U.S. Department of Education
FINANCIAL AID SHOPPING SHEET

Technical Reference Guide

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ShoppingSheet@ed.gov

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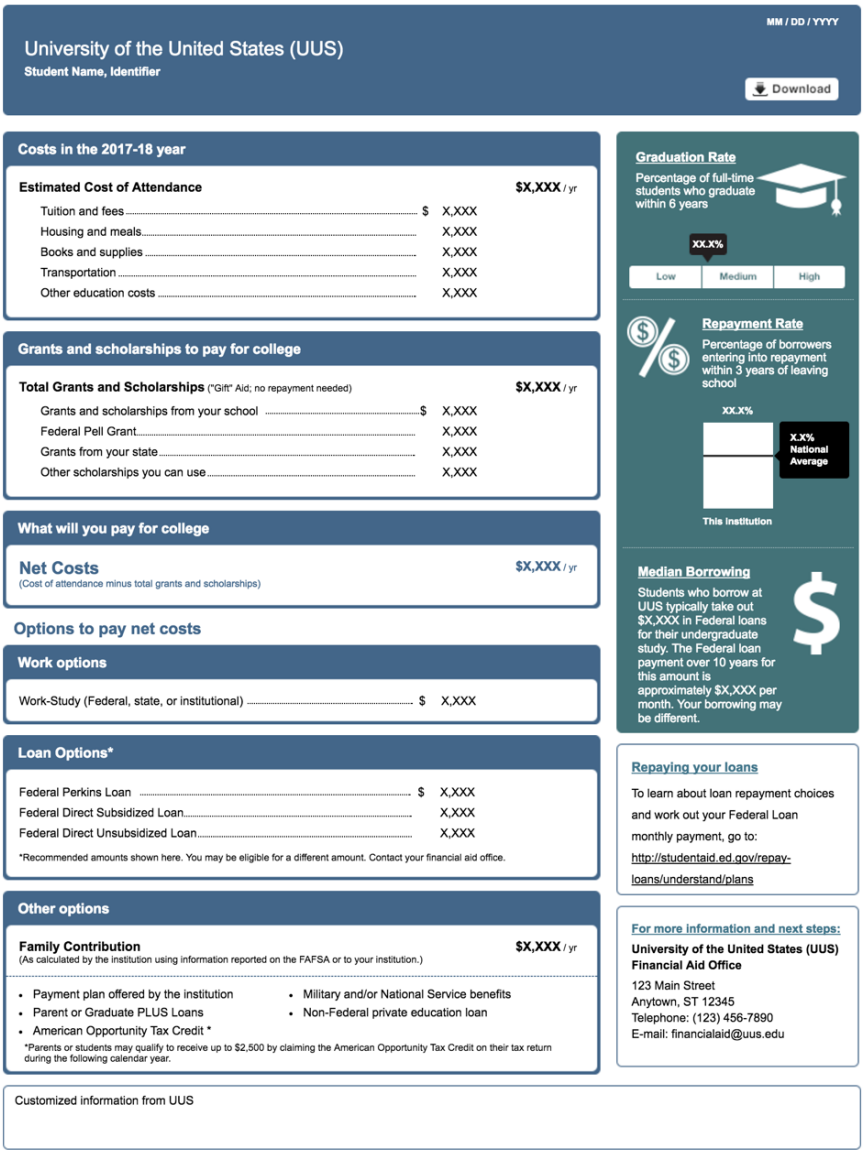
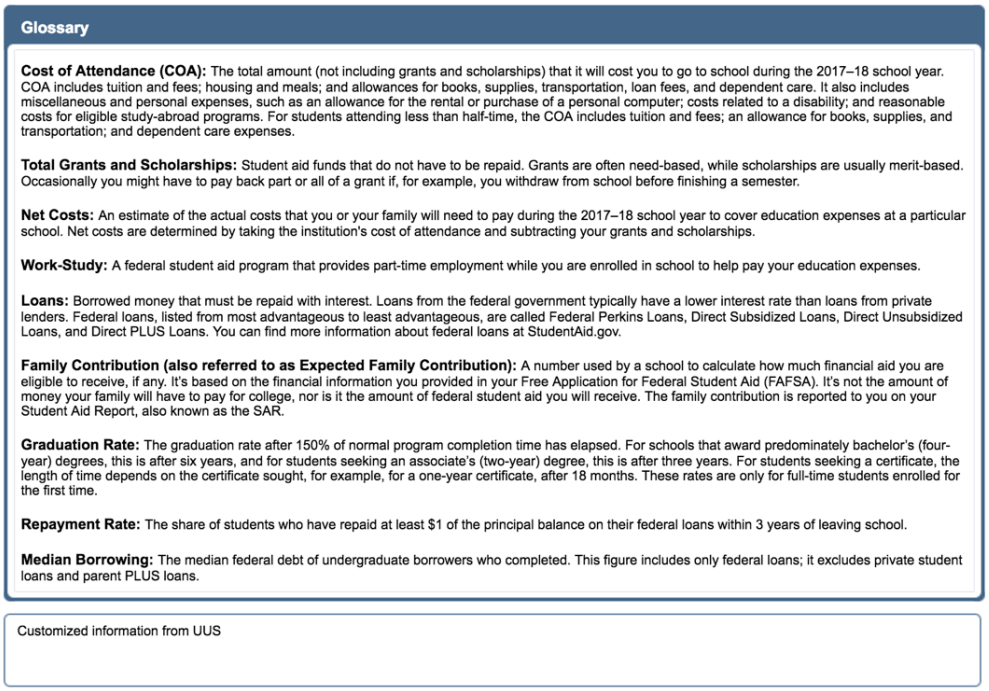
1 OVERVIEW

The United States Department of Education's Financial Aid Shopping Sheet, shown in Figure 1-1, is a consumer tool that institutions can use to notify students about their financial aid package. The Department's "Shopping Sheet" *(previously referred to alternately as the "Model Financial Aid Offer Form" and "Know Before You Owe")* is a standardized form. It is designed to simplify the information that prospective students receive about costs and financial aid so that they can easily compare institutions and make informed decisions about where to attend school.

Figure 1-1: Financial Aid Shopping Sheet





Glossary

Cost of Attendance (COA): The total amount (not including grants and scholarships) that it will cost you to go to school during the 2017–18 school year. COA includes tuition and fees; housing and meals; and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, such as an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs. For students attending less than half-time, the COA includes tuition and fees; an allowance for books, supplies, and transportation; and dependent care expenses.

Total Grants and Scholarships: Student aid funds that do not have to be repaid. Grants are often need-based, while scholarships are usually merit-based. Occasionally you might have to pay back part or all of a grant if, for example, you withdraw from school before finishing a semester.

Net Costs: An estimate of the actual costs that you or your family will need to pay during the 2017–18 school year to cover education expenses at a particular school. Net costs are determined by taking the institution's cost of attendance and subtracting your grants and scholarships.

Work-Study: A federal student aid program that provides part-time employment while you are enrolled in school to help pay your education expenses.

Loans: Borrowed money that must be repaid with interest. Loans from the federal government typically have a lower interest rate than loans from private lenders. Federal loans, listed from most advantageous to least advantageous, are called Federal Perkins Loans, Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans. You can find more information about federal loans at StudentAid.gov.

Family Contribution (also referred to as Expected Family Contribution): A number used by a school to calculate how much financial aid you are eligible to receive, if any. It's based on the financial information you provided in your Free Application for Federal Student Aid (FAFSA). It's not the amount of money your family will have to pay for college, nor is it the amount of federal student aid you will receive. The family contribution is reported to you on your Student Aid Report, also known as the SAR.

Graduation Rate: The graduation rate after 150% of normal program completion time has elapsed. For schools that award predominately bachelor's (four-year) degrees, this is after six years, and for students seeking an associate's (two-year) degree, this is after three years. For students seeking a certificate, the length of time depends on the certificate sought, for example, for a one-year certificate, after 18 months. These rates are only for full-time students enrolled for the first time.

Repayment Rate: The share of students who have repaid at least $1 of the principal balance on their federal loans within 3 years of leaving school.

Median Borrowing: The median federal debt of undergraduate borrowers who completed. This figure includes only federal loans; it excludes private student loans and parent PLUS loans.

Customized information from UUS

1.1 Introduction

This Technical Reference Guide provides programmer specifications and record layouts for vendors and/or institutions that choose to adopt the Shopping Sheet. This guide offers a methodical approach, rather than a task-oriented approach, to implementing the tool. It is intended for users who are already familiar with, or interested in using, the Shopping Sheet as a supplement or replacement to the institution's existing award letter.

The framework/structure of the Shopping Sheet is designed using Hypertext Markup Language (HTML), and the actual file containing the HTML code is provided by the U.S. Department of Education. This document will give you a better understanding of the various elements required to produce and populate the applicable fields using the institution's existing data. In addition, this document assumes that the reader understands HTML, and has the required knowledge to edit the provided code.

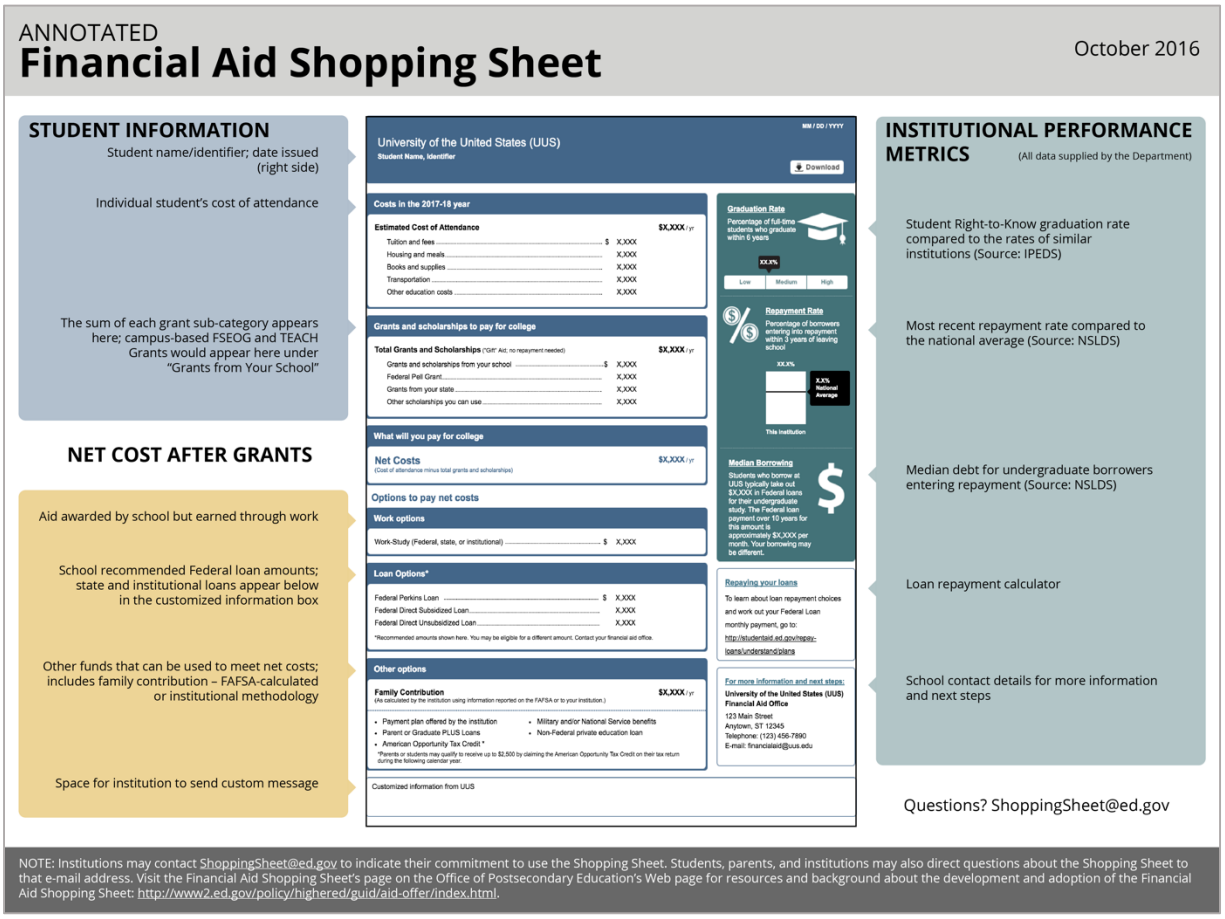
1.2 Important Contact Information

Please direct any questions, feedback, or comments to the U.S. Department of Education at shoppingsheet@ed.gov. For more information on producing the Shopping Sheet, including information on the HTML file and Institutional Metric Data file, please visit www.ed.gov/financial-aid-shopping-sheet.

2 DATA LAYOUT

The Shopping Sheet consists of two sections: **Student Information** and **Institutional Performance Metrics.** Figure 2-1 provides annotations for the Shopping Sheet template.

Figure 2-1: Annotated Shopping Sheet



Outlined below are the data elements in each section and the information required to produce and populate the Shopping Sheet.

2.1 Student Information

This section contains information specific to the institution and the prospective student including the estimated cost of attendance, possible grant and scholarship aid, work options, loan options, and so on. The **Student Information** section is broken down into multiple subsections that include the *Loan repayment calculator* and *School contact details* (shown above).

The data required to populate the **Student Information** section are provided by the institution. Table 2-1 outlines each "Subsection" and provides a "Description" of its intended use:

Table 2-1: Student Information Section

Student Name/Identifier	The prospective student's name and identifier (as assigned by the institution).
Date Issued	The month, day, and year that the Shopping Sheet was created to notify the prospective student about their financial aid package.
Institution Name	The name of the institution providing the Shopping Sheet.
Costs in the 2017-18 year; includes: • Estimated Cost of Attendance, • Tuition and fees, • Housing and meals, • Books and supplies, • Transportation, and • Other educational costs.	This information is generated by the institution itself, and should provide a clear understanding of the costs associated with one year of enrollment at the institution for the named student.
Grants and scholarships to pay for college; includes: 1. Total Grants and Scholarships, 2. Grants and scholarships from your school, 3. Federal Pell Grant, 4. Grants from your state, and 5. Other scholarships you can use	This should include all financial aid options available to the named student to assist with the costs outlined above.

Student Name/Identifier	The prospective student's name and identifier (as assigned by the institution).
What will you pay for college: 6. Net Costs	This number reflects the net cost of attendance for the named student after grants and scholarships are taken into account.
Work options: 7. Work-Study (Federal, state, or institutional)	At most institutions, the expected work award amounts for the named student are based on the FAFSA results; however, an institutional methodology may also be used.
Loan options; includes: 8. Federal Perkins Loan, 9. Federal Direct Subsidized Loan, and 10. Federal Direct Unsubsidized Loan	At most institutions, the recommended loan amounts for the named student are based on the FAFSA results; however, an institutional methodology may also be used.
Other options: 11. Family Contribution	At most institutions, the expected family contribution is based on the FAFSA results; however, if an institutional methodology is used, that result may be provided.
Customized information	Institutions can use this section to add additional, customized information specific to the institution and the named student.
For more information and next steps: 12. Financial Aid Office Contact Information (Address, Telephone, and E-mail)	Specific contact information for the institution's financial aid office including the address, telephone number, and e-mail address.

Table 2-2 lists each "Element" used within the **Student Information** section, along with its assigned "Control ID" (as it is displayed within the Shopping Sheet HTML code):

Table 2-2: Element and Control ID

Element	Control ID
School Name	spnSchoolName
Student Name/Identifier	spnStudentName
Date Issued	spnDate
Download Button (type image)	imgBtnDownload
Cost Section Header	spnCostTab
Estimated Cost of Attendance	spnEstimatedCost
Cost Explanation	spnCostExplanation
Cost, Tuition and fees	spnCost_TuitionFees

Element	Control ID
Cost, Housing and meals	spnCost_HousingMeals
Cost, Books and supplies	spnCost_BooksSupplies
Cost, Transportation	spnCost_Trasnportation
Cost, Other educational costs	spnCost_Other
Grants Section Header	spnGrantTabl
Total Grants and Scholarships	spnGrant_Total
Grants from your school	spnGrant_Grants
Federal Pell Grant	spnGrant_FederalPellGrant
Grants from your state	spnGrant_State
Other scholarships you can use	spnGrant_Other
Pay Section Header	spnPayTab
Net Costs	spnPay_NetCost
Work options Section Header	spnWorkTab
Work-Study (Federal, state, or institutional)	spnWork_WorkStudy
Loan options Section Header	spnLoanTab
Federal Perkins Loans	spnLoan_FederalPerkins
Federal Direct Subsidized Loan	spnLoan_FederalSubsidized
Federal Direct Unsubsidized Loan	spnLoan_FederalUnSubsidized
Other options Section Header	spnOtherTab
Other, Family Contribution	spnOther_FamilyContribution
Information, Institution Name	spnInfo_SchoolName
Information, Financial Aid Office name/title	spnInfo_FinancialOffice
Information, Address 1	spnInfo_Address1
Information, Address 2	spnInfo_Address2
Information, City, State and Zip	spnInfo_CityStateZip
Information, Phone	spnInfo_Phone
Information, E-mail	spnInfo_Email
Customized information	dvCustomizedInformation

2.2 Institutional Performance Metrics

This section contains vital information about student results at the institution including comparative information about graduation rates and loan repayment rates. The median amount of federal loans borrowed by students at the institution and the estimated monthly payment a typical student would be responsible for over a ten-year period after graduation are also included.

The latest publicly available data (a combination of the IPEDS 2014-15 and 2015-16 data collections as well as the College Scorecard September 14, 2016 release) were used to create the Shopping Sheet. Institution group was derived from the Completions component of IPEDS, collected during the 2015-16 IPEDS collection. Graduation rates are calculated from the Graduation Rates component (GR) of IPEDS, collected during the 2014-15 IPEDS collection. If, during the GR reference period (cohort year), the institution was not in operation, did not enroll full-time, first-time undergraduate students, or did not offer programs at the baccalaureate level, the graduation rate data was not applicable and the field is assigned a code of -2, -3, or -4. If the institution was not Title IV participating during 2014-15 then the graduation rate field is assigned a code of -5. A missing/NULL graduation rate indicates that the data was not reported by the institution.

Loan repayment rates, median amount of federal loans borrowed by students at the institution, and the estimated monthly payment are obtained from the College Scorecard data. The national repayment rate average is a weighted average among unique 6-digit OPEIDs, weighted by the repayment cohort size. Similarly, average repayment rate within institution group is the weighted average among unique 6-digit OPEIDs within each institution group. Note that the national average repayment rate given in the Shopping Sheet differs from the corresponding statistic displayed on the College Scorecard website, which is actually a median value (a valid, but different, measure of central tendency).

The data required to produce the **Institutional Performance Metrics** section is provided by the Department of Education in the form of a Microsoft Excel® file. Table 2-3 outlines the "Field Names" and "Data Types" used to populate this section:

Table 2-3: Institutional Performance Metrics Schema

Field Name	Data Type
opeid	8 Characters
unitid	6 characters

Graduation_Rate
 	
(Note: This schema applies to institutions that admit first-time, full-time students.)
	Less than 100, one decimal point
	
	if(GRCode==1)
	{
	cohort_year=2008
	}
	else
	{

Field Name	Data Type
	cohort_year=2011 }

Graduation_Rate
 	
(Note: As a continuation of the Cohort Year established above, this schema only applies when Graduation Rate data is not available.)
	if (Graduation_Rate==-2)
	{
	Message: This institution did not enroll full-time, first-time undergraduate students in the cohort_year.
	}
	if (Graduation_Rate==-3)
	{
	Message: This institution did not offer programs at or below the baccalaureate level in the cohort_year.
	}
	if (Graduation_Rate==-4)
	{
	Message: This institution was not in operation in the cohort year.
	}
	if (Graduation_Rate==-5)
	{
	Message: This institution was not Title IV during the GRS collection year.
	}
	if (Graduation_Rate==NULL)
	{
	Message: This information is not available for this institution.
	}

GR_Group_Low	Less than 100, one decimal
	if (Institution_Group==4)
	{
	This information is not applicable for this group.
	}

GR_Group_LowToMedium	Less than 100, one decimal point
	if (Institution_Group==4)
	{
	This information is not applicable for this group.
	}

GR_Group_MediumToHigh	Less than 100, one decimal point
	if (Institution_Group==4)
	{
	This information is not applicable for this group.
	}

Field Name	Data Type

GR_Group_High	Less than or equal to 100, one decimal point
	if (Institution_Group==4)
	{
	This information is not applicable for this group.
	}

GR_Group	0) No graduation rate data available 1) Low 2) Medium 3) High

School_RPY_3YR_RT	Less than 100, one decimal point
	
	If blank:
	{
	Message: This information is not available for this institution.
	}

Group_Avg_RPY_3YR_RT	Less than 100, one decimal point
Nat_Avg_RPY_3YR_RT	Less than 100, one decimal point

Median_Total_Borrowing	Typically XX,XXX, but could be more.
	
	If blank:
	{
	Message: This information is not available for this institution. Please contact the institution if you have questions about how much students typically borrow in federal loans for their undergraduate study.
	}

Median_Monthly_Payment	Typically XXX.XX, but could be more.
Institution_Group	1) Primarily bachelor's degree granting GR Text: Percentage of full-time students who graduate within 6 years. 2) Primarily associate's degree granting GR Text: Percentage of full-time students who graduate within 150% of the expected time for completion. 3) Primarily certificate granting GR Text: Percentage of full-time students who graduate within 150% of the expected time for completion. 4) Primarily graduate degree granting GR Text: N/A

Field Name	Data Type
	5) Primarily non-degree granting GR Text: Percentage of full-time students who graduate within 150% of the expected time for completion.
Institution_Name	Text
Address	Text
City	Text
State	Text
Zip	Text
Institution_Alias	Text(might be NULL)
FAID_URL	Text(might be NULL)
Telephone	Text(might be NULL)

3 HTML SPECIFICATIONS

3.1 How to Adjust Charts

Each institution has unique graduation and repayment rates. In the Shopping Sheet, these numbers are compared against national averages. The Department provides national averages and placeholders for the institution numbers. You must modify the HTML template to correctly display the institutional numbers. Instructions for the adjustments are provided below.

Graduation Rate:

1. Aligning the percentage marker tooltip:

    - Locate the HTML div element with ID “dvScoreCard_GRChart”
    - Within the “dvScoreCard_GRChart” div on the child div with class “hbar_pointer”, adjust the inline-styles for “margin-left” as necessary

Repayment Rate:

1. Aligning the bar chart national average line:

    - Locate the HTML div element with ID “dvScoreCard_LoanDefaultRateChart”
    - Within the “dvScoreCard_LoanDefaultRateChart”, locate the div with class “bar_average”.
    - Adjust the “bar_average” div’s inline-style for “bottom” as necessary

2. Aligning the national average tooltip box

    - Locate the HTML div element “dvScoreCard_LoanDefaultRateChart”
    - Within the “dvScoreCard_LoanDefaultRateChart”, locate the child div with class “vbar_pointer”
    - Adjust the “vbar_pointer” div’s inline-style for “top” as necessary

3. Aligning the national average tooltip’s pointer

    - Locate the HTML style tag in the document’s head tag
    - Find the style for “.chart_bubble_div_body:before”
    - Adjust the “.chart_bubble_div_body:before” style attribute for “margin-top” as necessary

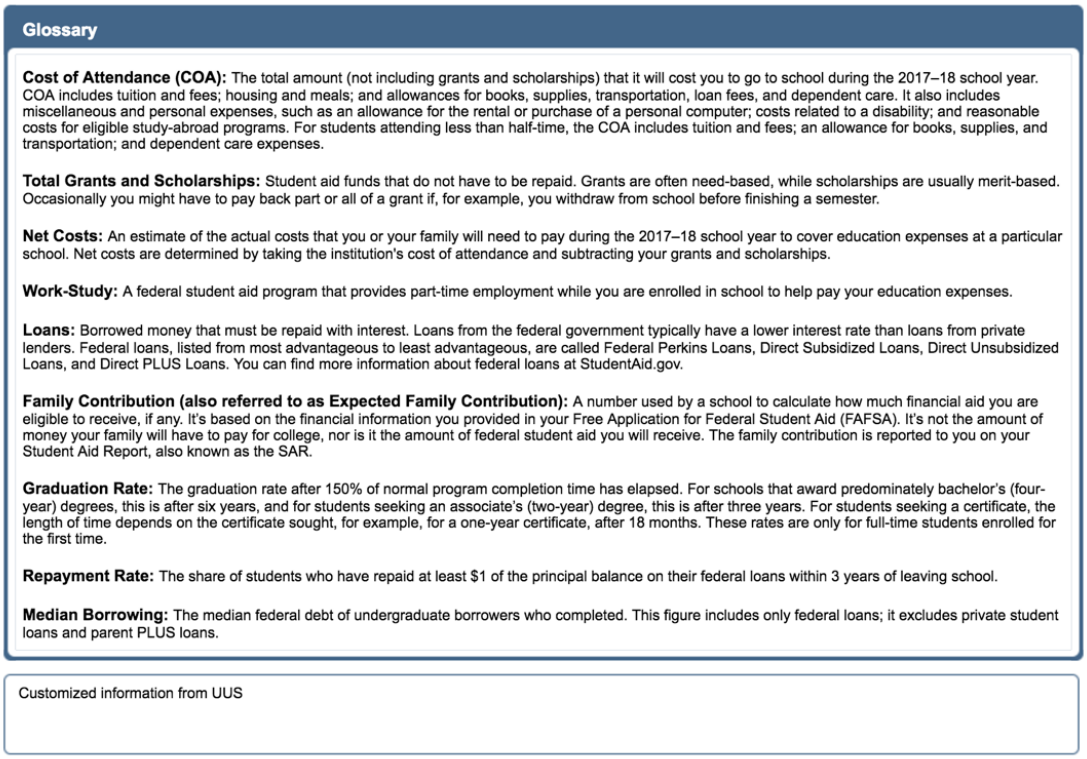
4. Aligning the “This Institution” white bar (in the case that the institution’s rate is less than the national average):

    - Locate the HTML div element “dvScorecard_LoanDefaultRateChart”
    - Find the div with class “bar_body”
    - Adjust the inline-styles for “height” to an appropriate value less than the default 80px (for example, 60px)
    - Add a margin-top style for the difference between the height’s default 80px and the new value you provide. Following our example and adjusting the height to 60px, we would compensate the margin-top attribute to be the difference of 80-60= 20, margin-top=20px

4 GLOSSARY

The Department has added a glossary as a second page to the Shopping Sheet. This addition will help better explain financial aid terms used on the Shopping Sheet to students, financial aid administrators, and guidance counselors.

Figure 4-1: Glossary



Glossary

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Loans: Borrowed money that must be repaid with interest. Loans from the federal government typically have a lower interest rate than loans from private lenders. Federal loans, listed from most advantageous to least advantageous, are called Federal Perkins Loans, Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans. You can find more information about federal loans at StudentAid.gov.

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Repayment Rate: The share of students who have repaid at least $1 of the principal balance on their federal loans within 3 years of leaving school.

Median Borrowing: The median federal debt of undergraduate borrowers who completed. This figure includes only federal loans; it excludes private student loans and parent PLUS loans.

Customized information from UUS

<u>Graduation Rate</u>

The graduation rate after 150% of normal program completion time has elapsed. For schools that award predominately bachelor's (four-year) degrees, this is after six years, and for students seeking an associate's (two-year) degree, this is after three years. For students seeking a certificate, the length of time depends on the certificate sought, for example, for a one-year certificate, after 18 months. These rates are only for full-time students enrolled for the first time.

<u>Repayment Rate</u>

The share of students who have repaid at least $1 of the principal balance on their federal loans within 3 years of leaving school.

Median Borrowing

Median borrowing refers to the median amount of Federal student loans borrowed for a students' undergraduate study at the institution.

Data used to calculate the median amount of Federal student loans borrowed for a student's undergraduate study is from the U.S. Department of Education's National Student Loan Data System (NSLDS). Data represent all undergraduate borrowers who graduated from the institution between July 1, 2013, and June 30, 2015. Federal loans for undergraduate study, excluding Parent PLUS loans, are included for this cohort of borrowers. Only the debt associated with the students' attendance at the institution is included in the calculation. The estimated monthly repayment amount has been calculated using the Department's standard graduated repayment calculator based on an interest rate of 4.29%.