

## **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 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.

### **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 Jake Eddington at Jake.Eddington@adhe.edu by **October 1**.