

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

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Reporting Requirements

Postsecondary institutions participating in state programs are required to submit Disbursement Eligibility Reports (DER) as outlined in State Board of Education Rule 6A-20.002, Postsecondary Educational Institution Administrative Responsibilities for State Student Aid and Tuition Assistance Programs.

When to Submit DERs

An institution's disbursement reporting schedule is established based upon the institution's term type. The deadline to submit your institution's DER is 30 days after the last day of drop/add for the specific term at your institution. If your institution has more than one drop/add date because of non-standard terms, you will begin reporting your DER 30 days after the first enrollment drop/add period and then continue to report added disbursements throughout the term. Exceptions to this 30-day deadline are:

- EASE disbursement deadlines are October 30 and February 28 for the first and second semesters or quarters respectively (April 15 for third quarter).
- FWEP disbursement deadlines are due within 30 days of the end of the term.
- FSAG and First Generation Matching Grant (FGMG) require specific reporting for Otherwise Eligible (OE) students. OE students are applicants who meet all criteria to receive awards for either term, but were not awarded due to lack of funds. Institutions are to report these students using the disbursement code C99. **This OE count is used to calculate institutional annual allocations.**

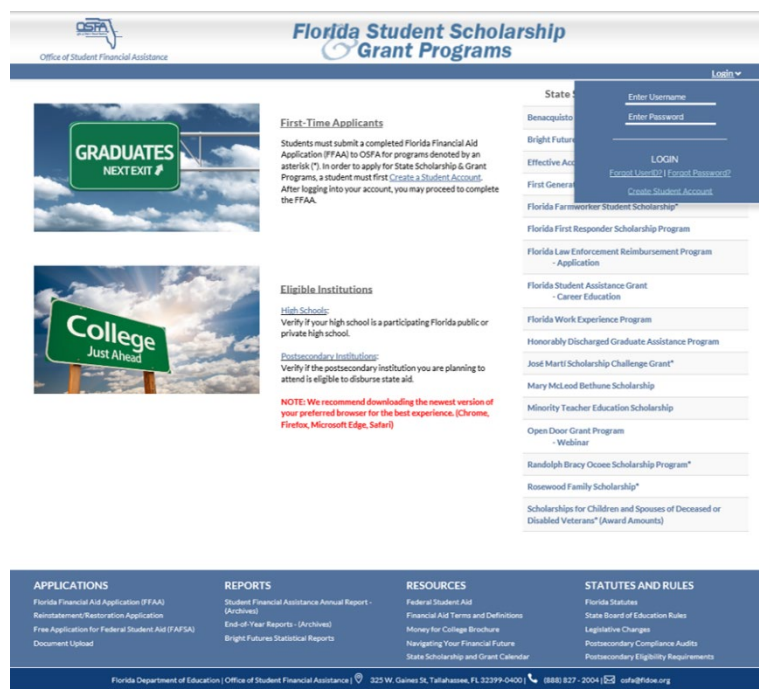
DERs can be completed online or by overnight batch file.

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How to access the DER Screens

1. To access DER information, visit the Office of Student Financial Assistance (OSFA) website at <https://www.floridastudentfinancialaidsg.org>.



2. Login and select **Postsecondary Institutions** then select the link to the Disbursement Eligibility Report (DER).



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3. After logging in, you may then choose to report disbursements by selecting **Disbursement Eligibility Report** or view batch logs by selecting **SFTP Batch Log** in the PSI Reporting Section.

The screenshot shows the OSFA website header with the logo and 'Florida Student Scholarship Grant Programs'. Below the header, the 'POSTSECONDARY INSTITUTIONS' section is active. It includes a search bar with 'Search Student' and 'Clear Student' buttons. A 'Collapse all' and 'Expand all' link is also present. The main content area is divided into three sections: 'Financial Aid Recipient History', 'Eligibility Determination Reports', and 'PSI Reporting'. The 'PSI Reporting' section is expanded, showing a list of reports: 'Disbursement Eligibility Report (DER)', 'Reimbursement Request Report (RRR)', 'SFTP Batch Log', and 'Payment Summary'. The 'Disbursement Eligibility Report (DER)' and 'SFTP Batch Log' are circled in red.

4. The PSI Reporting section contains links to report all state of Florida funds disbursed to eligible students. On the DER, you may report one student at a time by entering information in the fields and selecting 'Search'. You may also report all your students by using the Secure File Transfer Protocol (SFTP) batch file. Find information and the request form for SFTP under the link **Secure File Transfer Protocol (SFTP) Form and Directions**, located in the Resources section on the **Postsecondary Institutions** tab.

The screenshot shows the OSFA website header with the logo and 'Florida Student Scholarship Grant Programs'. Below the header, the 'POSTSECONDARY INSTITUTIONS' section is active. It includes a search bar with 'Search Student' and 'Clear Student' buttons. A 'Collapse all' and 'Expand all' link is also present. The main content area is divided into four sections: 'Allocation/Reallocation Requests', 'Other Reports', 'Institutional Information', and 'Resources'. The 'Resources' section is expanded, showing a list of resources: 'Memorandum Directives', 'Archives', 'Program Contacts - OSFA Program Contacts', 'Secure File Transfer Protocol (SFTP) Form and Directions', 'State Programs Annual Calendar', 'Postsecondary Institution Resources', and 'State Programs Policy Manual'. The 'Secure File Transfer Protocol (SFTP) Form and Directions' is circled in red.

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Instructions for Centralized Programs

Initial student eligibility is determined by the Florida Department of Education for Centralized Programs. Institutions have the responsibility to ensure that all other student funding requirements are met, including but not limited to, residency, program of study, and enrolled hours.

Centralized programs include:

- Benacquisto Scholarship Program (FIS) – *[see NOTE below]*
- Bright Futures Scholarship Program
- Florida Farmworker Student Scholarship
- José Martí Scholarship Challenge Grant Fund
- Randolph Bracy Ocoee Scholarship Program
- Rosewood Family Scholarship Program
- Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV)

Once OSFA has determined a student's eligibility to participate in a Centralized Program, the student's information will be displayed on the DER. This screen will display demographic and generic program information as the default presentation.

Carefully review all information on this screen and make any necessary corrections.

If the institution does not award a student, select the appropriate non-disbursement (cancellation) code and the disbursement amount will automatically change to \$0.00.

The DER Batch File Layout, which details disbursement and non-disbursement codes, can be found on the DER screen above the Search function.

The screenshot displays the Florida Student Scholarship Grant Programs DER interface. At the top, the OSFA logo and 'Florida Student Scholarship Grant Programs' are visible. Below this is a 'DISBURSEMENT ELIGIBILITY REPORT(DER)' section. It features a search bar with filters for 'Inst Code', 'Inst Name', 'Acad Yr', 'Term', 'Program', 'Reported By', 'Order By', and 'Filter'. A 'GENERATE QUERY' button is located below the search bar. To the right of the search bar, there are links for 'DER Batch File Layout' (highlighted with a red circle), 'DER History', 'Download Institution List', 'CPCH Chart', and 'CIP Codes'. At the bottom, there is a navigation bar with four main sections: 'APPLICATIONS' (including Florida Financial Aid Application (FFAA), Reinstatement/Restoration Application, Free Application for Federal Student Aid (FAFSA), and Document Upload), 'REPORTS' (including Student Financial Assistance Annual Report - (Archived), End-of-Year Reports - (Archived), and Bright Futures Statistical Reports), 'RESOURCES' (including Federal Student Aid, Financial Aid Terms and Definitions, Money for College Brochure, Navigating Your Financial Future, State Scholarship and Grant Calendar), and 'STATUTES AND RULES' (including Florida Statutes, State Board of Education Rules, Legislative Changes, Postsecondary Compliance Audits, and Postsecondary Eligibility Requirements). The footer contains contact information for the Florida Department of Education, Office of Student Financial Assistance, including the address, phone number, and website.

NOTE: The Benacquisto Scholarship Program (FIS) is a hybrid program where the institution determines initial eligibility, and the Florida Department of Education determines renewal eligibility. An initial FIS student is added to the DER once disbursed.

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Instructions for Decentralized Programs

Postsecondary institutions determine student eligibility for decentralized programs.

Decentralized programs include:

- First Generation Matching Grant Program (FGMG)
- Florida First Responder Scholarship Program (FFRSP)
- Florida Student Assistance Grant Program (FSAG)
- Florida Student Assistance Grant Career Education (FSAGCE)
- Florida Work Experience Program (FWEP)
- Honorably Discharged Graduate Assistance Program (HDGAP)
- Mary McLeod Bethune Scholarship Program (MMB)
- Minority Teacher Education Scholarship (FFMT)
- Open Door Grant Program (ODG)
- William L. Boyd, IV, Effective Access to Student Education Program (EASE)

For those decentralized programs, **Add Disbursements** will take the user to a student row for data input.

The institution may use the **Add Disbursement** function to input data for students, or after Term 1, the institution may choose to Prefill DER Options. No pre-fill will occur until you activate the request.

Directions are provided when either a 'Yes' or 'No' is selected. The pre-fill option automatically populates from your prior term's DER for only those students with a D00, D01, or C99 Disbursement Code. A reference guide to all codes is available under Batch File Layout on the DER.

In addition, students with D00, D01, or C99 disbursement codes from other institutions during the prior term, who have now updated their records to indicate your institution, will also pre-fill on your DER.

The following demographic information is pre-filled: SSN, Name, Date of Birth, Sex, Ethnicity, Program, Term/Hours Remaining, and Disbursement Code (DER/OSFA). Each institution has until their first disbursement of the term to select the pre-fill option. Once a disbursement has been submitted, the pre-fill option will no longer be available for that term. Institutions must verify the number of hours enrolled/funded, the amount of disbursement, and update the Disbursement Code before submitting the DER.

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Disbursement Processing

Perform a search for an individual student DER by selecting an **Academic Year**, **Term**, and **Program**; or run a query by selecting an **Academic Year** and **Term**. The **Academic Year** will automatically default to the current academic year.

The screenshot shows the Florida Student Scholarship Grant Programs website. The header includes the OSA logo and the text "Office of Student Financial Assistance" and "Florida Student Scholarship Grant Programs". Below the header is a navigation bar with "POSTSECONDARY INSTITUTIONS" and a "LOGIN ID" dropdown. The main section is titled "DISBURSEMENT ELIGIBILITY REPORT (DER)". It contains several dropdown menus for "Inst Code", "Inst Name", "Acad Yr" (set to 2024-25), "Term" (set to --Se--), "Program" (set to ALL), "Reported By" (set to ALL), "Order By" (set to SSN), and a "Filter" field. Below these is a "GENERATE QUERY" button and a "SEARCH" button. At the bottom, there are four columns of links: APPLICATIONS, REPORTS, RESOURCES, and STATUTES AND RULES. The footer contains contact information for the Florida Department of Education and the Office of Student Financial Assistance.

To further define the search, make selections from the following drop-down menus:

Reported By:

- **All:** shows students in all available Reported By statuses.
- **Edits:** shows all students with Edits.
- **Disbursed:** shows students who have been successfully disbursed.
- **Undisbursed:** shows students who have not had a disbursement or non-disbursement submitted.
- **Cancelled:** shows students that have been cancelled.
- **D04:** shows student disbursements with dropped or withdrawn hours (Bright Futures specific).

Order By:

- SSN or Last Name.

Filter:

- Enter SSN, part of SSN, last name, or part of a last name to select specific records.

After defining the search, you have three options: populate an individual DER by selecting **Search**, add a DER by selecting **Add Disbursement**, or select **Generate Query**.

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Populate Individual DER:

- To populate an individual DER by program, select an **Academic Year, Program, Social Security Number or Last Name**.

Add Disbursement:

- For Decentralized Programs, when an eligible student is attending a postsecondary institution (PSI) but not showing on that PSI's DER, the PSI adds the student to the DER.

Generate Query:

- This will provide a query of all students who meet criteria selected. Enter the academic year, term, and make a selection from the Program drop-down menu, then select **Generate Query**.

The screenshot shows the Florida Student Scholarship Grant Programs interface. At the top, there is a header with the OSFA logo and the text "Office of Student Financial Assistance" and "Florida Student Scholarship Grant Programs". Below this is a navigation bar with "POSTSECONDARY INSTITUTIONS" and a "LOGIN ID" dropdown. The main section is titled "DISBURSEMENT ELIGIBILITY REPORT (DER)". It contains a form with fields for "Inst Code", "Inst Name", "Acad Yr", "Term", "Program", "Reported By", "Order By", and "Filter". Below the form are several buttons: "GENERATE QUERY" (circled), "ADD DISBURSEMENT", "Q SEARCH", and "CLEAR". There are also links for "DER Batch File Layout", "DER History", "Download Institution List", "CPCH Chart", and "CIP Codes".

For Centralized Programs, the eligible student must be listed on the Master Eligibility List (MEL) regardless of PSI. A PSI may add students to the DER by selecting **Add Disbursement**.

- Select an **Academic Year, Term, and Program** to be disbursed. The academic year will automatically default to the current academic year and term.
- Select **Add Disbursement**.

This screenshot is identical to the one above, showing the Florida Student Scholarship Grant Programs interface. In this instance, the "ADD DISBURSEMENT" button is circled, while the "GENERATE QUERY" button is not.

- Upon entering SSN, data will be prefilled for any student who has a record in the State Student Financial Aid Database (SSFAD).
- Enter any missing data that was not pre-filled with the SSN search.

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The screenshot shows the Florida Student Scholarship Grant Programs Disbursement Eligibility Report (DER) form. The form is titled "DISBURSEMENT ELIGIBILITY REPORT(DER)" and includes a header for the Office of Student Financial Assistance. The form is divided into several sections: "Demographic & Program Details", "Bright Future Drop/Withdraw Information", "Other Institution Disbursement(s)", and "Override Codes (Select all that apply)". The "Demographic & Program Details" section includes fields for SSN, First Name, MI, Last Name, Date of Birth, Sex, Ethnicity, and # Terms/Hours Remaining. The "Bright Future Drop/Withdraw Information" section includes fields for Hours Drop/Withdrawn, Drop/Withdrawn Amount, and Repayment Indicator. The "Other Institution Disbursement(s)" section includes a table for listing disbursements and an "Add New" button. The "Override Codes" section includes fields for Hours Enrolled, Cost, ISR, and Renewal Eligibility. A red circle highlights the "Current Degree Type" field in the "Demographic & Program Details" section, and a red arrow points to it with the text "required field". Another red arrow points to the "Add New" button in the "Other Institution Disbursement(s)" section.

The DER provides institutions with the option to report funding for students in credit hour or clock hour programs. The **Other Institution Disbursement(s)** section may be used to select clock hours, private four year or two year, private votec, CC non-Associate degree. An institution that primarily reports students in credit hour programs may use the Other Institution Disbursement(s) section to report clock hours. To list Clock Hours, users must select **Add New** within the **Other Institution Disbursement(s)** field and select **Clock Hours** from the **Institution Name** drop-down menu. (Review Field Sequence 38 of the DER File Layout).

Once all data is entered and reviewed for accuracy, select **Submit**. A confirmation message will be displayed if the record was successfully submitted to the database. If an unsuccessful submission occurs, an edit message should appear above the **Demographic & Program Details** section.

Existing Disbursements: Institutions can adjust disbursement amounts and hours enrolled using the DER.

Changes to the disbursement amount or hours enrolled are made only to individual student records.

- All successfully submitted changes to a student's record will result in a change of the disbursement code from D00 to D01. (NOTE: The disbursement code will automatically change in the event the PSI does not select the **D01** disbursement code.)
- Existing student disbursement records can be adjusted to a cancel code of "CXX" for reasons determined by the institution.
- Listings of all disbursement/non-disbursement codes can be found using the Batch File Layout.
- OSFA staff members must make any necessary changes to a student disbursement record after the end of the state fiscal year (June 30).

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OSFA
Office of Student Financial Assistance

Florida Student Scholarship
Grant Programs

POSTSECONDARY INSTITUTIONS LOGIN ID ▼

DISBURSEMENT ELIGIBILITY REPORT(DER)

Inst Code	Inst Name	Acad Yr	Term	Program	Reported By	Order By	Filter

[DER Batch File Layout](#) [DER History](#) [Download Institution List](#) [CPCH Chart](#) [CIP Codes](#)

GENERATE QUERY ADD DISBURSEMENT

Disbursement Batch Processing

Secure File Transfer Protocol (SFTP) is a standard network protocol used to transfer files from one host to another over a Transmission Control Protocol (TCP)-based network. SFTP users authenticate themselves using a username and password sign-in. To request access, please e-mail OSFASecurity@fldoe.org.

Any postsecondary institution that is determined eligible for state scholarships and grants may utilize the OSFA SFTP for file uploads/downloads from the SSFAD. Only files for your institution's students of record (per the SSFAD) are provided. If your institution does not need to upload/download files from OSFA, you will continue to be able to determine eligibility and disburse students via manual entry on the DER regardless of SFTP use.

After requesting an SFTP account, you will receive an e-mail from OSFA indicating that we have created an account for your institution to access our SFTP server through a secure batch process or manually with software such as Secure Client or through our Managed File Transfer (MFT) Internet Transfer Client website. The account ID is your 3-digit state account ID number. Your password will be sent under separate cover via email or by phone.

To reach our server with Secure File Transfer Protocol (SFTP), go to <https://transfer.fldoe.org>.

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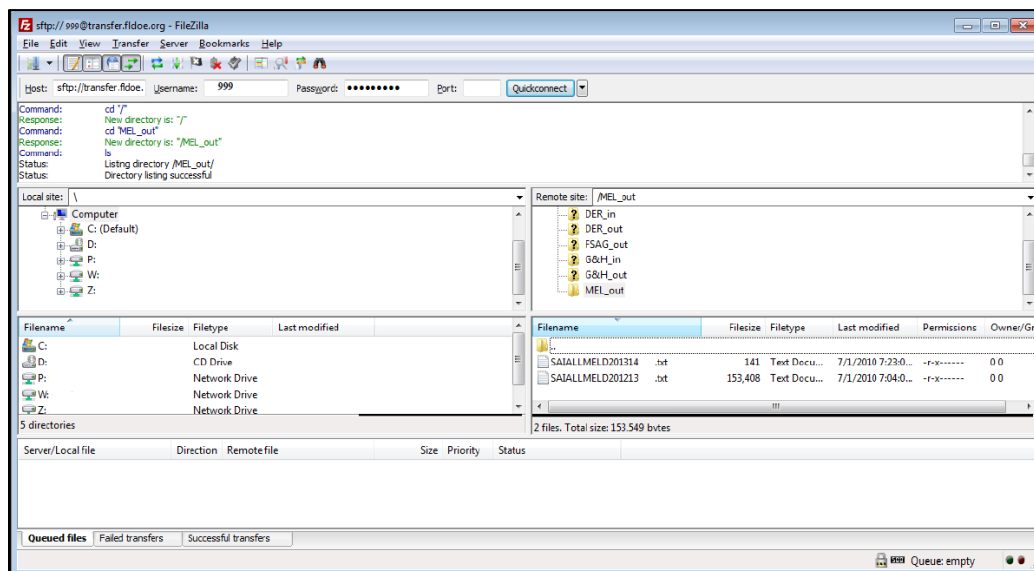
Submitting a DER Batch File

If you are providing Disbursement Eligibility Report (DER), Grade & Hours data or Reimbursement Request Report (RRR), you will have folders called DER_in, G&H_in, or RRR_in, in which to place these files. For data that you are retrieving from OSFA [e.g., the Master Eligibility List (MEL)], there is a folder with the 3-character acronym, MEL, followed by “_out” (the terms “in and “out” are relative to our server).

OSFA – SSFAD File Naming Convention

- A. Grade and Hours (G&H) Layout File Naming Convention:
 - a) **{YYYYMMDD}SAIGRHR{PSI}.txt**
 - b) Ex. 20240630SAIGRHR999.txt
- B. Disbursement Eligibility Report (DER) Layout File Naming Convention:
 - a) **{CCYYMMDD}SAIDER{PSI}T{Term Identifier}.txt**
 - b) Ex. 20240830SAIDER999T1.txt
- C. Master Eligibility List (MEL) File Layout File Naming Convention:
 - a) **SAIALLMELD(YYYY)(YY+1)PSI.txt**
 - b) Ex. SAIALLMELD202425999.txt
- D. Reimbursement Request Report (RRR) File Layout File Naming Convention:
 - a) **{YYYYMMDD}SAIRRR{PSI}T{Term Identifier}.txt**
 - b) Ex. 20240830SAIRRR999T1.txt

An example of an SFTP account (shown via FileZilla) is below.



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Each uploaded batch file runs through an overnight procedure. Institutions should check the status of a submitted batch file the next day by viewing the SFTP Batch Log. To view status, select **SFTP Batch Log** under the **PSI Reporting** heading.

You may view information under your Inst Code/Inst Name. After selecting the desired date range and selecting **Search**, you will see a screen like the one below. Messages will appear to inform you of the status of your files. A successful upload will display “File Successfully Updated” on the Batch Log. By selecting the Rejected item number on the Batch Log screen, you will find the student records that need to be corrected.

Inst Code	Inst Name	Date Time	File Name	Total	Program	Program Count	Rejected	Edits	Processed	Comments	Skip	
		04/09/2024 16:54:15	20240409SAIDER36 1T2_FSAG.txt-040924163241	39	FSAG	39	0	0	39	FILE PROCESSED.	☐	Process
		04/09/2024 16:52:24	20240409SAIDER36 1T2.Txt-040924163754	33	BFFAS	13	0	0	13	FILE PROCESSED.	☐	Process
					BFFMS	20	0	0	20			
		04/09/2024 16:50:20	20240409SAIDER36 1T2.Txt-040924163306	39	FSAG	0	0	0	0	0 RECORDS PROCESSED.	☐	Process
		04/09/2024 14:52:21	20240409SAIDER67 3T3.txt-040924144745	20	FSAG	20	0	0	20	FILE PROCESSED.	☐	Process
		04/09/2024 14:50:09	20240409SAIDER14 7T3.Txt-040924144744	20	FSAG	20	0	0	20	FILE PROCESSED.	☐	Process
		04/09/2024 13:55:42	20240409SAIDER48 1T2.txt-040924133517	36	BFFMS	9	0	0	9	FILE PROCESSED.	☐	Process
					BFFAS	19	0	0	19			
					FSAG	8	0	0	8			
		04/09/2024 13:52:42	20240409SAIDER48 1T1.Txt-040924133512	9	BFFAS	2	0	0	2	FILE PROCESSED.	☐	Process
					BFFMS	1	0	0	1			
					FSAG	6	0	0	6			
		04/09/2024 13:50:15	20240409SAIDER01 1T2.txt-040924133706	668		668	668	0		**ALL RECORDS REJECTED, PSI MUST RESUBMIT 0 FILE BY PROGRAM DEADLINE(S). PRESS THE REJECT COUNT FOR REASON(S).	☐	Process

How to Access the DER / Eligibility Determination Lists



Florida Student Scholarship Grant Programs

Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

BATCH LOG

Inst Code

Inst Name

From

To

Module

ALL ▼

ALL ▼

5/17/2024

5/17/2024

Grade and Ho ▼

Q Search

Clear

Inst Code	Inst Name	Date Time	File Name	Total	Rejected	Edits	Processed	Comments	Skip	
		05/17/2024 17:50:05	20240517SAIGRHR481.txt-051724170602	20,083	0	61	20,022	FILE PROCESSED.	☐	Process
		05/17/2024 16:53:37	20240516SAIGRHR068.Txt-051724160245	3,601	0	167	3,434	FILE PROCESSED.	☐	Process
		05/17/2024 09:50:11	20240517SAIGRHR333.txt-051724091944	755	5	26	724	750 RECORDS PROCESSED.	☐	Process
Total:				24,439	5	254	24,180			

TOTAL RECORDS: 3

- **File Name:** This is the naming convention used to perform the batch process.
- **Date Time:** The date and time the message was generated.
- **Comments:** The message generated during the batch process.

Results of an unsuccessful upload are shown below. Check rejected record.

[illegible]

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Completing a DER for Bright Futures Gold Seal Cape (GSC)/Gold Seal Vocational (GSV) Program

GSV scholars may be funded for up to 100 percent of their program of study only in the career education programs (listed below).

- Students may be funded for up to 72 semester hours (or 2,160 clock hours) except in the Applied Technology Diploma (ATD), where they are limited to 60 semester hours (or 1,800 clock hours).
- Students may be funded in additional certificates, diplomas, and/or degrees as listed below up to the maximum hours of funding allowed.
- If students finish an ATD and then transfer into another eligible program, they are eligible to be funded up to 72 semester hours (or 2,160 clock hours).
- Students may receive funding in these career education programs, listed in the Classification of Instructional Program (CIP) Codes chart up to their Bright Futures maximum hours of funding.

Students who earn a GSC award and attain an Associate of Science or Associate of Applied Science degree may receive an additional 60 hours of funding toward a qualifying Bachelor of Science or Bachelor of Applied Science degree program.

When you post to the Disbursement Eligibility Report (DER) for GSV or GSC, the cost per credit hour is sensitive to the Current Degree Type field.

- The CIP Code & Current Degree Type fields are mandatory for all OSFA programs.
- The CIP codes reported on the DER will be validated against the CIP codes in the statewide curriculum frameworks for the above programs.

The disbursement will be denied, and an Edit Message will display an explanation if a student is listed to receive funding in an ineligible program.

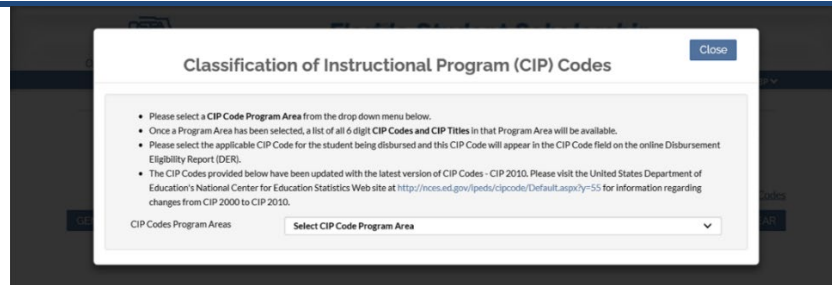
While on the DER page, select **CIP Codes**.

The resulting pop-up window will provide the ability to select the appropriate **CIP Code** from a list and have that selected code fill into the student's DER. From the CIP Code Program Areas drop-down menu, select the appropriate program area.

The screenshot shows the 'DISBURSEMENT ELIGIBILITY REPORT (DER)' form for the Florida Student Scholarship Grant Programs. The header includes the OSFA logo and the text 'Office of Student Financial Assistance' and 'Florida Student Scholarship Grant Programs'. Below the header, there are fields for 'Inst Code', 'Inst Name', 'Acad Yr', 'Term', 'Program', 'Reported By', 'Order By', and 'Filter'. At the bottom, there are buttons for 'GENERATE QUERY', 'ADD DISBURSEMENT', 'Q SEARCH', and 'CLEAR'. A link labeled 'CIP Codes' is circled in the bottom right corner of the form area.

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Bright Futures Funding

Bright Futures cost per credit hour (CPCH) award amounts for the academic year are based on tuition and fee information received from the Board of Governors (for public state universities), the Division of Florida Colleges (for Florida College System institutions), and self-reported data from public vocational/technical institutions. Private institution award amounts are derived by through a fixed award calculation by using the average tuition and fee calculation for full-time attendance at a public postsecondary education institution at the comparable level. This is applicable to the Florida Academic Scholar (FAS) and Florida Medallion Scholar (FMS) award levels.

Bright Futures recipients will receive a fixed CPCH award based on:

- Award Level [Academic Top Scholar (ATS), Florida Gold Seal Cape Scholar (GSC), or Florida Gold Seal Vocational Scholar (GSV)].
- Institution Type [4-year, or Vocational/Technical].
- Credit Type [semester, quarter, or clock hour].
- Degree Type.

OSFA will calculate the award amount based on the number of hours the student is enrolled. Institutions will report the hours enrolled on the DER and OSFA will perform the calculation based on the appropriate CPCH for the student's award and institution type.

Students attending a nonpublic institution will receive a comparable amount of the tuition and fees as students enrolled in public institutions as noted in the Private Award Chart at

<https://www.floridastudentfinancialaidsg.org/PDF/BFPrivateAwards.pdf>.

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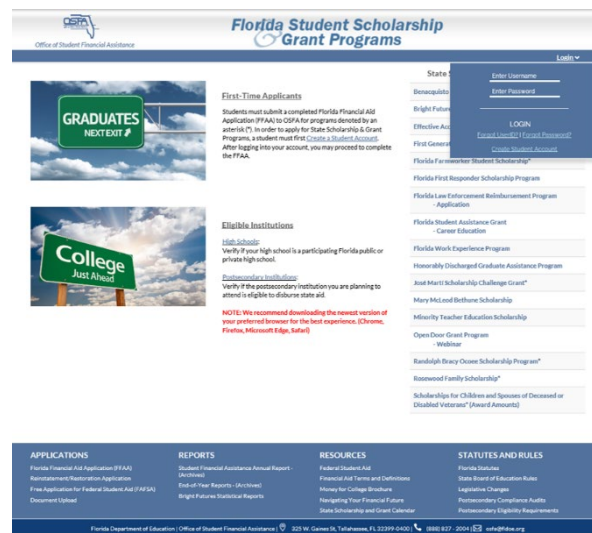
Reporting Dropped/Withdrawn Courses

Students are required to repay the cost of dropped or withdrawn Bright Futures-funded courses unless granted an exception by the institution.

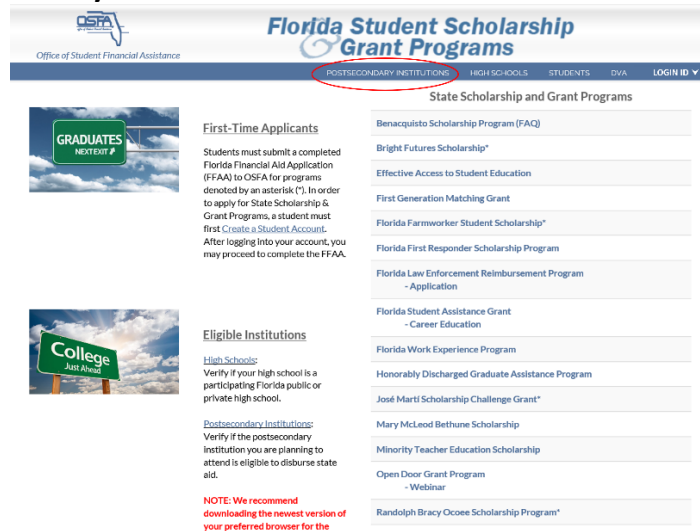
Students who have not repaid, not made satisfactory arrangements to repay, or have not been granted an exception for repayment are ineligible to receive funding for Bright Futures for the next academic year until this repayment has been met and reported by postsecondary institution.

Because many state scholarship and grant programs require that a student not owe repayment or be in default under any state or federal grant, loan, or scholarship program, any student who has not met the repayment obligation will also be ineligible to receive other state scholarships and grants.

These students are identified on the **Bright Futures Drop/Withdrawn Disbursement Status** list. The list may be accessed online at <https://www.FloridaStudentFinancialAidsg.org>.



Once logged in, select **Postsecondary Institutions**



Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

Then, select **Bright Futures Drop/Withdrawn Disbursement Status** in the **Eligibility Determination Reports** section.

The screenshot shows the top navigation bar with the OSPA logo and the text "Office of Student Financial Assistance" and "Florida Student Scholarship & Grant Programs". Below this is a blue bar with "POSTSECONDARY INSTITUTIONS" and a "LOGIN ID" dropdown. The main content area has a "POSTSECONDARY INSTITUTIONS" heading and a "Search Student" button. A "Collapse all" and "Expand all" link is also present. The navigation menu is expanded, showing three sections: "Financial Aid Recipient History", "Eligibility Determination Reports", and "PSI Reporting". Under "Eligibility Determination Reports", the option "Bright Futures Drop/Withdrawn Disbursement Status" is circled in red. Other options in this section include "Master Eligibility List (for Centralized Programs)", "Eligibility Determination (for Decentralized Programs)", and "Program Wait List". The "PSI Reporting" section includes "Disbursement Eligibility Report (DER)", "Reimbursement Request Report (RRR)", "-SFTP Batch Log", and "Payment Summary".

The list is searchable by Academic Year (Acad Yr), Term, Program, and Repayment Indicator (Repayment Ind).

The screenshot shows the search interface for the "BRIGHT FUTURES DROP/WITHDRAWN DISBURSEMENT STATUS" report. The top navigation bar is the same as the previous screenshot. Below the heading, there are six search filters: "Inst Code" (dropdown), "Inst Name" (dropdown), "Acad Yr" (dropdown with "ALL" selected), "Term" (dropdown with "ALL" selected), "Program" (dropdown with "ALL" selected), and "Repayment Ind" (dropdown). Below these filters is a "Search" button and a "Clear" button. At the bottom, there is a table header with the following columns: "Last 4 of SSN", "First Name", "Last Name", "MI", "DOB", "Acad Year", "Term", "Program Code", "Disb Code", "Disb Amount", "Repayment Indicator", and "Repayment Amount". To the right of the table header, it says "TOTAL RECORDS: 0".

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

After selecting the desired search parameters, you may view your institution's list of students that contain a D04 disbursement code. Any student with a "N" Repayment Indicator may not receive funding until their repayment obligation has been met.

**Florida Student Scholarship
Grant Programs**
Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

BRIGHT FUTURES DROP/WITHDRAWN DISBURSEMENT STATUS

Inst Code
▼

Inst Name
▼

Acad Yr
2023- ▼

Term
▼

Program
▼

Repayment
Ind
▼

Q Search

Clear

Last 4 of SSN	First Name	Last Name	MI	DOB	Acad Year	Term	Program Code	Disb Code	Disb Amount	Repayment Indicator	Repayment Amount
			G		2023-24	1	BFFMS	D04	\$ 1,632.00	Y	\$ 408.00
			T		2023-24	1	BFFMS	D04	\$ 714.00	Y	\$ 510.00
			B		2023-24	1	BFFAS	D04	\$ 306.00	Y	\$ 816.00
					2023-24	1	BFGSC	D04	\$ 480.00	Y	\$ 144.00
			J		2023-24	1	BFGSC	D04	\$ 336.00	N	\$ 288.00
			J		2023-24	1	BFFMS	D04	\$ 612.00	Y	\$ 306.00
			A		2023-24	1	BFFMS	D04	\$ 823.50	Y	\$ 258.75
			B		2023-24	1	BFFAS	D04	\$ 1,020.00	Y	\$ 306.00
					2023-24	1	BFFMS	D04	\$ 258.75	Y	\$ 823.50
			M		2023-24	1	BFFMS	D04	\$ 816.00	Y	\$ 918.00
			L		2023-24	1	BFFMS	D04	\$ 816.00	Y	\$ 306.00

TOTAL RECORDS: 11

Institutions will receive an exception code of E69, *Student Not Eligible for Funding Due to Default Status*, if they attempt to fund a student with a "N" Repayment Indicator found on the Bright Futures Drop/Withdrawn Disbursement Status list. When a student's repayment obligation has been met and reported by the postsecondary institution, the students on this list will have their Repayment Indicator updated to the new value.

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

Institutions will utilize a D04 disbursement code (as shown below) to report a student who drops or withdraws from a course.

Florida Student Scholarship & Grant Programs
Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS LOGIN ID ▾

DISBURSEMENT ELIGIBILITY REPORT(DER)

Inst Code	Inst Name	Acad Yr	Term	Program	Reported By	Order By	Filter
		2023 - 24 ▾	1 ▾	ALL ▾	D04 ▾	SSN ▾	

[DER Batch File Layout](#) [DER History](#) [Download Institution List](#) [CPCH Chart](#) [CIP Codes](#)

[GENERATE QUERY](#) [SEARCH](#) [CLEAR](#)

When an institution uses the D04 code to adjust a disbursement, OSFA will automatically calculate the hours dropped or withdrawn and the amount the student must repay. This amount will be displayed on the student's online DER record and the institution's Reconciliation Report. Institutions will find their refund amounts for dropped or withdrawn courses per student and a total per term and year on the Reconciliation Report. Institutions can also find their total refund amounts on the Payment Summary screen.

Florida Student Scholarship & Grant Programs
Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS LOGIN ID ▾

DISBURSEMENT ELIGIBILITY REPORT(DER)

Inst Code	Inst Name	Acad Yr	Term	Program	Reported By	Order By	Filter
		2023 - 24 ▾	2 ▾	BFFMS ▾	ALL ▾	Last Name ▾	

[DER Batch File Layout](#) [DER History](#) [Download Institution List](#) [CPCH Chart](#) [CIP Codes](#)

[GENERATE QUERY](#) [ADD DISBURSEMENT](#) [SEARCH](#) [CLEAR](#)

Last Day of Drop/Add: 01/12/2024 Initial DER Submission Date: 01/23/2024 Cost Per Credit Hour: \$ 159.21 Total Block Fee: \$ 0.00

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Sex	Ethnicity	# Terms/Hours Remaining
					☐ Male ☒ Female		70

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFMS	D04UG DROP/W ▾	11	\$ 1,751.31	01/13/2024	01	520801	B ▾

Bright Future Drop/Withdraw Information

Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
3	\$ 477.63	NO

Other Institution Disbursement(s)

[Add New](#)

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select-- ▾	--Select-- ▾	--Select-- ▾	--Select-- ▾

[Submit](#)

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

An institution will know how much a student owes for a dropped or withdrawn course. A filter on the online DER query will be displayed for a student who dropped or withdrew from courses and the amount owed by the student. The hours dropped and the amount to be repaid will populate each student's individual online DER record (see above) and the institution's Reconciliation Report (see below) when an adjustment is made using a D04 disbursement code.

**Florida Student Scholarship
Grant Programs**
Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

RECONCILIATION REPORT

Acad Yr

From Date

To Date

Inst Code

Inst Name

Program

Term

2023-24 ▼

07/01/2023

06/30/2024

BFFMS ▼

2 ▼

[Layout](#)

Download

Search

Clear

SSN	Last, First MI	Disb Amount	Hours D/W	D/W Amt	D/W Code	O/R Code	Initial Disb (MM/DD/YYYY)	Disb Update (MM/DD/YYYY)
		\$ 1,273.68					04/19/2024	

Export Data to Excel

◀ ◁ 1 ... 374 375 376 377 378 379 380 ▶ ▷

Go to Page

Report Summary ▼

- GRAND TOTAL: \$18,388,567.78
 - TOTAL DROP/WD AMOUNT: \$477,152.37
 - TOTAL DROP/WD HOURS: 3,037
- STUDENT COUNT: 9,476
 - STUDENTS WITH D/W HOURS: 839

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

When a student repays the cost of a dropped or withdrawn course, the institution must report the repayment on the DER using a “Yes” or “Satisfactory” (indicating satisfactory arrangements to repay have been made with the institution) [see below] in the “Repayment Indicator” field (Field Sequence 18). Upon receiving this information, OSFA will automate a return of the student’s hours to the “# Terms/Hours Remaining” field displayed on the student’s Bright Futures record on the DER, the Financial Aid Recipient History, and the Master Eligibility List.



Florida Student Scholarship Grant Programs
Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS

LOGIN ID

DISBURSEMENT ELIGIBILITY REPORT(DER)

Inst Code	Inst Name	Acad Yr	Term	Program	Reported By	Order By	Filter
			2	BFFMS	ALL	Last Name	

[DER Batch File Layout](#)
[DER History](#)
[Download Institution List](#)
[CPCH Chart](#)
[CIP Codes](#)

[GENERATE QUERY](#)
[ADD DISBURSEMENT](#)
[SEARCH](#)
[CLEAR](#)

Last Day of Drop/Add	Initial DER Submission Date	Cost Per Credit Hour	Total Block Fee
01/11/2024	01/14/2024	\$ 160.16	\$ 0.00

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Sex	Ethnicity	# Terms/Hours Remaining
		C			☒ Male ☐ Female		59

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISR Transaction #	Get CIP	Current Degree Type
BFFMS	D04UG DROP/W	9	\$ 1,441.44	03/28/2024	02	141901	BS

Bright Future Drop/Withdraw Information

Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
3	\$ 480.48	YES

Other Institution Disbursement(s)

Add New

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

Submit

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

If a student who drops or withdraws is granted an appeal, the student does not have to repay the cost of the hours.

- The institution must report the adjustment on the DER using the D04 disbursement code (Batch Field Sequence 13) and an “Appeal” in the “Repayment Indicator” field (Batch Field Sequence 18) indicating the cost of the courses does not have to be repaid by the student.
- Students will NOT have the hours returned to the total of their “#Terms/Hours Remaining” field on their Bright Futures record on the DER, the Financial Aid Recipient History, or the Master Eligibility List.

The appeal process will work the same as the current grade and hour’s appeals process. If a student believes there are grounds for an exception, an appeal should be made through the postsecondary institution. The institution will make a recommendation to OSFA via online reporting or batch DER to approve or deny the exception as outlined above.

Florida Student Scholarship Grant Programs
Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS LOGIN ID ▼

DISBURSEMENT ELIGIBILITY REPORT (DER)

Inst Code Inst Name Acad Yr Term Program Reported By Order By Filter

DER Batch File Layout DER History Download Institution List CPCH Chart CIP Codes

GENERATE QUERY SEARCH CLEAR

Last Day of Drop/Add: 01/13/2023 Initial DER Submission Date: 01/22/2023 Cost Per Credit Hour: \$ 212.28 Total Block Fee: \$ 0.00

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Sex	Ethnicity	# Terms/Hours Remaining
					☒ Male ☐ Female		93

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFAS	D04 UG DROP/W	0	\$ 3,608.76	01/14/2023	01	270101	B

Bright Future Drop/Withdraw Information

Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
17	\$	APPEAL

Other Institution Disbursement(s)

Add New

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

Unless granted an exception through the appeal process, a student is required to repay for dropped or withdrawn course(s).

Upon reporting a D04, the database will trigger an automatic e-mail to students informing them of their responsibility to repay the cost of their dropped or withdrawn courses. This information will also be available to students on their Financial Aid Recipient History screen (see illustration below) located on the OSFA website. **The law also requires institutions to inform students of the Bright Futures repayment provision.**



Office of Student Financial Assistance

Florida Student Scholarship Grant Programs

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

SECTION IV: Disbursement History

Acad Year	Term	PSI Code	PSI Name	Prog Code	Disb Amt	Disb Code	Disb Date	Hrs Enr	Hrs D/W	Hrs D/W Amt	D/W Code	Disb ISIR Trans #	OVR Code	PSI Elg. Det. Date
2023 - 24	2	481	UNIVERSITY OF CENTRAL FLORIDA	BFFMS	\$1,751.31	D04	03/22/2024	11	3	\$477.63	N	01		01/13/2024
2023 - 24	1	481	UNIVERSITY OF CENTRAL FLORIDA	BFFMS	\$0.00	D04	03/21/2024	0	13	\$2,069.73	Y	01		08/26/2023
2022 - 23	6	481	UNIVERSITY OF CENTRAL FLORIDA	BFFMS	\$1,114.47	D00	07/07/2023	7				01		05/20/2023
2022 - 23	2	482	VALENCIA COLLEGE	BFFMS	\$1,339.78	D00	02/21/2023	13						01/18/2023
2022 - 23	1	482	VALENCIA COLLEGE	BFFMS	\$1,648.96	D00	10/23/2022	16					O14	08/30/2022
2022 - 23	0	482	VALENCIA COLLEGE	BFFMS	\$0.00	C03	04/26/2023	0						07/21/2022

Institutions will complete the refund process for the cost of the dropped or withdrawn courses. Institutions are required to refund the cost of dropped or withdrawn courses within 30 days of the end of each academic term. Institutions will provide additional term refunds, as they become due, based on any subsequent term adjustments that result in a balance.

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

Graduate Funding

Bright Futures students may use their award for graduate study if specific criteria are met. The criteria for Bright Futures graduate study funding are outlined below.

A Florida Academic Scholar or Florida Medallion Scholar award recipient, who graduates with a baccalaureate degree in seven or fewer semesters, or in 105 semester hours or fewer, may receive funding for one semester of graduate study, not to exceed 15 credit hours paid at the undergraduate rate. Graduate school funding must be used within the applicable scholarship length.

The D05 Code:

The **D05** code is required to report an **original** disbursement for a student who meets the graduate funding criteria. The **D05** code is the equivalent of the D00 code for undergraduate students.

To report an original D05 disbursement:

- Check the student's Financial Aid Recipient History screen to determine if the student meets the terms/hours requirement.
- Determine whether the student received a baccalaureate degree.
- Utilize the D05 disbursement code on the DER.
- Report the appropriate hours enrolled.

The screenshot shows the 'DISBURSEMENT ELIGIBILITY REPORT (DER)' form for the Florida Student Scholarship Grant Programs. The form is divided into several sections:

- Demographic & Program Details:** Includes fields for SSN, First Name, MI, Last Name, Date of Birth, Sex, Ethnicity, and # Terms/Hours Remaining. Below this is a table with columns: Program, Disbursement Code, Hours Enrolled, Total Disbursement Amount, Eligibility Determination Date, ISIR Transaction #, Get CID, and Current Degree Type. The 'Disbursement Code' field is circled in red and labeled 'D05 OR DISBURSE'. The 'Get CID' field is circled in red and labeled '422814'. The 'Current Degree Type' field is circled in red and labeled 'M'. Red arrows point to these three fields with the text 'required fields'.
- Bright Future Drop/Withdraw Information:** Includes fields for Hours Drop/Withdrawn, Drop/Withdrawn Amount, and Repayment Indicator.
- Other Institution Disbursement(s):** Includes a table for Other Institution Disbursement(s) and an 'Add New' button.
- Override Codes (Select all that apply):** Includes a table with columns: Hours Enrolled, Cost, ISIR, and Renewal Eligibility.

At the bottom of the form is a 'Submit' button.

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

The D06 Code:

The **D06** code is used to report an adjusted disbursement for a student receiving Bright Futures graduate funding. The **D06** code is the equivalent of the D01 code for undergraduate students.

To report an adjusted D06 disbursement:

- Adjust an existing D05 disbursement by changing the hours enrolled and disbursement amount.
- Utilize the D06 disbursement code on the DER.

Demographic & Program Details							
SSN	First Name	MI	Last Name	Date of Birth	Sex	Ethnicity	# Terms/Hours Remaining
-1751					☒ Male ☐ Female		8
Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFMS	D06 GR ADJU	9	\$ 1,441.44	10/03/2023	01	130301	M

Bright Future Drop/Withdraw Information		
Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
	\$	NONE

The D09 Code:

- The **D09** code is used to report a drop/withdrawal adjustment for a student receiving Bright Futures graduate funding (**D09** for graduate students = **D04** for undergraduate students).
- **D09** disbursement requires the student to repay the institution and the institution to repay the state for a dropped /withdrawn course.

Demographic & Program Details							
SSN	First Name	MI	Last Name	Date of Birth	Sex	Ethnicity	# Terms/Hours Remaining
-8456					☐ Male ☒ Female		33
Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFMS	D09 BFGR D/A	12	\$ 1,914.36	08/30/2023	01	520201	M

Bright Future Drop/Withdraw Information		
Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
2	\$ 319.06	YES

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

To report a D09 drop/withdrawal disbursement:

- Determine if the student has dropped/withdrawn from a Bright Futures funded graduate program.
- Utilize the D09 disbursement code to the DER.
- The student will be responsible for reimbursing the institution for the cost of the dropped/withdrawn course and the institution will be responsible for repaying the state.

After a D05, D06, or D09 disbursement code is reported, the student will become ineligible for any future Bright Futures disbursements.

Edits:

Institutions attempting to report improper disbursements will receive the appropriate edit informing them of the disbursement error.

An institution attempting to fund an ineligible student with a new D05 code will receive a new edit on the disbursement record: **(E70) STUDENT NOT ELIGIBLE FOR BRIGHT FUTURES GRADUATE FUNDING DUE TO NOT MEETING CRITERIA.**

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

Disbursement Code D03 for Florida Work Experience Program (FWEP)

Section 1009.77(8)(a), Florida Statutes, allows a student to be employed during the break between two consecutive terms or employed, although not enrolled, during a term. State Board of Education Rule 6A-20.038(8), Florida Administrative Code, further states that funds allocated shall be used by the institutions during the July 1 through June 30 state fiscal year.

In accordance with statute and rule, the D03 disbursement code identifies those students disbursed FWEP during a break between two consecutive terms of enrollment. To be eligible for FWEP during a break, a student must have been enrolled at least half-time during the previous term and pre-register for at least half-time for the subsequent term.

SSFAD will check the prior term for at least half-time enrollment. If none is found, then an exception will appear on the record. The institution is allowed to override an exception if the student was enrolled at least half-time the previous term. It is the institution's responsibility to ensure the students disbursed with D03 were enrolled at least half-time the previous term and have pre-registered for the subsequent term.

FWEP Disbursements should be reported as follows:

D00/D01 = Enrolled

D03 = The student is working and was enrolled at least half-time in the previous term, not enrolled at least half-time in the current term.

The screenshot displays the Florida Student Scholarship Grant Programs web application interface. At the top, the header includes the OSFA logo, the text "Office of Student Financial Assistance", and the "Florida Student Scholarship Grant Programs" title. Below this, a navigation bar shows "POSTSECONDARY INSTITUTIONS" and a "LOGIN ID" dropdown. The main section is titled "DISBURSEMENT ELIGIBILITY REPORT (DER)". It features a search filter area with dropdowns for "Inst Code", "Inst Name", "Acad Yr", "Term" (set to 1), "Program" (set to FWEP), "Reported By" (set to Disbursed), "Order By", and "Filter". Below the filters are links for "DER Batch File Layout", "DER History", "Download Institution List", "CPCH Chart", and "CIP Codes". A "GENERATE QUERY" button is present, along with "SEARCH" and "CLEAR" buttons. The form is divided into several sections: "Demographic & Program Details" with fields for SSN, First Name, MI, Last Name, Date of Birth, Sex (Male/Female), Ethnicity, and # Terms/Hours Remaining (set to 7); "Program" details with fields for Disbursement Code (set to D03 FWEP), Hours Enrolled (set to 14), Total Disbursement Amount (\$1,891.50), Eligibility Determ Date (09/01/2023), ISIR Transaction # (04), Get CIP (420101), and Current Degree Type (BS); "FWEP Details" with fields for Credential Of Study (DEGREE SEEKING), Job Location (Job was on-campus), Need Amount (\$12,461.50), PreEmployment Cost (\$0), Hourly Wage (\$13.00), Total Earnings (\$1,891.50), and State-Funded Earnings (\$1,891.50); and "Override Codes (Select all that apply)" with fields for Hours Enrolled, Cost, ISIR, and Renewal Eligibility, each with a "--Select--" dropdown.

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

Financial Aid Recipient History (FARH)

Postsecondary institutions may view the Financial Aid Recipient History (FARH) for a student from three sources. The PSI may view a recipient's financial aid history by selecting the **recipient's SSN** on the **Master Eligibility List** screen, **Disbursement Eligibility Report (DER)** screen, Eligibility Determination List, or **Reconciliation Report** screen. The user will view a student's:

- Demographics.
- Institution Selected.
- Annual Program Status.
- Current Year Hours/Terms Remaining.
- Disbursement History.
- Grade and Hours History.
- Free Application for Federal Student Aid (FAFSA)/Institutional Student Information Record (ISIR).
- Correspondence History.

If you choose to view the FARH screen from the **Master Eligibility List**, go to the Master Eligibility List, set the required parameters, select **Search**, and select the student's **SSN**.

The screenshot shows the 'Florida Student Scholarship Grant Programs' interface. At the top, there's a header with the OSFA logo and 'Office of Student Financial Assistance'. Below this is a navigation bar with 'POSTSECONDARY INSTITUTIONS' and a 'LOGIN ID' dropdown. The main section is titled 'MASTER ELIGIBILITY LIST'. It contains several search filters: 'Acad Yr', 'Inst Code', 'Inst Name', 'Term' (with a dropdown showing 'A'), 'Program' (with a dropdown showing 'BFFM'), and 'SSN/Name Search'. There are also links for '2024-25 MEL File Layout' and '2023-24 MEL File Layout'. Below the filters is a 'Search' button and a 'Clear' button. A table displays the search results with columns: SSN, Last Name, First Name, MI, DOB (MM/DD/YYYY), Sex, Ethnicity, PSI, Program, # Terms/Hours Remaining, Date Posted (MM/DD/YYYY), Conditional Code, and Finished Codes. One record is shown for a student named ALINA. At the bottom right, it says 'TOTAL RECORDS: 1' and has an 'Export Data to Excel' button.

SSN	Last Name	First Name	MI	DOB (MM/DD/YYYY)	Sex	Ethnicity	PSI	Program	# Terms/Hours Remaining	Date Posted (MM/DD/YYYY)	Conditional Code	Finished Codes
	ALINA				F	H	131	BFFMS	94	03/07/2023	001	

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

To view the FARH screen from the DER screen, go to the DER screen, set the required parameters, and select **Search**. Then, select the student's **Last 4 of SSN** that is listed in the DER. To view the FARH screen from the DER Report Query, select the student's **Last 4 of SSN**. The student's information will pre-fill in the DER. Then, select the student's **Last 4 of SSN** that is listed in the DER. To view the student's information from the Eligibility Determination List, go to Eligibility Determination, set the required parameters, and select **Search**. If you choose to view the FARH screen from the Reconciliation Report, go to the Reconciliation Report, set the required parameters, select **Search**, and select the student's **Last 4 of SSN**.



Florida Student Scholarship & Grant Programs
 Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

DISBURSEMENT ELIGIBILITY REPORT(DER) QUERY

Inst Code	Inst Name	Acad Yr	Term	Selected By	Program Code	Reported	Filter
		2023 - 24	1	Last Name	FSAG	ALL	

Sort By Edit Code ▼ [Edit Codes](#)

Name	Last 4 of SSN	Date of Birth	Program	Disb Code	Disb Amount	Edit Code(s)
		11/07/2001	FSAG	D00	\$ 1,630.00	
		11/07/2001	FSAG	D01	\$ 1,630.00	



Florida Student Scholarship & Grant Programs
 Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

ELIGIBILITY DETERMINATION

Acad Yr	PSI Code	PSI Name	Program	Search By: ☒ SSN ☐ Last Name	Show Eligibility	Show T20
2023-24 ▼			FSAG ▼		None ▼	C99 and T20 ▼

[Q Search](#) [Clear](#)

SSN	Year of T20	Cumulative Terms Disbursed (Semester)	Terms Disbursed in 2023-24 (Semester)	Terms Disbursed in 2022-23 (Semester)	Cumulative GPA in 2022-23	Hours Earned in 2022-23 (Semester)	Required Hours for Renewal	State Eligibility Requirements of GRHR and Terms
	2005	4	0	0	0.00	0	0	
	2018	2.75	0	0.75	0.00	9	9	

TOTAL RECORDS: 2



Florida Student Scholarship & Grant Programs
 Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

RECONCILIATION REPORT

Acad Yr	From Date	To Date	Inst Code	Inst Name	Program	Term
2023-24 ▼					FSAG ▼	1 ▼

[Layout](#)

[Download](#) [Q Search](#) [Clear](#)

SSN	Last, First MI	Disb Amount	D/W Code	O/R Code	Initial Disb (MM/DD/YYYY)	Disb Update (MM/DD/YYYY)
		\$ 1,630.00			10/12/2023	12/21/2023
		\$ 1,630.00			10/12/2023	
		\$ 1,630.00			12/21/2023	
		\$ 1,630.00			10/12/2023	
		\$ 1,630.00			10/12/2023	

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

The following are section descriptions of the FARH.

Financial Aid Recipient History	
Section	Description
I. Demographic Information	Provides student's SSN, name, date of birth, postal address, sex, ethnicity, and phone/e-mail as provided to OSFA. Also, indicates PSI choice.
II. Annual Program Status	Provides program name and status (eligible/ineligible/pending) per application type. Select Ineligible Status Reasons to access ineligibility reasons.
III. Hours/Terms Remaining	Per program, provides total maximum program terms/hours and program terms/hours remaining for the specified student. Note the field that provides the last date updated.
IV. Disbursement History	Provides, per academic year and term, the institution name, program, and disbursement amount and date. Also provides number of dropped/withdrawn Bright Futures hours (if applicable) and amount owed. Shows the ISIR transaction number used for need-based programs. Select DISB CODE, D/W DODE, OVERRIDE CODE, AND PSI ELIG DETERMINATION DATE to access definitions used.
V. Grade & Hours History	Provides, per academic year, the total hours earned, the institutional cumulative GPA, and date submitted by the institution. Also displays status of appeals.
VI. Free Application for Federal Student Aid (FAFSA)/Institutional Student Information Record (ISIR) History	Provides, per academic year, the ISIR transaction number, process date, dependency status and Student Aid Index (SAI) amount. Select DEPENDENCY STATUS CODE and SAI AMOUNT to access definitions used.
VII. Correspondence History	Provides date and letter description of all notifications sent (e-mail or hardcopy postal mail) to the student from OSFA or posted (View) to the student's history screen. Also, select the link on the letter code to view the notification.

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

Effective Access to Student Education Program (EASE) Waiting List

The institution may track applicants who are eligible for EASE awards, but have not been funded due to late reporting, through the EASE Waiting List component. This module allows the participating PSIs to view applicants who are on the waiting list at their institution.

- From the State Program home page, select **Postsecondary Institutions**, then under Eligibility Determination Reports, select **Program Wait List**.
- Your institution will pre-populate within the **Inst Code** drop-down and **Inst Name** menus.
- The screen will automatically default to the current academic year (Acad Yr).
- Select a **Term** from the drop-down menu. If there are applicants on the waiting list, the system will generate a table, shown below, including information for each applicant. The DER Submit Date/Time provides a time stamp for each student entered since disbursements are awarded on a first come, first-served basis contingent upon available appropriations.



**Florida Student Scholarship
Grant Programs**

Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

EFFECTIVE ACCESS TO STUDENT EDUCATION WAIT LIST

Acad Yr	Inst Code	Inst Name	Term
2023- ▼	[All] ▼	[All] ▼	--Select ▼

Q Search

Clear



**Florida Student Scholarship
Grant Programs**

Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

EFFECTIVE ACCESS TO STUDENT EDUCATION WAIT LIST

Acad Yr	Inst Code	Inst Name	Term
2023- ▼	[All] ▼	[All] ▼	1 ▼

Q Search

Clear

PSI	DER Submit Date/Time	SSN	DOB	Last Name	First Name	MI	Sex	Ethnicity	Award Amount
	04/30/2024 04:16:37	-4197				C	F	U	\$1,750.00
	04/21/2024 03:13:31	-0097					M	B	\$1,750.00
	04/21/2024 03:24:54	-3301				N	M	H	\$1,750.00
	10/12/2023 12:34:19	-9587				D	M	W	\$1,750.00
	04/21/2024 03:27:37	-5286				L	F	W	\$1,750.00

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

Florida Student Assistance Grant (FSAG)/(EASE) Eligibility

The institution may view a list of FSAG and EASE applicants through the Eligibility Determination screen. The PSI has the ability to view all terms disbursed, review grade and hours, and view the number of terms a student was disbursed in the preceding academic year. Note, the acronym “FRAG” is used to denote the EASE program.

Accessing the FSAG/EASE Eligibility Determination Lists

- Select **View FSAG/EASE Institutional Eligibility Determination** from **Eligibility Determination Lists** on the **PSI** menu. An example of the Eligibility Determination screen is shown below.
- Select the desired academic year and **FSAG/EASE** from the ‘Program’ drop-down.
- To search for a particular applicant, select **SSN** or **Last Name** from the ‘Select By’ drop-down.
 - Enter an applicant’s SSN or Last Name.
 - Select **Search** to search the database for records matching the applicants for whom SSN or last name was entered.
- To search for multiple applicants, select **All, With Eligibility Status**, or **Without Eligibility Status** from the ‘Show Eligibility’ drop-down.
 - Click **Search** to search the database for records matching the status request.

The screenshot displays the 'ELIGIBILITY DETERMINATION' interface. At the top, there are several input fields: 'Acad Yr', 'PSI Code', 'PSI Name', 'Program' (with a dropdown menu), 'Search By' (with radio buttons for 'SSN' and 'Last Name'), 'Show Eligibility' (with a dropdown menu), and 'Show T20' (with a dropdown menu). Below these fields are 'Search' and 'Clear' buttons. The main content area is divided into three sections: 'FRAG', 'FSAG', and 'FSAGCE'. Each section contains a message: 'Your institution's [Program] Eligibility File is available in your SFTP account. If your institution does not have an SFTP account, click the following link for instructions on how to create an SFTP account.' To the right of each message is a link labeled '[Program] layout'.

The next screen to appear will provide data for each student including all terms disbursed, grade and hours, the number of terms a student was disbursed in the preceding academic year, and Grade and Hours Eligibility Status. For example, if no FSAG eligibility status is present, the student was not disbursed FSAG during the prior academic year.

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

To return to the Eligibility Determination screen and request a different query, select **Clear**.

SSN	Year of T20	Cumulative Terms Disbursed (Semester)	Terms Disbursed in 2023-24 (Semester)	Terms Disbursed in 2022-23 (Semester)	Cumulative GPA in 2022-23	Hours Earned in 2022-23 (Semester)	Required Hours for Renewal	State Eligibility Requirements of GRHR and Terms
-7951	2017	3	2	1	3.61	23	12	Y
-6985	2018	5	1	0	0.00	0	0	
-9221	2014	6	2	2	3.31	24	24	Y
-2707	2015	6	1	2	3.03	24	24	Y
-7840	2018	9	1	2	3.12	24	24	N
-3695	2018	6	2	2	2.94	27	24	Y
-7027	2017	3	1	0	0.00	0	0	

Reviewing the Talented 20 List

Students who have been recognized as Talented Twenty (T-20) receive priority consideration for state university admissions and priority funding for FSAG. Institutions will need to review their T-20 list to ensure all eligible students are considered for FSAG. T-20 students must meet FSAG eligibility requirements in order to be eligible for priority funding.

From the PSI menu, under **Eligibility Determination Lists**, select View **FSAG/EASE Institutional Eligibility Determination**.

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

**Florida Student Scholarship
Grant Programs**
Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

ELIGIBILITY DETERMINATION

Acad Yr

PSI Code

PSI Name

Program
FSAG ▼

Search By: ☐ SSN ☒ Last Name

Show Eligibility
None ▼

Show T20
T20 Disbu ▼

SSN	Year of T20	Cumulative Terms Disbursed (Semester)	Terms Disbursed in 2023-24 (Semester)	Terms Disbursed in 2022-23 (Semester)	Cumulative GPA in 2022-23	Hours Earned in 2022-23 (Semester)	Required Hours for Renewal	State Eligibility Requirements of GRHR and Terms
-1874	2018	3.5	1	0.5	3.20	6	6	Y
-0835	2018	2.25	1	0	0.00	0	0	
-3458	2016	1.5	1.5	0	0.00	0	0	
-4758	2014	0.75	0.75	0	0.00	0	0	
-4125	2008	3.25	1.75	1.5	3.79	19	18	Y

TOTAL RECORDS: 5

Select from the 'Show T20' field to review any T-20 students attending your institution.

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

Benacquisto Scholarship Program (FIS)

The Benacquisto Scholarship Program is a merit scholarship for Florida high school graduates who receive recognition as a National Merit® Scholar. Scholars will receive an award, which is equal to the institutional cost of attendance minus the sum of Bright Futures and the National Merit® award.

FIS Award Procedures

- Eligible students will receive an award equal to the per term institutional cost of attendance (COA), minus the sum of the Bright Futures (BF) award and an award associated with the National Merit (NM) process. [Benacquisto Scholarship Program Award= COA- (BF + NM)].
- The highest institutional COA, as reported by the Board of Governors of the State University System, will be used in the calculation of awards for students who attend an eligible four-year independent postsecondary institution.
- A National Merit Finalist becomes a scholar based upon receiving one of the following qualifying scholarships: National Merit® \$2,500 Scholarship, Corporate-Sponsored Merit Scholarship, College-Sponsored Merit Scholarship.

The COA will automatically populate in each institution's DER. A disbursement calculation for COA is divided in half for fall/spring. The screen below illustrates the steps to process a Benacquisto Scholarship Program student.

The Add Disbursement function must be utilized for all initial FIS disbursement submissions.

GENERATE QUERY

ADD DISBURSEMENT

Q SEARCH

CLEAR

Last Day of Drop/Add

Initial DER Submission Date

Cost of Attendance

Prefill DER Options

Term 2

Yes

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Sex	Ethnicity	# Terms/Hours Remaining
-3750					☒ Male ☐ Female		3

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
FIS	D00 DISBURSED	12	\$ 12,456.50	08/30/2024		400801	BS

FIS Details

National Merit Award Type	National Merit Award Amount	Bright Futures Award Amount	National Merit State
NATIONAL MERIT COLLEGE SPONSORED SCHOLARSHIP	\$ 250.00	\$ 0	

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

1. Select **Add Disbursement** button.
2. Enter demographic information and adjust the Hours Enrolled, Get CIP & Current Degree Type.
3. Select the corresponding **National Merit Award Type** received.
4. Enter the amount each student receives from National Merit.
5. Enter the amount each student receives from Bright Futures.
6. Select **Submit**.

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

Steps to Report Cancellations for Multiple Records with the Same Code

The screen shots provided below illustrate the steps to locate and process undisbursed DER records.

1. Select “**Disbursement Eligibility Report**” from Postsecondary Institutions.
2. Select the appropriate **Academic Year** and **Term** from the drop-down menu.
3. Select an **Individual Program** in the Program drop-down menu (to review all undisbursed students, regardless of program).
4. Select **Undisbursed** in the Reported drop-down menu.
5. Select **Run DER Report Query**.

Office of Student Financial Assistance

Florida Student Scholarship Grant Programs

POSTSECONDARY INSTITUTIONS LOGIN ID ▼

DISBURSEMENT ELIGIBILITY REPORT (DER)

Inst Code	Inst Name	Acad Yr	Term	Program	Reported By	Order By	Filter
--Select--	--Select--	2023 -	--	ALL	ALL	SSN	

DER Batch File Layout DER History Download Institution List CPCH Chart CIP Codes

GENERATE QUERY SEARCH CLEAR

5 2 3 4

The DER Report Query will populate in a new window according to the selections made in steps 1-4.

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists



Florida Student Scholarship Grant Programs

Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS LOGIN ID ▼

DISBURSEMENT ELIGIBILITY REPORT(DER) QUERY

Inst Code

Inst Name

Acad Yr

Term

Selected By

Program Code

Reported

Filter

1

SSN

ALL

Undisburs

Select Cancel Code ▼ [Cancel Codes](#)

Name	Last 4 of SSN	Date of Birth	Program	Disb Code	Disb Amount	Cancel Student ☐ Select All
		10/12/2000	BFFAS	DER	\$ 0.00	☐
		11/11/2006	BFFMS	DER	\$ 0.00	☐
		08/18/2006	BFFAS	DER	\$ 0.00	☐
		07/15/2006	BFFMS	DER	\$ 0.00	☐
		09/02/2002	BFFMS	DER	\$ 0.00	☐
		05/22/2004	BFFAS	DER	\$ 0.00	☐

TOTAL RECORDS: 6

Submit

6. Select the appropriate cancellation code from the 'Cancel Code' drop down menu. For a complete listing of the cancellation codes, select the **Cancel Codes** hyperlink in the bottom right-hand corner.
7. Select each student to be submitted with the cancellation code indicated in step 6, "Select All" will apply to every student listed.
8. All of the students selected will be cancelled at once.
9. When finished selecting students to cancel, select **Submit**.



Florida Student Scholarship Grant Programs

Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS LOGIN ID ▼

DISBURSEMENT ELIGIBILITY REPORT(DER) QUERY

Inst Code

Inst Name

Acad Yr

Term

Selected By

Program Code

Reported

Filter

1

SSN

ALL

Undisburs

Select Cancel Code ▼ Cancel Codes

Name	Last 4 of SSN	Date of Birth	Program	Disb Code	Disb Amount	Cancel Student ☐ Select All
		10/12/2000	BFFAS	DER	\$ 0.00	☐
		11/11/2006	BFFMS	DER	\$ 0.00	☐
		08/18/2006	BFFAS	DER	\$ 0.00	☐
		07/15/2006	BFFMS	DER	\$ 0.00	☐
		09/02/2002	BFFMS	DER	\$ 0.00	☐
		05/22/2004	BFFAS	DER	\$ 0.00	☐

TOTAL RECORDS: 6

Submit

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

10. Verify student's cancellation by selecting **Cancel** from the 'Reported By' drop-down menu.

The screenshot displays the 'Florida Student Scholarship & Grant Programs' interface for 'POSTSECONDARY INSTITUTIONS'. The main heading is 'DISBURSEMENT ELIGIBILITY REPORT(DER)'. Below this, there are several input fields and dropdown menus for filtering the report: 'Inst Code', 'Inst Name', 'Acad Yr', 'Term' (set to 1), 'Program' (set to BFFM), 'Reported By' (set to Cancel), 'Order By' (set to SSN), and 'Filter'. Below these fields are links for 'DER Batch File Layout', 'DER History', 'Download Institution List', 'CPCH Chart', and 'CIP Codes'. There are also buttons for 'GENERATE QUERY', 'ADD DISBURSEMENT', 'SEARCH', and 'CLEAR'. At the bottom, there are four summary boxes: 'Last Day of Drop/Add' (09/29/2023), 'Initial DER Submission Date' (09/29/2023), 'Cost Per Credit Hour' (\$157.00), and 'Total Block Fee' (\$0.00).

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

DER Definitions

HOURS ENROLLED

Report only whole college credit hours in which a student is funded at the approved cost per credit hour located on the DER. This number is the actual number of hours the student is being funded and is used to determine the award amount.

HOURS DROPPED/WITHDRAWN

This field indicates the number of Bright Futures funded hours dropped or withdrawn by a student. Institution should report the number of hours the student remained enrolled after the drop/withdrawal.

CIP CODE

The Classification of Instructional Programs Code indicates the student's field of study. The chart has been updated with the latest version of CIP Codes – CIP 2010.

CURRENT DEGREE TYPE

This field indicates type of degree or credential students are seeking: Associates, Bachelors, Certificates, or vocational/ career certificates and diplomas.

REPAYMENT INDICATOR

This field displays the status of repayment for dropped/withdrawn hours.

- No = Student has not repaid the cost of the dropped/withdrawn hours.
- Yes = Student has repaid the cost of the dropped/withdrawn hours.
- Appeal = Student has been granted an exception and does not have to repay the cost of the dropped/withdrawn hours.
- Satisfactory = Student has made a satisfactory arrangement to repay the cost of the dropped/withdrawn hours.

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

Disbursement/Non-Disbursement Codes

Code	Description	Program
C01	RECEIVED BACHELOR'S DEGREE	All Programs
C02	GRADUATED FROM COMMUNITY COLLEGE OR COMPLETED PROGRAM	All Programs
C03	NON-DEGREE SEEKING	All Programs
C04	CITIZENSHIP REQUIREMENT NOT MET	All Programs
C05	NOT A FLORIDA RESIDENT	All Programs
C06	ENROLLED LESS THAN 6 HOURS	All Programs
C07	STUDENT IS DECEASED	All Programs
C08	WITHDREW	All Programs
C09	ENROLLED LESS THAN 9 HOURS	All Programs
C10	NOT ENROLLED	All Programs
C12	ENROLLED LESS THAN 12 HOURS	All Programs
C19	DECLINED AWARD	All Programs
C24	IN DEFAULT ON A STUDENT LOAN OR IN REPAYMENT FOR STATE GRANT	All Programs
C26	RECEIVING OTHER AID	All Programs
C97	NOT DISBURSED - OTHER REASON	All Programs
C99	FAOE - OTHERWISE ELIGIBLE (OE)	FSAG (ALL), FGMG, MMB and FWEP
D00	DISBURSED	All Programs
D01	DISBURSED WITH ADJUSTMENT	All Programs
D02	FSAG SUPPLEMENTAL DISBURSMENT	FSAG
D03	FWEP FUNDING BETWEEN SPRING AND FALL	FWEP
D04	BF DROPPED/WITHDRAWN COURSES	BF
D05	BF GRADUATE STUDY	BF
D06	BF GRADUATE STUDY WITH ADJUSTMENT	BF
D09	BF GRADUATE STUDY THAT HAS BEEN DROPPED/WITHDRAWN	BF
DER	DER/OSFA USE ONLY TO CREATE A CENTRALIZED INITIAL DER OR AN EDITED DER	All Programs

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

Hours Enrolled Override Codes

Code	Category	Description
O10	HOURS ENROLLED	ADA 75% 9-11 HOURS
O11	HOURS ENROLLED	ADA 50% 6-8 HOURS
O12	HOURS ENROLLED	HOURS ENROLLED = FULL-TIME EQUIVALENT
O13	HOURS ENROLLED	ENROLLED LESS THAN PROGRAM REQUIREMENT & GRADUATING/PROGRAM LENGTH/ANNUAL LIMIT/FWEP PREVIOUS ENROLLED
O27	HOURS ENROLLED	TRANSCRIPT HS GRAD DATE

- O10 – This is in accordance with the Americans with Disabilities Act. This code indicates that a student has a verifiable disability that only allows for a maximum of part-time ($\frac{3}{4}$ time) enrollment and should be funded at 75% of award amount.
- O11 – This is in accordance with the Americans with Disabilities Act. This code indicates that a student has a verifiable disability that only allows for a maximum of half-time ($\frac{1}{2}$ time) enrollment and should be funded at 50% of award amount.
- O12 – This code indicates that a student is enrolled for at least 6 hours but funded for less than 6 hours because a student has less than 6 hours remaining on the scholarship.
- O13 – This code indicates that a student is graduating at the end of the current term and needs less than the standard program course load to complete graduation requirements.
- O27 – This code indicates that a student has an issue with their high school graduation date listed on their transcript.

Cost Override Codes

Code	Category	Description
O20	COST	BFFMS 2-YEAR PUBLIC NON-ASSOCIATE DEGREE
O25	COST	2-YEAR BACCALAUREATE
O26	COST	COST PER CREDIT HOUR (CPCH) ADJUSTED UP OR DOWN
O28	COST	2-YEAR BACCALAUREATE COST PER CREDIT HOUR (CPCH) ADJUSTED UP OR DOWN

- O20 – This code indicates that a Florida Medallion Scholar is attending a Florida college, is enrolled in a certificate or diploma program, and should be funded at that cost per credit hour.
- O25 – This code indicates that a student is attending a Florida College System institution, is enrolled in a bachelor's degree program, and should be funded at the bachelor's degree cost per credit hour.
- O26 – This code is used for Scholarships for Children/Spouses of Deceased or Disabled Veterans (CSDDV) and BF and allows a lower disbursement amount than OSFA's calculation if the student has a lower tuition and fee amount. It allows the cost to be adjusted up or down.
- O28 – This code indicates that a student is attending a Florida College System institution, is enrolled in a bachelor's degree program, and should be funded at the bachelor's degree cost per credit hour. It allows the cost to be adjusted up or down.

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

ISIR Override Codes:

Code	Category	Description
O14	ISIR	TRANSACTION # OVERRIDE
O15	ISIR	SAI OVERRIDE
O22	ISIR	FAFSA OVERRIDE

- O14 – TRANSACTION # OVER - Transaction number override; institutions may use the override option if they evaluate the student using an alternative transaction number.
- O15 – SAI OVERRIDE - Student Aid Index override; institutions may use the override option if they wish to disburse the student using a higher SAI than the established cutoff.
- O22 – FAFSA OVERRIDE - For students who are unable to file the FAFSA due to no SSN or whose attempt to file a hardcopy FAFSA using zeros in the SSN field did not produce a complete and error-free ISIR.

Renewal Eligibility Codes:

Code	Category	Description
O16	ELIGIBILITY RENEWAL	GRADE & HOURS APPEAL OVERRIDE
O17	ELIGIBILITY RENEWAL	PROBATION OVERRIDE
O18	ELIGIBILITY RENEWAL	EXTENDED FIVE-YEAR OVERRIDE
O19	ELIGIBILITY RENEWAL	EXTENDED CLAST/PREPARTORY COURSEWORK REQUIRED OVERRIDE
O29	ELIGIBILITY RENEWAL	BF APPEAL – 5 YEAR OVERRIDE
O30	ELIGIBILITY RENEWAL	BF GOLD SEAL CAPE SCHOLARS (GSC) OVERRIDE FOR BACCALAUREATE FUNDING

- O16 – GRADE & HRS APPEAL - Grade and Hours appeal; student successfully appealed grade and hours submission resulting in eligibility for award.
- O17 – PROBATION OVERRIDE - Grade requirement not met for renewal; however, probation eligibility granted based on hours requirement being met.
- O18 – EXTENDED 5 YEAR PROG - Extended 5-year program; student enrolled in 5-year bachelor's degree program and eligible for additional terms/hours of disbursement.
- O19 – EXTENDED CLAST REQ - Extended College-Level Academic Skills Test (CLAST) requirement; student enrolled in additional terms/hours to meet CLAST requirement and eligible for additional terms/hours of disbursement.
- O29 – BF APPEAL – 5 YEAR OVERRIDE – Extend hours appeal; FAS and FMS student successfully appeals the need for extended hours of funding to complete a single program of study requiring more than 120 hours.
- O30 – BF GSC OVERRIDE BACCALAUREATE - Extended Gold Seal Cape (GSC) use; student attained an AS or AAS degree and may receive an additional 60 hours of funding toward a qualifying BS or BAS degree program.

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

Edit Codes & Messages

Field Sequence #26-30 Edit Codes & Messages

Code	Edit Messages
E10	STUDENT HAS INSUFFICIENT TERMS/HOURS REMAINING IN PROGRAM FOR DISBURSEMENT
E11	STUDENT INELIGIBLE FOR PROGRAM DUE TO NOT MEETING RENEWAL CRITERIA
E12	NO GRADE AND HOURS REPORTED PRIOR ACADEMIC YEAR
E13	PROGRAM {NAME} REQUIRES {LEVEL} ENROLLMENT FOR {SECTOR} SECTOR SCHOOL
E19	ALREADY DISBURSED FOR ANOTHER BF/FSAG PROGRAM
E20	THIS DISBURSEMENT EXCEEDS YOUR INSTITUTION'S ANNUAL PROGRAM ALLOCATION
E21	DISBURSEMENT IS MORE THAN ALLOWABLE TERM AWARD
E22	DISBURSEMENT IS LESS THAN ALLOWABLE TERM AWARD
E23	DISBURSEMENT NOT ALLOWED PRIOR TO LAST DAY OF DROP/ADD FOR TERM
E24	ALREADY DISBURSED AT YOUR INSTITUTION
E25	{PSI NAME AND CODE}ALREADY DISBURSED STUDENT THIS TERM
E26	INVALID DISBURSED/NON-DISBURSED CODE USED FOR PROGRAM
E27	INVALID INSTITUTION CODE
E28	INSTITUTION NOT ELIGIBLE FOR PARTICIPATION IN PROGRAM
E31	STUDENT NOT FOUND ON THIS PROGRAM'S MASTER ELIGIBILITY LIST (MEL)
E32	STUDENT DATA SUPPLIED DOES NOT MATCH ANY SSFAD RECORD (REVIEW)
E33	INVALID SSN ACCORDING TO SSA ADMINISTRATION RANGES
E34	REQUIRED FIELDS MISSING OR INVALID
E35	BUDGET ERROR, OSFA WILL REVIEW
E40	ISIR TRANSACTION NUMBER PROCESSED AFTER THE ELIGIBILITY DETERMINATION DATE
E41	EFC AMOUNT GREATER THAN (SECTOR) SECTOR'S MAXIMUM EFC AMOUNT
E42	INCOMPLETE ISIR, NO EFC CALCULATED
E43	NO ISIR FOR SSN, OSFA WILL REVIEW
E44	OSFA HAS A MORE VALID ISIR TRANSACTION NUMBER
E45	ISIR MATCHING DATA ERROR (PSI WILL REVIEW)
E46	EFC EXCEEDS COST OF ATTENDANCE
E50	DISBURSEMENT EXCEEDS NEED
E52	DISBURSEMENT EXCEEDS 70% OF TOTAL STUDENT EARNINGS
E53	DISBURSEMENT EXCEEDS 100% OF TOTAL STUDENT EARNINGS
E60	NO DISBURSEMENT ALLOWED--ALREADY USED ANNUAL HOURS/TERMS LIMIT
E61	DATA IS REQUIRED IN THE "OTHER HOURS ENROLLED" AND "OTHER PSI" FIELDS.
E62	AMOUNT REPORTED IS LESS THAN THE OSFA DISBURSEMENT CALCULATION--\$
E63	AMOUNT REPORTED IS GREATER THAN THE OSFA DISBURSEMENT CALCULATION--\$
E64	DISBURSEMENT EXCEEDS ANNUAL 45 SEMESTER HOURS LIMIT
E65	TRYING TO DISBURSE ELIGIBLE BF STUDENT FOR WRONG BF PROGRAM
E66	BRIGHT FUTURES DISBURSEMENT MUST BE SUBMITTED PRIOR TO VALID FIS DISBURSEMENT
E67	INVALID OR NULL CIP CODE
E68	INVALID OR NULL CURRENT DEGREE TYPE
E69	STUDENT NOT ELIGIBLE FOR FUNDING DUE TO DEFAULT STATUS
E70	STUDENT NOT ELIGIBLE FOR BRIGHT FUTURES GRADUATE FUNDING DUE TO NOT MEETING CRITERIA
E71	INVALID CURRENT DEGREE TYPE FOR {BFGSC or BFGSV} STUDENT

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

Disbursement Row Headings

The row headings may be different depending upon the selected program. Only one student record is visible at a time. However, selecting Run DER Report Query will display all students meeting selected criteria.

Bright Futures/Benacquisto Scholarship Program

SSN	First Name	MI	Last Name	Date of Birth	Sex	Ethnicity	# Terms/Hours Remaining
					☒ Male ☐ Female		

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
FIS			\$				

FIS Details 

National Merit Award Type	National Merit Award Amount	Bright Futures Award Amount	National Merit State
NATIONAL MERIT COLLEGE SPONSORED SCHOLA 	\$	\$	

Override Codes (Select all that apply) 

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select-- 	--Select-- 	--Select-- 	--Select-- 

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

CSDDV

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Sex	Ethnicity	# Terms/Hours Remaining
					☒ Male ☐ Female		

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type	Allowable Fee
CDDV			\$					

Other Institution Disbursement(s)

Add New

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

FWEP

SSN	First Name	MI	Last Name	Date of Birth	Sex	Ethnicity	# Terms/Hours Remaining
					☒ Male ☐ Female		

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
FWEP			\$				

FWEP Details

Credential Of Study	Job Location	Need Amount	PreEmployment Cost	Hourly Wage	Total Earnings	State-Funded Earnings
DEGREE SEEKING	--Select--	\$	\$ 0	\$	\$	\$

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

Postsecondary Institution Resources

How to Access the DER / Eligibility Determination Lists

DER Title Heading for ALL Other Programs

SSN	First Name	MI	Last Name	Date of Birth	Sex	Ethnicity	# Terms/Hours Remaining
					☐ Male ☒ Female		

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
			\$				

Override Codes (Select all that apply) 

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select-- 	--Select-- 	--Select-- 	--Select-- 

Available Training

Individualized training on the DER process is available. OSFA's training staff will set up a telephone training or webinar at a time convenient to you. Please contact training staff by email at OSFA@fldoe.org.