

Technical College System of Georgia

INSTRUCTIONS FOR THE NET PRICE CALCULATOR

Introduction

In accordance with the Higher Education Opportunity Act of 2008 (HEOA), 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 will be required to post a net price calculator on its website that uses institutional data to provide **estimated** net price information to current and prospective students and their families based on a student’s individual circumstances.

Using both institution-provided and student-entered data, this calculator will allow prospective students to calculate an estimated net price at an institution, defined as **cost (price) of attendance minus grant and scholarship aid**, based on what similar students paid in a previous year.

How it Works

The U.S. Department of Education's Net Price Calculator is comprised of two components:

- Institution application:** Institutions input the data used to calculate estimated institutional net price via a web-based application. This includes price of attendance data (i.e. 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, and accepted by, first-time, full-time degree/certificate seeking students by expected family contribution (EFC) ranges.
- 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 asks nine questions of the student to determine: dependency status, approximated EFC, and estimated cost (price) of attendance (see table below). The approximated EFC is used to identify a median grant and scholarship aid amount as was entered by the institution. Based on this information, an estimated net price is generated.

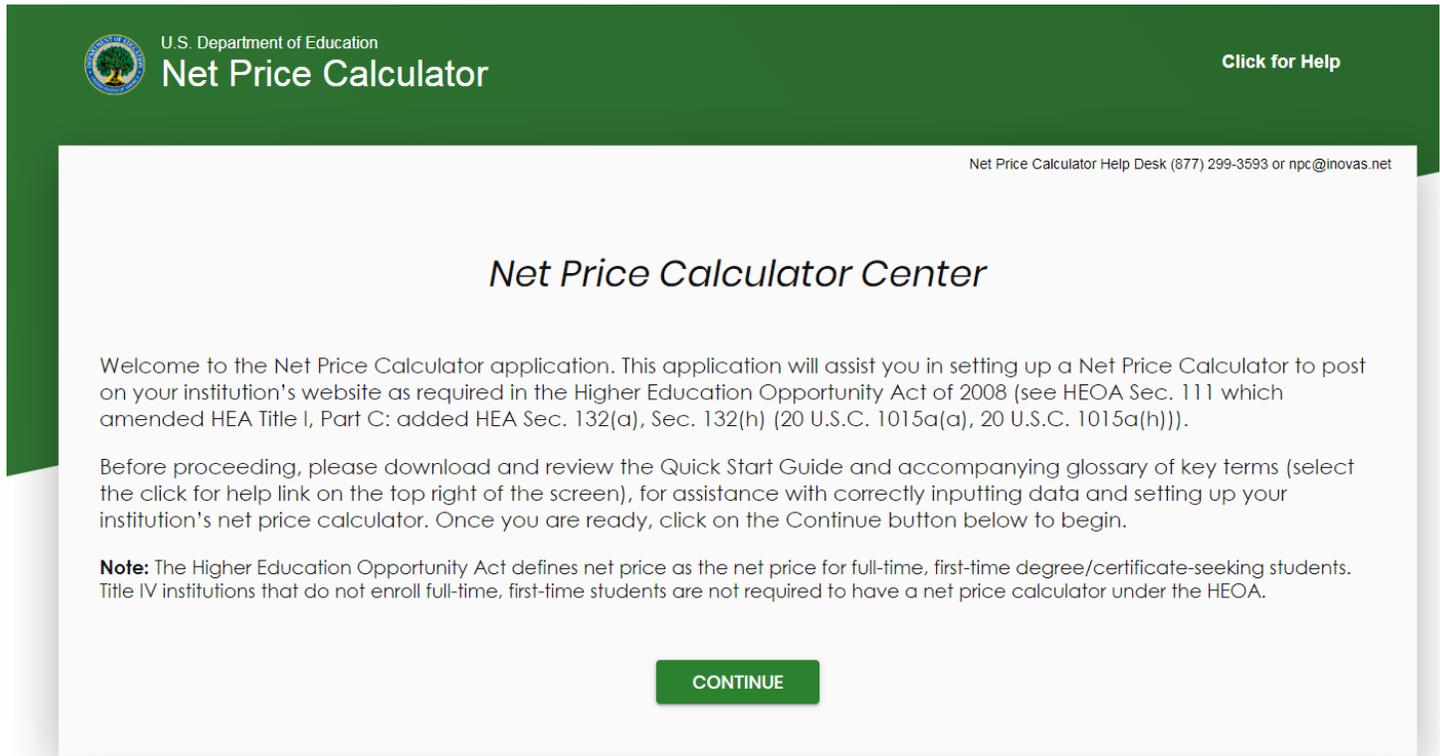
Determining a student's dependency status	Determining a student's approximate EFC	Determining the student's cost of attendance
<p>A student’s dependency status is determined based on the following:</p> <ul style="list-style-type: none"> • Age: If the student’s age is >23, then the student’s dependency 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 purposes 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 a median grant and scholarship aid amount as was entered by the institution.</p>	<p>The calculator determines the appropriate cost of attendance to use based on the student’s:</p> <ul style="list-style-type: none"> • Eligibility for in-state/in-district tuition • Planned living arrangements

Step 1: Access the Net Price Calculator Template

Click on the link below to access the Institutional Data Maintenance portion of the U.S. Department of Education's Net Price Calculator template. Here you will answer a series of questions and enter the data necessary to produce a calculator customized for your institution.

<https://nces.ed.gov/ipeds/netpricecalculator/#/>

Once you have accessed this link, the opening screen is displayed:



The screenshot shows the opening screen of the Net Price Calculator application. At the top left, there is the U.S. Department of Education logo and the text "U.S. Department of Education" and "Net Price Calculator". At the top right, there is a "Click for Help" link. In the center, the title "Net Price Calculator Center" is displayed. 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 (select the click for help 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." A "Note" follows: "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 "CONTINUE" button.

Click **continue** to begin creating your institution's Net Price Calculator.

Step 2: Screening Questions

Step 1: Representative Year and Calendar System (applicable to *all* institutions):

1. You must start by completing all screening questions applicable to your institution. 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

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.

All fields are required.

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

- 2020-21
- 2021-22

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

For question 1, please select 2021-22.

For question 2, please select "Academic" since we report by academic year and not by program.

Step 2: Set up your data entry screens (for *academic year tuition reporters* - based on your response to question 2 above):

Question 1- All schools answer "No" except North Georgia and South Georgia Technical Colleges.

Question 2- Only applicable for North and South Georgia Technical Colleges.

Question 3 – Answer yes. Check both the "In-state" and "Out of State" boxes.



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.

All fields are required.

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

2. Once you have completed the screening questions in Steps 1 and 2, data input tables are displayed.

Step 3: Enter your institution's data

Table 1 contains the Cost of Attendance report used by your financial aid office in determining financial need. Please note that these figures should be based on full-time enrollment within a 9 month academic year and not a 12 month academic year. These numbers should have been reported in the IPEDS Institutional Characteristics. **Please use the numbers that were submitted to IPEDS Institutional Characteristics for the 2021-22 academic year.**



Predominant Calendar System: Academic
Representative Year: 2021-22

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: 2021-22

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.).

All fields are required.
Report in whole dollars only.

Tuition and Fees

<i>In State</i>	\$	<input type="text"/>
<i>Out of State</i>	\$	<input type="text"/>

Books and Supplies

<i>Total</i>	\$	<input type="text"/>
--------------	----	----------------------

Living and Other Expenses

	Off Campus not with family	Off Campus with family
<i>Room and Board</i>	\$ <input type="text"/>	N/A
<i>Other (personal, transportation, etc.)</i>	\$ <input type="text"/>	\$ <input type="text"/>

PREVIOUS

CONTINUE

Data tables used to fill out the **Table 2** section of the net price calculator are available from the Data Center. --Fill in each table as completely as possible. Do not put zeroes in the fields. If you have an instance where a column has only one EFC range, please place a zero in the first instance where no aid would be received (e.g. out-of-state most likely would begin at \$7,501 - \$10,000 EFC range due to 17-18 EFC eligibility ending at 5645). All others in the column should be left blank if your data shows nothing for that column. If there is a zero in the table, leave the cell blank and the program will calculate the average based on the surrounding cells.

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



Predominant Calendar System: Academic
Representative Year: 2021-22

Step 3: Continue with your institution's data

Table 2: Grants and Scholarships for Full-time, First-time Undergraduate Students: 2021-22

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).

At least 2 full columns of data are required.
Report in whole dollars only.

EFC Range(\$)	In-State		Out-of-State	
	Off Campus not with family	Off Campus with family	Off Campus not with family	Off Campus with family
0	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
1 - 1,000	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
1,001 - 2,500	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2,501 - 5,000	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
5,001 - 7,500	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7,501 - 10,000	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
10,001 - 12,500	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
12,501 - 15,000	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
15,001 - 20,000	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
20,001 - 30,000	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
30,001 - 40,000	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
> 40,000	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Non-FAFSA filers/ unknown EFC	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

PREVIOUS

CONTINUE

****If you receive this error, you must be certain to enter at least two cells per column:**

Data must be entered in at least two cells per column. This does not include the >\$40,000 or Non-FAFSA filers/unknown EFC rows.
Report in whole dollars only.

Example: If your Out-Of-State amounts are all zero, you will first put a zero in the column beginning at the \$7,501-10,000 range for both Off Campus w/o Family and Off Campus with Family. You would also need to enter a zero on the next range of \$10,001 – 12,500 so as there are two cells completed per column. See other example below:



Predominant Calendar System: Academic
Representative Year: 2021-22

Step 3: Continue with your institution's data

Table 2: Grants and Scholarships for Full-time, First-time Undergraduate Students: 2021-22

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).

At least 2 full columns of data are required.
Report in whole dollars only.

EFC Range(\$)	In-State		Out-of-State	
	Off Campus not with family	Off Campus with family	Off Campus not with family	Off Campus with family
0	\$ 7329	\$ 6947	\$	\$
1 - 1,000	\$ 6473	\$ 6915	\$	\$
1,001 - 2,500	\$ 4843	\$ 5997	\$	\$
2,501 - 5,000	\$ 7372	\$ 3325	\$	\$
5,001 - 7,500	\$ 6155	\$ 3010	\$	\$
7,501 - 10,000	\$ 4938	\$ 2895	\$ 0	\$ 0
10,001 - 12,500	\$ 3721	\$ 23850	\$ 0	\$ 0
12,501 - 15,000	\$ 2504	\$ 20652	\$	\$
15,001 - 20,000	\$ 1488	\$ 1822	\$	\$
20,001 - 30,000	\$ 101	\$ 1710	\$	\$
30,001 - 40,000	\$ 822	\$ 1663	\$	\$
> 40,000	\$ 0	\$ 0	\$	\$
Non-FAFSA filers/ unknown EFC	\$ 2247	\$ 0	\$	\$

PREVIOUS

CONTINUE

Step 4: Enter any additional information to clarify or explain

On the next screen, enter any additional information you wish to display in the form of Explanations and Caveats at the bottom of the calculator output screen.

For question #1, please use your IPEDS 21-22 Student Financial Aid (SFA) Survey

In Part A of the IPEDS SFA Survey divide the number associated with Group 3 (those who paid the in-state or in-district tuition rate and were awarded grant or scholarship aid from federal government, state/local government) by the number associated with Group 2 (those who are full time-first time degree/certificate seeking)

Example: (149/173 = 86%)

Section 1: Part A

Part A - Establish Your Groups

Reporting Reminders:

- Part A establishes the number of students in various groups. Note that the numbers on this screen will be carried forward to other parts of the Student Financial Aid component.
- In the fields below, report the number of students in each of the following groups.

		Fall 2020	YOUR PRIOR YEAR DATA
			Fall 2019
01	Group 1 All <u>undergraduate</u> students	<input type="text" value="3,022"/>	3,285
02	Group 2 Of those in Group 1, those who are <u>full-time</u> , <u>first-time</u> degree/certificate-seeking	<input checked="" type="checkbox"/> <input type="text" value="173"/>	310
02a	Of those in Group 2, those who were awarded any <u>Federal Work Study</u> , <u>loans to students</u> , or grant or scholarship aid from the federal government, state/local government, the institution, or other sources known to the institution	<input checked="" type="checkbox"/> <input type="text" value="167"/>	303
02b	Of those in Group 2, those who were awarded any <u>loans to students</u> or grant or scholarship aid from the federal government, state/local government, or the institution	<input type="text" value="167"/>	300
03	Group 3 Of those in Group 2, those who paid the in-state or in-district tuition rate and who were awarded grant or scholarship aid from the federal government, state/local government, or the institution	<input checked="" type="checkbox"/> <input type="text" value="149"/>	284
04	Group 4 Of those in Group 2, those who paid the in-state or in-district tuition rate and who were awarded any <u>Title IV federal student aid</u>	<input type="text" value="151"/>	274

--Review the on-screen instructions carefully for information on the recommended use and placement of each *optional* Explanation field.

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 2021-22. 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 2021-22, 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://studentaid.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)?

% This field is required.

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).

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.

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.

PREVIOUS

CONTINUE

Please include a note in the caveats that the information applies only to in-state students. Out-of-state students, please contact the financial aid office at (xxx) xxx-xxxx.

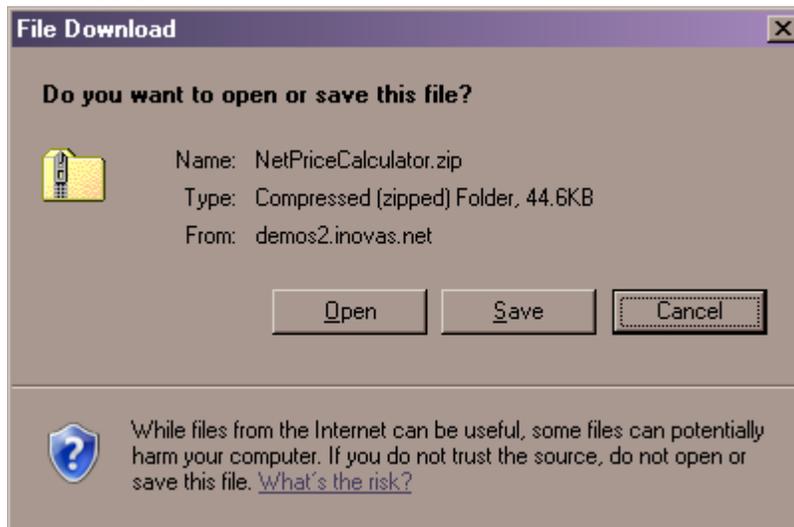
Step 5: Review the Data You Have Provided

A summary screen will be displayed, detailing the information you have provided. 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**.

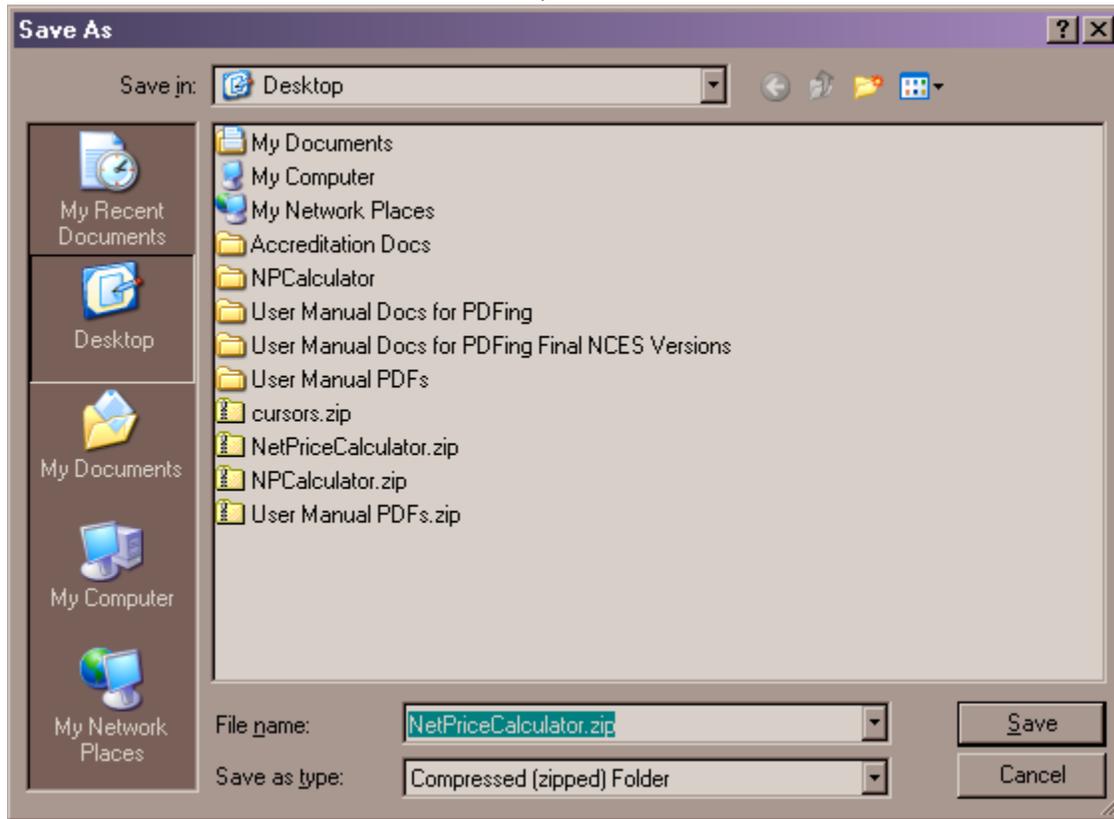
A pop up screen will appear and ask if you would like to include a welcome message about the calculator. Click "Yes" if you would like to add a welcome message (please type your welcome message) or "No" if you would like to proceed.

Step 6: Download and Extract the Net Price Calculator Files

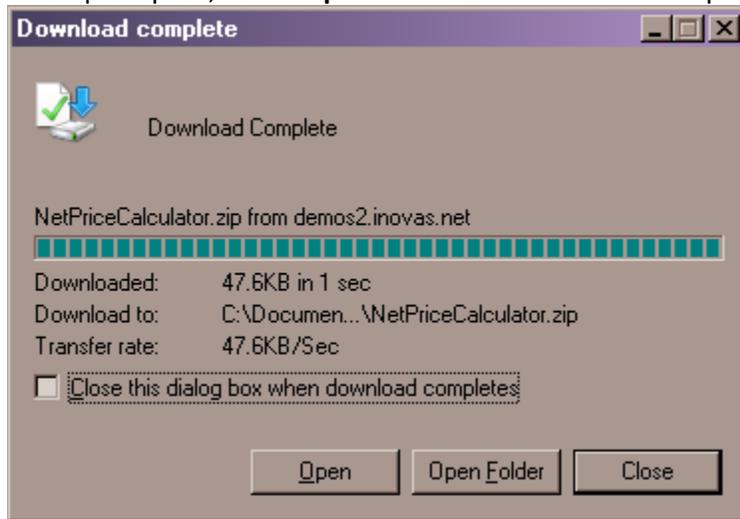
1. A zip file will be produced containing the files necessary to host the Net Price Calculator on your institution's website. When prompted, click **Save** to save the zip file to your computer's hard drive, as shown below:



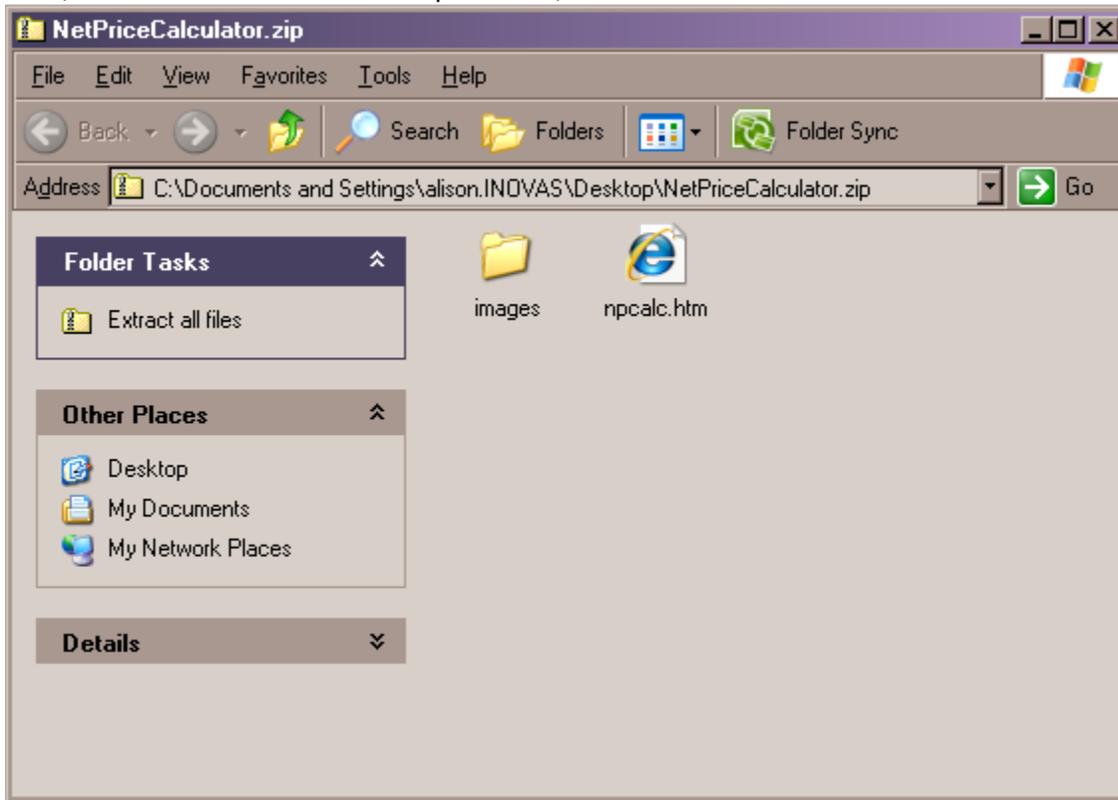
2. Enter the desired file name and destination; then click **Save**.



3. When prompted, select **Open** to view the downloaded zip folder on-screen:



4. Then, click “Extract all files” to unzip the files, as shown below:



Note: While extracting the files, be sure to preserve the structure of the directory. In the example shown above, this is done automatically. When using Winzip, you will need to make sure that the box marked “Use Folder Names” is checked.

5. You may preview a local version of your institution’s customized Net Price Calculator at this time by double-clicking the HTML document that appears as a browser link within the unzipped folder (in the example shown above, this is the file named *npcalc.htm*). If after previewing the calculator you wish to modify any of the data provided for your institution, you may do so by returning to **Step 1** of this Quick Start Guide and repeating the process outlined above to generate a new version of the Net Price Calculator for your institution.

Step 6: Host the Application on your Institution's Website

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

1. Start by creating a new folder for the Net Price Calculator within your website's home directory.
Note: The name chosen for this folder will be included in the link used to access the application, therefore a simple name, such as *NetPrice*, is recommended.
2. Move the files extracted in **Step 4** of this Quick Start Guide from their previous destination to this new folder.
3. 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/npcalc

Tip: 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. Just be sure to preserve the structure of the directory when making these changes.