

**Minnesota Office of Higher Education
North Star Promise File Layout
AY 2024-2025 Version 2025.6 April 30, 2024**

NOTES FOR PROGRAMMERS

Instructions for programmers are provided below, as well as within the field description. If you have questions, please contact Tara Winchester at (651) 355-0616 or tara.winchester@state.mn.us

Just like for the Minnesota State Grant, students who are eligible for North Star Promise, but have a \$0 award should be reported. Also, unique to North Star Promise, students may have a \$0 NSP award due to tuition and fees being covered by other sources, but still qualify for a North Star Promise Plus award.

Details on the layout of the **North Star Promise File**:

- Files may be submitted via the Office of Higher Education's - MNAid web-based upload or via SFTP for schools using an automated SFTP process.
- Basic .txt flat file.
- Numeric fields cannot contain decimals, except in the case of monetary values.
- Carriage Return Line Feed (CRLF) at the end of each row.
- Alpha values (e.g., student's name) should be left-justified in the field. For example, the field for last name holds 35 characters. If the student's last name is only 10 characters, the name is followed by 25 spaces.
- Numeric values should be right-justified and zero-filled (unless spaces are a valid value). For example, if a numeric field holds 4 digits, and you want to send a value of zero, fill the entire field with zeros - 0000. **When reporting any monetary values, include the decimal and two decimal places for cents. For example, if you want to report \$20.00, send 00020.00; \$159.50 would be 00159.50; \$2,500.00 would be 02500.00; \$16,654.00 would be 16654.00.** Fields designated as numeric (9) should always contain positive numeric values, unless designated as a signed field. There are certain numeric fields for which spaces are acceptable if the student left the item blank on the application. When sending spaces in a numeric field, send all spaces; don't ever send a mixture of spaces and numbers.
- Signed numeric fields (shown as S9 on layout) are for values that could either be negative or positive. Signed numeric values should also be right-justified and zero-filled (unless spaces are a valid value). Do not use a minus or plus sign to identify whether the value is negative or positive. Rather, the last digit in the number should be send as an alpha value according to the following key:

<u>Last Digit Is:</u>	<u>Send this if positive:</u>	<u>Send this if negative:</u>
0	{,.,? or 0	},.,:, or !
1	A or 1	J
2	B or 2	K
3	C or 3	L
4	D or 4	M
5	E or 5	N
6	F or 6	O
7	G or 7	P
8	H or 8	Q
9	I or 9	R

Example: If field is S9(5) and you want to report -\$4,912, send 0491K.

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Start	Len	Field Name	Req	Field Description
1	6	Institution OE Code	Y	Institution OE Code (all records in file must contain same value). The OE code is the institution's federal school code.
7	2	Academic Year	Y	Award Year (all records in the file must contain the same value) - <i>Use ending year - if the acyear is 2024-2025, this field must contain 25</i>
9	9	SSN	Y	Student's Social Security Number; for Dream Act Applicants OHE will provide a proxy SSN; please note Agency assigned proxy SSNs may start with a "D"
18	35	Last Name	Y	Student's Last Name
53	35	First Name	Y	Student's First Name
88	15	Middle Name		Student's Middle Name
103	8	Date of Birth	Y	Student's Date of Birth (CCYYMMDD)
111	2	Summer 1 Enrollment	Y	Summer 1 Total enrolled credits – report actual credits or 0 if not enrolled. Include enrollment from other NSP eligible institutions if a student is simultaneously enrolled and the NSP award calculation includes tuition and fees amounts from more than one institution.
113	2	Summer 1 DevEdu Enrollment	Y	Summer 1 Developmental Education enrolled credits – report actual credits or 0 if not enrolled in Developmental Education courses.
115	1	Summer 1 Cap	Y	Summer 1 tuition and fees cap 1 – student is only in a short-term program (8-15 credits) 2 – student is in 2-year degree, certificate, or diploma program 4 – student is in a 4-year degree program
116	8	Summer 1 Tuition & Fees Charged	Y	Student's actual tuition charges (including any differential tuition rates) and any mandatory, program-specific and/or course-specific fees. Include amounts from another eligible institution if a student is simultaneously enrolled. Report 0 if not enrolled.
124	8	Summer 1 Pell Grant	Y	Federal Pell Grant amount used in North Star Promise calculation. For Dream Act Applicants, enter 0. For students who have exceeded their Pell Lifetime Eligibility Units (LEU) enter 0. Report 0 if no amount was used in calculation or not enrolled.
132	8	Summer 1 Minnesota State Grant	Y	State Grant used in North Star Promise calculation. Report 0 if student ineligible, exhausted eligibility, no need, or not enrolled.
140	8	Summer 1 Federal SEOG	Y	Federal SEOG grant used in North Star Promise calculation. Report 0 if no amount was used in calculation or not enrolled.
148	8	Summer 1 Tribal Gift Aid	Y	Tribal Scholarships and Grants used in North Star Promise calculation. Report 0 if no amount was used in calculation or not enrolled.
156	8	Summer 1 Other State/Federal Gift Aid	Y	Any other federal or state gift aid used in North Star Promise calculation. Include ID Grant, MISP, FIG, Student Teacher Grants, etc. Do not include <u>state</u> gift aid designated for books, required supplies, child care, emergency assistance, food and housing. Report 0 if no amount was used in calculation or not enrolled.
164	8	Summer 1 Non-Institutional Award	Y	Non-Institutional gift aid used in North Star Promise calculation. Include private outside and/or third-party scholarships and grants. Report 0 if no amount was used in calculation or not enrolled.
172	8	Summer 1 Institutional Grants, Scholarships and Waivers	Y	Institutional gift aid used in North Star Promise calculation. Include grants, scholarships, tuition waivers, fellowships, and/or stipends. Do not include <u>institutional</u> gift aid designated for books, required supplies, child care, emergency assistance, food and housing. Report 0 if no amount was used in calculation or not enrolled.
180	8	Summer 1 NSP Award	Y	Summer 1 North Star Promise award amount. Report 0 if student ineligible, no need, or not enrolled

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Start	Len	Field Name	Req	Field Description
188	8	Summer 1 NSP Plus Award	Y	Summer 1 North Star Promise Plus award amount. Include Dream Act Applicants. Report 0 if student ineligible (exceeded Pell LEU), no need, or not enrolled.
196	8	Summer 1 NSP Payment Net	Y	Summer 1 North Star Promise net paid amount (all payments minus adjustments). Report 0 if no need or not yet paid.
204	8	Summer 1 NSP Plus Payment Net	Y	Summer 1 North Star Promise Plus net paid amount (all payments minus adjustments). Report 0 if no need or not yet paid.
212	8	Summer 1 NSP Disbursement Date		Summer 1 North Star Promise disbursement date (CCYYMMDD) Leave blank if no funds disbursed.
220	8	Summer 1 NSP Plus Disbursement Date		Summer 1 North Star Promise Plus disbursement date (CCYYMMDD) Leave blank if no funds disbursed.
228	2	Fall Enrollment	Y	Fall Total enrolled credits – report actual credits or 0 if not enrolled.
230	2	Fall DevEdu Enrollment	Y	Fall Developmental Education enrolled credits – report actual credits or 0 if not enrolled in Developmental Education courses.
232	1	Fall Cap	Y	Fall tuition and fees cap 1 – student is only in a short-term program (8-15 credits) 2 – student is in 2-year degree, certificate, or diploma program 4 – student is in a 4-year degree program
233	8	Fall Tuition & Fees Charged	Y	Student's actual tuition charges (including any differential tuition rates) and any mandatory, program-specific and/or course-specific fees. Report 0 if not enrolled.
241	8	Fall Pell Grant	Y	Federal Pell Grant amount used in North Star Promise calculation. For Dream Act Applicants, enter 0. For students who have exceeded their Pell Lifetime Eligibility Units (LEU) enter 0. Report 0 if no amount was used in calculation or not enrolled.
249	8	Fall Minnesota State Grant	Y	State Grant used in North Star Promise calculation. Report 0 if student ineligible, exhausted eligibility, no need, or not enrolled.
257	8	Fall Federal SEOG	Y	Federal SEOG grant used in North Star Promise calculation. Report 0 if no amount was used in calculation or not enrolled.
265	8	Fall Tribal Gift Aid	Y	Tribal Scholarships and Grants used in North Star Promise calculation. Report 0 if no amount was used in calculation or not enrolled.
273	8	Fall Other State/Federal Aid	Y	Any other federal or state gift aid used in North Star Promise calculation. Include ID Grant, MISP, FIG, Student Teacher Grants, etc. Do not include <u>state</u> gift aid designated for books, required supplies, child care, emergency assistance, food and housing. Report 0 if no amount was used in calculation or not enrolled.
281	8	Fall Non-Institutional Award	Y	Non-Institutional gift aid used in North Star Promise calculation. Include private outside and/or third-party scholarships and grants. Report 0 if no amount was used in calculation or not enrolled.
289	8	Fall Institutional Grants, Scholarships and Waivers	Y	Institutional gift aid used in North Star Promise calculation. Include grants, scholarships, tuition waivers, fellowships, and/or stipends. Do not include <u>institutional</u> gift aid designated for books, required supplies, child care, emergency assistance, food and housing. Report 0 if no amount was used in calculation or not enrolled.
297	8	Fall NSP Award	Y	Fall North Star Promise award amount. Report 0 if student ineligible, no need, or not enrolled.
305	8	Fall NSP Plus Award	Y	Fall North Star Promise Plus award amount. Include Dream Act Applicants. Report 0 if student ineligible (exceeded Pell LEU), no need, or not enrolled.
313	8	Fall NSP Payment Net	Y	Fall North Star Promise net paid amount (all payments minus adjustments). Report 0 if no need, or not yet paid.

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Start	Len	Field Name	Req	Field Description
321	8	Fall NSP Plus Payment Net	Y	Fall North Star Promise Plus net paid amount dollar (all payments minus adjustments). Report 0 if no need or not yet paid.
329	8	Fall NSP Disbursement Date		Fall North Star Promise disbursement date (CCYYMMDD) Leave blank if no funds disbursed.
337	8	Fall NSP Plus Disbursement Date		Fall North Star Promise Plus disbursement date (CCYYMMDD) Leave blank if no funds disbursed.
345	2	Winter Enrollment	Y*	Winter Total enrolled credits – report actual credits or 0 if not enrolled (report spaces if a Semester school).
347	2	Winter DevEdu Enrollment	Y*	Winter Developmental Education enrolled credits – report actual credits or 0 if not enrolled in Developmental Education courses (report spaces if a Semester school).
349	1	Winter Cap	Y*	Winter tuition and fees cap 1 – student is only in a short-term program (8-15 credits) 2 – student is in 2-year degree, certificate, or diploma program 4 – student is in a 4-year degree program (report spaces if a Semester school)
350	8	Winter Tuition & Fees Charged	Y	Student's actual tuition charges (including any differential tuition rates) and any mandatory, program-specific and/or course-specific fees. Report 0 if not enrolled.
358	8	Winter Pell Grant	Y	Federal Pell Grant amount used in North Star Promise calculation. For Dream Act Applicants, enter 0. For students who have exceeded their Pell Lifetime Eligibility Units (LEU) enter 0. Report 0 if no amount was used in calculation or not enrolled.
366	8	Winter Minnesota State Grant	Y	State Grant used in North Star Promise calculation. Report 0 if student ineligible, exhausted eligibility, no need, or not enrolled.
374	8	Winter Federal SEOG	Y	Federal SEOG grant used in North Star Promise calculation. Report 0 if no amount was used in calculation or not enrolled.
382	8	Winter Tribal Gift Aid	Y	Tribal Scholarships and Grants used in North Star Promise calculation. Report 0 if no amount was used in calculation or not enrolled.
390	8	Winter Other State/Federal Aid	Y	Any other federal or state gift aid used in North Star Promise calculation. Include ID Grant, MISP, FIG, Student Teacher Grants, etc. Do not include <u>state</u> gift aid designated for books, required supplies, child care, emergency assistance, food and housing. Report 0 if no amount was used in calculation or not enrolled.
398	8	Winter Non-Institutional Award	Y	Non-Institutional gift aid used in North Star Promise calculation. Include private outside and/or third-party scholarships and grants. Report 0 if no amount was used in calculation or not enrolled.
406	8	Winter Institutional Grants, Scholarships and Waivers	Y	Institutional gift aid used in North Star Promise calculation. Include grants, scholarships, tuition waivers, fellowships, and/or stipends. Do not include <u>institutional</u> gift aid designated for books, required supplies, child care, emergency assistance, food and housing. Report 0 if no amount was used in calculation or not enrolled.
414	8	Winter NSP Award	Y	Winter North Star Promise award amount. Report 0 if student ineligible, no need, or not enrolled.
422	8	Winter NSP Plus Award	Y	Winter award amount. Include Dream Act Applicants. Report 0 if student ineligible (exceeded Pell LEU), no need or not enrolled.
430	8	Winter NSP Payment Net	Y	Winter North Star Promise net paid amount (all payments minus adjustments). Report 0 if no need or not yet paid.
438	8	<u>Winter NSP Plus Payment Net</u>	Y	Winter North Star Promise Plus net paid amount (all payments minus adjustments). Report 0 if no need or not yet paid.
446	8	Winter NSP Disbursement Date		Winter disbursement date (CCYYMMDD) Leave blank if no funds disbursed.

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Start	Len	Field Name	Req	Field Description
454	8	<u>Winter NSP Plus</u> Disbursement Date		Winter North Star Promise Plus disbursement date (CCYYMMDD) Leave blank if no funds disbursed.
462	2	Spring Enrollment	Y	Spring Total enrolled credits – report actual credits or 0 if not enrolled
464	2	Spring DevEdu Enrollment	Y	Spring Developmental Education enrolled credits – report actual credits or 0 if not enrolled in Developmental Education courses.
466	1	Spring Cap	Y	Spring tuition and fees cap 1 – student is only in a short-term program (8-15 credits) 2 – student is in 2-year or less degree, certificate, or diploma program 4 – student is in a 4-year degree program
467	8	Spring Tuition & Fees Charged	Y	Student's actual tuition charges (including any differential tuition rates) and any mandatory, program-specific and/or course-specific fees. Report 0 if not enrolled.
475	8	Spring Pell Grant	Y	Federal Pell Grant amount used in North Star Promise calculation. For Dream Act Applicants, enter 0. For students who have exceeded their Pell Lifetime Eligibility Units (LEU) enter 0. Report 0 if no amount was used in calculation or not enrolled.
483	8	Spring Minnesota State Grant	Y	State Grant used in North Star Promise calculation. Report 0 if student ineligible, exhausted eligibility, no need, or not enrolled.
491	8	Spring Federal SEOG	Y	Federal SEOG grant used in North Star Promise calculation. Report 0 if no amount was used in calculation or not enrolled.
499	8	Spring Tribal Gift Aid	Y	Tribal Scholarships and Grants used in North Star Promise calculation. Report 0 if no amount was used in calculation or not enrolled.
507	8	Spring Other State/Federal Aid	Y	Any other federal or state gift aid used in North Star Promise calculation. Include ID Grant, MISP, FIG, Student Teacher Grants, etc. Do not include <u>state</u> gift aid designated for books, required supplies, child care, emergency assistance, food and housing. Report 0 if no amount was used in calculation or not enrolled.
515	8	Spring Non-Institutional Award	Y	Non-Institutional gift aid used in North Star Promise calculation. Include private outside and/or third-party scholarships and grants. Report 0 if no amount was used in calculation or not enrolled.
523	8	Spring Institutional Grants, Scholarships and Waivers	Y	Institutional gift aid used in North Star Promise calculation. Include grants, scholarships, tuition waivers, fellowships, and/or stipends. Do not include <u>institutional</u> gift aid designated for books, required supplies, child care, emergency assistance, food and housing. Report 0 if no amount was used in calculation or not enrolled.
531	8	Spring NSP Award	Y	Spring award amount. Report 0 if student ineligible, no need, or not enrolled.
539	8	Spring NSP Plus Award	Y	Spring North Star Promise Plus award amount. Include Dream Act Applicants. Report 0 if student ineligible (exceeded Pell LEU), no need, or not enrolled.
547	8	Spring NSP Payment Net	Y	Spring North Star Promise net paid amount (all payments minus adjustments). Report 0 if no need or not yet paid.
555	8	Spring NSP Plus Payment Net	Y	Spring North Star Promise Plus net paid amount (all payments minus adjustments). Report 0 if no need or not yet paid.
563	8	Spring NSP Disbursement Date		Spring North Star Promise disbursement date (CCYYMMDD) Leave blank if no funds disbursed.
571	8	<u>Spring NSP Plus</u> Disbursement Date		Spring North Star Promise Plus disbursement date (CCYYMMDD) Leave blank if no funds disbursed.
579	2	Summer 2 Enrollment	Y	Summer 2 Total enrolled credits – report actual credits or 0 if not enrolled.

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Start	Len	Field Name	Req	Field Description
581	2	Summer 2 DevEdu Enrollment	Y	Summer 2 Developmental Education enrolled credits – report actual credits or 0 if not enrolled in Developmental Education courses.
583	1	Summer 2 Cap	Y	Summer 2 tuition and fees cap 1 – student is only in a short-term program (8-15 credits) 2 – student is in 2-year degree, certificate or diploma program 4 – student is in a 4-year degree program
584	8	Summer 2 Tuition & Fees Charged	Y	Student's actual tuition charges (including any differential tuition rates) and any mandatory, program-specific and/or course-specific fees. Report 0 if not enrolled.
592	8	Summer 2 Pell Grant	Y	Federal Pell Grant amount used in North Star Promise calculation. For Dream Act Applicants, enter 0. For students who have exceeded their Pell Lifetime Eligibility Units (LEU) enter 0. Report 0 if no amount was used in calculation or not enrolled.
600	8	Summer 2 Minnesota State Grant	Y	State Grant used in North Star Promise calculation. Report 0 if student ineligible, exhausted eligibility, no need, or not enrolled.
608	8	Summer 2 Federal SEOG	Y	Federal SEOG grant used in North Star Promise calculation. Report 0 if no amount was used in calculation or not enrolled.
616	8	Summer 2 Tribal Gift Aid	Y	Tribal Scholarships and Grants used in North Star Promise calculation. Report 0 if no amount was used in calculation or not enrolled.
624	8	Summer 2 Other State/Federal Aid	Y	Any other federal or state gift aid used in North Star Promise calculation. Include ID Grant, MISP, FIG, Student Teacher Grants, etc. Do not include <u>state</u> gift aid designated for books, required supplies, child care, emergency assistance, food and housing. Report 0 if no amount was used in calculation or not enrolled.
632	8	Summer 2 Non-Institutional Award	Y	Non-Institutional gift aid used in North Star Promise calculation. Include private outside and/or third-party scholarships and grants. Report 0 if no amount was used in calculation or not enrolled.
640	8	Summer 2 Institutional Grants, Scholarships and Waivers	Y	Institutional gift aid used in North Star Promise calculation. Include grants, scholarships, tuition waivers, fellowships, and/or stipends. Do not include <u>institutional</u> gift aid designated for books, required supplies, child care, emergency assistance, food and housing. Report 0 if no amount was used in calculation or not enrolled.
648	8	Summer 2 NSP Award	Y	Summer 2 North Star Promise award amount. Report 0 if student ineligible, no need, or not enrolled.
656	8	Summer 2 NSP Plus Award	Y	Spring North Star Promise Plus award amount. Include Dream Act Applicants. Report 0 if student ineligible (exceeded Pell LEU), no need, or not enrolled.
664	8	Summer 2 NSP Payment Net	Y	Summer 2 North Star Promise net paid amount (all payments minus adjustments). Report 0 if no need or not yet paid.
672	8	Summer 2 NSP Plus Payment Net	Y	Summer 2 North Star Promise Plus net paid amount (all payments minus adjustments). Report 0 if no need or not yet paid.
680	8	Summer 2 NSP Disbursement Date		Summer 2 North Star Promise disbursement date (CCYYMMDD) Leave blank if no funds disbursed.
688	8	Summer 2 NSP Plus Disbursement Date		Summer 2 North Star Promise Plus disbursement date (CCYYMMDD) Leave blank if no funds disbursed.
		Trailer Row		
1	6	Institution OE Code	Y	Institution OE Code (all records in file must contain same value).
7	2	Academic Year	Y	Award Year (all records in the file must contain the same value) - <i>Use ending year - if the acyear is 2024-2025, this field must contain 25</i>

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Start	Len	Field Name	Req	Field Description
9	6	Record Count	Y	Number of records in file including trailer record
15	11	Summer 1 NSP Net	Y	Total of Summer 1 North Star Promise Payment Net
26	11	Summer 1 NSP Plus Net	Y	Total of Summer 1 North Star Promise Plus Payment Net
37	11	Fall NSP Net	Y	Total of Fall North Star Promise Payment Net
48	11	Fall NSP Plus Net	Y	Total of Fall North Star Promise Plus Payment Net
59	11	Winter NSP Net	Y	Total of Winter North Star Promise Payment Net
70	11	Winter NSP Plus Net	Y	Total of Winter North Star Promise Plus Payment Net
81	11	Spring NSP Net	Y	Total of Spring North Star Promise Payment Net
92	11	Spring NSP Plus Net	Y	Total of Spring North Star Promise Plus Payment Net
103	11	Summer 2 NSP Net	Y	Total of Summer 2 North Star Promise Payment Net
114	11	Summer 2 NSP Plus Net	Y	Total of Summer 2 North Star Promise Plus Payment Net
125	8	Cutoff Date	Y	Cutoff date for payments/refunds reflected in net payments CCYYMMDD (<i>date the school generated the file</i>)
133	12	Balance of NSP funds	Y	Balance of North Star Promise funds as of cutoff date (Signed number, may be negative) <i>Last character of the number sent is a letter, the letter designates the sign of the number +/- as well as the digit:</i> <i>Positive 0-9: '{', 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I'</i> <i>Negative 0-9: '}', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'Q', 'R'</i> <i>Example: If 00327288K is sent, the number is -3,272,882</i>
145	12	Balance of NSP Plus funds	Y	Balance of North Star Promise Plus funds as of cutoff date (Signed number, may be negative) <i>Last character of the number sent is a letter, the letter designates the sign of the number +/- as well as the digit:</i> <i>Positive 0-9: '{', 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I'</i> <i>Negative 0-9: '}', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'Q', 'R'</i> <i>Example: If 00327288K is sent, the number is -3,272,882</i>
157	10	Label ID		Identification code assigned by school
167	8	Submission Date	Y	Date school submits file CCYYMMDD

Y* Winter fields are required for quarter schools; semester schools should report spaces.