

**2011-12 Survey Materials****Form**

date: 1/26/2012

**Finance for non-degree granting private, for-profit institutions**

Finance - Private for-profit institutions

**FASB-Reporting Institutions****General Information - Fiscal Year and Audit**

To the extent possible, the finance data requested in this report should be provided from your institution's audited General Purpose Financial Statements (GPFS). Please refer to the instructions specific to each screen of the survey for details and references.

**1. Fiscal Year Calendar**

**This report covers financial activities for the 12-month fiscal year:** (The fiscal year reported should be the most recent fiscal year ending before October 1, 2011.)

Beginning: month/year (MMYYYY)

Month: Year: 

And ending: month/year (MMYYYY)

Month: Year: **2. Audit Opinion**

**Did your institution receive an unqualified opinion on its General Purpose Financial Statements from your auditor for the fiscal year noted above?** (If your institution is audited only in combination with another entity, answer this question based on the audit of that entity.)

☐ Unqualified☐ Qualified (Explain in box below)☐ Don't know (Explain in box below)

**3. Does your institution account for Pell grants as pass through transactions (a simple payment on the student's account) or as federal grant revenues to the institution?**

☐ Pass through  
(agency)☐ Federal appropriations, grants, and  
contracts☐ Does not award Pell grants

**You may use the space below to provide context for the data you've reported above.**

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Part C - Scholarships and Fellowships

Most recent fiscal year ending before October 2011			
Line No.	Student Grants	Current year amount	Prior year amount
01	Pell grants (federal)	<input type="text"/>	
02	Other federal grants	<input type="text"/>	
03	State and local grants (government)	<input type="text"/>	
04	Institutional grants	<input type="text"/>	
05	Total student grants CV=[C01+...+C04]		
06	Allowances applied to tuition and fees	<input type="text"/>	
07	Allowances applied to auxiliary enterprise revenues	<input type="text"/>	

You may use the space below to provide context for the data you've reported above.

Part D - Revenues and Investment Return

Most recent fiscal year ending before October 2011			
Line No.	Source of Funds	Current year amount	Prior year amount
01	Tuition and fees (net of amount reported in Part C, line 06)		
<b>Government Appropriations, Grants and Contracts</b>			
02	Federal appropriations, grants and contracts		
03	State and local government appropriations, grants and contracts		
<b>Private Grants and Contracts</b>			
04	Private grants and contracts		
<b>Other Revenue</b>			
05	Investment income and investment gains (losses) included in net income		
06	Sales and services of educational activities		
08	Other revenue CV=[D09-(D01+...+D06)]		
09	Total revenues and investment return		
10	12-month Student FTE from E12 CV=[D10a+D10b]		
	10a Undergraduates		
	10b Graduates		
11	Total revenues and investment return per student FTE CV=[D09/D10]		
You may use the space below to provide context for the data you've reported above.			

Part E - Expenses by Function

Most recent fiscal year ending before October 2011			
Line No.	Expenses by Functional Category	Amounts	Prior Year Amounts
01	Instruction		
02	Research and Public service		
03	Academic support, Student services and Institutional support		
05	Net grant aid to students (net of tuition and fee allowances and agency transactions)		
06	All other expenses CV=[E07-(E01+...+E05)]		
07	Total expenses		
08	12-month Student FTE from E12 CV=[E08a+E08b]		
	08a Undergraduates		
	08b Graduates		
09	Total expenses per student FTE CV=[E07/E08]		
Provide an explanation below if values cannot be reported separately.			

## 2011-12 Survey Materials

### Instructions

date: 1/26/2012

### FASB-Reporting Institutions, For-Profit, non degree

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### **Purpose of Component**

The purpose of the IPEDS Finance component is to collect basic financial information from items associated with the institution's General Purpose Financial Statements (GPFS). Item areas include:

- Student Grants
- Revenues and Investment Return
- Expenses by Function

### **Changes in Reporting**

There is one reporting change for the 2011-12 data collection. A screening question has been added to identify if institutions are reporting Pell grants as a a) pass through transaction b) federal appropriation, grant, and contract c) institution does not award Pell grants.

### **General Instructions**

#### **Reporting Period Covered**

The starting point for reporting should be amounts reported in the GPFS for the **most recent fiscal year ending before October 1, 2011**. For institutions with fiscal years ending on December 31, this would be the calendar year 2010.

## About the Data

Data providers for this component should be familiar with college and university accounting policies and practices as described by the National Association of College and Universities' Business Officers (NACUBO). To provide additional help, accounting terms are underlined and colored blue. These terms are linked to definitions found in the on-line glossary.

Four different types of data appear in this component. There are data:

- Institutions provide from their GPFS and/or underlying records.
- That are prior year data, shown in red, which can be used as a comparison with the current year's data being reported.
- That are carried forward from one part of the component to another part to insure that the data are internally consistent.
- Calculated from the other data elements.

In the latter two cases, the data provider is requested to check that the carried forward data and the calculated data are consistent with the data found in the institution's GPFS. If the data carried forward or calculated are not consistent with the institution's GPFS, then an error in data entry may have occurred.

## Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the College Navigator Website, which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the College Navigator Website; institutions should check grammar and spelling of their entries.

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## Coverage

### What to Include

The reporting entity's financial accounting policies and procedures should be the beginning basis for reporting to this IPEDS survey component. However, deviations from the GPFS may be required to respond to this IPEDS survey component. Some of these deviations include:

- If financial categories in the institution's GPFS are more aggregated than required for this IPEDS survey component, then use underlying institutional records to determine the necessary amounts.
- If financial categories in the institution's GPFS are more detailed than required, then combine the GPFS amounts and report only the combined number for this IPEDS survey component.
- If amounts are reported in categories in the GPFS that differ from those required for the IPEDS survey, move those amounts to the IPEDS-requested categories.
- Report all financial in WHOLE DOLLARS only, omitting cents.
- For any item on the survey component where exact data do not exist in the GPFS, please give estimates.

### What NOT to Include

Do not report any projected amounts for future years. Do not make adjustments for prior-year corrections unless they are included as such corrections in the GPFS.

## Where to Get Help

### IPEDS Data Collection Help Desk

Phone: 1-877-225-2568  
Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### AIR Website

You can also consult the [AIR website](#) that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

### IPEDS Resources Page

In addition, the [IPEDS Resources Page](#) contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

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## Where to Get Additional Get Help for Reporting Finance on this Component

There may be places on and off your campus to get assistance in reporting.

### Assistance on campus

Although institutions may be organized in different ways and use different titles for offices, an office on your campus that might help you to report data on this survey component might be called:

- Office of the Chief Financial Officer
- Office of Administration and Finance
- Office of Finance
- Office of Budget
- Office of Financial Services
- Office of the Comptroller (or Controller)
- Office of Accounting

### Assistance off campus

Additional references may be found in the National Association of College and University Business Officers' (NACUBO) Financial Accounting and Reporting Manual (FARM) which is available online. Additional information may be found at the NACUBO website ([www.nacubo.org](http://www.nacubo.org)). Someone at your institutions in one or more of the offices listed above may already have access to the FARM.

## Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Detailed Instructions

This section provides line-by-line instructions for each Part of the Finance Component.

In the instructions, numbers found in parentheses at the end of each line provide additional reference to paragraphs in the National Association of College and Universities' Business Officers' (NACUBO) Financial Accounting and Reporting Manual (FARM). There are also some references to the Statement of Financial Accounting Standards (SFAS).

### **General Information – Fiscal Year and Audit**

**Fiscal Year:** Enter the beginning and ending dates of the period covered for the reported financial data. If the period is not a full 12-month year, explain in the context box below why a 12-month period was not included.

**Audit Opinion:** Check the appropriate box to indicate if the GPFS received an unqualified opinion from your auditors. If "qualified" is checked, please note in the context box the nature of the qualification. If the statements have not been audited, please check "Don't know" and note in the context box that the GPFS are unaudited.

**Pell Grants:** Institutions have the option to report Pell grants as federal revenue and scholarships (or allowances) or as a pass-through transaction, essentially a payment on the student's account. The latter option is sometimes referred to as an agency transaction. Indicate whether the institution accounts for Pell grants as pass-through payments or as federal revenue. If the institution does not award Pell grants, select the applicable option.

### **Part C - Student Grants**

This part is intended to report details about student grants.

For each source on lines 01–04, enter the amount of resources received that are used for student financial aid purposes. Student grants include: grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students. Student grants do not include amounts provided to students as payments for teaching or research or as fringe benefits.

For lines 06 and 07, identify amounts that are reported in the GPFS as allowances only. "Allowance" means the institution displays the financial aid amount as a deduction from tuition and fees or a deduction from auxiliary enterprise revenues in its GPFS.

The allowance category is intended to be consistent with the definitions provided in the NACUBO Advisory Report Accounting and Reporting Scholarship Allowances to Tuition and Other Fee Revenues by Higher Education (AR 97-1, January 17, 1997), which is available at the NACUBO website ([www.nacubo.org](http://www.nacubo.org)). AR 97-1 states:



"A scholarship allowance is the difference between the stated charge for goods and services provided by the institution and the amount which is billed to students and/or third parties making payments on behalf of students. In considering what is or is not revenue, the following rule applies: amounts received to satisfy student tuition and fees will be reported as revenue only once (e.g. student fees, gifts, investment income) and only amounts received from students and third-party payers to satisfy tuition and fees will be recognized as tuition and fee revenue."

Refer to these specific instructions for more information about reporting student grants.

**01 – Pell grants (federal)** – Enter the amount awarded to the institution under the Pell Grant program.

**02 – Other federal grants** – Enter the amount awarded to the institution under federal student aid programs other than Pell, such as Supplemental Education Opportunity Grants (SEOG), DHHS training grants (aid portion only), DOD grants, Department of Veterans Affairs grants, and the federal portion of State Student Incentive Grants (SSIG). Report institutional matching funds separately under institutional grants. Do not include Federal Work Study amounts.

**03 – State and local grants (government)** – Enter the amount awarded to the institution under state and local student aid programs, including the state portion of State Student Incentive Grants (SSIG).

**04 – Institutional grants** – Enter the amount awarded to students from institutional resources.

**05 – Total student grants** – This calculated value is the sum of lines 01 through 04. Because this is a calculated value data providers are advised to check this amount with the corresponding amount on their GPFS or underlying records. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors.

**06 – Allowances applied to tuition and fees** – Enter the amount of allowances (scholarships) applied to tuition and fees. The amount on this line, when added to the amount in Part D, line 01 equals gross tuition and fees. (FARM para. 460)

**07 – Allowances applied to auxiliary enterprise revenues** – Enter the amount of allowances (scholarships) applied to auxiliary enterprise revenues (e.g., dormitory charges). The amount on this line, when added to the amount in Part D, line 07 equals gross auxiliary enterprise revenue. (FARM para. 460)

## **Part D – Revenues and Investment Return**

### **PLEASE COMPLETE PART C BEFORE PROVIDING DATA FOR PART D.**

This part is intended to report revenues by source.

**The revenues and investment return reported in this part should agree with the revenues reported in the institution's GPFS.**

All revenue source categories are intended to be consistent with the definitions provided for private institutions according to the NACUBO Financial Accounting and Reporting Manual (FARM).

Exclude from revenues (and expenses) internal charges and credits. Internal charges and credits include charges between a parent and a subsidiary only if the two are consolidated in the amounts reported in the IPEDS survey.

Refer to these specific instructions for more information about reporting revenues and investment return.

**01 – Tuition and fees (net of amount reported in Part C, line 06)** – Enter the amount of tuition and educational fees, net of any allowances applied in the GPFS. Include in this amount all fees for continuing education programs, conferences, and seminars.

### **Government Appropriations, Grants and Contracts**

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**02 – Federal appropriations, grants and contracts** – Enter all amounts received from the Federal Government including a direct appropriation of Congress, and any grants or contracts. Federal appropriations received through state channels should be included on line 02. Include all revenues from federal agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from federal agencies. If federal Pell and similar student aid grants are treated as agency transactions in your GPFS, they are excluded from this amount. If federal Pell and similar student aid grants are treated as student aid expenses or as allowances when awarded, include the grant revenue on this line and in Part C.

**03 – State and local government appropriations, grants and contracts** – Enter all amounts received from a state or local government through a direct appropriation of its legislative body, and any grants or contracts. An example of a state or local appropriation that should be entered on line 03 is an annual state or local appropriation for operating expenses of the institution.

Include all revenues from state and local government agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from state and local agencies. If state and local grants for student aid are treated as agency transactions in your GPFS, they are excluded from this amount. If state and local grants for student aid are treated in your GPFS as student aid expenses or as allowances when awarded, include the grant revenue on this line and in Part C.

**Private Grants and Contracts**

**04 – Private grants and contracts** – Enter revenues from private (non-governmental) entities including revenue from research or training projects and similar activities.

**Other Revenue**

**05 – Investment income and investment gains (losses) included in net income** – Enter all investment income including: dividends; interest; rents and royalties; gains and losses (realized and unrealized) from holding investments that are included in net income in accordance with the SFAS No. 115; student loan interest; and amounts distributed from irrevocable trusts held by others (collectively referred to as "investment income").

Part D, line 05 should include all investment income and net investment gains (losses) included in net income in your institution's GPFS. Net investment gains (losses) included in other comprehensive income should not be reported.

**06 – Sales and services of educational activities** – Enter all revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research or public service, and revenues of activities that exist to provide instructional and laboratory experience for students and that incidentally create goods and services that may be sold. Examples include film rentals, scientific and literary publications, testing services, university presses, dairies, and patient care clinics that are not part of a hospital.

**08 – Other revenue** - This calculated value is generated using this formula:

$$D08 = D09 - (D01 + \dots + D06)$$

The amount above should be equal to corresponding amounts found in your GPFS. Excluded from this amount are gains or other unusual or nonrecurring items, such as gains on the sale of plant assets and extraordinary gains. If this generated amount is negative, this is an indication that amounts entered on this screen are not consistent with your audited GPFS or underlying records.

**09 – Total revenues and investment return** - Enter all revenues that agree with the revenues recognized in the institution's GPFS.

**10 – 12-month Student FTE from E12** – This is the sum of the values in lines 10a and 10b.

**10a – Undergraduates** – This value is the 12-month undergraduate student FTE that was estimated or reported in the most recent 12-month Enrollment component.

**10b – Graduates** – This value is the 12-month graduate student FTE that was estimated or reported in the most recent 12-month Enrollment component.

**11 – Total revenues and investment return per Student FTE** – This amount is generated by dividing line 09 by line 10. This calculated value is used by the system to compare the data reported by the institution to the data of institutions that are in the same sector (e.g., public/private, 4-year/2-year) to see if the calculated value is an extreme value that is too high or low. While it is not anticipated that your institution would have the same overall revenues, this comparison may be useful for ensuring that all appropriate revenues have been included in the finance survey component, or excluded when appropriate.

## **Part E – Expenses by Function**

Part E is intended to report expenses by function. All expenses recognized in the GPFS should be reported using the expense functions provided on lines 01–06. These functional categories are consistent with Chapter 5 (Accounting for Private Colleges and Universities) of the NACUBO FARM. (FARM para. 504)

Institutions that do not have access to FARM can refer to Appendix B of the NACUBO Advisory Report 2010-1, Public Institutions: Methodologies for Allocating Depreciation, Operation and Maintenance of Plant, and Interest Expenses to Functional Expense Categories for more detailed information on the expense categories. Although this document was written for public institutions, the expenditure definitions are applicable to private institutions also. The advisory is available online at:

[http://www.nacubo.org/Business\\_and\\_Policy\\_Areas/Accounting/Advisory\\_Reports/Advisory\\_Report\\_2010-](http://www.nacubo.org/Business_and_Policy_Areas/Accounting/Advisory_Reports/Advisory_Report_2010-1_Public_Institution_Methodologies_for_Allocation_Depreciation_Operation_and_Maintenance_of_Plant_and_Interest_Expenses_to_Functional_Expense_Categories.html)

[1\\_Public\\_Institution\\_Methodologies\\_for\\_Allocation\\_Depreciation\\_Operation\\_and\\_Maintenance\\_of\\_Plant\\_and\\_Interest\\_Expenses\\_to\\_Functional\\_Expense\\_Categories.html](http://www.nacubo.org/Business_and_Policy_Areas/Accounting/Advisory_Reports/Advisory_Report_2010-1_Public_Institution_Methodologies_for_Allocation_Depreciation_Operation_and_Maintenance_of_Plant_and_Interest_Expenses_to_Functional_Expense_Categories.html).

Although for-profit institutions are not required to report expenses by functions in their GPFS, please report expenses by functional categories using your underlying accounting records. Expenses should be assigned to functional categories by direct identification with a function, wherever possible. When direct assignment to functional categories is not possible, an allocation is appropriate. Objective methods of allocating expense are preferable to subjective methods and may be based on financial or nonfinancial data.

**The total for expenses on line 07 should agree with the total expenses reported in your GPFS including interest expense and any other non-operating expense.** \_

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Do not include losses or other unusual or nonrecurring items in Part E. Operation and maintenance of plant, depreciation, and interest expenses are to be distributed among the other functional expense categories.

Refer to these specific instructions for more information about reporting expenses.

### **Expenses by Function**

**01 – Instruction** – Enter the instruction expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted. The instruction category includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution's students. Include expenses for both credit and non-credit activities. Exclude expenses for academic administration if the primary function is administration (e.g., academic deans). Such expenses should be entered on line 03.

**02 – Research and Public Service** – Enter the sum of expenses for research and public service. Each term is described below.

**Research** – Includes all expenses for activities specifically organized to produce research outcomes and either commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. The category includes institutes and research centers, and individual and project research. Do not report nonresearch sponsored programs (e.g., training programs) on this line. Training programs generally are reported on line 01 (Instruction).

**Public service** – Includes all expenses specifically for public service and for activities established primarily to provide noninstructional services beneficial to groups external to the institution. Examples are seminars and projects provided to the particular sectors of the community. Include expenses for community services, cooperative extension services, and public broadcasting services.

**03 – Academic support, Student services and Institutional support** – Enter the sum of expenses for academic support, student services, and institutional support.

Each term is described below.

**Academic support** – Includes expenses for support services that are an integral part of the institution's primary mission of instruction, research, or public service and that are not charged directly to these primary programs. Include expenses for libraries, museums, galleries, audio/visual services, academic development, academic computing support, course and curriculum development, and academic administration. Include expenses for medical, veterinary and dental clinics if their primary purpose is to support the institutional program, that is, they are not part of a hospital.

**Student services** – Includes expenses for admissions, registrar activities and activities whose primary purpose is to contribute to students emotional and physical well-being and to their intellectual, cultural and social development outside the context of the formal instructional program. Examples are career guidance, counseling, financial aid administration, student records, athletics, and student health services, except when operated as a self-supporting auxiliary enterprise.

**Institutional support** – Includes all expenses for the day-to-day operational support of the institution. Include expenses for general administrative services, executive direction and planning, legal and fiscal operations, administrative computing support, and public relations/development.

**05 – Net grant aid to students (net of tuition and fee allowances and agency transactions)** – Enter on this line ONLY student aid recognized as expenses in your GPFS. Whereas in the past, most student awards were recorded as expenses under this classification, most student awards will now be reported as either scholarship allowances or agency transactions. Student awards made from contributed funds or grant funds that are under the control of the institution (the institution decides who gets the award) result in allowances that reduce tuition or auxiliary enterprise revenue and should not be treated as an expense. Student awards made from grant funds that are made to students identified by the grantor are considered agency transactions and do not result in either revenues or expenses. Student aid in the form of allowances applied to tuition and fees should be reported in Part C, line 06 and not included in Part E, line 05. Student aid in the form of allowances applied to auxiliary services should be reported in Part C, line 07 and not included in Part E, line 05.

According to NACUBO Advisory Report 97-1 (January 17, 1997), grant aid to students are "expenses to the extent that the organization incurs incremental expense in providing goods and services". Thus, payments made by the institution to students or third parties in support of the total cost of education are expenses if those payments are made for goods and services NOT provided by the institution. Examples include payments for services to third parties (including students) for off-campus housing or for the cost of board not provided by institutional contract meal plans.

**06 – All other expenses** – This calculated value is generated using this formula:

$$E06 = E07 - (E01 + \dots + E05)$$

Because this is a generated number, data providers are advised to compare this amount with a corresponding amount in the institution's GPFS. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors.

**07 – Total expenses** - Enter all expenses that agree with the expenses recognized in the institution's GPFS.

**08 – 12-month Student FTE from E12** - This is the sum of the values in lines 08a and 08b.

**08a – Undergraduates** - This value is the 12-month undergraduate student FTE that was estimated or reported in the most recent 12-month Enrollment component.

**08b – Graduates** - This value is the 12-month graduate student FTE that was estimated or reported in the most recent 12-month Enrollment component.

**09 – Total expenses per Student FTE** - This amount is generated by dividing line 07 by line 08. This calculated value is used by the system to compare the data reported by the institution to the data of institutions that are in the same sector (e.g., public/private, 4-year/2-year) to see if the calculated value is an extreme value that is too high or low. While it is not anticipated that your institution would have the same overall expenses, this comparison may be useful for ensuring that all appropriate expenses have been included in the finance survey component, or excluded when appropriate.

Term	Definition
Academic support	A functional expense category that includes expenses of activities and services that support the institution's primary missions of instruction, research, and public service. It includes the retention, preservation, and display of educational materials (for example, libraries, museums, and galleries); organized activities that provide support services to the academic functions of the institution (such as a demonstration school associated with a college of education or veterinary and dental clinics if their primary purpose is to support the instructional program); media such as audiovisual services; academic administration (including academic deans but not department chairpersons); and formally organized and separately budgeted academic personnel development and course and curriculum development expenses. Also included are information technology expenses related to academic support activities; if an institution does not separately budget and expense information technology resources, the costs associated with the three primary programs will be applied to this function and the remainder to institutional support. Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.
Allowances	That part of a scholarship or fellowship that is used to pay institutional charges such as tuition and fees or room and board charges.
Audit opinion	An audit, performed by external (or outside) auditors, that usually consists of a one-page "opinion" letter on the general-purpose financial statements. The "opinion" paragraph of the letter usually states that "In our opinion, the financial statements present fairly, in all material respects, the financial position as of (date) and the results of operations for the year then ended, in conformity with accounting standards generally accepted in the United States." If the auditor cannot state completely the substance of the previous "opinion" sentence, then the auditor will add a phrase such as "...except for..." and state the basis for the exception. When the auditor includes exceptions to the opinion, the opinion is considered to be a "qualified opinion;" when no such exceptions are included, the opinion is considered to be an "unqualified opinion."
Auxiliary enterprises revenues	Revenues generated by or collected from the auxiliary enterprise operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and movie theaters.
Federal grants (grants/educational assistance funds)	Grants provided by federal agencies such as the U.S. Department of Education, including Title IV Pell Grants and Supplemental Educational Opportunity Grants (SEOG). Also includes need-based and merit-based educational assistance funds and training vouchers provided from other federal agencies and/or federally-sponsored educational benefits programs. (Used for reporting on the <u>Student Financial Aid</u> component)
Fellowships	These are grants-in-aid and trainee stipends to <u>graduate students</u> . Fellowships do not include funds for which services to the institution must be rendered, such as payments for teaching, or loans.
Government appropriations (revenues)	Revenues received by an institution through acts of a legislative body, except grants and contracts. These funds are for meeting current operating expenses and not for specific projects or programs. The most common example is a state's general appropriation. Appropriations primarily to fund capital assets are classified as capital appropriations.
Grants and contracts (revenues)	Revenues from governmental agencies and nongovernmental parties that are for specific research projects, other types of programs, or for general institutional operations (if not government appropriations). Examples are research projects, training programs, student financial assistance, and similar activities for which amounts are received or expenses are reimbursable under the terms of a grant or contract, including amounts to cover both direct and indirect expenses. Includes Pell Grants and reimbursement for costs of administering federal financial aid programs. Grants and contracts should be classified to identify the governmental level - federal, state, or local - funding the grant or contract to the institution; grants and contracts from other sources are classified as nongovernmental grants and contracts. GASB institutions are required to classify in financial reports such grants and contracts as either operating or nonoperating.
In-district student	A student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution.
In-state student	A student who is a legal resident of the state in which he/she attends school.
Institutional grants	Scholarships and fellowships granted and funded by the institution and/or individual departments within the institution, (i.e., instruction, research, public service) that may contribute indirectly to the enhancement of these programs. Includes scholarships targeted to certain individuals (e.g., based on state of residence, major field of study, athletic team participation) for which the institution designates the recipient.
Institutional support	A functional expense category that includes expenses for the day-to-day operational support of the institution. Includes expenses for general administrative services, central executive-level activities concerned with management and long range planning, legal and fiscal operations, space management, employee personnel and records, logistical services such as purchasing and printing, and public relations and development. Also includes information technology expenses related to institutional support activities. If an institution does not separately budget and expense information technology resources, the IT costs associated with student services and operation and maintenance of plant will also be applied to this function.
Instruction	



	A functional expense category that includes expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted. Includes general academic instruction, occupational and vocational instruction, community education, preparatory and adult basic education, and regular, special, and extension sessions. Also includes expenses for both credit and non-credit activities. Excludes expenses for academic administration where the primary function is administration (e.g., academic deans). Information technology expenses related to instructional activities if the institution separately budgets and expenses information technology resources are included (otherwise these expenses are included in academic support). Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.
Investment gains	The gain derived from the investment of capital. Such gains may take the form of a market appreciation of the value of the investment. The gain may be realized if the asset or capital is sold or unrealized if the asset or capital is not sold.
Investment income	Revenues derived from the institution's investments, including investments of endowment funds. Such income may take the form of interest income, dividend income, rental income or royalty income and includes both realized and unrealized gains and losses.
Loans to students	Any monies that must be repaid to the lending institution for which the student is the designated borrower. Includes all Title IV subsidized and unsubsidized loans and all institutionally- and privately-sponsored loans. Does not include PLUS and other loans made directly to parents.
Net grant aid to students (expenses)	The portion of scholarships and fellowships granted by an institution that exceeds the amount applied to institutional charges such as tuition and fees or room and board. The amount reported as expense excludes allowances.
Net income	The final figure in the income statement when revenues exceed expenses.
Off-campus (not with family)	A living arrangement in which a student does not live with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus (with family)	A living arrangement in which a student lives with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
On-campus housing	Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.
Other federal grants	Federal monies awarded to the institution under federal government student aid programs, such as Supplemental Educational Opportunity Grants (SEOG), DHHS training grants (aid portion only), State Student Incentive Grants (SSIG), and other federal student aid programs. Pell grants are not included in this classification. Note: if the federal government selects the student recipients and simply transmits the funds to the institution for disbursement to the student, the amounts are not considered as revenues and subsequently there are no discounts & allowances or scholarships and fellowships expenses. If the funds are made available to the institution for selection of student recipients, then the amounts received are considered as nonoperating revenues and subsequently as discounts & allowances or scholarships and fellowships expenses.
Out-of-state student	A student who is not a legal resident of the state in which he/she attends school.
Pell Grant program	(Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides grant assistance to eligible undergraduate postsecondary students with demonstrated financial need to help meet education expenses.
Private gifts, grants and contracts (revenues)	Revenues from private donors for which no legal consideration is involved and from private contracts for specific goods and services provided to the funder as stipulation for receipt of the funds. Includes only those gifts, grants, and contracts that are directly related to instruction, research, public service, or other institutional purposes. Includes monies received as a result of gifts, grants, or contracts from a foreign government. Also includes the estimated dollar amount of contributed services.
Public service	A functional expense category that includes expenses for activities established primarily to provide noninstructional services beneficial to individuals and groups external to the institution. Examples are conferences, institutes, general advisory service, reference bureaus, and similar services provided to particular sectors of the community. This function includes expenses for community services, cooperative extension services, and public broadcasting services. Also includes information technology expenses related to the public service activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in academic support). Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.
Research	A functional expense category that includes expenses for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. The category includes institutes and research centers, and individual and project research. This function does not include nonresearch sponsored programs (e.g., training programs). Also included are information technology expenses related to research activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in academic support.) Institutions include actual or allocated costs for operation & maintenance of plant, interest, and depreciation.
Sales and services of educational activities (revenues)	Revenues from the sales of goods or services that are incidental to the conduct of instruction, research or public service. Examples include film rentals, sales of scientific and literary publications, testing services, university presses, dairy products, machine shop products, data processing services, cosmetology services, and sales of handcrafts prepared in classes.
Scholarships	Grants-in-aid, trainee stipends, tuition and required fee waivers, prizes or other monetary awards given to undergraduate students.
State and local government grants	State and local monies awarded to the institution under state and local student aid programs, including the state portion of State Student Incentives Grants (SSIG). (Used for reporting Student Financial Aid data)

State and local grants	Grant monies provided by the state such as Leveraging Educational Assistance Partnerships (LEAP) (formerly SSIG's); merit scholarships provided by the state; and tuition and fee waivers for which the institution was reimbursed by a state agency. Local government grants include scholarships or gift-aid awarded directly to the student. (Used for reporting Finance data for private for-profit institutions )
Student services	A functional expense category that includes expenses for admissions, registrar activities, and activities whose primary purpose is to contribute to students emotional and physical well - being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples include student activities, cultural events, student newspapers, intramural athletics, student organizations, supplemental instruction outside the normal administration, and student records. Intercollegiate athletics and student health services may also be included except when operated as self - supporting auxiliary enterprises. Also may include information technology expenses related to student service activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in institutional support.) Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.
Tuition and fees (published charges)	The amount of tuition and required fees covering a full academic year most frequently charged to students. These values represent what a typical student would be charged and may not be the same for all students at an institution. If tuition is charged on a per-credit-hour basis, the average full-time credit hour load for an entire academic year is used to estimate average tuition. Required fees include all fixed sum charges that are required of such a large proportion of all students that the student who does not pay the charges is an exception.



2011-12 Survey Materials

F.A.Q.

date: 1/26/2012

Finance

Click one of the following questions to view the answer.

General

- 1) Who is required to complete this survey?
- 2) Where do I get the data to fill out this survey?
- 3) My institution received funds from the American Recovery and Reinvestment Act (ARRA). Where should they be reported?
- 4) We haven't been audited yet and won't have an audited financial statement until May. Do I still have to fill this out?
- 5) What period should the finance survey cover?
- 6) The fiscal year for my institution changed. How do I report for the finance survey?
- 7) How do I know what reporting standards are used to prepare the financial statements?
- 8) What happens if I respond incorrectly to the reporting standards screening question?
- 9) What is the difference between "business-type" activities and "governmental" activities?
- 10) What is combined reporting and how does it work?
- 11) Can a system office report combined data?
- 12) When does a system office need to report data?
- 13) My institution is part of a system and the system was audited as a unit, so we don't have an opinion just on this school. How do I answer the question about the audit opinion?
- 14) My institution does not award degrees. Do we still need to complete the Finance component?
- 15) My institution offered an early retirement program last year to faculty and staff as a long-term plan to reduce costs. An expense of \$5 million dollars was incurred. How should this be reported in IPEDS finance reporting?
- 16) How are revenues per student FTE and expenses per student FTE calculated, and why were they added to the screens?

Public Institutions Using GASB Standards

- 1) Can public institutions report using FASB?
- 2) I see the term CV on several lines of the finance survey. What is this referring to?
- 3) What are operating versus nonoperating revenues?
- 4) We reported federal appropriations in operating revenues rather than non-operating revenues in our financial statements. How should I report them on IPEDS?
- 5) What are some examples of independent operations?
- 6) I have an edit that says that Other revenue (or expense) can't be negative. I didn't enter it. What do I do?
- 7) What are discounts and allowances (Part E)? (We don't discount our tuition.)
- 8) We do not capitalize our library. Do I report it on Part A page 2?
- 9) Why does operation and maintenance of plant appear as both a row and column in Part C (expenses and other deductions)?
- 10) How should my institution report the allocation of depreciation, operation and maintenance of plant (O&M), and interest expenses to the other functional expense categories in Part C?
- 11) If my institution is a GASB-reporter, where should my institution report the gain or loss on the sale of a plant asset?
- 12) Where did component units go?

Private Not-for-Profit and Public Institutions Using FASB

- 1) My institution is primarily a hospital with a small instruction program. How should I report the hospital part of my institution?
- 2) What are some examples of independent operations?
- 3) What value do I use to report plant, property, and equipment on the second page of Part A?
- 4) I have an edit that says that Other revenue (or expense) can't be negative. I didn't enter it. What do I do?
- 5) I see the term CV on several lines of the finance survey. What is this referring to?
- 6) What is the difference between funded and unfunded institutional grants as reported on the Student Grants part of the survey?
- 7) What are allowances in Part C (Scholarships and Fellowships)?
- 8) Why does operation and maintenance of plant appear as both a row and column in Part E (expenses)?

Private for-profit institutions

- 1) I have an edit that says that Other revenue (or expense) can't be negative. I didn't enter it. What do I do?
- 2) I see the term CV on several lines of the finance survey. What is this referring to?
- 3) What are allowances in Part C (Student Grants)?
- 4) The financial records of my institution do not break down expenses the way they are listed on Part E. How do I report expenses for my institution?

Answers:

General

1) Who is required to complete this survey?

All Title IV postsecondary institutions are required to respond to the Finance survey. Institutions that have a Program Participation Agreement (PPA) with the Department of Education are required to respond. HOWEVER, if your institution is a branch campus of another institution and you SHARE a PPA, then you may make arrangements with the Help Desk to submit one finance survey that covers all of your campuses. Because data provided for institutions are most useful if reported individually, campuses are encouraged to report separately if possible, but reporting together is allowed if the campuses share a PPA.

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**2) Where do I get the data to fill out this survey?**

Each institution should have annual financial statements that are audited by an outside auditor. These financial statements are referred to as general purpose financial statements (GPFS). The finance survey is designed to follow the format of the financial statements suggested by the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB).

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**3) My institution received funds from the American Recovery and Reinvestment Act (ARRA). Where should they be reported?**

GASB-reporting institutions should report ARRA revenues into the total included in Part B, line 19 (Total nonoperating revenues)

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**4) We haven't been audited yet and won't have an audited financial statement until May. Do I still have to fill this out?**

YES, you must complete the finance component. Base your response on the information you have at this point. Answer the audit question as "don't know" and make a note in the context section that the financial statements have not yet been audited.

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**5) What period should the finance survey cover?**

The finance survey data should come from the last fiscal year that ended on or before October 31, 2011. For example, if your institution's fiscal year ends on June 30, it would come from the financial statements covering the year ending June 30, 2011. If your institution's fiscal year ends on December 31, your financial statements for the year ending December 31, 2010 would be used.

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**6) The fiscal year for my institution changed. How do I report for the finance survey?**

A change in fiscal year usually creates a short fiscal year (from the previous fiscal year end date to the new fiscal year end date). This short fiscal year should be covered by the finance survey. The next finance survey should cover a full fiscal year. Also, indicate this change in fiscal year in the caveats box at the bottom of the first page of the survey.

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**7) How do I know what reporting standards are used to prepare the financial statements?**

Ask your finance officer. This person should be aware of any changes in accounting standards. Typically, public institutions report using GASB report standards whereas private institutions report using FASB standards.

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**8) What happens if I respond incorrectly to the reporting standards screening question?**

You will get the wrong finance forms. If you find you have responded incorrectly, go back to the screening question and change your response. When you save the screen the old data will disappear and the new correct forms will be available.

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**9) What is the difference between "business-type" activities and "governmental" activities?**

These activity types refer to how the institution reports, or will report, its financial activities in their general purpose financial statements (GPFS), as defined in GASB Statement 34. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

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**10) What is combined reporting and how does it work?**

Institutional keyholders MUST call the Help Desk before reporting combined data. A Help Desk representative will set up a combined reporting situation for you. We call this a "parent/child" relationship. In this case, one institution reports data for the entire unit, which includes the main campus (parent) and all branch campuses (children). All institutions in the combined report MUST share the same Program Participation Agreement (PPA). Multiple institutions MUST NOT report identical combined data for the same audit.

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**11) Can a system office report combined data?**

A system office may report combined data for institutions that are included in its system-wide audit if they are included in the same PPA. For institutions that are not included in the same PPA, the system may report Part A data (Statement of Net Assets, Statement of Financial Position, or Balance Sheet) for the institutions included in the system-wide audit, but each institution must report its own revenues, expenses, and scholarships. A more detailed description may be found at <http://nces.ed.gov/ipeds/web2000/jointaudit.asp>. If a system will be reporting this way, they must contact the Help Desk before reporting combined data.

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**12) When does a system office need to report data?**

A system office needs to report data when reporting combined data or when it has its own separate budget. If a system office's budget is integrated into an institution such as a flagship university, it may be included in that institution's finance survey.

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**13) My institution is part of a system and the system was audited as a unit, so we don't have an opinion just on this school. How do I answer the question about the audit opinion?**

You should base your answer on the audit for the system since that audit includes your institution.

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**14) My institution does not award degrees. Do we still need to complete the Finance component?**

Yes. However, the finance survey forms for non degree-granting institutions requires less information to be provided than for degree-granting institutions. A more detailed description can be found at [http://nces.ed.gov/ipeds/submit\\_data/changes0910.asp](http://nces.ed.gov/ipeds/submit_data/changes0910.asp)

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**15) My institution offered an early retirement program last year to faculty and staff as a long-term plan to reduce costs. An expense of \$5 million dollars was incurred. How should this be reported in IPEDS finance reporting?**

The \$5 million dollars in expense should be reported in the Total amount of the Employee fringe benefits or Benefits (rather than being allocated across the other functions such as Instruction, Research, or Institutional support). By doing so, the \$5 million dollar expense will appear as an Other expenses & deductions within the benefits column. The consequence of this reporting is that the one-time early retirement buyout will not affect the historical nature of total or benefits costs by function. An explanation may also be added to the context box to explain this early retirement buyout. The Financial Accounting and Reporting Manual (FARM) from the National Association of College and University Business Officers offers little guidance on this topic. However, the FARM contains useful language from GASB (Statement 47) and FASB (Concept Statement 2) indicating that such expenses should be treated as benefits: "In financial statements based on accrual accounting, employers should recognize a liability and expense for voluntary termination benefits (for example, early-retirement incentives) when the offer has been accepted and the amount can be estimated."

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**16) How are revenues per student FTE and expenses per student FTE calculated, and why were they added to the screens?**

The calculation of these values takes the amounts reported for revenues and expenditures from the finance survey form and divides those amounts by the 12 month FTE student enrollment from the 12 month enrollment survey that was completed in the winter data collection. These calculated values are used by the system to compare the data reported by the institution to the data of institutions that are in the same sector (e.g., public/private, 4-year/2-year) to see if the calculated value is an extreme value that is too high or low. While it is not anticipated that your institution would have the same overall revenue or expenses, this comparison may be useful for ensuring that all appropriate amounts have been included in the finance survey component, or excluded when appropriate.

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**Public Institutions Using GASB Standards**

**1) Can public institutions report using FASB?**

Yes, but only in very rare instances. Your finance/business officer will know which version of the finance component should be completed.

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**2) I see the term CV on several lines of the finance survey. What is this referring to?**

CV is an abbreviation for Calculated Value. You do not need to enter an amount on this line. Once you click on Verify and Save, the system will calculate the amount based on other data you have entered. A formula may be found in the same block where you find the abbreviation CV.

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**3) What are operating versus nonoperating revenues?**

Operating revenues are received in exchange for goods or services provided, such as sales or tuition. The payer must also be the one who receives the services. Nonoperating revenues result from "nonexchange transactions" such as donations, state appropriations, tax revenues, and certain grants.

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**4) We reported federal appropriations in operating revenues rather than non-operating revenues in our financial statements. How should I report them on IPEDS?**

Federal appropriations are usually accounted for as non-operating revenues, similarly to state appropriations. Amounts reported as federal appropriations are intended to meet current operating expenses, and not generally intended for a specific purpose as operating revenues are. If, however, the institution included the revenue in operating revenue, report it there for purposes of IPEDS as well.

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**5) What are some examples of independent operations?**

Independent operations include federally funded labs such as Argonne at the University of Chicago, the Livermore Labs in the UC system, and the Jet Propulsion Lab at Cal Tech. These are major ancillary operations that are related to the primary missions of instruction, research, and public service but they are so significant as to warrant separate classification.

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**6) I have an edit that says that Other revenue (or expense) can't be negative. I didn't enter it. What do I do?**

This amount is a calculated value. It is derived by subtracting the sum of the detail items above this amount from the total below it. Negative amounts in these fields are caused when the total entered is less that the sum of the detail items entered. Check for keying errors and recheck totals. Nonoperating expenses, such as interest on debt, should be reported on Part C.

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**7) What are discounts and allowances (Part E)? (We don't discount our tuition.)**

Discounts and allowances are simply the part of scholarships used to pay institutional charges such as tuition and fees or room and board. The difference between total scholarships (reported in the top part of Part E) and net scholarships expenses (reported on Part C) is total discounts and allowances.

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**8) We do not capitalize our library. Do I report it on Part A page 2?**

If you do not capitalize it, do not report it in property, plant, and equipment.

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**9) Why does operation and maintenance of plant appear as both a row and column in Part C (expenses and other deductions)?**

In the new aligned form for GASB institutions, operation and maintenance of plant appear as both a row and column in Part C (expenses and other deductions). The row and column are designed to be used to show how the institution distributes operation and maintenance (O&M) of plant expenses. The total row and column have zeroes for O&M. Consequently, the cell where the O&M column and row intersect should be a negative number equal to the total O&M expenses of the institution.

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**10) How should my institution report the allocation of depreciation, operation and maintenance of plant (O&M), and interest expenses to the other functional expense categories in Part C?**

The National Association of College and University Business Officers (NACUBO) has prepared an advisory report (AR 2010-1), entitled, Public Institutions: Methodologies for Allocating Depreciation, Operation and Maintenance of Plant, and Interest Expenses to Functional Expense Categories (, [http://www.nacubo.org/Business\\_and\\_Policy\\_Areas/Accounting/Advisory\\_Reports/Advisory\\_Report\\_2010-1\\_Public\\_Institution\\_Methodologies\\_for\\_Allocation\\_Depreciation\\_Operation\\_and\\_Maintenance\\_of\\_Plant\\_and\\_Interest\\_Expenses\\_to\\_Functional\\_Expense\\_Categories.html](http://www.nacubo.org/Business_and_Policy_Areas/Accounting/Advisory_Reports/Advisory_Report_2010-1_Public_Institution_Methodologies_for_Allocation_Depreciation_Operation_and_Maintenance_of_Plant_and_Interest_Expenses_to_Functional_Expense_Categories.html)) to assist public institutions to develop an approach to allocating these expenses among the functional expense categories. The Advisory Report steps through a cost allocation approach. Because independent institutions have been allocating such costs for more than a decade, the Report focuses on methods currently used by independent institutions.

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**11) If my institution is a GASB-reporter, where should my institution report the gain or loss on the sale of a plant asset?**

Such components in the changes in the net assets of the institution should be reflected in Line 05 in Part D - Summary of Changes in Net Assets. Although this line is a calculated value that is entitled, Adjustments to beginning net assets, this is the most appropriate place for these values to be captured (instead of as Other revenue or Other expenses in Part B or C). Although this type of transaction is NOT an adjustment to beginning net assets, this is the best place for it to be captured in the IPEDS finance component for comparability with FASB-reporters. Additionally, institutions having such type of transactions should explain that in the context box available in Part D.

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**12) Where did component units go?**

Separate reporting was eliminated when institutions moved to the new aligned reporting that was mandatory starting in 2010-11.

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**Private Not-for-Profit and Public Institutions Using FASB**

**1) My institution is primarily a hospital with a small instruction program. How should I report the hospital part of my institution?**

Hospitals with a small nursing school or radiologic technology program should report activity for the instructional program only. The hospital revenues and expenses should not be included. If the instructional program revenues and expenses cannot be separated from the hospital, contact the Help Desk for further options for reporting.

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**2) What are some examples of independent operations?**

Independent operations include federally funded labs such as Argonne at the University of Chicago, the Livermore Labs in the University of California system, and the Jet Propulsion Lab at Cal Tech. These are major ancillary operations that are related to the primary missions of instruction, research, and public service but they are so significant as to warrant separate classification.

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**3) What value do I use to report plant, property, and equipment on the second page of Part A?**

This is the book value (or the value reported in the accounting records) of these assets without consideration for accumulated depreciation. This amount should be reported in the notes to the financial statements, or may be supplied by the business/finance officer of the institution.

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**4) I have an edit that says that Other revenue (or expense) can't be negative. I didn't enter it. What do I do?**

This amount is a calculated value. It is derived by subtracting the sum of the detail items above this amount from the total below it. Negative amounts in these fields are caused when the total entered is less than the sum of the detail items entered. Check for keying errors and recheck totals.

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**5) I see the term CV on several lines of the finance survey. What is this referring to?**

CV is an abbreviation for Calculated Value. You do not need to enter an amount on this line. Once you click on Verify and Save, the system will calculate the amount based on other data you have entered. A formula may be found in the same block where you find the abbreviation CV.

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**6) What is the difference between funded and unfunded institutional grants as reported on the Student Grants part of the survey?**

Funded grants are institutional resources restricted for student aid, such as scholarships and fellowships. They have been restricted by an outside source such as a donor or contract. Unfunded institutional grants are those that are awarded to students from unrestricted institutional resources.

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**7) What are allowances in Part C (Scholarships and Fellowships)?**

Allowances are the portion of scholarships awarded to students that are used to pay institutional charges such as tuition and fees or room and board.

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**8) Why does operation and maintenance of plant appear as both a row and column in Part E (expenses)?**

The row and column are designed to be used to show how the institution distributes operation and maintenance (O&M) of plant expenses. Since not-for-profit accounting does not recognize O&M as a function, the total row and column have zeroes for O&M. Consequently, the cell where the O&M column and row intersect should be a negative number equal to the total O&M expenses of the institution.

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**Private for-profit institutions**

**1) I have an edit that says that Other revenue (or expense) can't be negative. I didn't enter it. What do I do?**

This amount is a calculated value. It is derived by subtracting the sum of the detail items above this amount from the total below it. Negative amounts in these fields are caused when the total entered is less than the sum of the detail items entered. Check for keying errors and recheck totals.

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**2) I see the term CV on several lines of the finance survey. What is this referring to?**

CV is an abbreviation for Calculated Value. You do not need to enter an amount on this line. Once you click on Verify and Save, the system will calculate the amount based on other data you have entered. A formula may be found in the same block where you find the abbreviation CV.

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**3) What are allowances in Part C (Student Grants)?**

Allowances are the portion of scholarships awarded to students that are used to pay institutional charges such as tuition and fees or room and board.

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**4) The financial records of my institution do not break down expenses the way they are listed on Part E. How do I report expenses for my institution?**

The functional categories listed for expenses are recommended by the National Association of College and University Business Officers (NACUBO). If you do not break down expenses into the categories on Part E, they will all appear in the line titled “All other expenses” when you click on verify and save. A box is provided at the bottom of the screen where you can explain how your expenses are divided and why you cannot report them in the categories listed.

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**2011-12 Survey Materials****Narrative Edits**

date: 1/26/2012

**Finance for non-degree granting private, for-profit institutions****Edit specifications for the 2011-12 IPEDS Web-Based Data Collection****Finance Component****Applicable to Private-for-profit FASB-reporting institutions**

**Note:** The specifications in this document apply to the institutions listed above and related administrative offices. Some sections and parts may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.

*All screens must be completed in order to lock the survey.*

Screening QuestionsPart A: StatementsPart B: Summary of Changes in EquityPart C: Student GrantsPart D: Revenues and Investment ReturnPart E: Expenses by Function**Screening Questions**

On this screen, you must provide the following information. The answers given here will determine which screens your institution is shown throughout the remainder of this survey.

- Enter the **Beginning** date for your institution's Fiscal Year Calendar by month (MM) and year (YYYY). The date reported should be for the most recent fiscal year ending before October 1, 2011.
- Enter the **Ending** date for your institution's Fiscal Year Calendar by month (MM) and year (YYYY). The date reported should be for the most recent fiscal year ending before October 1, 2011.
- Indicate the type of audit opinion your institution received on its General Purpose Financial Statements for the fiscal year specified above. You may choose from the following options:
  - Unqualified
  - Qualified (If this option is selected, then you must explain the nature of the qualification in the context box at the bottom of the screen.)
  - Don't know (If this option is selected, then you must provide an explanation in the context box at the bottom of the screen.)

The system will perform the following edits on the data entered:

- The **Month** entered for the **Beginning** date of the fiscal year should be between 1 and 12.
- The **Month** entered for the **Ending** date of the fiscal year should be between 1 and 12.
- The **Year** entered for the **Beginning** date of the fiscal year should be either 2009 or 2010.
- The **Year** entered for the **Ending** date of the fiscal year should be either 2010 or 2011.
- The fiscal year **Beginning** date cannot be earlier than September 2009.
- The fiscal year **Ending** date cannot be later than October 2011.
- The fiscal year **Ending** date must be between 1 and 12 months later than the reported fiscal year **Beginning** date.

Does your institution account for Pell grants as pass through transactions (a simple payment on the student's account) or as federal revenues to the institution? You may choose from the following options:

- Pass through (agency)
- Federal appropriations, grants, and contracts
- Does not award Pell grants

## Part A: Balance Sheet Information

On this screen, you must report your institution's assets and liabilities for the most recent 12-month fiscal year.

Enter the **Current year amount** for each of the following:

- Total assets (line 01)
- Total liabilities (line 02)

Upon saving the screen, the system uses the above values to calculate additional equity information which may be used throughout this survey. Prior year amounts are displayed for your reference.

The system will perform the following edits on the data entered:

- A value must be entered for **Total assets** (line 01).
- The value reported for **Total assets** is expected to be greater than 0.
- The value reported for **Total assets** cannot be negative.
- If the **Prior year amount** of **Total assets** is greater than 0, then the current year value may NOT be equal to that amount.
- A value must be entered for **Total liabilities** (line 02).
- The value reported for **Total liabilities** is expected to be greater than 0.
- If the **Prior year amount** of **Total liabilities** is greater than 0, then the current year value may NOT be equal to that amount.

## Part B: Summary of Changes in Equity

### Applicable to institutions that are NOT partial parents

On this screen, you must report details about your institution's changes in equity for the most recent 12-month fiscal year.

Enter the **Current year amount** for each of the following:

- Total revenues (line 01)
- Total expenses (line 02)
- Net income (line 04)
- Other changes in equity (line 05)
- Equity, beginning of year (line 06)

Upon saving the screen, the system uses the above values to calculate additional information which may be used throughout this survey. Prior year amounts are displayed for your reference, as well as the **Equity, end of year** value from **Part A** of this survey.

The system will perform the following edits on the data entered:

- The value reported for **Total revenues** (line 01) must be greater than 0.
- If the **Prior year amount** of **Total revenues** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- The value reported for **Total expenses** (line 02) must be greater than 0.
- If the **Prior year amount** of **Total expenses** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- If the **Prior year amount** of **Total expenses** is greater than 0, then the current year value may NOT be equal to that amount.
- If your institution is NOT an administrative office, and the value reported for **Total expenses** is greater than 10 million, then the value reported for **Total revenues** (line 01) is expected to be less than 150% of that amount.
- A value must be entered for **Net income** (line 04).
- If the **Prior year amount** of **Equity, end of year** (line 08) is greater than 0, then the current year value reported for **Equity, beginning of year** (line 06) is expected to be equal to that amount.

## Applicable to institutions that are partial parents

On this screen, you must report details about changes in equity for your institution and all of its children for the most recent 12-month fiscal year .

Enter the **Current year amount** for each of the following:

- Total revenues (line 01)
- Total expenses (line 02)
- Net income (line 04)
- Other changes in equity (line 05)
- Equity, beginning of year (line 06)

Upon saving the screen, the system uses the above values to calculate additional information which may be used throughout this survey. The **Equity, end of year** value from **Part A** of this survey is displayed for your reference.

The system will perform the following edits on the data entered:

- The value reported for **Total revenues and investment return** (line 01) on this screen must be greater than the **Total Amount** of **Revenues and investment return** in **Part D** of this survey.
- The value reported for **Total expenses** (line 02) on this screen must be greater than the **Total amount** of **Total expenses** in **Part E** of this survey.

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## Part C: Student Grants

On this screen, you must report details about your institution's scholarship and fellowship expenses for the most recent 12-month fiscal year.

Enter the **Current year amount** for each of the following:

- Pell grants, federal (line 01)
- Other federal grants (line 02)
- State and local grants, government (line 03)
- Institutional grants (line 04)
- Allowances applied to tuition and fees (line 06)
- Allowances applied to auxiliary enterprise revenues (line 07)

Upon saving the screen, the system uses the first four items above to calculate the **Total student grants** (line 05) value for use throughout this survey. Prior year amounts are displayed for your reference.

The system will perform the following edits on the data entered:

- A value must be entered for **Pell grants** (line 01).
- The value reported for **Pell grants** is expected to be greater than 0.
- The calculated amount of **Total student grants** (line 05) cannot be negative.
- The calculated value of **Total student grants** is expected to be greater than 0.
- If the **Prior year amount** of **Total student grants** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- If the **Prior year amount** of **Total student grants** is greater than 0, then the current year value may NOT be equal to that amount.
- The calculated **Total student grants** must be greater than or equal to the sum of **Allowances applied to tuition and fees** (line 06) and **Allowances applied to auxiliary enterprise revenues** (line 07).

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## Part D: Revenues and Investment Return



For **Part D**, you must report your institution's revenues and investment returns for the most recent 12-month fiscal year.

### Applicable to degree-granting institutions

On this screen, enter the **Current year amount** for each of the following:

- Tuition and fees (line 01)
- Federal appropriations, grants and contracts (line 02)
- State and local government appropriations, grants and contracts (line 03)
- Private grants and contracts (line 04)
- Investment income and investment gains (losses) included in net income (line 05)
- Sales and services of educational activities (line 06)
- Sales and services of auxiliary enterprises (line 07)

If your institution is a **partial child** or **partial parent**, then you must also report the amount of **Total revenues and investment return** (line 09). Otherwise, this information is preloaded by the system.

Upon saving the screen, the system uses the above values to calculate additional information which may be used throughout this survey. Prior year amounts are displayed for your reference.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 10), along with the corresponding values for **Undergraduates** and **Graduates**. These values are used in combination with the reported data to calculate the **Total revenues and investment return per student FTE** (line 11).

The system will perform the following edits on the data entered:

- The value reported for **Tuition and fees** (line 01) must be greater than 0.
- If your institution is NOT an administrative office, then the value reported for **Tuition and fees** is expected to be greater than 0.
- If the **Prior year amount** of **Tuition and fees** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- If the value reported for **Tuition and fees** is greater than 0, then that value cannot be equal to the value reported for **Allowances applied to tuition and fees** in **Part C** of this survey.
- If your institution is NOT an administrative office, then a value should be entered for **Federal appropriations, grants and contracts** (line 02); otherwise an explanation is required.
- If your institution is NOT an administrative office, then the value reported for **Federal appropriations, grants and contracts** cannot be negative.
- The value reported for **State and local government appropriations, grants and contracts** (line 03) cannot be negative.
- If the value reported for **Allowances applied to auxiliary enterprise revenues** in **Part C** of this survey is greater than 0, then the value reported for **Sales and services of auxiliary enterprises** (line 07) on this screen must also be greater than 0.
- The calculated amount of **Other revenue** (line 08) cannot be negative.
- The calculated amount of **Other revenue** is expected to be no more than 75% of **Total revenues and investment return** (line 09).
- If your institution is a **partial child** or **partial parent**, then the value reported for **Total revenues and investment return** (line 09) must be greater than 0.
- If your institution is a **partial child** or **partial parent**, and the **Prior year amount** of **Total revenues and investment return** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- If your institution is a **partial child** or **partial parent**, and the **Prior year amount** of **Total revenues** in **Part B** of this survey is greater than or equal to 0, then the value reported for **Total revenues and investment return** on this screen is expected to be within a 50% range of that amount.
- If your institution is a **4-year institution**, and a value greater than 0 is preloaded for the **12-month Student FTE from E12** (line 10), then the calculated **Total revenues and investment return per student FTE** (line 11) value is expected to be between 5,000 and 100,000.
- If your institution is a **2-year institution**, and a value greater than 0 is preloaded for the **12-month Student FTE from E12** (line 10), then the calculated **Total revenues and investment return per student FTE** (line 11) value is expected to be between 4,000 and 100,000.
- If your institution is a **less-than-2-year** institution, and a value greater than 0 is preloaded for the **12-month Student FTE from E12** (line 10), then the calculated **Total revenues and investment return per student FTE** (line 11) value is expected to be between 2,500 and 75,000.

### Applicable to non-degree-granting institutions

On this screen, enter the **Current year amount** for each of the following:

- Tuition and fees (line 01)
- Federal appropriations, grants and contracts (line 02)
- State and local government appropriations, grants and contracts (line 03)
- Private grants and contracts (line 04)
- Investment income and investment gains (losses) included in net income (line 05)
- Sales and services of educational activities (line 06)
- Total revenues and investment return (line 09)

Upon saving the screen, the system uses the above values to calculate additional information which may be used throughout this survey. Prior year amounts are displayed for your reference.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 10), along with the corresponding values for **Undergraduates** and **Graduates**. These values are used in combination with the reported data to calculate the **Total revenues and investment return per student FTE** (line 11).

The system will perform the following edits on the data entered:

- A value must be entered for **Tuition and fees** (line 01).
- If your institution is NOT an administrative office, then the value reported for **Tuition and fees** is expected to be greater than 0.
- If the **Prior year amount** of **Tuition and fees** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- If the value reported for **Tuition and fees** is greater than 0, then that value cannot be equal to the value reported for **Allowances applied to tuition and fees** in **Part C** of this survey.
- If your institution is NOT an administrative office, then a value should be entered for **Federal appropriations, grants and contracts** (line 02); otherwise an explanation is required.
- If your institution is NOT an administrative office, then the value reported for **Federal appropriations, grants and contracts** cannot be negative.
- The value reported for **State and local** cannot be negative.
- The calculated amount of **Other revenue** is expected to be no more than 75% of the value reported for **Total revenues and investment return** (line 09).
- The value reported for **Total revenues and investment return** must be greater than 0.
- If the **Prior year amount** of **Total revenues and investment return** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- If the **Prior year amount** of **Total revenues** in **Part B** of this survey is greater than or equal to 0, then the value reported for **Total revenues and investment return** on this screen is expected to be within a 50% range of that amount.
- If your institution is not an administrative office, and a value greater than 0 is preloaded for the **12-month Student FTE from E12** (line 10), then the calculated amount of **Total revenues and investment return per student FTE** (line 11) has an expected range of between 75,000 and 100,000.
- If your institution is a **4-year institution**, and a value greater than 0 is preloaded for the **12-month Student FTE from E12** (line 10), then the calculated **Total revenues and investment return per student FTE** (line 11) value is expected to be between 5,000 and 100,000.
- If your institution is a **2-year institution**, and a value greater than 0 is preloaded for the **12-month Student FTE from E12** (line 10), then the calculated **Total revenues and investment return per student FTE** (line 11) value is expected to be between 4,000 and 100,000.
- If your institution is a **less-than-2-year institution**, and a value greater than 0 is preloaded for the **12-month Student FTE from E12** (line 10), then the calculated **Total revenues and investment return per student FTE** (line 11) value is expected to be between 2,500 and 75,000.

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## Part E: Expenses by Function

For **Part E**, you must report your institution's expenses by function for the most recent 12-month fiscal year.

### Applicable to degree-granting institutions

On this screen, enter an amount for each of the following:

- Instruction (line 01)
- Research and Public service (line 02)
- Academic support, Student services and Institutional support (line 03)
- Auxiliary enterprises (line 04)

- Net grant aid to students (line 05)

If your institution is a **partial child** or **partial parent**, then you must also report the amount of **Total expenses** (line 07). Otherwise, this information is preloaded by the system.

Upon saving the screen, the system uses the above values to calculate additional information which may be used throughout this survey. Prior year amounts are displayed for your reference.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 08), along with the corresponding values for **Undergraduates** and **Graduates**. These values are used in combination with the reported data to calculate the **Total expenses per student FTE** (line 09).

The system will perform the following edits on the data entered:

- If your institution is NOT an administrative office, then a value must be entered for **Instruction** (line 01).
- The value reported for **Instruction** cannot be negative.
- The value reported for **Instruction** is expected to be greater than 0.
- If the **Prior year amount** of **Instruction** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- The value reported for **Research and Public service** (line 02) cannot be negative.
- A value must be entered for **Academic support, Student services and Institutional support** (line 03).
- The value reported for **Academic support, Student services and Institutional support** cannot be negative.
- The value reported for **Auxiliary enterprises** (line 04) cannot be negative.
- If the value reported for **Sales and services of auxiliary enterprises** in **Part D** of this survey is greater than 0, then the value reported for **Auxiliary enterprises** on this screen must also be greater than 0.
- The value reported for **Net grant aid to students** (line 05) cannot be negative.
- The value reported for **Net grant aid to students** must be less than or equal to the difference between **Total student grants** and **Allowances** reported in **Part C** of this survey.
- The calculated amount of **All other expenses** (line 06) cannot be negative.
- The calculated amount of **All other expenses** is expected to be no more than 75% of **Total expenses** (line 07).
- If your institution is a **partial child** or **partial parent**, then the value reported for **Total expenses** must be greater than 0.
- If your institution is a **partial child** or **partial parent**, and the **Prior year amount** of **Total expenses** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- If your institution is a **partial child** or **partial parent**, and the **Prior year amount** of **Total expenses** in **Part B** of this survey is greater than or equal to 0, then the value reported for **Total expenses** on this screen is expected to be within a 50% range of that amount.
- If your institution is a **partial child** or **partial parent**, then the value reported for **Total expenses** cannot be equal to the corresponding **Prior year amount**.
- If your institution is a **partial child** or **partial parent**, NOT an administrative office, and the value reported for **Total expenses** is greater than 10 million, then the value reported for **Total revenues and investment return** in **Part D** of this survey is expected to be less than 150% of that amount.
- If your institution is a **4-year institution**, then the calculated amount of **Total expenses per student FTE** (line 09) is expected to be between 5,000 and 75,000.
- If your institution is a **2-year institution**, then the calculated amount of **Total expenses per student FTE** is expected to be between 4,000 and 75,000.
- If your institution is a **less-than-2-year institution**, then the calculated amount of **Total expenses per student FTE** is expected to be between 2,500 and 75,000.

### Applicable to non-degree-granting institutions

On this screen, enter an amount for each of the following:

- Instruction (line 01)
- Research and Public service (line 02)
- Academic support, Student services and Institutional support (line 03)
- Net grant aid to students (line 05)
- Total expenses (line 07)

Upon saving the screen, the system uses the above values to calculate additional information which may be used throughout this survey. Prior year amounts are displayed for your reference.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 08), along with the corresponding values for **Undergraduates** and **Graduates**. These values are used in combination with the reported data to calculate the **Total expenses per student FTE** (line 09).

The system will perform the following edits on the data entered:

- If your institution is NOT an administrative office, then a value must be entered for **Instruction** (line 01).
- The value reported for **Instruction** cannot be negative.
- The value reported for **Instruction** is expected to be greater than 0.
- If the **Prior year amount of Instruction** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- The value reported for **Research and Public service** (line 02) cannot be negative.
- A value must be entered for **Academic support, Student services and Institutional support** (line 03).
- The value reported for **Academic support, Student services and Institutional support** cannot be negative.
- The value reported for **Net grant aid to students** (line 05) cannot be negative.
- The value reported for **Net grant aid to students** must be less than or equal to the difference between **Total student grants** and **Allowances** reported in **Part C** of this survey.
- The calculated amount of **All other expenses** (line 06) cannot be negative.
- The calculated amount of **All other expenses** is expected to be no more than 75% of the value reported for **Total expenses** (line 07).
- The value reported for **Total expenses** must be greater than 0.
- If the **Prior year amount of Total expenses** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- If the **Prior year amount of Total expenses** in **Part B** of this survey is greater than or equal to 0, then the value reported for **Total expenses** on this screen is expected to be within a 50% range of that amount.
- The value reported for **Total expenses** cannot be equal to the corresponding **Prior year amount**.
- If your institution is NOT an administrative office, and the value reported for **Total expenses** is greater than 10 million, then the value reported for **Total revenues and investment return** in **Part D** of this survey is expected to be less than 150% of that amount.
- If your institution is a **4-year institution**, then the calculated amount of **Total expenses per student FTE** (line 09) is expected to be between 5,000 and 75,000.
- If your institution is a **2-year institution**, then the calculated amount of **Total expenses per student FTE** is expected to be between 4,000 and 75,000.
- If your institution is a **less-than-2-year institution**, then the calculated amount of **Total expenses per student FTE** is expected to be between 2,500 and 75,000.

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