

A+ File Layout for Certifying Student Eligibility and Requesting Payment in FAMOUS

Column Name	Definition	Required/Optional	Data Type	Length <sup>1</sup>	Valid Values
Academic Year	Current academic year	Required	Integer	9	yyyy-yyyy
Semester	Semester in the current academic year that corresponds to the payment period for which the funds are being requested	Required	Text	Based on length of valid value.	Fall Spring Summer
SSN	Student's Social Security number	Required	Integer	9	9 digit number without dashes  <b>Ex:</b> 123456789
Last Name	Student's legal last name	Required	Text	48	
First Name	Student's legal first name	Required	Text	48	
DOB	Student's date of birth	Required	Date	10	mm/dd/yyyy
High School Graduation Date	Date on which the student graduated from a designated A+ high school.	Required	Date	10	mm/dd/yyyy  <b>Note:</b> If the exact day is not available, enter the month, a standard day of the month for all students such as 01 and the year. The field must be 10 characters in length.
Program of Study	Name of the student's current program of study. Consistent abbreviations may be used if a program name exceeds 70 characters.	Required	Text	70	Consistent entry for each program  <b>Ex.</b> Accounting for all not a combination of Accounting and Acct.

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Column Name	Definition	Required/Optional	Data Type	Length <sup>1</sup>	Valid Values
Total Hours Enrolled	Total number of hours in which the student is enrolled at the end of the school's 100% refund period for the payment period for which funds are being requested. Used to determine full-time enrollment only. Not used to determine reimbursable hours.	Required	Integer	4	
Reason if not Enrolled Full-Time	One of 4 valid reasons the student is not enrolled full time, if applicable.	Required if the student's Total Hours Enrolled is less than 6 hours for summer or less than 12 hours for fall or spring	Text	Based on length of valid value	<p>ADA All Available Hours Internship Prerequisite</p> <p><b>Note:</b> Withdrawn is no longer a valid value. Withdrawals are handled in the Incomplete Dollar Amount Field.</p>
Total Hours for Program of Study	The total number of hours required for the student to complete his current program of study	Required	Integer	4	
Total Accumulated Hours	<p>Total postsecondary hours the student is known to have completed, excluding hours not accepted in transfer and hours for which the student completed the work while in high school (dual credit, advanced placement, international baccalaureate, etc.).</p> <p>Used to assist with tracking eligibility expiration at 105% of the student's current program of study.</p>	Required	Integer	4	

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Column Name	Definition	Required/Optional	Data Type	Length <sup>1</sup>	Valid Values
Associate Degree Obtained	Indicator of whether or not the student has received an associate's degree.  Field to be completed in student's last term.	Required	Text	1	Y N
EFC Amount for Student	Student's EFC as calculated on the student's most recent FAFSA transaction.  The EFC reported will overwrite any EFC reported for the student in a previous term.	Required	Integer	11.2	
Fees Amount	Total amount of general fees charged to the student for the payment period in which the funds are being requested.	Required. If no amount enter 0.	Integer	11.2	
Pell Amount	Total amount of Pell awarded to the student for the payment period in which the funds are being requested	Required. If no amount enter 0.	Integer	11.2	
Other Fed Aid Amt	Total amount of federal non-loan aid other than Pell awarded to the student for the payment period in which the funds are being requested. Includes federal aid only. State and institutional aid are not included.	Required. If no amount enter 0.	Integer	11.2	
Book Amt	MDHE determined percentage of the student's book costs that are reimbursable for the payment period in which the funds are being requested. <b>This field serves as a placeholder in the file layout in the event funding is sufficient to include book costs. Enter zero in this field, unless the MDHE has notified institutions otherwise.</b>	Required. If no amount, enter 0.	Integer	11.2	

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Column Name	Definition	Required/Optional	Data Type	Length <sup>1</sup>	Valid Values
Incomplete Dollar Amt	<p>Total dollar amount of A+ funds for withdrawn coursework that was reimbursed in a previous payment period and that will be deducted from the reimbursement amount for the current payment period.</p> <p>This field represents one method of handling withdrawn coursework. Other methods include delaying certification until the end of the semester when withdrawn coursework is known or returning funds for withdrawn coursework. <b>If one of the alternative methods is used, enter zero in this field.</b></p>	Required. If no amount, enter 0.	Integer	11.2	
Requested Award Amount	<p>Total dollar amount of eligible coursework that is being requested for the payment period. <b>Manually</b> calculated as:                      Reimbursable Hours                      Multiplied by the Reimb Hours Rate(s)                      Plus General Fees                      Minus Pell                      Minus Other Federal Aid                      Minus Incomplete Dollar Amount from prior terms.</p> <p>The requested award amount may be zero (entered as 0 or 0.00).</p> <p>At this time FAMOUS is not programmed to perform this calculation automatically.</p> <p>The requested award amount is capped at the published standard per credit hour tuition rate charged by Linn State Technical College. The federal credit to clock hour</p>	Required	Integer	11.2	

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	conversion rate will be used to determine the cap for clock hour institutions. The MDHE will publish these rates annually.				
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Column Name	Definition	Required/Optional	Data Type	Length <sup>1</sup>	Valid Values
Reimb Hours <sup>2</sup>	The total number of hours that are eligible for reimbursement in the payment period.	Required	Integer	4	
Reimb Hours Rate <sup>2</sup>	The credit or clock hour rate applied to the reimbursable hours.	Required	Integer	11.2	

1 When the field length is expressed as a decimal (11.2 for example), the number before the decimal represents dollars and the number after the decimal represents cents. When entering a whole dollar amount, it is not necessary to include the decimal and zero cents. For example it is acceptable to enter 1500 instead of 1500.00. Dollar signs and comma separators should not be entered. For example, 1500 is correct; \$1500 or \$1,500 is incorrect.

2 These fields may be repeated if necessary to accommodate different rates for different courses. The template allows for up to three sets of hours and rates. If more fields are needed you must copy the entire columns, including the headers. The Reimb Hours and Reimb Hours Rate columns must always be copied and completed as a pair.