



2015 Supplemental Forms Instructions
November Collection

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Introduction to 2015 Supplemental Forms Collection Cycle

Welcome to another year of the Supplemental Forms. Thank you so much for taking the time during your busy schedules to complete these forms each year. If you have suggestions for improving any aspect of the Supplemental Forms, please let the Coordinating Commission know.

Form Reassessment

Along with reexamining its own needs, the Coordinating Commission has spent the summer meeting with various Supplemental Forms data users - particularly those in the legislative fiscal office - to identify forms that could be condensed or even eliminated in order to ease the burden on institutions and perhaps begin collecting other, more useful data. In addition to simplifying many of the forms, the Commission has been able to eliminate the following forms:

- Detail of Enrollment: Spring Semester (4-year institutions)
- Detail of Enrollment: Summer Term (4-year institutions)
- Trust Fund Summary
- Revolving Fund Summary
- Federal Fund Summary
- Unduplicated Headcount (2-year institutions)

Multiple Collection Deadlines

As part of its recent review, the Commission examined the possibility of extending deadlines for certain forms. In previous years, all Supplemental Forms were distributed in mid-August and due in mid-October. This year, however, the Supplemental Forms will have two separate collection deadlines, with some forms distributed and due at a later date:

- November Collection: forms distributed August 21, due November 13
- January Collection: forms distributed in mid-September, due in mid-January

For a tentative schedule of form releases and deadlines, see Appendix A.

SHEEO'S SHEF Survey

As Nebraska's representative in the State Higher Education Executive Officers Association (SHEEO), the Coordinating Commission submits various enrollment, tuition, and financial aid data for the organization's annual State Higher Education Finance (SHEF) survey. The Commission needs the data included in the November collection forms to complete this survey, which is typically due in late November.

General Notes about 2015 Forms

- The Commission will continue using the automated forms implemented during last year's collection cycle for most forms.
- There is no longer a separate START tab for each form detailing the form's status as complete or incomplete; this status box has now been moved to the top of each form. Please ensure the status box reads "COMPLETE" before submitting each form.
- There are several forms that collect the same data elements with different itemizations. For example, institutions are asked to provide credit hour/contact hour enrollment on both the Enrollment & Tuition and Detail of Enrollment: Fiscal Year forms. Please ensure that such totals reconcile across forms for 2014-2015 academic year data. Each form's instructions page features a "Cross-sheet Validation" section describing these requirements, a complete list of which is detailed in Appendix B. The Commission will provide an optional workbook to assist coordinators with cross-sheet validations.

Looking Ahead – Tentative Plans for 2016

- The Commission may switch to an online system, allowing institutions to download forms from and upload completed forms directly to the Commission's website.
- Form validations may flag or reject figures outside specified ranges based on the previous year's values.

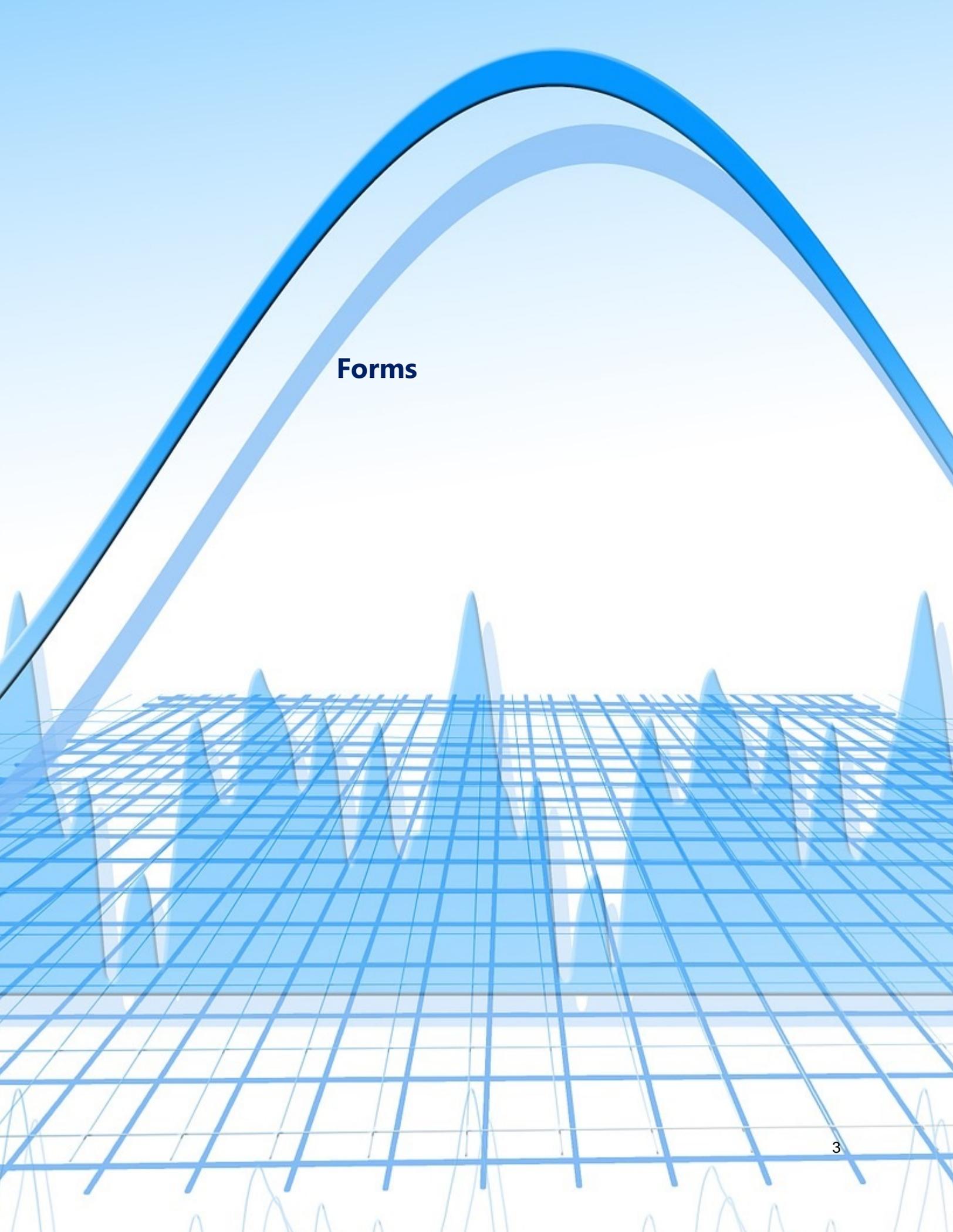
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An abstract graphic design featuring a blue grid pattern that recedes into the distance. Two large, overlapping blue arches are positioned at the top of the image. The word "Forms" is written in a bold, dark blue font in the center of the composition. The background is a light blue gradient.

Forms

Detail of Enrollment: Fiscal Year Summary (4-year institutions)

Instructions for Completion

- Report unduplicated fiscal year headcount and student credit hours, broken out by student level (undergraduate, graduate, and first professional) and further subdivided by residency status (resident and non-resident) for each academic year listed.
 - Fiscal year FTE is derived from reported credit hours using 30 credit hours for undergraduate students and 24 for graduate and first professional students.
- Of the undergraduate enrollment reported, please also report preparatory/remedial enrollment as well as dual enrollment. Because both categories are subsets of the total undergraduate enrollment, preparatory/remedial and dual enrollment figures should already be accounted for in total undergraduate enrollment. If your institution counts preparatory/remedial as contact hours, report these under the credit hour columns and note that you did so in the comments. The Commission will adjust the FTE calculations upon receiving the form.
 - As defined by the Nebraska Department of Education, **dual enrollment** comprises students simultaneously taking courses in which they earn academic credit that may be applied both toward high school graduation requirements (or at least will be placed on their high school transcript), as well as applied toward graduation at your post-secondary institution (or at least will be placed on the post-secondary transcript).
- **UNMC:** Report enrollment separately for each of the following colleges: College of Pharmacy, College of Dentistry, College of Medicine, College of Nursing, College of Public Health, and College of Allied Health.
- **UNL/IANR/NCTA:** UNL's form has two tables: one for UNL (labeled "UNL including IANR") and another for IANR. UNL's table should include IANR's enrollment figures. Thus, any enrollment figures provided for IANR should already be accounted for in UNL's table. NCTA's enrollment should be reported separately on its form.
- Credits transferred between branch campuses should be shown as part of the enrollment at the campus where funding for those credit courses is budgeted. For example, all nursing students at UNL and UNK would be included in the UNMC report.
- Report credit hours for which a class or other supervised instruction was actually conducted. Credit or contact hours generated through testing out, transfer, auditing classes, or unsupervised study **should not to be reported**.
- Do not report CEUs.

Detail of Enrollment: Fiscal Year Summary (4-year institutions) (continued)

*****New in 2015*****

- In previous years, institutions were asked to provide enrollment for fall, spring, and summer terms, which then populated a fiscal year enrollment summary form. This year, the Commission is asking only for fiscal year summary and fall enrollment data (the latter will be collected as part of the subsequent January collection cycle).
- Form features condensed student level categories that combine lower and upper division into “undergraduate” and graduate I and graduate II into “graduate,” while first professional remains a distinct classification.
- UNL no longer needs to provide separate field course or law school enrollment.
- Addition of dual enrollment.
- Institutions no longer need to supply two years of future estimates.

In-sheet Validation – for successful validation of form:

- Ensure no fields are left blank for 2014-2015 academic year data. Previous forms did not collect unduplicated headcounts across multiple terms; reporting headcounts for three previous academic years featured on the form is optional.

Cross-sheet Validation – for successful completion of cross-validation workbook:

- Credit hours reported for the 2014-2015 academic year on this form should be within one percent of 2014-2015 credit hours reported in the Enrollment and Tuition Summary form.

Detail of Enrollment: Fiscal Year Summary (2-year institutions)

Instructions for Completion

- Select your institution's calendar system (quarter or semester) from the drop-down menu at the top of the form.
- Report fiscal year unduplicated headcount, credit hours, and contact hours, split between reimbursable for state aid and non-reimbursable for state aid enrollment and further subdivided by residency status.
- Of the reimbursable enrollment reported, please also report preparatory/remedial enrollment as well as dual enrollment. Because both categories are subsets of the total reimbursable enrollment, preparatory/remedial and dual enrollment figures should already be accounted for in total undergraduate enrollment.
 - As defined by the Nebraska Department of Education, **dual enrollment** comprises students simultaneously taking courses in which they earn academic credit that may be applied both toward high school graduation requirements (or at least will be placed on their high school transcript), as well as applied toward graduation at your post-secondary institution (or at least will be placed on the post-secondary transcript).
- Fiscal year FTE is derived from reported credit hours and contact hours using 45 quarter credit hours, 30 semester credit hours, and 900 contact hours.
- Report credit hours for which a class or other supervised instruction was actually conducted. Credit or contact hours generated through testing out, transfer, auditing classes, or unsupervised study **should not to be reported**.
- Do not report CEUs.

*****New in 2015*****

- Reporting of dual enrollment figures. Similar to preparatory/remedial enrollment, dual enrollment figures are subsets of your institution's overall reimbursable enrollment. Thus, they should be already be accounted for in (and extracted from) your institution's overall reimbursable enrollment.
- Elimination of various non-reimbursable subcategories.
- Institutions no longer need to supply two years of future estimates.

Detail of Enrollment: Fiscal Year Summary (2-year institutions) (continued)

- In previous years, institutions were asked to separate reimbursable enrollment into various academic categories, including general academic, vocational/technical, preparatory/remedial, and occupational. This year, we are eliminating the subcategories except for preparatory/remedial. The reimbursable enrollment on this year's form should feature a summary of those categories.

In-sheet Validation – for successful validation of form:

- Ensure no fields are left blank for 2014-2015 academic year data. Previous forms did not collect unduplicated headcounts at this level of detail; entering headcounts for three previous academic years featured on the form is optional.

Cross-sheet Validation – for successful completion of cross-validation workbook:

- Credit hours and contact hours reported for the 2014-2015 academic year on this form should be within one percent of 2014-2015 credit hours and contact hours reported in Enrollment and Tuition Summary form.

Enrollment and Tuition Summary (4-year institutions)

Instructions for Completion

Part A

- Report credit hours and gross tuition income, separated by Undergraduate and Graduate/Professional; within these categories, also distinguish resident, non-resident, and distance/online.
 - Please note: distance/online category should include all credit hours taken and tuition paid for online courses regardless of residency status. **Resident and non-resident categories should not include distance/online figures.**
- **UNMC:** Report the above information for the following academic units: College of Medicine, College of Nursing, College of Pharmacy, College of Dentistry, College of Public Health, and College of Allied Health. UNMC does not need to provide data for distance/online.

Part B

- Report overall credit hours and tuition income by term (fall, spring, and summer).

*** * *New in 2015* * ***

- Form no longer asks institutions to report separately credit hours and tuition income for selected institution-specific rates:
 - **UNL** no longer needs to distinguish credit hours or tuition income for law school or field classes.
 - **UNO** will longer needs to distinguish credit hours or tuition income for MAP rates.
 - **NSCS** no longer needs to distinguish credit hours or tuition income for dual enrollment, non-resident scholars, Midwest Student Exchange program, or special out-of-state rates (Eagle, One Rate Any State, or Bridge Rate).
- Reporting distance/online credit hours and tuition income is no longer optional.
- Institutions no longer need to supply two years of future estimates.
- **UNL/IANR:** In previous years, there was a separate Enrollment & Tuition form for UNL and IANR, and the sums of these forms' figures amounted to UNL's total credit hours and tuition income (excluding NCTA). While UNL and IANR are still asked to report data separately, they are now featured on the same form.
- **University of Nebraska:** In previous years, institutions within the University of Nebraska system completed a separate form for each term (fall, spring, and summer), which then populated a fiscal year summary form. These institutions now only need to provide fiscal year summary information.

Enrollment and Tuition Summary (4-year institutions) (continued)

In-sheet Validation – for successful validation of form:

- Ensure no fields are left blank for 2014-2015 academic year data
- For 2014-2015 academic year data, total credit hours and tuition income reported in Part A must reconcile with figures reported in Part B to the nearest whole number/dollar.

Cross-sheet Validation – for successful completion of cross-validation workbook:

- Credit hours reported for the 2014-2015 academic year on this form should be within one percent of 2014-2015 credit hours reported in Detail of Enrollment: Fiscal Year Summary form.
- Gross tuition income reported for the 2014-2015 academic year on this form should be within one percent of 2014-2015 gross tuition income reported in Cash Fund Summary form.

Enrollment and Tuition Summary (2-year institutions)

Instructions for Completion

Part A

- Report credit hours and gross tuition income, separated by resident, non-resident, and distance/online.
- Report contact hours and gross tuition income, separated by resident, non-resident, and distance/online
 - Please note: distance/online category should include all credit/contact hours taken and tuition paid for online courses regardless of residency status. **Resident and non-resident categories should not include distance/online figures.**

Part B

- Report overall credit/contact hours and tuition income by term (fall, spring, and summer).

*****New in 2015*****

- Reporting distance/online credit/contact hours and tuition income is no longer optional.
- Distance/online is now separated by credit and contact hours.
- Institutions no longer need to supply two years of future estimates.

In-sheet Validation – for successful validation of form:

- Ensure no fields are left blank for 2014-2015 academic year data.
- For 2014-2015 academic year, total credit hours and tuition income reported in Part A (row 44) must reconcile with figures reported in Part B (row 135) to the nearest whole number/dollar.
- For 2014-2015 academic year, total contact hours and tuition income reported in Part A (row 45) must reconcile with figures reported in Part B (row 136) to the nearest whole number/dollar.

Enrollment and Tuition Summary (2-year institutions) (continued)

Cross-sheet Validation – for successful completion of cross-validation workbook:

- Credit hours and contact hours reported for the 2014-2015 academic year on this form should be within one percent of 2014-2015 credit hours and contact hours reported in Detail of Enrollment: Fiscal Year Summary form.
- Gross tuition income reported for the 2014-2015 academic year on this form should be within one percent of 2014-2015 gross tuition income reported in Cash Fund Summary form.

Student Fee Schedule

Instructions for Completion

For fees collected during previous academic year (2014-2015):

- Update fee rate and unit for 2015-2016 academic year. If rate has been discontinued, enter “0” for the rate and select “DSC” for the unit. This rate will not appear on next year’s form.
- Report revenue received from fee charges during 2014-2015 academic year.

For new fees introduced during current academic year (2015-2016):

- Use the blue box at the top of the form to add a new fee. Select whether the fee is mandatory or non-mandatory, enter the name of the new fee, and click the “Add Fee” button. If you mistakenly add a fee, delete the fee’s name from the form in column F as well as any data you reported for that fee and the validation process will skip that row.
- Determine whether fee is mandatory or non-mandatory. A mandatory fee is a charge required of all students, regardless of program or level, for matriculation. All other fees should be reported as non-mandatory. Do not list tuition. Fee should be for a full-time student, unless noted otherwise.
- Report fund (if applicable).
- Select appropriate revenue classification (unrestricted general, unrestricted auxiliary/operational, or restricted).
 - If you are unsure of classification, check the AICPA Audit Guide or NACUBO publications. Do not indicate that a revenue source is restricted unless there are externally imposed restrictions on the use of the funds. Internal designations that can be made by a governing board do not constitute restrictions according to AICPA and NACUBO.
- Indicate the Program Classification Structure subprogram number from which the fee income will most likely be expended. Please see Appendix C for list of PCS subprograms.
- Report rate and select appropriate unit. See Appendix D for list of units, explanations, and examples.

*****New in 2015*****

- Institutions no longer need to supply two years of future revenue estimates.

Student Fee Schedule (continued)

In-sheet Validation – for successful validation of form:

- Select appropriate revenue class for each reported fee.
- Report rate and unit for fees introduced during 2015-2016 academic year.
- Update rate and unit for fees collected during 2014-2015 academic year.
- Report revenue for fees collected during 2014-2015 academic year.

Student Financial Aid

Instructions for Completions

For each financial aid award granted during 2014-2015 academic year:

- If the award is new, use the blue box at the top of the form to add the new award. Select the appropriate classification for the award from the dropdown menu (see Appendix E for a list of classifications, definitions, and examples), enter the name of the new award, and click the “Add Award” button. If you mistakenly add an award, delete the award’s name from the form in column E as well as any data you reported for that award and the validation process will skip that row.
- Report number of students receiving award (Headcount).
- Report funding source breakdown for each award (tuition waivers, institution, state, federal or other). There should be no duplication of funds between these awards. Tuition waivers should be extracted and reported separately from other funding source categories. The total value of each award will be derived from the sum of these totals.
- Report amount awarded to Nebraska residents.
- Complete numbers 2, 3, and 5 in the data calculations table at the bottom of the form.
- **Please note:** To maintain consistency in the reporting of similar awards across institutions, the Commission may have reclassified some of the awards reported on last year’s form.

*** * *New in 2015* * ***

- Number of funding sources reduced from 7 to 5, with former private and foundation categories now aggregated in “other.”
- In previous year’s form, institutions were asked to provide a funding source breakdown for each award, the sum of which was to reconcile a total value figure reported separately. This year, the total value of each award is derived from the reported funding source breakdown.

In-sheet Validation – for successful validation of form:

- Award name must be provided if total value of award is greater than 0.
- Total value of award must be supplied if headcount is greater than 0.
- Headcount must be supplied if total value of award is greater than 0.
- Amount awarded to Nebraska residents cannot be greater than total value of award.

- Numbers 2, 3, and 5 cannot be left blank in data calculations table at bottom of form.
Student Financial Aid (continued)

Cross-sheet Validation – for successful completion of cross-validation workbook:

- Total remissions/waivers amount reported on this form should be within one percent of total remissions/waivers amount reported on the Cash Fund Revenue Summary form.

Cash Fund Revenue Summary

There is no automated Cash Fund Revenue Summary form. The Commission will provide a template, but you may also submit this information in the same format as last year.

UNL/IANR: please submit separate forms for UNL less IANR, IANR, and UNL + IANR. None of these forms, however, should include NCTA, which is reported separately in its own form

The Cash Fund Revenue Summary may be substituted for the State Fund Analysis Form/Report 102, if you prefer. It is also acceptable to format the Form/Report 102A in the attached using the 20000 fund option. Note that, at your discretion, remissions may be labeled “State” or “Local” funded “scholarships”; and, remissions are no longer treated as expenditures, per the change in GASB reporting requirements. In completing the form, information should be supplied for five years and the appropriate NCHEMS subprogram should be filled in. Gross tuition revenue should include remissions. Subtract refunds and the amount of State General Fund remissions from gross tuition income to obtain Subtotal A – Gross Tuition Less Remission and Refunds. Student fees should be identified separately in the manner in which the institution maintains records of the various fees. Examples have been included; others can be added. Other income should be subtotaled (at C). Then sum amounts A through C. Add unencumbered balance carried forward (from the top of the page). Lines have been left for expenditures, encumbrances, and necessary reserve. The reserve should be for cash-flow purposes. The unencumbered year-end balance (Available Balance) should be listed as carryover unencumbered balance into the following fiscal year. It should be estimated in FY 08 and FY 09.

Narrative may be included on Form/Report 70-A (or immediately following this form) to provide details or clarification concerning revenue estimates and estimated necessary reserve. The necessary reserve is the amount necessary to meet the cash flow requirements as estimated by each campus. An explanation of the rationale for the level of necessary reserve should be included in the narrative, and a system-wide policy statement is preferable.

At the bottom of the form, is PCS 1-7 cash fund expenditures. This provides a reconciliation to Total Cash Funds on the Forms/Reports 100-A and 101-A. Note that the Form 102 and this form are similar in that they both attempt to arrive at a total expendable revenue figure for the fiscal years listed.

Under Student Fees, the NU Facilities Fee revenue and transfer out (to the capital construction fund at UNL/UNCA, #25200) should be shown. The expenditures from the facility fee fund revenue should be shown on the 70-A narrative form, which shows the expenditure of cash fund transfers for LB 309 match, maintenance, renovations, ADA, etc., on a separate line. If you have a facility fee, but it should be in another fund or fund group, please show it there.

NOTE: The form should include only continuation revenue. Increased revenue associated with new or expanded programs should be shown only with such programs and be fully explained in the narrative. Note also, that the first line on the form “Unencumbered Balance Carried Forward,” is included to help alleviate problems which have arisen in the past. The total available balance plus reserve found on the bottom of column one should appear as the unencumbered balance carried forward at the top of column two, etc.

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Appendices

Appendix A: Tentative 2015 Collection Schedule

Forms distributed August 21, due November 13

- Detail of Enrollment: Fiscal Year
- Enrollment and Tuition
- Student Fee Schedule
- Student Financial Aid
- Cash Fund Revenue Summary

Forms distributed in September, due in January (specific dates not yet determined)

- Detail of Enrollment: Fall Semester
- Tuition Rate Schedule
- Tuition and Mandatory Fees
- Enrollment by Campus
- Employees by Type
- O&M
- Utilities
- Distance Education

Appendix B: Cross-sheet Validations

Please ensure the following totals match across relevant forms for 2014-2015 academic year data:

Gross Tuition

- Cash Fund Summary
- Enrollment & Tuition

Credit Hour/Contact Hour Enrollment

- Detail of Enrollment: Fiscal Year
- Enrollment & Tuition

Tuition Remissions/Waivers

- Student Financial Aid
- Cash Fund Summary

Appendix C: Program Classification Structure (PCS)

1.0 Instruction	2.0 Research	3.0 Public Service	4.0 Academic Support	5.0 Student Service	6.0 Institutional Administration	7.0 Physical Plant Operations	8.0 Student Financial	9.0 Independent Operation
1.1 General Academic Instruction 1.2 Vocational/ Technical Instruction (Degree-related) 1.3 Requisite Preparatory/ Remedial Instruction 1.4 General Studies (Non-degree) 1.5 Occupation-related Instruction (Non-degree) 1.6 Social Roles/Interaction Instruction (Non-degree) 1.7 Home and Family Life Instruction (Non-degree) 1.8 Personal Interest and Leisure Instruction (Non-degree)	2.1 Institutes and Research Centers 2.2 Individual or Project Research 2.3 Agricultural Experiment Stations	3.1 Hospital and Clinics 3.2 Health Care Supportive Services 3.3 Community Services 3.4 Cooperative Extension Services 3.5 Public Broadcasting Services 3.6 Conservation and Survey 3.7 Nebraska Psychiatric Institute 3.8 C. Louis Meyers Children's Rehabilitation Institute 3.9 Dental Clinic	4.1 Library Services 4.2 Museums and Galleries 4.3 Educational Media Services 4.4 Academic Computing Support 4.5 Auxiliary Support 4.6 Academic Administration 4.7 Courses and Curriculum Development 4.8 Academic Personnel Development	5.1 Student Service Administration 5.2 Social and Cultural Development 5.3 Counseling and Career Guidance 5.4 Financial Aid Administration 5.5 Student Auxiliary Services 5.6 Intercollegiate Athletics 5.7 Student Health/Medical Services	6.1 Executive Management 6.2 Financial Management and Operations 6.3 General Administration and Logistical Services 6.4 Administrative Computing Support 6.5 Faculty and Staff Auxiliary Services 6.6 Public Relations/ Development 6.7 Student Recruitment 6.8 Student Records	7.1 Physical Plant Administration 7.2 Building Maintenance 7.3 Custodial Services 7.4 Utilities 7.5 Landscape and Ground Maintenance 7.6 Major Repairs and Renovation	8.1 Scholarships 8.2 Fellowships	9.1 Independent Operations/ Institutional 9.2 Independent Operations/ External Agencies

Appendix D: Fee Units

For each fee reported on Student Fee Schedule form, select appropriate unit from drop-down menu.

Variable	Definition	Examples
APP	per application	
DAY	per day	library fine that accrues each day
EACH	each	transcript request
MO	per month	parking or boarding fee charged on monthly basis
ONCE	one-time fee	fee that student would pay only once during his or her continuous enrollment
QCH	quarter credit hour	
SCH	semester credit hour	
SEM	per semester/ quarter	
SUM	summer term	
VAR	varies	-several fees grouped within a broad classification, each with a varying cost, such as parking fines -percentage-based fees, including late payment charges based on percentage of amount owed NOTE: if VAR is selected, rate should always be "0"
YEAR	per academic year	
DSC	fee discontinued	

Appendix E: Financial Aid Classifications

Academic Aid

This category comprises awards granted to students based on need, ability, or membership for which a service is not provided to the institution.

Need-based

- All entries in this category are granted based on financial need. Some of the items in this category include Federal Direct Subsidized, Pell, Perkins, SEOG, Nebraska Opportunity Grant (NOG), ACE, ACE Plus, need-based foundation aid, and need-based non-resident aid.

Ability-based

- All awards in this category are granted based on academic ability. These awards include honors scholarships, foundation scholarships based strictly on academic ability/merit, Federal TEACH Grants, presidential awards based on merit, board scholarships based on academic ability, department scholarships based on academic ability, and merit-based non-resident scholarships.

Membership-based

- Awards in this category are primarily based on a student's membership (or relationship to a member) in an organization, group, or activity. Ability and/or need may be used in the selection process. These items include academic/non-academic staff waivers, ROTC scholarships, spouse waivers, National Guard, military reserves, staff dependent waivers, war orphans, Bureau of Indian Affairs, foreign students, and veterans. Scholarships awarded by local businesses or civic groups, however, should not be included under membership-based academic aid. These should be listed in Other Financial Aid.

Service Aid

This category comprises awards granted to students in exchange for services provided to the institution.

Need-based

- Entries in this category include programs of student employment or awards granted providing a needed service to the institution based on the student's demonstrated need. Awards may include federal workstudy, Job-Training Partnership (JTPA), and campus employment.

Ability-based

- Entries in this category include programs of student employment or awards granted for providing a needed service to the institution based on the student's ability. Some items in this category could be campus employment, graduate assistants, men's and women's athletics, special activity grants, residence hall assistant grants, music, art, and drama excellence awards.

Other Financial Aid

This category comprises financial aid awards that do not fit into any of the other categories, meaning they are neither service-based nor granted based on financial need, merit, or membership.

- Possible items include Federal Direct Unsubsidized, Federal PLUS, Federal Graduate PLUS, aid or scholarships granted by local businesses and civic groups, state reciprocity agreements, private loans, minority scholarships not based on financial need, and Vocational Rehabilitation (as administered by the Nebraska Department of Education).