

**EXPLANATION OF WORKSHEETS  
2010-2011 AWARD PERIOD**

Each institution that applied for funds under the Federal Work-Study, Federal Perkins Loan, and/or Federal Supplemental Educational Opportunity Grant programs for the 2010-2011 Award Year receives a tentative funding level which is based on 1) a Base Guarantee and 2) a Fair Share Increase, minus the amount of unexpended 2008-2009 funds if this amount exceeds 10% of the institution's 2008-2009 allocation. These amounts are distributed based on funds availability. The following is an explanation of the institutional worksheet for each program.

**COMPUTATION OF BASE GUARANTEES**

**FEDERAL WORK-STUDY (FWS)**

1. An institution that participated in the FWS Program in the 1999-2000 award year receives a base guarantee equal to: 1) its 1999-2000 base guarantee, 2) its 1999-2000 initial pro rata increase, and 3) if applicable, the additional FWS funds issued from the \$17 million set aside that the institution received in the 1999-2000 award year.
2. An institution applying to participate in the FWS Program for the first or second time receives a base guarantee equal to the greatest of--
  - (A) \$5,000; or
  - (B) 90 percent of the figure derived by taking the Federal share of FWS expenditures in 2008-2009 by institutions offering comparable type programs of instruction (See page 4), DIVIDED BY enrolled students in 2008-2009 in those same institutions, TIMES the applicant institution's 2008-2009 enrollment; or
  - (C) 90 percent of its highest 2009-2010 allocation.
3. An institution that did not participate in the FWS Program in the 1999-2000 award year and is not a first or second time participant receives a base guarantee equal to the greater of--
  - (A) \$5,000 or
  - (B) 90 percent of its expenditures from funds authorized for this program for the first year it participated in the FWS Program after the 1999-2000 award year.  
EXCEPT that if the institution's second year base guarantee was greater than its first year base guarantee, its 2010-2011 base guarantee is equal to 90% of its expenditures for the first year of participation, or 90% of its second year base guarantee, whichever is greater.

## **FEDERAL PERKINS LOAN**

1. An institution that participated in the Federal Perkins Loan Program in the 1999-2000 award year receives a base guarantee equal to its 1999-2000 FCC. This amount is the conditional guarantee. It is then multiplied by the institution's cohort default penalty factor for the 1999-2000 award year, and multiplied by a 60.77% reduction factor. The base guarantee that the institution receives for 2010-2011 is the above conditional guarantee multiplied by its 2010-2011 award year cohort default penalty factor. No funding was available to provide pro rata share increases for the 1999-2000 award year.
2. An institution applying to participate in the Federal Perkins Loan Program for the first or second time receives a conditional guarantee equal to the greatest of--
  - (A) \$5,000; or
  - (B) 90 percent of the figure derived by taking the Federal Perkins Loan FCC expenditures in 2008-2009 for institutions offering comparable type programs of instruction (See page 4), DIVIDED BY enrolled students in 2008-2009 for those same institutions TIMES the applicant institution's 2008-2009 enrollment; or
  - (C) 90 percent of its 2009-2010 allocation.
3. An institution that did not participate in the 1999-2000 award year and is not a first or second time participant, receives an amount equal to its cohort default penalty times the greater of--
  - (A) \$5,000; or
  - (B) 100 percent of its expenditures from Federal capital contribution authorized for this program, for the first year it participated in the Federal Perkins Loan Program after the 1999-2000 award year.

EXCEPT that if the institution's second year base guarantee was greater than its first year base guarantee, its 2010-2011 base guarantee is equal to 90% of its second year base guarantee, or 90% of its FCC expenditures for the first year of participation, whichever is greater, times the cohort default penalty factor.

## **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

1. An institution that participated in the FSEOG Program in the 1999-2000 award year receives a base guarantee equal to 1) its 1999-2000 base guarantee and 2) its 1999-2000 initial pro rata increase.
2. An institution applying to participate in the FSEOG program for the first or second time receives a base guarantee equal to the greatest of--
  - (A) \$5,000; or
  - (B) 90 percent of the figure derived by taking the Federal share of FSEOG expenditures in 2007-2008 by institutions offering comparable type programs of

instruction (See page 4), DIVIDED BY enrolled students in 2008-2009 in those same institutions, TIMES the applicant institution's 2008-2009 enrollment; or

(C) 90 percent of its highest 2009-2010 allocation.

3. An institution that did not participate in the FSEOG Program in the 1999-2000 award year and is not a first or second time participant receives a base guarantee equal to the greater of--

(A) \$5,000; or

(B) 90 percent of its expenditures from funds authorized for this program for the first year it participated in the FSEOG Program after the 1999-2000-award year.

EXCEPT that if the institution's second year base guarantee was greater than its first year base guarantee, its 2010-2011 base guarantee is equal to 90% of its expenditures for the first year of participation, or 90% of its second year base guarantee, whichever is greater.

**Average 2008-2009 Expenditures for FWS, Federal Perkins Loan,  
and FSEOG Programs by Type of Institution**

<b>Type of Institution</b>	<b>FWS Federal Share</b>	<b>Federal Perkins Loan FCC</b>	<b>FSEOG Federal Share</b>
1. Cosmetology	\$17	\$0	\$42
2. Business	\$31	\$0	\$26
3. Trade & Technical	\$29	\$0	\$59
4. Art Schools	\$48	\$0	\$81
5. Other Proprietary	\$29	\$0	\$48
6. Non-Proprietary	\$39	\$0	\$31

**Averages Computation**

An average 2008-2009 expenditure per enrolled student for each program was derived for like type institutions by dividing expenditure data reported for the 2008-2009 Award Year by the corresponding aggregate enrollment for all the institutions of similar type.

A base guarantee equal to 90% of the appropriate computed average for each program times the applicant institution's 2008-2009 enrollment was used for institutions requesting participation for the first or second year.

If the institution did not have any 2008-2009 enrollments, we used the estimated 2009-2010 enrollment, if the institution is not yet open.

**EXPLANATION OF  
INSTITUTIONAL  
WORKSHEET FWS  
TENTATIVE FUNDING  
2010-2011**

**Item 4. FWS Request**  
Part II, Section A, Field 4 of FISAP.

**Item 5. FWS National Total of Funds Available**  
U.S. total 2010-2011 funds available for Federal Work-Study allocations.

**Item 6. Base Guarantee**  
See instructions (page 1) on computation of base guarantees. (FWS Requirements).

**Item 7. National Total of Base Guarantees**  
Sum of Item 6 for all participating applicant institutions nationwide.

**Item 8. Base Guarantee Percentage Fundable**  
Item 5 DIVIDED BY Item 7, not to exceed 100%.

**Item 9. Adjusted Base Guarantee**  
Item 6 TIMES Item 8.

**Item 10. Average Undergraduate Tuition and Fees**  
Institutions with traditional academic calendars = FISAP, Part II, Section E, Field 22(a) DIVIDED BY Part II Section D, Field 7(a).

When entries on Fields Part II, Section E, 22(a) and Part II Section D, 7(a) are 0; but entry on Fields Part II, Section E, 40(a), 40(b), 40(c) or 40(d) is greater than 0; DIVIDE Part II, Section E, Field 22(b) by Part II, Section D, Field 7(b).

Other Institutions = Part II, Section E, Field 22(a) DIVIDED BY Part II, Section D, Field 9(a) PLUS Part II, Section D, Field 21(b).

**Item 11. Average Undergraduate Time in Attendance**  
Institutions with traditional academic calendars = 9 months (assumed).

Other Institutions = Part II, Section D, Field 21(a), PLUS Part II Section D, Field 21(b); DIVIDED BY Part II, Section D, Field 9(a) PLUS Part II, Section D, Field 21(b); maximum of 12 months.

**Item 12. Living Cost Allowance**  
\$7,260 TIMES Item 11 DIVIDED by 9 months.

**Item 13. Books and Supplies Allowance**  
\$600 TIMES Item 11 DIVIDED BY 9 months.

**Item 14. Average Undergraduate Cost**  
Item 10 PLUS Item 12 PLUS Item 13.

**Item 15. 25% of Average Undergraduate Cost**  
Item 14 TIMES 25%.

**Item 16. Undergraduate Self-Help Need**  
USE UNDERGRADUATE COLUMNS OF FISAP ONLY: Part II, Section F, Fields 25 through 39; Dependent and Independent.

Step (a)  
EFC Constants X Item 11 DIVIDED BY 9 months.

Step (b)

Multiply each Field of Part II, Section F, Dependent PLUS Independent Fields 25 through 39:

By Item 15

OR

By Item 14 MINUS product from Step (a) (whichever is less for each separate line).

Step (c)

Sum all of the amounts from Step (b).

**Item 17. Average Graduate Tuition and Fees**

FISAP: Part II, Section E, Field 22(b) DIVIDED BY Part II, Section D, Field 7(b)

When entries on Part II, Section E, Field 22(b) and Part II, Section D, Field 7(b) are 0; but entry in Part II, Section F, Field 40(e) is greater than 0; DIVIDE Part II, Section E, Field 22(a) by Part II, Section D, Field 7(a).

**Item 18. Average Graduate Time in Attendance**

9 months (assumed).

**Item 19. Living Cost Allowance**

\$7,260.

**Item 20. Books and Supplies Allowance**

\$600.

**Item 21. Average Graduate Cost**

Item 17 PLUS Item 19 PLUS Item 20.

**Item 22. Graduate Self-Help Need**

USE GRADUATE COLUMN OF FISAP ONLY: Part II, Section F, Column E (Fields 25 through 39).

Step (a)

Multiply each Field of Part II, Section F, 25e through 39e by (Item 21 MINUS the EFC for that income category).

Step (b)

Sum of all the amounts from Step (a).

**Item 23. Total Self-Help Need**

Item 16 PLUS Item 22.

**Item 24. National Total Self-Help Need**

Sum of Item 23 for all applicant institutions nationwide.

**Item 25. Relative FWS Need**

Item 23 DIVIDED BY Item 24.

**Item 26. Fair Share**

Item 5 TIMES Item 25.

**Item 27. National Funds Available for Fair Share**

Item 5 MINUS Item 7.

**Item 28. Shortfall**

Item 26 MINUS Item 9. MAY NOT BE LESS THAN ZERO.

**Item 29. National Total of Shortfalls**

Sum of Item 28 for all applicant institutions nationwide.

**Item 30. Relative Shortfall**

Item 28 DIVIDED BY Item 29

**Item 31. Initial Fair Share Increase**

Item 27 TIMES Item 30.

**Item 32. Additional Fair Share Increase**

This increase is due to redistribution of funds available from other institutions, which they would have received if requested.

**Item 33. Total Fair Share Increase**  
Item 31 PLUS Item 32.

**Item 34. Total FWS Allocation**  
Item 9 PLUS Item 33.

**Item 35. Under Used Percentage**  
Unexpended 2008-2009 funds divided by 2008-2009 highest allocation.

**Item 36. Allocation Reduction**  
Highest 2008-2009 allocation minus 2008-2009 expenditure in FISAP, Part V, Section E, Field 18, if Item 35 above is greater than 10.0%.

**Item 37. Adjusted FWS Allocation**  
Item 34 minus Item 36.

**EXPLANATION OF  
INSTITUTIONAL WORKSHEET  
FSEOG TENTATIVE FUNDING  
2010-2011**

**Item 4. FSEOG Request**

Part II, Section A, Field 3 of FISAP.

**Item 5. National Total of Funds Available**

U.S. total 2010-2011 funds available for FSEOG allocations.

**Item 6. Base Guarantee**

See instructions (page 1) on the computation of Base Guarantee. (FSEOG Requirements).

**Item 7. National Total of Base Guarantees**

Sum of Item 6 for all applicant institutions nationwide.

**Item 8. Base Guarantee Percentage Fundable**

Item 5 DIVIDED BY Item 7, not to exceed 100%.

**Item 9. Adjusted Base Guarantee**

Item 6 TIMES Item 8.

**Item 10. Average Undergraduate Tuition and Fees**

Institutions with traditional academic calendars = FISAP, Part II, Section E, Field 22(a) DIVIDED BY Part II, Section D, Field 7(a).

When entries in Fields Part II, Section E, Field 22(a) and 7(a) are 0; but entry in Part II, Section F, Field 40(a) or 40(c), is greater than 0; DIVIDE Part II, Section E, Field 22(b) by Part II, Section D, Field 7(b).

Other Institutions - FISAP, Part II, Section E, Field 22(a) DIVIDED BY Part II, Section D, Field 9(a) PLUS Part II, Section D 21(b).

**Item 11. Average Undergraduate Time in Attendance**

Institutions with traditional academic calendars = 9 months (assumed).

Other Institutions - FISAP, Part II, Section D, Field 21(a), PLUS Part II, Section D 21(b); DIVIDED BY Part II, Section D, Field 9(a) PLUS Part II, Section D, 21(b); maximum of 12 months.

**Item 12. Living Cost Allowance**

\$7,260 TIMES Item 11 DIVIDED BY 9 months.

**Item 13. Books and Supplies Allowance**

\$600 TIMES Item 11 DIVIDED BY 9 months.

**Item 14. Average Undergraduate Cost**

Item 10 PLUS Item 12 PLUS Item 13.

**Item 15. 75% of Average Undergraduate Cost**

Item 14 TIMES 75%.

**Item 16. Undergraduate Grant Need**  
USE UNDERGRADUATE COLUMNS A & C OF FISAP ONLY: Part II, Section F, Fields 25(a) and (c) through 39(a) and (c).

STEP (a)

Multiply the data in each income cell TIMES Item 15 MINUS (undergraduate EFC constants TIMES Item 11



DIVIDED BY 9 months).

STEP (b)

Sum of all the amounts from Step (a).

**Item 17. Pell Grants, ACG Grants and National SMART Grants**

FISAP, Part II, Section E Fields 23(a), 23(b) and 23(c).

**Item 18. LEAP/SLEAP Percentage**

2008-2009 State Total LEAP/SLEAP (Federal plus state shares) DIVIDED BY state total of all state grants and scholarships (data received from each state).

**Item 19. LEAP/SLEAP**

Estimated LEAP/SLEAP made to undergraduate students during the 2008-2009 Award Year. FISAP Part II, Section E, Field 24 TIMES Item 18.

**Item 20. FSEOG Need**

Item 16 MINUS Item 17 MINUS Item 19.

**Item 21. National Total of FSEOG Need**

Sum of Item 20 for all applicant institutions nationwide.

**Item 22. Relative FSEOG**

Item 20 DIVIDED BY Item 21.

**Item 23. Fair Share**

Item 5 TIMES Item 22.

**Item 24. National Funds Available for Fair Share**

Item 5 MINUS Item 7.

**Item 25. Shortfall**

Item 23 MINUS Item 9. MAY NOT BE LESS THAN ZERO.

**Item 26. National Total of Shortfalls**

Sum of Item 25 for all applicant institutions nationwide.

**Item 27. Relative Shortfall**

Item 25 DIVIDED BY Item 26.

**Item 28.**

Item 24 TIMES Item 27.

**Item 29.**

This increase is due to redistribution of funds available from other institutions, which they would have received if requested.

**Item 30. Total Fair Share Increase**

Item 28 PLUS Item 29.

**Item 31. Total FSEOG Allocation**

Item 9 PLUS Item 30.

**Item 32. Under Used Percentage**

Unexpended 2008-2009 funds divided by 2008-2009 highest allocation.

**Item 33. Allocation Reduction**

Highest 2008-2009 allocation minus 2008-2009 expenditure in FISAP, Part IV, Section E, Field 17, if Item 32 above is greater than 10.0%.

**Item 34. Adjusted FSEOG Allocation**

Item 31 minus Item 33.

**EXPLANATION OF  
INSTITUTIONAL WORKSHEET  
FEDERAL PERKINS LOAN  
TENTATIVE FUNDING 2010-2011**

**Item 4. FCC Request**

Part II, Section A, Field 2 of FISAP.

**Item 5. National Funds Available-  
FCC**

U.S. total 2010-2011 funds available for Federal Perkins Loan allocations.

**Item 6. Conditional Guarantee**

See instructions (page 1) on the computation of conditional guarantees (Federal Perkins Loan Requirements).

**Item 7. Cohort Default Rate**

If the entry in Part III, Section D, Field 1.1 is equal to or greater than 30, the Cohort Default Rate = (Field 1.2 DIVIDED BY Field 1.1) TIMES 100%.

If the entry in Part III, Section E, Field 2.1(c) is at least 1 but less than 30, the Cohort Default Rate = (Part III, Section E, Field 2.4 DIVIDED by Field 2.3) TIMES 100%.

**Item 8. Cohort Default Penalty Factor**

Compute as follows, using the Cohort default rate as of June 30, 2009:

Default Rate of 25% or greater = default penalty factor of zero (no Federal funds).

Default Rate of 0 thru 24.99% = default penalty factor of 1 (no penalty).

**Item 9. Base Guarantee**

Item 6 TIMES Item 8.

**Item 10. National Total of Base  
Guarantees**

Sum of Item 9 for all applicant institutions nationwide.

**Item 11. Base Guarantee Percentage  
Fundable**

Item 5 DIVIDED BY Item 10, not to Exceed 100%.

**Item 12. Adjusted Base Guarantee**

Item 9 TIMES Item 11.

**Item 13. Average Undergraduate  
Tuition and Fees**

Institutions with traditional academic calendars = FISAP, Part II, Section E, Field 22(a) DIVIDED BY Part II, Section D, Field 7(a).

When entries in Field Part II, Section E, Field 22(a) and Part II, Section D, Field 7(a) are 0; but entry in Field Part II, Section F, Field 40(a), 40(b), 40(c), or 40(d) is greater than 0; DIVIDE Part II, Section E, Field 22(b) by Section D, Field 7(b).

Other Institutions = FISAP, Part II, Section E, Field 22(a) DIVIDED BY Part II, Section D, Field 9(a) PLUS Part II, Section E, Field 21(b).

**Item 14. Average Undergraduate  
Time in Attendance**

Institutions with traditional academic calendars = 9 months (assumed).

Other Institutions = FISAP, Part II, Section D, Field 21(a), PLUS Part II, Section D, Field 21(b); DIVIDED BY Part II, Section D, Field 9(a) PLUS Part II, Section D, Field 21(b); maximum of 12 months.

**Item 15. Living Cost Allowance**  
\$7,260 TIMES Item 14 DIVIDED BY 9 months.

**Item 16. Books and Supplies Allowance**  
\$600 TIMES Item 14 DIVIDED BY 9 months.

**Item 17. Average Undergraduate Cost**  
Item 13 PLUS Item 15 PLUS Item 16.

**Item 18. 25% of Average Undergraduate Cost**  
Item 17 TIMES 25%.

**Item 19. Undergraduate Self-Help Need**  
USE UNDERGRADUATE COLUMNS OF FISAP ONLY: Part II, Section F, Fields 25(a), (b), (c), and (d) through 39(a), (b), (c), and (d); Dependent and Independent.

Step (a)  
EFC Constants X Item 14 DIVIDED BY 9 months.

Step (b)  
Multiply each Field Dependent PLUS Independent of Part II, Section F, Fields 25 through 39:

By Item 18

OR

By Item 17 MINUS product from Step (a) (whichever is less for each separate Field).

Step (c)  
Sum all of the amounts from step (b).

**Item 20. Average Graduate Tuition and Fees**

FISAP: Part II, Section E, Field 22(b) DIVIDED BY Part II, Section D, Field 7(b).

When entries in Field Part II, Section E, Field 22(b) and Part II, Section D, Field 7(b) are 0 but entry in Part II, Section F, Field 40(E) is greater than 0; DIVIDE Part II, Section E, Field 22(a) by Part II, Section D, Field 7(a).

**Item 21. Average Graduate Time in Attendance**  
9 months (assumed).

**Item 22. Living Cost Allowance**  
\$7,260.

**Item 23. Books and Supplies Allowance**  
\$600.

**Item 24. Average Graduate Cost**  
Item 20 PLUS Item 22 PLUS Item 23.

**Item 25. Graduate Self-Help Need**  
USE GRADUATE COLUMN OF FISAP ONLY: Part II, Section F (Fields 25e through 39e).

Step (a)  
Multiply each Field of Part II, Section F, Fields 25e through 39e by (Item 24, MINUS EFC for that income category).

Step (b)  
Sum of all the amounts from Step (a).

**Item 26. Total Self-Help Need**  
Item 19 plus Item 25.

**Item 27. Projected Collections**  
FISAP, Part III, Section B, Field 9,  
Column (b) TIMES 121%.

**Item 28. Adjusted Self-Help Need**  
Item 26 MINUS Item 27 TIMES Item 8.  
MAY NOT BE LESS THAN ZERO.

**Item 29. National Total of Adjusted Self-Help Need**  
Sum of Item 28 for all applicant institutions nationwide.

**Item 30. Relative FCC Need**  
Item 28 DIVIDED BY Item 29.

**Item 31. Fair Share**  
Item 5 TIMES Item 30.

**Item 32. National Funds Available for Fair Share**  
Item 5 MINUS Item 10.

**Item 33. Shortfall**  
Item 31 MINUS Item 12. MAY NOT BE LESS THAN ZERO.

**Item 34. National Total of Shortfalls**  
Sum of Item 33 for all applicant institutions nationwide.

**Item 35. Relative Shortfall**  
Item 33 DIVIDED BY Item 34.

**Item 36. Initial Fair Share Increase**  
Item 32 TIMES Item 35.

**Item 37. Additional Fair Share Increase**  
This increase is due to redistribution of funds available from other institutions, which they would have received if requested.

**Item 38. Total Fair Share Increase**  
Item 36 PLUS Item 37.

**Item 39. Total FCC Allocation**  
Item 12 PLUS Item 38.

**Item 40. Under Used Percentage**  
Unexpended 2008-2009 funds divided by 2008-2009 highest allocation.

**Item 41. Allocation Reduction**  
Highest 2008-2009 FCC allocation minus 2008-2009 expenditure (FISAP, Part III, Section B, Field 1 minus Field 5), if Item 40 above is greater than 10.0%.

**Item 42. Adjusted Federal Perkins Loan-FCC**  
Item 39 MINUS Item 41.

**Item 43. Total Authorized Level of Expenditure**  
Sum of the following:

1. Item 42
2. Institutional Capital Contribution (Item 42 MULTIPLIED BY one-third)
3. Item 27
4. FISAP Part III, Section A, Field 1.1c (As of June 30, 2009)
5. Anticipated 2008-2009 Perkins Loan Cancellation to be issued May 2010.