



## **Instructions for Completing Series 16 Reports**

**Use Fice Codes and institution abbreviations as they appear [here](#).**

Fice Codes should be entered on each sheet.

**Fice Codes should include leading zeros, but should not have zeros added to the end.**

Use the [institution abbreviation](#) for each "INSTITUTION" field.

Enter the **current fiscal year** as a **four-digit year** (i.e., 2022).

### **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 11<sup>th</sup> 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 11<sup>th</sup> class day).

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

## **Transmittal Instructions**

Email the completed Series 16 Excel file to Sarah Rogers at

[Sarah.Cox@adhe.edu](mailto:Sarah.Cox@adhe.edu) by **October 1**.