

Upload Certification File Layout

Upload Tuition Grants Certification File Layout – used to submit data to myTG to certify student awards for a term

- The format for the file is “Comma Separated Values” (CSV)
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

MAX Len	Field Name	Type	Required	Field Description
4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value) <i>Use ending year - if the acyear is 2023-2024 this field must contain 2024</i>
6	School OE Code	Alphanumeric	Y	School OE Code (all records in file must contain same value)
6	Payment Term	Alphanumeric	Y	Term being Certified (all records in file must contain the same value) Valid values include: “Fall” “Spring”
9	SSN	Numeric	Y	Student’s Social Security Number
16	Last Name	Alphanumeric	Y	Student’s Last Name
20	First Name	Alphanumeric	Y	Student’s First Name
1	Year In College	Numeric	Y	Student’s year in college
2	ISIR Transaction Number	Numeric	Y	ISIR Transaction Number
1	Certification	Alphanumeric	Y	Certification Status Valid values include: “Y” – Yes, student receiving an award <i>Note: If student is receiving a reduced award, a “Reason Award Amount Lowered” is required</i> “N” – No, student not receiving award <i>Note: If student is not receiving an award, the Award Amount must equal zero and a “No Award Reason” is required</i>

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MAX Len	Field Name	Type	Required	Field Description
2	No Award Reason	Alphanumeric	N*	Reason student is not receiving award – *Required if Certification = "N" Valid values include: "01" = SC Resident Less Than One Year "03" = Not SC Resident "04" = Tuition Paid ROTC, VA, or Tuition-specific Funds "06" = Ineligible Program "07" = Previous 4-year Degree or Graduate Student "09" = Freshmen Academic Requirements Not Met "10" = SAP Requirements Not Met "13" or "15" = Not Enrolled "14" = Not Enrolled FT Did Enroll PT "16" = Voluntarily Withdrew SCTG Application "17" = Deceased "19" = Felony/Drug/Alcohol Affidavit Not Submitted "20" = Withdrew Semester With Full Refund "21" = Other "23" = Verification Incomplete "25" = School Confirmation of SC Residency Incomplete
2	Reason Award Amount Lowered	Alphanumeric	N*	Reason student's award amount was lowered - *Required if award amount lowered Valid values include: "04" = Tuition Paid by ROTC, VA Benefits, or Tuition-specific Scholarship "12" = Withdrew, Not Returning, Received Partial Grant "26" = ADA Reduced Courses – PT "27" = ADA Reduced Courses – HT
5	Award Amount	Numeric	Y	Amount Awarded to Student

A record will be rejected for the following:

- 1.1 Invalid data
- 1.2 Required fields not populated
- 1.3 No match on SSN
- 1.4 No Tuition Grant exists for the uploaded SSN
- 1.5 No match on Inst OE Code
- 1.6 No match on Payment Term
- 1.7 Payment Status on database is not "Ready to Certify"
- 1.8 Payment amount is "0" and Certification status in file is "Y"
- 1.9 Payment amount is > "0" and Certification status in file is "N"
- 1.10 The 'Award Amount' cannot exceed the student's maximum award amount based on need
- 1.11 Reduced Award Amount was missing a Reduced Reason
- 1.12 Certification status = 'N' but missing a No Award Reason