File to Batch Update HEGP Data

The file name must begin with batch_hegp_xxxxxx where xxxxxx is the 6 digit inst code

Example: batch_hegp_003827_my_update_info

Only the adjustement code and the adjusted amount may be updated using this method, it is not intented to replace the on-line updates.

If both semesters are to be updated, it will be necessary to enter two records.

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It will only be necessary to include record(s) for a student when the award amount is incorrect.

Number	Columns	TITLE	Date Revised
1	1-5	Year and semester	
2	6-11	Institution Code	
3	12-20	Student's Social Security Number	
4	21	Adjustment Code	
5	22-26	Adjusted Amount	

FIELD: 1
TITLE: Year and semetser
SPACES NEEDED: 5
COLUMNS USED: 1-5
DEFINITION Use the same year and semester code as the record you wish to update in the HEGP files.

CODING INSTRUCTIONS:

The fall semester of the 2008-09 year would be 20081, the spring semester of the 2008-09 year would be 20082.

FIELD: 2
TITLE: Institutional code
SPACES NEEDED: 6
COLUMNS USED: 6-11

DEFINITION: Six digit institution code used for by FAFSA, Promise, and HEGP.

CODING INSTRUCTIONS: The inst code should use all six digits. Example 003827.

FIELD: 3
TITLE: Student's Social Security Number
SPACES NEEDED: 9
COLUMNS USED: 12-20
DEFINITION: This field contains the student's Social Security Number

CODING INSTRUCTIONS:

Enter the nine-digit number in this field, omitting hyphens.
This field should be right-justified with left 0 fill.
EDIT CHECK:

This field must contain nine numeric characters. Any alpha or blank character in this field will generate an error.

FIELD: 4
TITLE: Adjustment Code
SPACES NEEDED: 1
COLUMNS USED: 21
DEFINITION:
        This fields contains the reason an award is reduced or cancelled.
CODING INSTRUCTIONS: Use one of the following:
       1. Not enrolled
       2. Not full-time
       3. Withdrew
       4. Other Ineligible
       6. Academically Ineligible

EDIT CHECK:

This field must contain a value 1, 2, 3, 4, or 6 when the award is reduced or set to 0.

FIELD: 5
TITLE: Adjusted award amount
SPACES NEEDED: 5
COLUMNS USED: 22-26
DEFINITION:

This field must contain a value of the adjusted award or 0. This field must contain a value when the award must be adjusted by the institution.

CODING INSTRUCTIONS:

This field must contain a value less than the award amount or 0. This field should be reported in dollars. This field must be right justified with left zero fill..

example: 540 dollars would be reported as 00540

EDIT CHECK:

This field must contain five numeric characters. The value cannot be less than 0 and cannot be more than the award amount.