

**EXPLANATION OF WORKSHEET  
2001-2002 AWARD PERIOD**

Each institution that applied for funds under the Federal Work-Study, Federal Perkins Loan and/or Federal Supplemental Educational Opportunity Grant Programs for the 2001-2002 Award Period receives a tentative funding level which is based on 1) a Base Guarantee and 2) a Fair Share Increase, minus the amount of unexpended 1999-2000 funds if this amount exceeds 10% of the institution's 1999-2000 allocation. These amounts are distributed based on funds availability. Following is an explanation of the institutional worksheet for each program.

**COMPUTATION OF BASE GUARANTEES**

**FEDERAL WORK-STUDY**

1. An institution that participated in the FWS program in the 1999-2000 award year receives a base guarantee equal to 1) its 1999-2000 base guarantee, 2) its 1999-2000 initial pro rata increase, and 3) if applicable, the additional FWS funds issued from the \$17 million set aside that the institution received in the 1999-2000 award year.
2. An institution applying to participate in the FWS program for the first or second time receives a base guarantee equal to the greatest of-

(A) \$5,000; or

(B) 90 percent of the figure derived by taking the Federal share of FWS expenditures in 1999-2000 by institutions offering comparable type programs of instruction (See page 5),

DIVIDED BY enrolled students in 1999-2000 in those same institutions, TIMES the applicant institution's 1999-2000 enrollment; or

(C) 90 percent of its highest 2000-2001 allocation

**FEDERAL PERKINS LOAN**

1. An institution that participated in the Federal Perkins Loan Program in the 1999-2000 award year receives a conditional guarantee equal to its 1999-2000 conditional guarantee, multiplied by the institution's cohort default penalty factor for the 1999-2000 award year, and multiplied by a 60.77% reduction factor. The base guarantee that the institution receives for 2001-2002 is the above conditional guarantee multiplied by their 2001-2002 award year cohort default penalty factor. No funding was available to provide pro rata share increases for the 1999-2000 award year.
2. An institution applying to participate in the Federal Perkins Loan Program for the first or second time receives a base guarantee equal to the greatest of-

(A) \$5,000; or

(B) 90 percent of the figure derived by taking the Federal Perkins Loan FCC expenditures in 1999-2000 for institutions offering comparable type programs of instruction (See page 5), DIVIDED BY enrolled students in 1999-2000 for those same institutions TIMES the applicant institution's 1999-2000 enrollment; or

(C) 90 percent of its 2000-2001 allocation.

(B) 90 percent of the figure derived by taking the Federal share of FSEOG expenditures in 1999-2000 by institutions offering comparable type programs of instruction (See page 5), DIVIDED BY enrolled students in 1999-2000 in those same institutions, TIMES the applicant institution's 1999-2000 enrollment; or

(C) 90 percent of its highest 2000-2001 allocation.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**

1. An institution that participated in the **FSEOG** program in the 1999-2000 award year receives a base guarantee equal to 1) its 1999-2000 base guarantee and 2) its 1999-2000 initial pro rata increase.
  
2. An institution applying to participate in the FSEOG program for the first or second time receives a base guarantee equal to the greatest of -

(A) \$5,000; or

Average 1999-2000 Expenditures for  
FWS, Federal Perkins Loan, and FSEOG Programs  
BY TYPE OF INSTITUTION

<u>Type of Institution</u>	FWS <u>Federal Share</u>	FEDERAL PERKINS LOAN <u>FCC</u>	FSEOG <u>Federal Share</u>
1. Cosmetology	\$17	\$27	\$58
2. Business	\$38	\$23	\$59
3. Trade & Technical	\$33	\$21	\$59
4. Art Schools	\$25	\$ 7	\$50
5. Other Proprietary	\$43	\$43	\$62
6. Non-Proprietary	\$42	\$10	\$34

How were the averages computed?

An average 1999-2000 expenditure per enrolled student for each program was derived for like type institutions by dividing expenditure data reported for the 1999-2000 Award Year by the corresponding aggregate enrollment for all the institutions of similar type.

A base guarantee equal to 90% of the appropriate computed average for each program times the applicant institution's 1999-2000 enrollment was used for institutions requesting participation for the first or second year.

If the institution did not have any 1999-2000 enrollment, we used the estimated 2000-2001 enrollment, or the projected 2001-2002 enrollment if the institution is not yet open.

**EXPLANATION OF  
INSTITUTIONAL WORKSHEET  
FWS TENTATIVE FUNDING 2001-2002**

**ITEM 4  
FWS REQUEST**

Part II, Section A, Field 4 of  
Application

**ITEM 5  
FWS NATIONAL TOTAL OF FUNDS  
AVAILABLE**

U.S. total 2001-2002 funds  
available for Federal Work-Study  
allocations.

**ITEM 6  
BASE GUARANTEE**

See instructions on computation  
of base guarantees. (FWS  
Requirements)

**ITEM 7  
NATIONAL TOTAL OF BASE  
GUARANTEES**

Sum of Item 6 for all applicant  
institutions nationwide.

**ITEM 8  
BASE GUARANTEE PERCENTAGE  
FUNDABLE**

Item 5 DIVIDED BY Item 7, not to  
exceed 100%

**ITEM 9  
ADJUSTED BASE GUARANTEE**

Item 6 TIMES Item 8

**ITEM 10  
AVERAGE UNDERGRADUATE TUITION  
AND FEES**

Institutions with traditional  
academic calendars =  
Application, Section E, field  
11(a) DIVIDED BY Section D,  
field 7(a).

When entries on fields 11(a) and  
7(a) are 0, but entry on fields  
29(a), 29(b), 29(c) or 29(d) is  
greater than 0, DIVIDE Section  
E, field 11(b) by Section D,  
field 7(b).

Other Institutions =  
Application, Section E, field  
11(a) DIVIDED BY Section D,  
field 9(a) PLUS 10(b).

**ITEM 11  
AVERAGE UNDERGRADUATE TIME IN  
ATTENDANCE**

Institutions with traditional  
academic calendars = 9 months  
(assumed).

Other Institutions =  
Application, Section D, field  
10(a), PLUS 10(b), DIVIDED BY  
Section D, field 9(a) PLUS  
10(b), maximum of 12 months.

**ITEM 12  
LIVING COST ALLOWANCE**

\$5,655 TIMES Item 11 DIVIDED by  
9 months

ITEM 13  
BOOKS AND SUPPLIES ALLOWANCE

\$450 TIMES Item 11 DIVIDED BY 9 months

ITEM 14  
AVERAGE UNDERGRADUATE COST

Item 10 PLUS Item 12 PLUS Item 13

ITEM 15  
25% OF AVERAGE UNDERGRADUATE COST

Item 14 TIMES 25%

ITEM 16  
UNDERGRADUATE SELF-HELP NEED

USE UNDERGRADUATE COLUMNS OF APPLICATION ONLY: Section F, Fields 14 through 28 Dependent and Independent.

Step (a)  
EFC Constants X Item 11 DIVIDED BY 9 months.

Step (b)  
Multiply each field Dependent PLUS Independent 14 through 28:

By Item 15

OR

By Item 14 MINUS product from Step (a) (whichever is less for each separate line)

Step (c)  
Sum all of the amounts from Step (b).

ITEM 17  
AVERAGE GRADUATE TUITION AND FEES

Application: Section E, Field 11(b) DIVIDED BY Section D, Field 7(b)

When entries on field 11(b) and 7 (b) are 0, but entry in field 29(e) is greater than 0, DIVIDE Section E, field 11(a) by Section D, field 7(a).

ITEM 18  
AVERAGE GRADUATE TIME IN ATTENDANCE

9 months (assumed)

ITEM 19  
LIVING COST ALLOWANCE

\$5,655

ITEM 20  
BOOKS AND SUPPLIES ALLOWANCE

\$450

ITEM 21  
AVERAGE GRADUATE COST

Item 17 PLUS Item 19 PLUS Item 20

ITEM 22  
GRADUATE SELF-HELP NEED

USE GRADUATE COLUMN OF APPLICATION ONLY: Section F, Column E (fields 14 through 28)

Step (a)

Multiply each field, 14 through 28 by (Item 21 MINUS the EFC for that income category.)

Step (b)

Sum of all the amounts from Step (a).

ITEM 23

TOTAL SELF-HELP NEED

Item 16 PLUS Item 22

ITEM 24

NATIONAL TOTAL SELF-HELP NEED

Sum of Item 23 for all applicant institutions nationwide.

ITEM 25

RELATIVE NEED

Item 23 DIVIDED BY Item 24

ITEM 26

FAIR SHARE

Item 5 TIMES Item 25

ITEM 27

NATIONAL FUNDS AVAILABLE FOR FAIR SHARE

Item 5 MINUS Item 7

ITEM 28

SHORTFALL

Item 26 MINUS Item 9. MAY NOT BE LESS THAN ZERO

ITEM 29

NATIONAL TOTAL OF SHORTFALLS

Sum of Item 28 for all applicant institutions nationwide.

ITEM 30

RELATIVE SHORTFALL

Item 28 DIVIDED BY Item 29

ITEM 31

INITIAL FAIR SHARE INCREASE

Item 27 TIMES Item 30.

ITEM 32

ADDITIONAL FAIR SHARE INCREASE

This increase is due to redistribution of funds available from other institutions, which they would have received if requested.

ITEM 33

TOTAL FAIR SHARE INCREASE

Item 31 PLUS Item 32.

ITEM 34

TOTAL FWS ALLOCATION

Item 9 PLUS Item 33.

ITEM 35

UNDER USED PERCENTAGE

Unexpended 1999-2000 funds divided by 1999-2000 highest allocation.

ITEM 36

ALLOCATION REDUCTION

Highest 1999-2000 allocation minus 1999-2000 expenditure in FISAP, Part V, Field 17, if Item 35 above is greater than 10.0%.

ITEM 37

ADJUSTED FWS ALLOCATION

Item 34 minus Item 36.

**EXPLANATION OF INSTITUTIONAL  
WORKSHEET FSEOG TENTATIVE  
FUNDING 2001-2002**

**ITEM 4  
FSEOG REQUEST**

Part II, Section A, Field 3 of  
Application.

**ITEM 5  
NATIONAL TOTAL OF FUNDS  
AVAILABLE**

U.S. total 2001-2002 funds  
available for FSEOG allocations.

**ITEM 6  
BASE GUARANTEE**

See instructions on the  
computation of Base  
Guarantee. (FSEOG Requirements)

**ITEM 7  
NATIONAL TOTAL OF BASE  
GUARANTEES**

Sum of Item 6 for all applicant  
institutions nationwide.

**ITEM 8  
BASE GUARANTEE PERCENTAGE  
FUNDABLE**

Item 5 DIVIDED BY Item 7, not to  
exceed 100%

**ITEM 9  
ADJUSTED BASE GUARANTEE**

Item 6 TIMES Item 8.

**ITEM 10  
AVERAGE UNDERGRADUATE TUITION  
AND FEES**

Institutions with traditional  
academic calendars =  
Application, Section E, field  
11(a) DIVIDED BY Section D,  
field 7(a).

When entries in fields 11(a) and  
7(a) are 0, but entry in field  
29(a) or 29(c), is greater than  
0, DIVIDE Section E, field  
11(b) by Section D, field 7(b).

Other Institutions -  
Application, Section E, field  
11(a) DIVIDED BY Section D,  
field 9(a) PLUS 10(b).

**ITEM 11  
AVERAGE UNDERGRADUATE TIME IN  
ATTENDANCE**

Institutions with traditional  
academic calendars = 9 months  
(assumed).

Other Institutions -  
Application, Section D, field  
10(a), PLUS 10(b), DIVIDED BY  
Section D, field 9(a) PLUS  
10(b), maximum of 12 months.

**ITEM 12  
LIVING COST ALLOWANCE**

\$5,655 TIMES Item 11 DIVIDED BY  
9 months

ITEM 13  
BOOKS AND SUPPLIES ALLOWANCE

\$450 TIMES Item 11 DIVIDED BY 9 months

ITEM 14  
AVERAGE UNDERGRADUATE COST

Item 10 PLUS Item 12 PLUS Item 13

ITEM 15  
75% OF AVERAGE UNDERGRADUATE COST

Item 14 TIMES 75%

ITEM 16  
UNDERGRADUATE GRANT NEED

USE UNDERGRADUATE COLUMNS A & C OF APPLICATION ONLY: Section F, fields 14 through 28

STEP (a)

Multiply the data in each income cell TIMES Item 15 MINUS (undergraduate EFC constants TIMES Item 11 DIVIDED BY 9 months)

STEP (b)

Sum of all the amounts from Step (a).

ITEM 17  
PELL GRANTS

Application, Part II, Section E Field 12

ITEM 18  
LEAP PERCENTAGE

1999-2000 State Total LEAP (Federal plus state shares) DIVIDED BY state total of all state grants and scholarships (data received from each state).

ITEM 19  
LEAP AWARDS

Estimated LEAP made to undergraduate students during the 1999-2000 Award Year. Application Section E, field 13 TIMES Item 18.

ITEM 20  
FSEOG NEED

Item 16 MINUS Item 17 MINUS Item 19

ITEM 21  
NATIONAL TOTAL OF FSEOG NEED

Sum of Item 20 for all applicant institutions nationwide.

ITEM 22  
RELATIVE FSEOG NEED

Item 20 DIVIDED BY Item 21

ITEM 23  
FAIR SHARE

Item 5 TIMES Item 22

ITEM 24  
NATIONAL FUNDS AVAILABLE FOR  
FAIR SHARE

Item 5 MINUS Item 7

ITEM 25  
SHORTFALL

Item 23 MINUS Item 9. MAY NOT BE  
LESS THAN ZERO

ITEM 26  
NATIONAL TOTAL OF SHORTFALLS

Sum of Item 25 for all applicant  
institutions nationwide.

ITEM 27  
RELATIVE SHORTFALL

Item 25 DIVIDED BY Item 26

ITEM 28  
INITIAL FAIR SHARE INCREASE

Item 24 TIMES Item 27

ITEM 29  
ADDITIONAL FAIR SHARE INCREASE

This increase is due to  
redistribution of funds  
available from other  
institutions, which they would  
have received if requested.

ITEM 30  
TOTAL FAIR SHARE INCREASE

Item 28 PLUS Item 29

ITEM 31  
TOTAL FSEOG ALLOCATION

Item 9 PLUS Item 30

ITEM 32  
UNDER USED PERCENTAGE

Unexpended 1999-2000 funds  
divided by 1999-2000 highest  
allocation.

ITEM 33  
ALLOCATION REDUCTION

Highest 1999-2000 allocation  
minus 1999-2000 expenditure in  
FISAP, Part IV, Field 16, if  
Item 32 above is greater than  
10.0%.

ITEM 34  
ADJUSTED FSEOG ALLOCATION

Item 31 minus Item 33.

**EXPLANATION OF INSTITUTIONAL  
WORKSHEET FEDERAL PERKINS LOAN  
TENTATIVE FUNDING 2001-2002**

**ITEM 4  
FCC REQUEST**

Part II, Section A, Field 2 of  
Application

**ITEM 5  
NATIONAL FUNDS AVAILABLE-FCC**

U.S. total 2001-2002 funds  
available for Federal Perkins  
Loan allocations

**ITEM 6  
CONDITIONAL GUARANTEE**

See instructions on the  
computation of conditional  
guarantees (Federal Perkins Loan  
Requirements)

**ITEM 7  
COHORT DEFAULT RATE**

If the entry in Part III,  
Section D, Field 1.1 is equal to  
or greater than 30, the Cohort  
Default Rate = Field 1.2 divided  
by 1.1 times 100%.

If the entry in Part III,  
Section D, Field 2.1(c) is at  
least 1 but less than 30, the  
Cohort Default Rate = Field 2.4  
divided by 2.3 times 100%.

**ITEM 8  
COHORT DEFAULT PENALTY FACTOR**

Compute as follows, using the  
Cohort default rate as of June  
30, 2000;

Default Rate of 25% or greater =  
default penalty factor of zero  
(no Federal funds).

Default Rate of 0 thru 24.99% =  
default penalty factor of 1 (no  
penalty).

**ITEM 9  
BASE GUARANTEE**

Item 6 TIMES Item 8

**ITEM 10  
NATIONAL TOTAL OF BASE  
GUARANTEES**

Sum of Item 9 for all applicant  
institutions nationwide.

**ITEM 11  
BASE GUARANTEE PERCENTAGE  
FUNDABLE**

Item 5 DIVIDED BY Item 10, not  
to Exceed 100%

ITEM 12  
ADJUSTED BASE GUARANTEE

Item 9 TIMES Item 11

ITEM 13  
AVERAGE UNDERGRADUATE TUITION  
AND FEES

Institutions with traditional  
academic calendars =  
Application, Section E, field  
11(a) DIVIDED BY Section D,  
field 7(a).

When entries in field 11(a) and  
7(a) are 0, but entry in field  
29(a), 29(b), 29(c), or 29(d) is  
greater than 0, DIVIDE Section  
E, field 11(b) by Section D,  
field 7(b).

Other Institutions =  
Application, Section E, field  
11(a) DIVIDED BY Section D,  
field 9(a) PLUS 10(b).

ITEM 14  
AVERAGE UNDERGRADUATE TIME IN  
ATTENDANCE

Institutions with traditional  
academic calendars = 9 months  
(assumed).

Other Institutions =  
Application, Section D, field  
10(a), PLUS 10(b) DIVIDED BY  
Section D, field 9(a) PLUS  
10(b), maximum of 12 months.

ITEM 15  
LIVING COST ALLOWANCE

\$5,655 TIMES Item 14 DIVIDED BY  
9 months

ITEM 16  
BOOKS AND SUPPLIES ALLOWANCE

\$450 TIMES Item 14 DIVIDED BY 9  
months

ITEM 17  
AVERAGE UNDERGRADUATE COST

Item 13 PLUS Item 15 PLUS Item  
16

ITEM 18  
25% OF AVERAGE UNDERGRADUATE  
COST

Item 17 TIMES 25%

ITEM 19  
UNDERGRADUATE SELF-HELP NEED

USE UNDERGRADUATE COLUMNS OF  
APPLICATION ONLY: Section F,  
Field 14 through 28 Dependent  
and Independent

Step (a)  
EFC Constants X Item 14 DIVIDED  
BY 9 months.

Step (b)  
Multiply each field Dependent  
PLUS Independent 14 through 28:

By Item 18

OR

By Item 17 MINUS product from  
Step (a) (whichever is less for  
each separate field)

Step (c)  
Sum all of the amounts from step  
(b)

ITEM 20  
AVERAGE GRADUATE TUITION AND FEES

APPLICATION: Section E, Field 11(b) DIVIDED BY Section D, Field 7(b)

When entries in field 11(b) and 7(b) are 0, but entry in field 29(E) is greater than 0, DIVIDE Section E, field 11(a) by Section D, field 7(a).

ITEM 21  
AVERAGE GRADUATE TIME IN ATTENDANCE

9 months (assumed)

ITEM 22  
LIVING COST ALLOWANCE

\$5,655

ITEM 23  
BOOKS AND SUPPLIES ALLOWANCE

\$450

ITEM 24  
AVERAGE GRADUATE COST

Item 20 PLUS Item 22 PLUS Item 25

ITEM 25  
GRADUATE SELF-HELP NEED

USE GRADUATE COLUMN OF APPLICATION ONLY: Section F (fields 14 through 28)

Step (a)  
Multiply each field, 14 through 28 by (Item 24, MINUS EFC for that income category).

Step (b)  
Sum of all the amounts from Step (a)

ITEM 26  
TOTAL SELF-HELP NEED

Item 19 plus Item 25

ITEM 27  
PROJECTED COLLECTIONS

FISAP, Section B, Field 7, Column (b) of Fed. Perkins Loan Fiscal Operations Report TIMES 121%.

ITEM 28  
ADJUSTED SELF-HELP NEED

Item 26 MINUS Item 27 TIMES Item 8. MAY NOT BE LESS THAN ZERO.

ITEM 29  
NATIONAL TOTAL - ADJUSTED SELF-HELP NEED

Sum of Item 28 for all applicant institutions nationwide.

ITEM 30  
RELATIVE FCC NEED

Item 28 DIVIDED BY Item 29

ITEM 31  
FAIR SHARE

Item 5 TIMES Item 30

ITEM 32  
NATIONAL FUNDS AVAILABLE FOR  
FAIR SHARE

Item 5 MINUS Item 10

ITEM 33  
SHORTFALL

Item 31 MINUS Item 12. MAY NOT  
BE LESS THAN ZERO.

ITEM 34  
NATIONAL TOTAL OF SHORTFALLS

Sum of Item 33 for all applicant  
institutions nationwide.

ITEM 35  
RELATIVE SHORTFALL

Item 33 DIVIDED BY Item 34

ITEM 36  
INITIAL FAIR SHARE INCREASE

Item 32 TIMES Item 35

ITEM 37  
ADDITIONAL FAIR SHARE INCREASE

This increase is due to redistribution of  
funds available from other institutions,  
which they would have received if  
requested.

ITEM 38  
TOTAL FAIR SHARE INCREASE

Item 36 PLUS Item 37

ITEM 39  
TOTAL FCC ALLOCATION

Item 12 PLUS Item 37

ITEM 40  
UNDER USED PERCENTAGE

Unexpended 1999-2000 funds  
divided by 1999-2000 highest  
allocation.

ITEM 41  
ALLOCATION REDUCTION

Highest 1999-2000 FCC allocation  
minus 1999-2000 expenditure  
(FISAP, Part III, Section B,  
Field 1 minus field 3), if Item  
40 above is greater than 10.0%.

ITEM 42  
ADJUSTED FEDERAL PERKINS LOAN-  
FCC

Item 39 MINUS Item 41.

ITEM 43  
TOTAL AUTHORIZED LEVEL OF  
EXPENDITURES

Sum of the following:

1. Item 42
2. Institutional Capital  
Contribution (Item 42  
MULTIPLIED BY one-third)
3. Item 27
4. FISAP Part III,  
Section A, Field 1.1c (As  
of June 30, 2000)
5. Estimated 2000-2001 Perkins  
Loan Cancellation  
Reimbursements, (equal to  
payments made summer of  
2000).