

UPLOAD MCS/MTG CERTIFICATION FILE LAYOUT

The layout of the **MCS/MTG Upload Certification Roster File** is:

- The format for the file is “Comma Separated Values” (CSV)
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

MAX Len	Field Name	Type	Value Required	Field Description
4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value) <i>Use ending year - if the acyear is 2023-2024 this field must contain 2024</i>
6	Payment Term	Alphanumeric	Y	Term being Certified (all records in file must contain the same value) Valid values include: “Fall” “Winter” “Spring” “Summer”
6	School OE Code	Alphanumeric	Y	School OE Code (all records in file must contain same value)
10	Aid Program	Alphanumeric	Y	Aid Program being awarded (all records in file must contain same value) Valid values include: “MCS” “MTG”
9	SSN	Numeric	Y	Student’s Social Security Number
35	Last Name	Alphanumeric	Y	Student’s Last Name
35	First Name	Alphanumeric	Y	Student’s First Name
15	Middle Name	Alphanumeric	N	Student’s Middle Name
2	Enrollment Status	Alphanumeric	Y	Student’s Enrollment Status for term Valid Values include: “FT” = Full-time “TT” = 3/4-time “HT” = Half-time “LT” = Less than half-time “NE” = Not Enrolled
7	Award Amount	Numeric	Y	School’s Award Amount (whole numbers only)
1	Certification	Alphanumeric	Y	Certification Status Valid values include: “Y” – Yes “N” – No

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MAX Len	Field Name	Type	Value Required	Field Description
1	No Award Reason	Alphanumeric	Req if Certification Status = "N"	Reason student is not receiving award Valid values include: "H" – Less than Half-time "N" – Not Enrolled – Term "Y" – Not Enrolled - Year "C" – Co-op "S" – SAP Not Met "G" – GPA Not Met "O" – Overaward "L" – Leave of Absence "V" – Verification Incomplete "I" – Incarcerated "D" – Declined "P" – Ineligible Program "T" – Other
14	Reason Award Amount Lowered	Alphanumeric	Req if Award Amount Lowered	School reason award amount was lowered Valid Values include: "Overaward" "Other Gift Aid" "Other"

A record will be rejected for the following:

- 1.1 Invalid data
- 1.2 Required fields not populated
- 1.3 No match on SSN
- 1.4 No match on Aid Program for the uploaded SSN
- 1.5 No match on Inst OE Code
- 1.6 No match on Payment Term
- 1.7 No match on First Name
- 1.8 No match on Last Name
- 1.9 Academic Year not the current Academic Year
- 1.10 Payment Status on database is not "Ready to Certify"
- 1.11 Payment amount is "0" and Certification status in file is "Y"
- 1.12 Payment amount is > "0" and Certification status in file is "N"
- 1.13 The 'Award Amount' cannot exceed the student's maximum award amount based on need and enrollment status
- 1.14 If 'No Award Reason' = 'H' then 'Enrollment Status' must = 'LT'
- 1.15 If 'No Award Reason' = 'N' then 'Enrollment Status' must = 'NE'
- 1.16 'Enrollment Status' must be 'FT', 'TT', or 'HT' if Certification Status is 'Y'
- 1.17 Reduced Award Amount was missing a Reduced Reason