

## F4F REIMBURSEMENT ROSTER - UPLOAD FILE LAYOUT

The layout of the **F4F Upload Reimbursement Roster File** is:

- The format for the file is “Comma Separated Values” (CSV)
- Numeric fields cannot contain decimals unless specified
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

MAX Len	Field Name	Type	Req	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	Term	Alphanumeric	Y	Term being requested for reimbursement (all records in file must contain the same value)  Valid values include: “Fall” “Winter” “Spring” “Summer”
9	SSN	Numeric	Y	Student’s Social Security Number
10	Date of Birth	Date (mm/dd/ccyy)	Y	Student’s Date of Birth – must include slashes
35	Last Name	Alphanumeric		Student’s Last Name
35	First Name	Alphanumeric		Student’s First Name
2	Credit Hours	Numeric	Y	Number of Credit Hours – may contain a decimal
8	Tuition for Credit Hours and Fees	Numeric	Y	Tuition for Credit Hours and Mandatory Fees charged to F4F – may contain a decimal
8	Tuition for Contact Hours	Numeric	Y	Tuition for Contact Hours charged to F4F – may contain a decimal
1	Eligible No Reimbursement?	Alphanumeric		If uploading a \$0 reimbursement to track enrollment as student is eligible for F4F but not receiving an award, insert a value of ‘Y’  If ‘Y’ entered, both Tuition fields must contain a value of ‘0’

A record will be **rejected** for the following:

- Invalid data
- Student must be eligible for F4F
- Student cannot already have an F4F reimbursement for the term
- The ‘Credits’ entered, plus the sum of the credits for any reimbursements/adjustments for the same term, must be greater than or equal to 6