

Instructions for Completing Series 16 Reports

Form 16-1 – Housing Occupancy & Rate Survey – **To be completed only if your institution has residence halls / complexes**

Column A – list each residence hall/housing complex.

Design Capacity – the total capacity of the complex as designed.

Beginning – number of occupants at the beginning of the semester,
(beginning of semester means as of the 11th class day).

Room Rate – the per student rate of each room for one semester (i.e. if the room is double occupancy, the rate a student is charged if 2 people share the room).

Report married student housing separately.

Form 16-2 – Food Service Participant & Rate Survey – **To be completed only if your institution has on-campus food-service plans**

Column A – list each different meal plan option

Beginning – number of participants at the beginning of the semester
(beginning of semester means as of the 11th class day).

Plan Rate – the fee charged to the student for that plan each semester.

Form 16-3 – Books, Supplies, and Other Expenses Survey

Books and Supplies – Instructions are printed on form

Other Expenses – Enter a categorized explanation **for two semesters (Fall and Spring)** of the “other expenses” part of the “price of attendance” reported annually to NCES by your Financial Aid office (words in quotations are categories from that report)

Instruction for each type of institution:

- University – Breakdown of amount reported as “other expenses” for “on campus” category (students living on campus)
- College – Breakdown of amount reported as “other expenses” for “off campus (with family)” category
- University that is primarily a commuter school – Fill out this part of form twice – one for each way listed above.

Transmittal Instructions

Email the completed Series 16 Excel file to Sarah Cox at Sarah.Cox@adhe.edu by **October 1**.