

# **Technical College System of Georgia**

## **INSTRUCTIONS FOR THE NET PRICE CALCULATOR**

**\*For use with Internet Explorer 7.0 and above.**

## 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.

<b>Determining a student’s dependency status</b>	<b>Determining a student’s approximate EFC</b>	<b>Determining the student’s cost (price) of attendance</b>
<p>A student’s dependency status is determined based on the following:</p> <ul style="list-style-type: none"> <li>•Age: If the student’s age is &gt;23, then the student’s dependency status is <b>Independent</b></li> <li>•Marital status: If the student is married, then the student’s dependency status is <b>Independent</b></li> <li>•Dependents: If the student has dependent children, then the student’s dependency status is <b>Independent with dependent children</b></li> </ul> <p>If a student does not meet any of these criteria, the student’s dependency status is considered <b>Dependent</b> 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"> <li>• Dependency status</li> <li>• Number in family</li> <li>• Number in college</li> <li>• Income level</li> </ul> <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"> <li>• Eligibility for in-state/in-district tuition</li> <li>• Planned living arrangements</li> </ul>

## 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.

<http://npc.inovas.net/institution/>


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

### Net Price Calculator

**Please read.** 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 2009 (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))). **Click Continue to begin.**

[Continue](#)

**Note:** The Higher Education Opportunity Act defines net price as the net price for first-time, full-time degree/certificate-seeking students. Title IV institutions that do not enroll first-time, full-time students are not required to have a net price calculator under the HEOA.



[PDF](#) Net Price Calculator Quick Start Guide and Glossary of Terms

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.

### Net Price Calculator

**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**. Price and aid data must be for the same year – e.g., the most recent year for which data are available for both.



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

2008-09

2009-10

**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)

[Continue](#)

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-Answer “No”.** The reason we are answering “No” in this section is because most TCSG schools do not have a large number of out-of-state students. The calculator does not work correctly since we do not have enough students in the income categories for out of state to provide meaningful data.

### Net Price Calculator

**Predominant Calendar System: Academic**  
**Representative Year: 2009-10**



**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.

- 1. Does your institution offer institutionally controlled housing (either on or off campus)?**  
 Yes  
 No
- 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  
 No

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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 2009-10 academic year.**

**Net Price Calculator**

**Predominant Calendar System: Academic**  
**Representative Year: 2009-10**

**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 price 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: Price of Attendance for Full-time, First-time Undergraduate Students: 2009-10**

Enter the amounts requested below. Estimates of expense for room and board, books and supplies, and other expense 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).

Report in whole dollars only

Price of attendance	Amount	
	Off-campus not with family	Off-campus with family
Total	<input type="text" value="0"/>	<input type="text" value="0"/>
Tuition and required fees	<input type="text"/>	<input type="text"/>
Books and supplies	<input type="text"/>	<input type="text"/>
Room and board	<input type="text"/>	<input type="text"/>
Other (personal, transportation, etc.)	<input type="text"/>	<input type="text"/>

Data tables used to fill out this 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 there is a zero in the table, leave the cell blank and the program will calculate the average based on the surrounding cells.

**Table 2: Grants and Scholarships for Full-time, First-time Undergraduate Students: 2009-10**

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)** awarded to, and accepted by, all **first-time, full-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 scholarships aid for students for whom you do not know an EFC (i.e., they did not file a FAFSA or apply for need-based financial aid).

Report in whole dollars only

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

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

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.

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

## Net Price Calculator

**Predominant Calendar System: Academic**  
**Representative Year: 2008-09**

**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 price of attendance and financial aid provided to students in 2008-09. Price 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 financial aid. **In 2008-09, XX% of our full-time students enrolling for college for the first time received 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://www.fafsa.ed.gov/>.

- Please enter the following information to fill in the XX% above:** What percentage of all first-time, full-time degree/certificate-seeking students received any grants or scholarship aid from Federal, State, or Local Governments, or the Institution (exclude those who only received private source grant or scholarship aid)?
- 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 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 price 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 price estimates (e.g., number of credits covered by tuition estimate, room and board plan included in on-campus estimate, expenses covered in "other expenses"); 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); or other caveats.

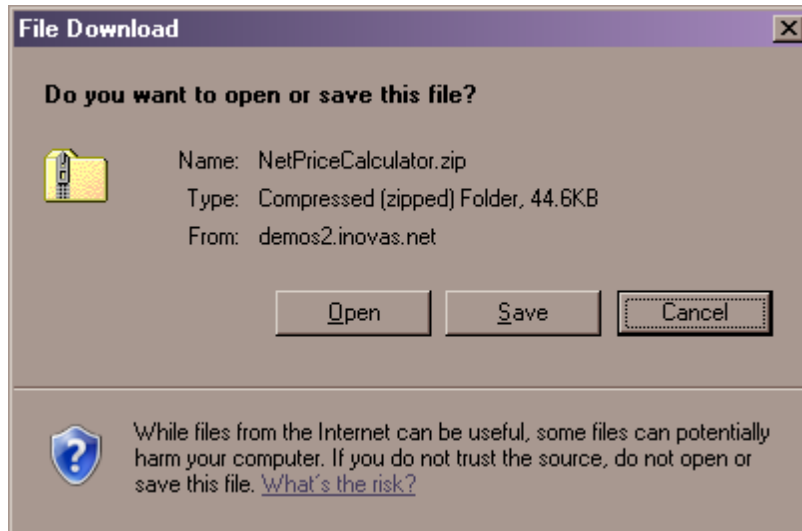
Please include a note in the caveats that the information applies only to in-state students. Out-of-state students, please contact the financial aid office at (xxx) xxx-xxxx.

## Step 4: Review the Data You Have Provided

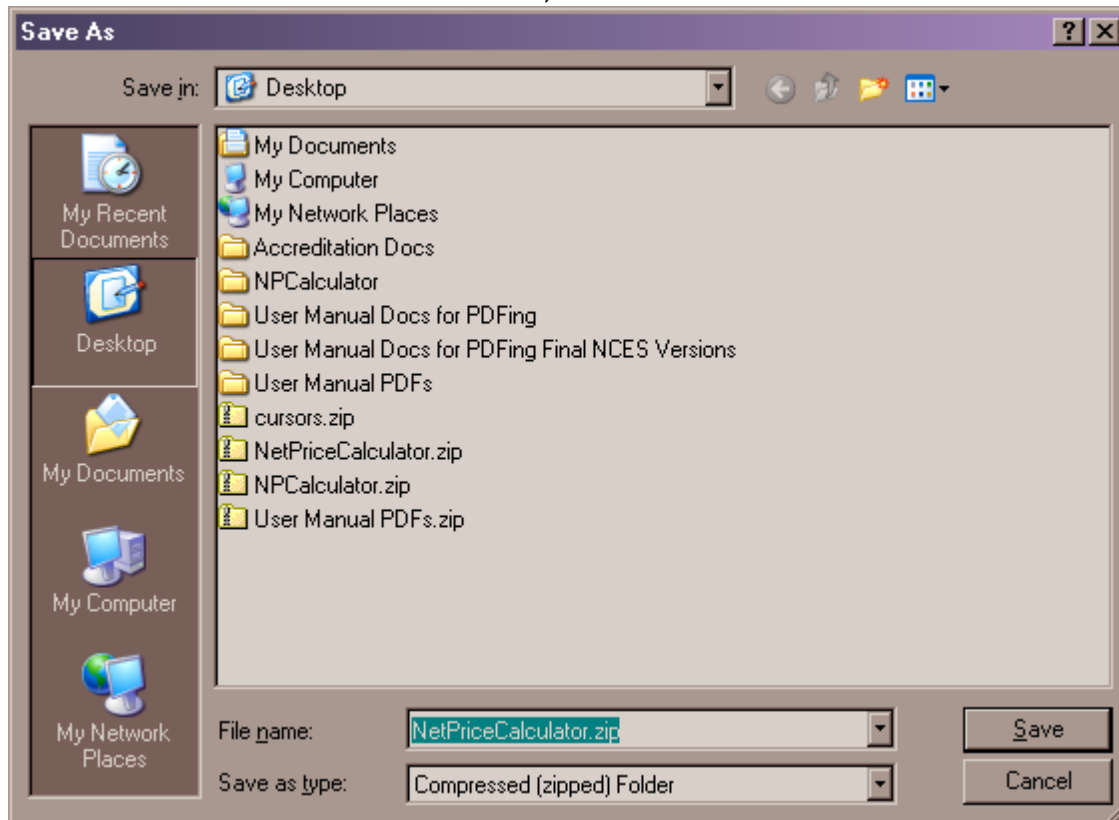
A summary screen will be displayed, detailing the information you have provided. You can click **Modify** to return to Step 1 and edit this information as needed, or if you are satisfied with your responses, click **Continue** to generate your institution's Net Price Calculator based on the specifications shown.

## Step 5: Download and Extract the Net Price Calculator Files

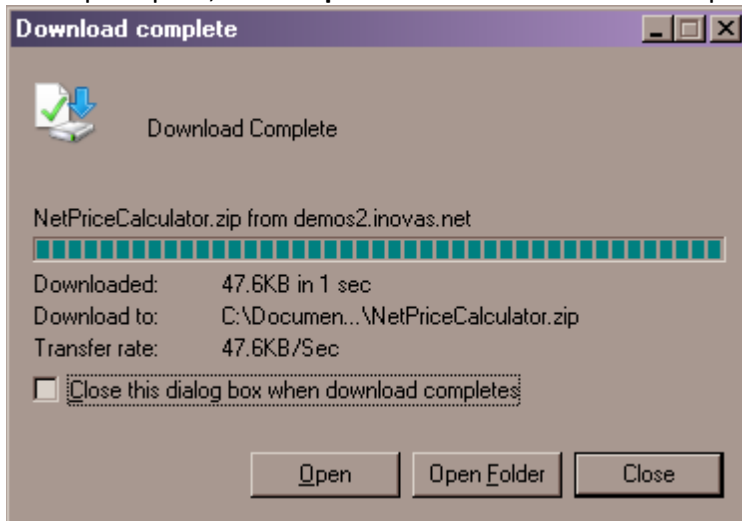
1. A zip file will be produced containing the files necessary to host the Net Price Calculator on your institution's website. When prompted, click **Save** to save the zip file to your computer's hard drive, as shown below:



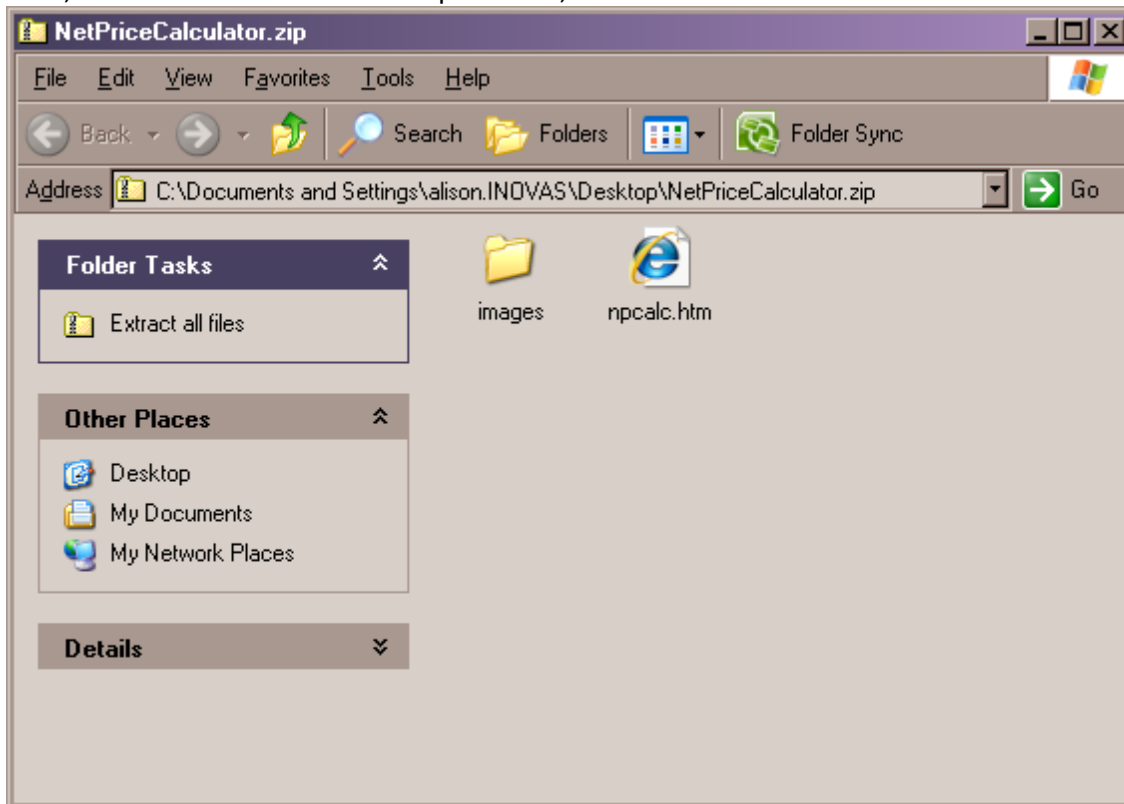
2. Enter the desired file name and destination; then click **Save**.



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.