

Refund Roster

A refund roster is required for every refund sent to SFA to identify the student for whom the money is being returned, the term for which the money is being returned, the fund/program for which the money was awarded, the refund amount, and the refund reason.

Reports may be submitted in any of the three acceptable formats, including Microsoft Excel, ASCII Delimited Text (comma delimited with text strings in "), and Fixed-length ASCII text.

Tables are provided below for the Refund Report Layout, the Fund Codes and Refund Reason Codes.

Refund Report Layout

Field Name	Description	Format	Validation	Length
LNAME	Student's last name	Character - Left justified	None required	20
FNAME	Student's first name	Character - Left justified	None required	20
DOB	Student's birth date	DD-MON-CCYY (Ex: 05-MAR-1972)	None required	11
SSN	Student's Social Security Number	Character	None required	9
TERM	Term for the refund	Term and year (Ex: fall 2023, winter 2023, spring 2024, summer 2024)	None required	8,2
FUND	Fund code (see table)	Character – left justified	Should contain only codes given	4
REFUND AMT	Amount being returned	Number	None required	8,2
REFUND REASON	Refund reason code (see table)	Character – left justified	Should contain only codes given	6

Fund Codes

Code	Description
MTAG	Mississippi Tuition Assistance Grant
MESG	Mississippi Eminent Scholars Grant
HELP	Higher Education Legislative Plan Grant
LAW	Mississippi Law/Firefighter Scholarship
NISS	Nissan Scholarship
GUGR	GEAR UP Grant
FATH	FAITH Scholarship
CNDT	Critical Needs Dyslexia Therapy Forgivable Loan
SLPL	Speech-Language Pathology Forgivable Loan

Refund Reason Codes

Code	Description
CAN	Award Cancelled
CHG	Student attending another school
CLS	Student Classification changed
COA	Student aid exceeds cost of attendance
COA	Coop work semester
DEC	Student declined award offer
DEF	Student in default on educational loan
DEG	Student degree or certification already received
DLD	Deadline
DTH	Deceased
FUL	Full Pell
GPA	High School GPA issue
HR1	Failed to complete required hours prior term
LFT	Enrolled less than fulltime current term
LHT	Enrolled less than half time current term
LOA	Leave of Absence
MAJ	Student not in required major
MAX	Student exceeds max hours/semesters allowed
NED	Student has exceeded their need
NER	Not enrolled current term
NES	Not an eligible school
PAR	Participating in another fund
PEL	Award adjusted for Pell eligibility
PJ	Professional Judgement
POA	Projected Award
PRB	College GPA below required
RES	Not a Mississippi resident
RFD	Refund without reason given
SAP	Student not meeting SAP
WD	Student withdrew