



**DIVISION III FINANCIAL AID
ANNUAL ELECTRONIC REPORTING PROCESS
AND
FINANCIAL AID DATA MANAGEMENT SYSTEM
(FADMS)**

USER'S MANUAL

JUNE 12, 2006

TABLE OF CONTENTS

1. INTRODUCTION.
 - a. NCAA Governing Legislation.
 - b. Description of the Process.
 - c. Overview.
 - d. Deadline.
 - e. Contact Information.

2. A BASIC UNDERSTANDING OF THE DIVISION III FINANCIAL AID ANNUAL ELECTRONIC REPORTING PROCESS.
 - a. How will this information be collected?
 - b. How does an institution submit its data?
 - c. Who receives the institution's username and password?
 - d. What is the deadline for final submission of the data file?
 - e. Is there an appeal process to the submission deadline?
 - f. Who is included in the cohort?
 - g. How is a student-athlete defined?
 - h. What is an NCAA-sponsored sport?
 - i. What is the role of the athletics department in the process?
 - j. How does the process account for Division I student-athletes on a Division III campus?
 - k. How do multi-division institutions report NCAA Division I student-athletes' financial aid data?
 - l. How are international students or students who do not complete a Free Application for Federal Student Aid (FAFSA) accounted for?
 - m. Why is it required to input a zero (0) in the Financial Need field for individuals who did not have a Financial Need calculation conducted?
 - n. With the requirement to input a zero (0) in the Financial Need field, how will the analysis distinguish between those who have a calculated financial need of zero and those who do not have a financial need calculated, therefore having a "missing" financial need?
 - o. Is this distinction important when evaluating potential bias in packaging between student-athletes and other students?
 - p. At what point in time should the Financial Aid Award be "captured?" The Financial Aid Award may change throughout the course of the awarding process. Should the Financial Aid Award reported be the award "offered" or the award "accepted" by the individual?
 - q. How will the reporting account for students who receive aid for a portion of the academic year? Will the aid totals be "annualized?"
 - r. Why does the process focus on the gift aid portion of the financial aid award?

- s. How does an institution conduct a “self-assessment?”
 - t. What is the estimated variance?
 - u. When will post-submission reports be distributed?
 - v. Who will receive the Interim, Preliminary and Final reports?
 - w. What are the review policies and procedures?
 - x. What is a targeted review?
 - y. If an institution’s justification is not accepted, how will Enforcement be involved?
 - z. What penalties may an institution with an unacceptable justification be subject to?
 - aa. How will confidentiality and anonymity be maintained throughout the process?
3. COMPILATION OF THE DATA FILE.
- a. General Formatting.
 - b. Definitions and Formats of Data Elements.
4. FINANCIAL AID DATA MANAGEMENT SYSTEM TECHNICAL INSTRUCTIONS.
- a. Login.
 - b. Main Page.
 - c. Data File Upload.
 - d. Final Data Submission.
 - e. Reports.
 - (1) Interim Report.
 - (2) Preliminary Report.
 - (2) Final Detailed Report.
 - (3) Final Aggregate Report.

APPENDIX 1: Data File Layout Guide

APPENDIX 2: Sample File

APPENDIX 3: Report Menu

APPENDIX 4: The Division III Financial Aid Reporting Process Flowchart

