



## **Program and Cost of Attendance Budget Data**

The accuracy of program information, charges, and cost of attendance budget allowances are paramount to accurate determinations of FSA awards for your students. This data is stored in your institutional profile in our TEAM System. You are responsible for reporting to GEMCOR any changes to this data for your institution. Failure to do so can result in incorrect award determinations and potential liability for any overawards due to inaccurate data.

Please report any such changes to this information using the enclosed data forms. Contact our office if you have any questions about the information requested, or simply leave those fields blank and an agent will contact you for this information upon receipt of your documents. Conditions requiring you to submit updated forms include, but are not limited to:

- Creation of a new academic program.
- Changes to the lengths or tuition/fee charges to existing academic programs.
- Changes to your academic year definitions.
- Changes to your cost of attendance budget allowances.

For new academic programs, you must also provide copies of any information to support the program's eligibility for FSA funds. This can include copies of state licensure approval (if necessary), proof of the program's accreditation, or proof that the program is included on your institution's ECAR.

A separate Program Record form is required for each academic program offered at your institution. However, only one Budget Data form is required unless you wish to have more than two budget records. The USDE requires that you have one set of budget allowances for students with no dependents of their own and who are living with a parent, and a second set of budget allowances for all other students. If you wish to have additional categories of budget allowances, you may do so, but it is not required. GEMCOR is available to assist you with budget creation if necessary. We also have publications available to you on the Downloads page of our website with detailed cost of attendance determination guidance.

The attached forms can be returned by fax, email attachment, mail, or through our Sharefile® secure document transfer process. If you have any questions do not hesitate to contact us. Thank you for helping us to ensure compliance and accuracy with your FSA program administration.

GEMCOR, Inc.

# Academic Program Record

**PROGRAM NAME**

**PROGRAM TYPE**

 Clock Hour

 Credit Hour (Non-Term)

 Credit Hour (Term-Based)

**PROGRAM LENGTH**

|   |  |  |
|---|--|--|
| Number of Hours (Clock or Credit) <input style="width: 80%;" type="text"/>  | Number of Weeks (Full Time) <input style="width: 80%;" type="text"/> | Number of Terms (If Term-Based) <input style="width: 80%;" type="text"/> |
| If Clock Hour, Enter the Number of Hours Per Week of Scheduled Attendance for Full Time Students <input style="width: 80%;" type="text"/> |  |  |

**ACADEMIC YEAR LENGTH** \* (\* If unsure, leave blank)

|  |  |  |
|--|--|--|
| Number of Hours (Clock or Credit) <input style="width: 80%;" type="text"/> | Number of Weeks (Full Time) <input style="width: 80%;" type="text"/> | Number of Terms (If Term-Based) <input style="width: 80%;" type="text"/> |
|--|--|--|

**CREDENTIAL LEVEL** \* (\* If unsure, leave blank)

**CIP CODE** \* (\* If unsure, leave blank)

- Undergraduate Diploma or Certificate Program
- Associate Degree Program
- Bachelor's Degree Program
- Graduate / Master's Degree Program

**EFFECTIVE DATE**

**TUITION & FEES ASSESSMENT** (How are Program Fees Charged?) Check One and Complete the Fee Information

**Charged by Program**

All Fees are Charged Up Front Upon Enrollment (One Debit to the AR Ledger at Enrollment)

**Charged by Academic Year**

Separately by Academic Year (Separate Debits to the Ledger for Each Academic Year)

**Charged by Payment Period/Term**

Separately by Payment Period (Separate Debits to the Ledger for Each Payment Period/Term)

|  |               | Tuition & Fees                              | Books & Supplies                            |
|--|---------------|---|---|
|  | <b>AY - 1</b> | \$ <input style="width: 80%;" type="text"/> | \$ <input style="width: 80%;" type="text"/> |
|  | <b>AY - 2</b> | \$ <input style="width: 80%;" type="text"/> | \$ <input style="width: 80%;" type="text"/> |
|  | <b>AY - 3</b> | \$ <input style="width: 80%;" type="text"/> | \$ <input style="width: 80%;" type="text"/> |
|  | <b>AY - 4</b> | \$ <input style="width: 80%;" type="text"/> | \$ <input style="width: 80%;" type="text"/> |

|  |               | Tuition & Fees                              | Books & Supplies                            |
|--|---------------|---|---|
|  | <b>PP - 1</b> | \$ <input style="width: 80%;" type="text"/> | \$ <input style="width: 80%;" type="text"/> |
|  | <b>PP - 2</b> | \$ <input style="width: 80%;" type="text"/> | \$ <input style="width: 80%;" type="text"/> |
|  | <b>PP - 3</b> | \$ <input style="width: 80%;" type="text"/> | \$ <input style="width: 80%;" type="text"/> |
|  | <b>PP - 4</b> | \$ <input style="width: 80%;" type="text"/> | \$ <input style="width: 80%;" type="text"/> |
|  | <b>PP - 5</b> | \$ <input style="width: 80%;" type="text"/> | \$ <input style="width: 80%;" type="text"/> |
|  | <b>PP - 6</b> | \$ <input style="width: 80%;" type="text"/> | \$ <input style="width: 80%;" type="text"/> |
|  | <b>PP - 7</b> | \$ <input style="width: 80%;" type="text"/> | \$ <input style="width: 80%;" type="text"/> |
|  | <b>PP - 8</b> | \$ <input style="width: 80%;" type="text"/> | \$ <input style="width: 80%;" type="text"/> |

By signing below, I certify that I am an authorized official of the institution listed below and I authorize GEMCOR, Inc. to create an academic program record based on the information provided for purposes of packaging Title IV federal student aid. I agree to report any changes to this information as such changes occur to ensure accurate program administration.

Attach a separate sheet for programs with more than 8 payment periods/terms

\_\_\_\_\_  
**School Name**

\_\_\_\_\_  
**School Official's Signature**

\_\_\_\_\_  
**School Official's Name and Title**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

## Cost of Attendance Budget Data Form

Accurate Cost of Attendance information is necessary for proper determination of students' federal awards. A student's Cost of Attendance includes tuition, fees, books, supplies, as well as allowances for living expenses (housing & food), miscellaneous personal expenses, and transportation to/from school. The tuition, fees, books, and supplies component will be calculated based on the institutional charges recorded in the Academic Program Record in GEMCOR's Web TEAM Application. The allowances for living expenses, personal expenses, and transportation will be calculated by the TEAM system based on the length of a student's award/loan period, and the monthly allowances identified below.

Schools are required to have separate budget estimates for living expenses for two categories of students; students who have no dependents and who live with their parents, and all other students.

Please provide your monthly expense allowances in the categories below which will be used as your standard living expense budget for students' needs analysis determinations.

| <b>Budget Category #1</b>   | <b>Budget Category #2</b> |
|---|---------------------------|
| <b>Students with no dependents<br/>&amp; who live with their parents</b>  | <b>All Other Students</b> |
| \$  | \$                        |
| Monthly Housing & Food Allowance  | \$                        |
| \$  | \$                        |
| Monthly Personal Expense Allowance  | \$                        |
| \$  | \$                        |
| Monthly Transportation Expense Allowance  | \$                        |
| \$  | \$                        |
| Monthly "Other" Expense Allowance   | \$                        |
| \$  | \$                        |
| "Other" One-Time Expense Allowance  | \$                        |
| \$  | \$                        |
| <b>EFFECTIVE DATE FOR THE ABOVE ALLOWANCES</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle; text-align: center;">/   /</span> |                           |

Your budgets should represent reasonable expense allowances for the student, not the entire family, and should not reflect a higher standard of living than one would reasonably expect. Excessive budgets can result in unnecessary over-borrowing on the part of your students. Budgets should be reviewed periodically and may be adjusted to reflect significant changes in economic conditions. At your discretion you can also modify any individual student's Cost of Attendance when packaging

**Housing & Food:** This allowance should represent basic housing and food expenses. To avoid excessive housing expenses, we recommend that you consider a "roommate" scenario similar to university dorm housing where rents for a 2-bedroom, or 3-bedroom unit can be prorated for each cohabitant.

**Personal Expenses:** These include non-rent and non-food expenses including but not limited to utilities, clothing, insurance, etc.

**Transportation:** This should represent a reasonable expense allowance for transportation between the institution and the student's residence or place of employment. It should not include car payments, the purchase price of a vehicle, or insurance. It should only be reflective of educationally related transportation expenses. The monthly cost of public transportation may be appropriate if the institution is serviced by public transportation routes.

**One-Time Expenses:** May include federal loan origination fees or the costs of any licensing/certification required to enter the occupation for which the program prepares the student.

By signing below, I certify that I am an authorized official of the institution listed below and I authorize GEMCOR, Inc. to create the cost of attendance living expense allowances based on the information provided for purposes of packaging Title IV federal student aid.

\_\_\_\_\_  
**School Name**

\_\_\_\_\_  
**School Official's Signature**

\_\_\_\_\_  
**School Official's Name and Title**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**