Institution Roster Layouts Guide

Institution Initiated File Fields and Descriptions

Column	Description	Values/Sample Data/Comments	Maximum Field Length
Academic Year	Academic year description	2024-2025	9
Term Description	Term description	Term 1, Term 2, Term 3, Term 4, Term 5, Term 6	6
School Code	6-digit Federal School Code	001234	6
Program Short Name	Short name for the award program	AIOS, ETV, GUS, NGEAP, etc.	25
SSN	Student's SSN	123456789 (no hyphens)	9
Last Name	Student's last name	Smith	30
First Name	Student's first name	John	30
Date of Birth	Student's date of birth	MM/DD/YYYY	10
CIP Code	CIP Code for the student's program of study. Required for Kibbie Grant, Workforce Grant, Future Ready Iowa Grant, Iowa Vocational Technical Tuition Grant, and Last-Dollar Scholarship. Student must be enrolled in an approved program to qualify for KG, WG, FRG, and LDS.	999999 (no commas or decimals)	6
Campus Student ID	ID assigned to student by the institution.	Optional	15
Campus	Main, Off-Site Campus, or Prison Education Program	M, O, P	1
Enrollment Status	Enrollment status for the term.	F = Full time P = Three-quarter time H = Half-time L = Less-than-half-time N = Not enrolled	1
NG Credit Hours	Number of semester credits in which the student is enrolled. Required for NGEAP only.	12 (no commas or decimals)	7
Match Amount	Institution match amount for ITG, ITGFP, GUS by term. Leave blank for all other programs.	0, 2000, blank (no commas or decimals)	7

Column	Description	Values/Sample Data/Comments	Maximum Field Length
Certified EFC	9 month EFC the institution is using to calculate state need-based financial aid eligibility. Must match an ISIR transaction EFC.	0, 2000, blank (no commas or decimals)	7
FRG Total Credit Hours	Field should be left blank	Blank	7
Payment Amount	Term payment amount	0, 2000, blank (no commas or decimals)	7
Delete	Indicator to delete the program from the school's payment roster	Y, blank	1

Clarifications

- If reporting multiple program and/or term payments for a student, there must be a separate row for each program and each term.
- If a student is awarded ITG, ITGFP or GUS, the Match Amount field must be reported with a numeric value of 0 or greater. All other funds leave the field blank.
- If a school elects not to populate the optional fields, those fields can be left blank.
- There are six state-defined reporting terms in ICAPS®. Clarification is provided in Iowa Student Financial Aid Guide Chapter 3.
- ICAPS supports ASCII file encoding.
- Output file must be in CSV file format with the first row being the column names (i.e. academic year, term description, school code, etc.).