reading and agreeing to the statement below. Then follow the instructions on the subsequent screens to receive an estimate of how much students similar to you paid to attend Net Price University in 2015-16.

Please read. This calculator is intended to provide estimated net price information (defined as estimated cost of attendance ? including tuition and required fees, books and supplies, room and board (meals), and other related expenses ? minus estimated grant and scholarship aid) to current and prospective students and their families based on what similar students paid in a previous year.

By clicking below, I acknowledge that the estimate provided using this calculator does not represent a final determination, or actual award, of financial assistance, or a final net price; it is an estimate based on cost of attendance and financial aid provided to students in a previous year. Cost of attendance and financial aid availability change year to year. The estimates shall not be binding on the Secretary of Education, the institution of higher education, or the State.

Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be eligible for, and receive, an actual financial aid award that includes Federal grant, loan, or work-study assistance. For more information on applying for Federal student aid, go to <http://www.fafsa.ed.gov>.

Note: Any information that you provide on this site is confidential. The Net Price Calculator does not store your responses or ask for personal identifying information of any kind.

Agree & Continue

If after previewing the calculator you wish to modify any of the data provided for your institution, you may return to your browser, modify the data, and download new files. If you wish to modify your data but closed your browser window, you must repeat the process outlined in this guide to generate a new version of the Net Price Calculator for your institution.

Percentage of Full-Time, First-Time Undergraduates Receiving Aid	87 %
Explanation #1	Tuition and fee estimate are based on 15 credit hours per semester.
Explanation #2	For additional information on our institutional grants, please contact the Office of Student Financial Services at (877) 299-3593
Explanation #3	Off-campus housing estimates are based on an average of rental properties in the area.

MODIFY

CONTINUE

Continue to Chapter 4: Uploading the Application.

Using the Bulk Data File Upload Tool

This chapter contains instructions for how to use the Net Price Calculator bulk data file upload tool, available at <https://nces.ed.gov/ipeds/netpricecalculator/#/bulk-upload>

The Bulk Data File Upload Tool is available to create one or more Net Price Calculators. To use this tool, create a text document using the format outlined in the import file description provided and upload the document at the Bulk Data File Upload Tool website using the instructions outlined below.

3.1 Getting Started

The import file description for creating and uploading a text document are available in Excel format from the link on the main page of the Bulk Data File Upload Tool website.

Click on the link for “Net Price Calculator Import File Description” to get started and open or save the file.

The screenshot shows the 'Bulk Data File Upload Tool' interface. At the top, there is a green header with the U.S. Department of Education logo, the text 'U.S. Department of Education Net Price Calculator', and a 'Click for Help' link. Below the header, the main content area is white. It starts with the title 'Bulk Data File Upload Tool' and a note: 'Before using this tool, please refer to the [Net Price Calculator Import File Description](#) for information on setting up your file.' This is followed by instructions: 'Once you are ready to upload the file, complete the steps below to configure the Net Price Calculator for the desired institution(s). If any problems are detected, an error report will be displayed on screen (when uploading data for a single institution); or in a separate text file within the downloaded zip file (where data for multiple institutions are being uploaded).' The first step is '1: What is your institution's predominant calendar system?' with two radio button options: 'Academic (semester, quarter, trimester, 4-1-4, or other academic)' and 'Program (differs by program, continuous basis)'. The second step is '2. Click "Browse" and select a .txt file to upload.' with a green 'Browse' button. The third step is '3. Click the "Upload" button below. Please allow time for the .zip file to be generated.' with a green 'Upload' button.

U.S. Department of Education
Net Price Calculator

Click for Help

Net Price Calculator Help Desk (877) 299-3593 or npc@inovas.net

Bulk Data File Upload Tool

Before using this tool, please refer to the [Net Price Calculator Import File Description](#) for information on setting up your file.

Once you are ready to upload the file, complete the steps below to configure the Net Price Calculator for the desired institution(s). If any problems are detected, an error report will be displayed on screen (when uploading data for a single institution); or in a separate text file within the downloaded zip file (where data for multiple institutions are being uploaded).

1: What is your institution's predominant calendar system?

☐ Academic (semester, quarter, trimester, 4-1-4, or other academic)

☐ Program (differs by program, continuous basis)

2. Click "Browse" and select a .txt file to upload.

Browse

3. Click the "Upload" button below. Please allow time for the .zip file to be generated.

Upload

3.2 Net Price Calculator Import File Description

This Excel document is a guide for creating the necessary text file to use the Tool – it is not a template. An explanation for how to follow the import file description is provided in this section.

When the Net Price Calculator Import File Description open, select the tab for your institution's predominant calendar system from the bottom of the screen. You may select "Academic" or "Program". The calendar system selected should be consistent with that reported in the Integrated Postsecondary Education Data System (IPEDS). You may find it helpful to discuss this with the office(s) at your institution that complete the IPEDS IC Header survey.

In column A, the headings for each section of the description are listed, as shown below:

	A	B	C	D	E
		Field Name	Description	Start	Length
1		Institution Number (Unit ID)	Enter a unique identifier for the institution.	1	6
2		Section 01	Enter '01'	7	2
3		Institution Name	Enter the name of your institution. <i>(Required if Welcome Message is included.)</i>	9	100
4		Institution Banner	Enter the name of a .JPG or .giff file that has the graphics to be used for the banner. This file must be placed in the images directory generated by the application. <i>(Optional)</i>	109	100
5		Data year	Provide the academic year that represents the data you will enter. Current options include 2013-14 or 2012-13.	209	7
6		Percentage of students	Enter the percentage of full-time, first-time students who received any grant or scholarship aid from Federal, State, or Local Government, or the Institution.	216	3
7		Welcome Message	Include a message to appear in a pop-up window displayed to users when they access the student calculator opening screen. <i>(Optional)</i>	219	1000
8					

Each section will be represented by one line in the text file. The description contain the Field Name (column B) and Description (column C) of the required data for that section.

	A	B	C	D
		Field Name	Description	Star
1		Institution Number (Unit ID)	Enter a unique identifier for the institution.	
2		Section 01	Enter '01'	
3		Institution Name	Enter the name of your institution. <i>(Required if Welcome Message is included.)</i>	
4		Institution Banner	Enter the name of a .JPG or .giff file that has the graphics to be used for the banner. This file must be placed in the images directory generated by the application. <i>(Optional)</i>	

The first two fields (eight digits total) must be entered for each section for the file to be accepted. The two required fields are: the institution's six-digit IPEDS Unit ID and the two-digit section number. Skipping any of the required lines will result in errors upon upload.

	A	B	C	D	E
1		Field Name	Description	Start	Length
2		Institution Number (Unit ID)	Enter a unique identifier for the institution.	1	6
3		Section 01	Enter '01'	7	2
4		Institution Name	Enter the name of your institution. <i>(Required if Welcome Message is included.)</i>	9	100
5		Institution Banner	Enter the name of a .JPG or .giff file that has the graphics to be used for the banner. This file must be placed in the images directory generated by the application. <i>(Optional)</i>	109	100
6		Data year	Provide the academic year that represents the data you will enter. Current options include 2013-14 or 2012-13.	209	7
7		Percentage of students	Enter the percentage of full-time, first-time students who received any grant or scholarship aid from Federal, State, or Local Government, or the Institution.	216	3
8		Welcome Message	Include a message to appear in a pop-up window displayed to users when they access the student calculator opening screen. <i>(Optional)</i>	219	1000

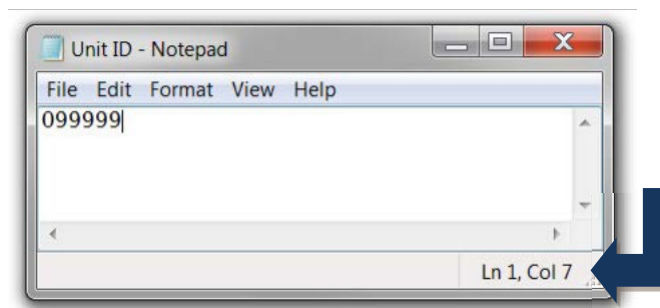
The start position (column D) and length (column E) are provided for each field. These numbers represent the location and the length of the required data. For example, the Unit ID should start at position "1," and the maximum length for this field is six characters.

3.3 Creating a Text Document

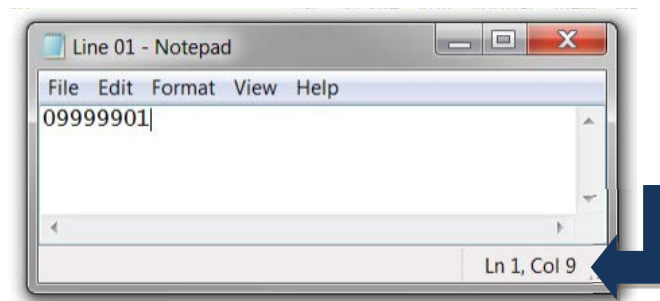
The following examples are provided to assist users with creating the text document needed to use the Bulk Data File Upload Tool. To begin, use a basic text editor that displays the line number and column number in the status bar. A new document should begin at “Ln 1, Col 1.”

Use the instructions outlined in the import file description document for your predominant calendar system to enter all necessary information in a text document.

As described in the import file description, each line should begin with the institution’s six-digit IPEDS Unit ID. If the information has been entered correctly, the cursor will be at the start position for the next field at Col 7 of the same line, as shown below:




The two-digit section number should then be entered as indicated in the Description column of the import file description document. This is shown in the example below:



The rest of the text document should be completed in the manner demonstrated above using the import file description to enter in the necessary institution information, cost of attendance data, grants and scholarships data, and explanations and caveats.

When finished, save your file for use in the next section, [3.4 Uploading Your Bulk Data File](#). Keep in mind the following information while completing your text document for upload:

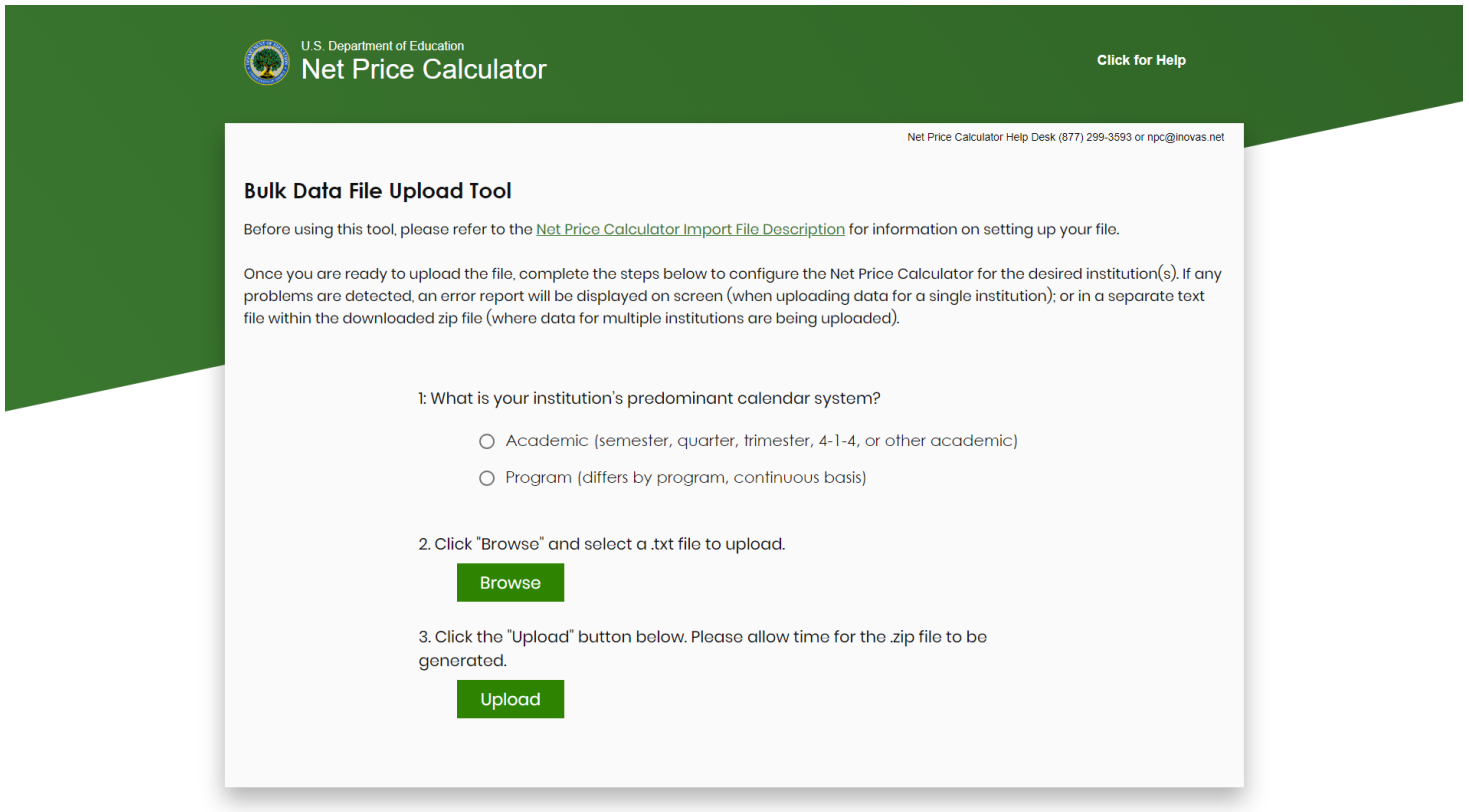
- If the complete length of a specific field has not been utilized, press the space bar to move the cursor to the next field's start position.
- You may skip over providing information which has been marked as optional in the import file description, but be sure to move your cursor to the next field's start position.

 **Tip** - Specifications for multiple Net Price Calculators may be entered in one text document by grouping each into either fourteen complete lines of data for Academic reporters or eight complete lines of data for Program reporters.

!Critical Information - It is the user's responsibility to remain in compliance by answering all required fields.

3.4 Uploading Your Bulk Data File

After you have followed the Net Price Calculator Import File Description and created your text file for upload, follow steps one through three on the Bulk Data File Upload Tool home page to create your .zip file.



The screenshot shows the 'Bulk Data File Upload Tool' interface. At the top, there is a green header with the U.S. Department of Education logo, the text 'U.S. Department of Education Net Price Calculator', and a 'Click for Help' link. Below the header, the main content area is white. It starts with the title 'Bulk Data File Upload Tool' and a note: 'Before using this tool, please refer to the [Net Price Calculator Import File Description](#) for information on setting up your file.' This is followed by a paragraph explaining that once ready to upload, users should complete steps below to configure the Net Price Calculator for the desired institution(s), and that an error report will be displayed if problems are detected. The first step is '1: What is your institution's predominant calendar system?' with two radio button options: 'Academic (semester, quarter, trimester, 4-1-4, or other academic)' and 'Program (differs by program, continuous basis)'. The second step is '2. Click "Browse" and select a .txt file to upload.' with a green 'Browse' button. The third step is '3. Click the "Upload" button below. Please allow time for the .zip file to be generated.' with a green 'Upload' button.

Step 1 – What is your institution's predominant calendar system?

Select the option button for either the Academic or Program calendar system. This should be the same selection as the import file description tab selected in section [3.2 Net Price Calculator Import File Description](#).

Step 2 – Click “Browse” and select a .txt file to upload

Use the “Browse” button to find and select your saved .txt file created in section [3.3 Creating a Text Document](#).

Step 3 – Click the “Upload” button

Once you have selected your .txt file, click **Upload** to generate a zip-file that will contain a unique HTML file for each institution in the text file. The zip-file may also contain an errors.txt file, in case there are any errors with any of the institutions submitted. Any error will have a description of the problem to help you fix your text file.

Once the zip-file has been downloaded, please proceed to Chapter 4 to upload the net price html file to each of the institutions submitted. If after previewing the calculator you wish to modify any of the data provided for your institution(s), you may return to your browser, modify the data, and download new files.

Continue to Chapter 4: Uploading the Application.

Uploading the Application

Once you have downloaded and extracted the necessary files, you are ready to upload the application to your institution's website.

Step 1 – Create a new web folder.

Start by creating a new folder for the Net Price Calculator within your website's home directory. Please note that the name chosen for this folder will be included in the link used to access the application, so a simple name, such as *NetPrice*, is recommended.

! Critical Information - Since the HEA states that institutions must “make publicly available on the institution’s website a net price calculator...” the calculator posted to your institution’s website must be titled “Net Price Calculator” in order to be in full compliance.

Step 2 – Upload the files.

Move the files extracted in previous steps of this Quick Start Guide from their extracted location to the new folder just created. If you created your calculator by filling in the website fields, you will have one index.html file. If you used the Bulk-Upload tool, then you'll have 1 index file per institution. Each index file is marked with the institution-id of each institution. For example, an institution with id 12121212 will correspond with file index_12121212.html.

Step 3 – Verify the application.

The Net Price Calculator should now be accessible on your institution's website! You can verify this by entering the URL into your web browser as follows:

http://[Homepage URL]/[Folder Name]/[File Name]

For example, in the case illustrated above, the URL would look something like this:

http://institution.edu/NetPrice/index.html

To change the URL above, you can rename the folder created within your home directory, or you can rename the HTML file within that folder. Be sure to preserve the structure of the directory when making these changes.

Disclaimer: If you choose to modify the HTML code within the files in any way, please be aware that the Net Price Calculator Help Desk will no longer be able to guarantee assistance with any questions or issues regarding system usage.

See Chapter 5 for a [Glossary of Terms](#)

Glossary of Terms

This section defines and explains some of the more common terms found in the system. In addition, you may access the online IPEDS Glossary at <https://surveys.nces.ed.gov/ipeds/VisGlossaryAll.aspx> to find definitions for nearly 500 postsecondary-related terms used in the collection of IPEDS data.

<i>Term</i>	<i>Definition</i>
Academic year	The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 calendar system.
Board charges	Charges assessed students for an academic year for meals.
Books and supplies	The average cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution.
Calendar system	The method by which an institution structures most of its courses for the academic year.
Continuous basis (calendar system)	A calendar system classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Degree/certificate seeking students	Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate seeking.
Differs by program (calendar system)	A calendar system classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program desired. For example, a school might offer a 2-

<i>Term</i>	<i>Definition</i>
	month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Expected Family Contribution (EFC)	The Expected Family Contribution (EFC) is the amount a family can be expected to contribute toward a student's college costs. Financial aid administrators determine an applicant's need for federal student aid from the U.S. Department of Education and other sources of assistance by subtracting the EFC from the student's cost of attendance (COA).
Federal grants	Grants provided by federal agencies such as the U.S. Department of Education, including Title IV Pell Grants and Supplemental Educational Opportunity Grants (SEOG). Also includes need-based and merit-based educational assistance funds and training vouchers provided from other federal agencies and/or federally-sponsored educational benefits programs.
Federal work-study program (FWS)	A part-time work program awarding on- or off-campus jobs to students who demonstrate financial need. FWS positions are primarily funded by the government, but are also partially funded by the institution. FWS is awarded to eligible students by the college as part of the student's financial aid package. The maximum FWS award is based on the student's financial need, the number of hours the student is able to work, and the amount of FWS funding available at the institution. This is a type of Title IV Aid, but is not considered grant aid to students.
Financial aid	Federal Work Study, grants, loans to students (government and/or private), assistantships, scholarships, fellowships, tuition waivers, tuition discounts, employer aid (tuition reimbursement) and other monies (other than from relatives/friends) provided to students to meet expenses. This excludes loans to parents.
First-time student (Undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who

<i>Term</i>	<i>Definition</i>
	entered with advanced standing (college credits earned before graduation from high school).
Full-time student (Undergraduate)	A student enrolled for 12 or more semester credit, or 12 or more quarter credits, or 24 or more contact hours a week each term.
In-district student	A student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution.
In-district tuition	The tuition charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than in-state tuition if offered by the institution.
In-state student	A student who is a legal resident of the state in which they attend school and is entitled to reduced tuition charges if offered by the institution.
In-state tuition	The tuition charged by institutions to those students who meet the state's or institution's residency requirements.
Institutional grants	Scholarships and fellowships granted and funded by the institution and/or individual departments within the institution (i.e., instruction, research, public service) that may contribute indirectly to the enhancement of these programs. Includes scholarships targeted to certain individuals (e.g., based on state of residence, major field of study, athletic team participation) for which the institution designates the recipient.
Institutionally- controlled housing	Any residence hall or housing facility located on- or off-campus that is owned or controlled by an institution and used by the institution in direct support of or in a manner related to, the institution's educational purposes.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participating Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Admissions (ADM); Institutional Characteristics (IC); 12- month Enrollment

<i>Term</i>	<i>Definition</i>
	(E12); Completions (C); Human Resources (HR); Fall Enrollment (EF); Graduation Rates (GRS); Graduation Rates 200 (GRS200); Finance (F); Academic Libraries (AL); and Student Financial Aid (SFA).
Loans to students	Any monies that must be repaid to the lending institution for which the student is the designated borrower. Includes all Title IV subsidized and unsubsidized loans and all institutionally- and privately-sponsored loans. Does not include PLUS and other loans made directly to parents.
Median	In probability theory and statistics, a median is described as the numerical value separating the higher half of a sample or population from the lower half. The median of a finite list of numbers can be found by arranging all of the observations from lowest value to highest value and selecting the middle one. If there is an even number of observations, then there is no single middle value; the median is then typically defined as the average of the two middle values.
Off-campus housing	Any housing facility that is occupied by students but is not owned or controlled by the educational institution.
On-campus housing	Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.
Other academic calendar	Category used to describe non-traditional calendar systems at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or “one course at a time.”
Other expenses	The amount of money (estimated by the financial aid office) needed by a student to cover expenses such as laundry, transportation, and entertainment. For the purposes of providing pricing data, room and board and tuition and fees should not be included here.
Out-of-state student	A student who is not a legal resident of the state in which he/she attends school.
Out-of-state tuition	The tuition charged by institutions to those students who do not meet

<i>Term</i>	<i>Definition</i>
	the institution's or state's residency requirements.
Quarter (calendar system)	A calendar system in which the academic year consists of three sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.
Required fees	A fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does not pay the charge is an exception.
Room charges	The charges for an academic year for rooming accommodations for a typical student sharing a room with one other student.
Scholarships	Grants-in-aid, trainee stipends, tuition and fee waivers, prizes, or other monetary awards given to undergraduate students.
Semester (calendar system)	A calendar system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. There may be an additional summer session.
State and local grants	Grant monies provided by the state such as Leveraging Educational Assistance Partnerships (LEAP) (formerly State Student Incentive Grants (SSIG)); merit scholarships provided by the state; and tuition and fee waivers for which the institution was reimbursed by a state agency. Local government grants include scholarships or gift-aid awarded directly to the student.
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.
4-1-4 (calendar system)	The 4-1-4 calendar usually consists of four courses taken for four months, one course taken for one month, and four courses taken for four months. There may be an additional summer session.

End of Quick Start Guide