

## **Appendix E**

# **Letters and Contacting Materials**

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## Chief Administrator Letter

February 5, 2021

**NPSAS**  
**Endorsed by**

American Association of  
Collegiate Registrars and  
Admissions Officers

American Association of  
Community Colleges

American Association of State  
Colleges and Universities

American Council on Education

Association for Institutional  
Research

Association of American Colleges  
and Universities

Association of Catholic Colleges  
and Universities

Association of Schools of Allied  
Health Professions

Career College Association

The Carnegie Foundation for the  
Advancement of Teaching

The College Board

Council of Graduate Schools

The Council of Independent  
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Hispanic Association of Colleges  
and Universities

Midwestern Higher Education  
Compact

National Accrediting Commission  
of Cosmetology Arts and  
Sciences

National Association of College  
and University Business Officers

National Association for Equal  
Opportunity in Higher Education

National Association of  
Independent Colleges and  
Universities

National Association of State  
Universities and  
Land-Grant Colleges

National Association of Student  
Financial Aid Administrators

New England Board of Higher  
Education

Southern Regional Education  
Board

State Higher Education Executive  
Officers

The United Negro College Fund

Western Interstate Commission  
for Higher Education

«salutation» «letter\_to\_name»  
«title»  
«entity\_name»  
«phys\_addr1»  
«phys\_addr2»  
«phys\_city», «phys\_state» «phys\_zip»

Your IPEDS UNITID: «entity\_id»  
Your PASSWORD: «password»

Dear «salutation» «lname»:

«entity\_name» has been selected to participate in the 2008 National Postsecondary Student Aid Study (NPSAS:08). The Higher Education Act (Sec. 131 (d) as amended in 1998) mandates that the U.S. Department of Education, National Center for Education Statistics (NCES) periodically gather information from students and institutions on how students finance their education beyond high school.

In response to the continuing need for these data, NPSAS collected information from students and institutions in 1987, 1990, 1993, 1996, 2000, and 2004. NPSAS:08 is being conducted for NCES by RTI International, a not-for-profit research organization. Additional information about our plans for NPSAS:08 is provided in the enclosed NPSAS brochure.

I am writing to request that you appoint a NPSAS coordinator, who will be asked to send a data file of the students enrolled at your institution. Once a small sample of students has been selected from your institution, the NPSAS coordinator will be asked to provide additional information on the enrollment status, the demographic characteristics, and the financial assistance provided for each sampled student. The sampled students will also be asked to complete a questionnaire on the Internet.

All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law. The enclosed brochure details our data collection procedures and provides a full description of the laws and procedures safeguarding the confidentiality of questionnaire responses, contact information, and other data collected. Additional information, including reports based on data from previous NPSAS studies, is available on the NPSAS website: <https://surveys.nces.ed.gov/NPSASschool>.

We are aware that you and the staff at your institution are confronted with many competing demands for your time. Therefore, we are providing you—and the coordinator you designate—with this advance notice of the study to allow you adequate time to plan for this data collection effort and, if needed, to contact us for more information prior to the start of student list collection in early 2008. Once designated, an RTI representative will contact your coordinator to discuss the study timeline and the information needed from your institution.

If you have any questions about the study or procedures involved, please contact the RTI Project Coordinator, Brian Kuhr, at 1-888-NPSAS411 (1-888-677-2741) or via e-mail at [NPSASschool@rti.org](mailto:NPSASschool@rti.org). You may also direct questions to NCES by contacting James Griffith at 1-202-502-7387 (or via e-mail at [James.Griffith@ed.gov](mailto:James.Griffith@ed.gov)).

**At your earliest convenience, please complete the *NPSAS Designate a Coordinator* form online at the NPSAS website, using the IPEDS UNITID and password printed on the first page of this letter.**

We look forward to your participation in this important study. Thank you for your cooperation and prompt completion of the *NPSAS Designate a Coordinator* form.

Sincerely,



Mark Schneider  
Commissioner  
National Center for Education Statistics

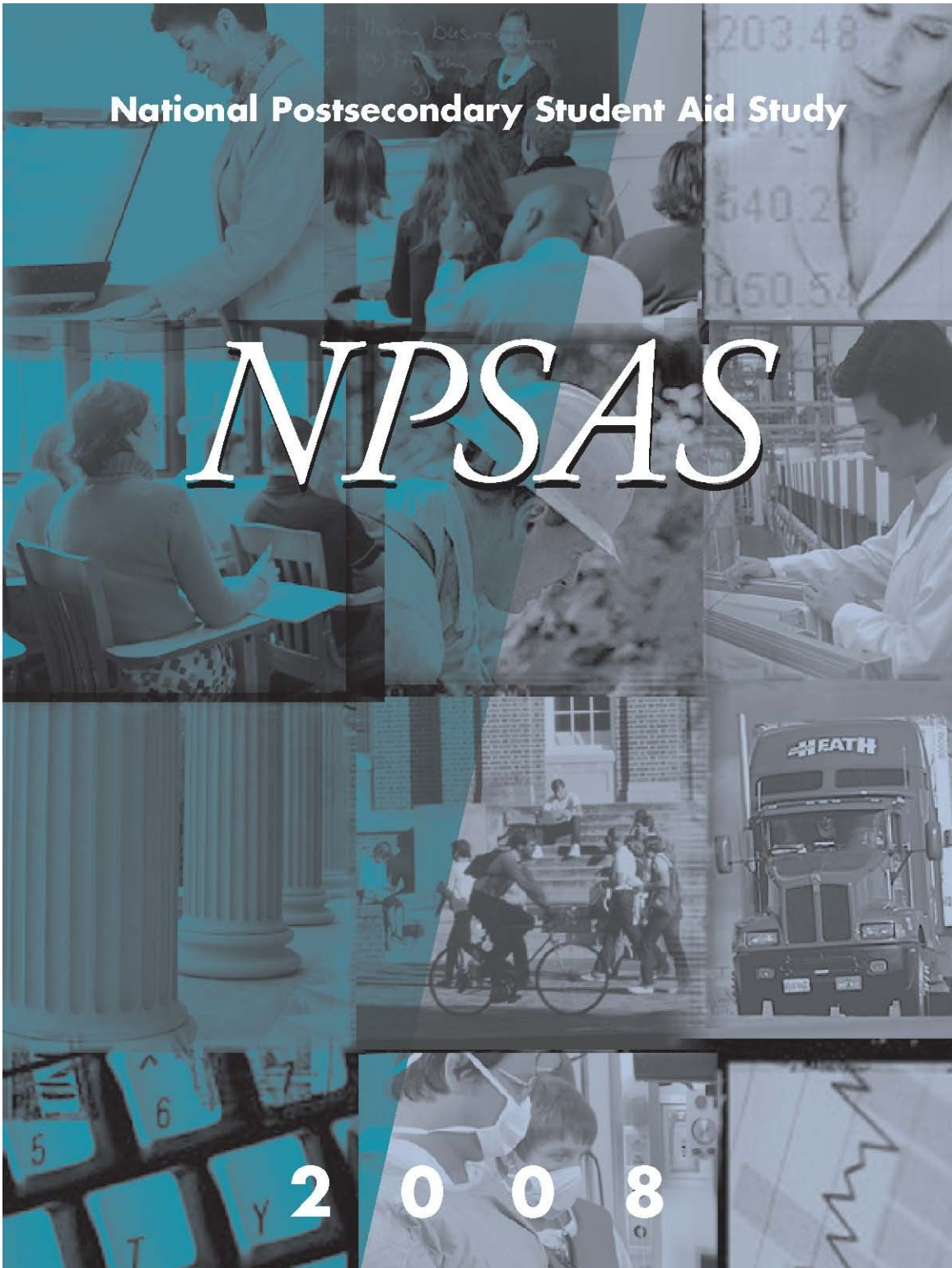
Enclosures

**The *NPSAS Designate a Coordinator* form may be completed online at**

<https://surveys.nces.ed.gov//NPSASschool>

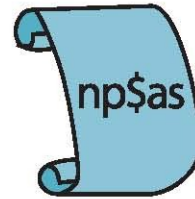
To access the online form, enter the user name (which is your IPEDS UNITID) and password printed on the first page of this letter.

## Institution Brochure



*The affordability of education after high school is a vital concern for students and their families. That is why the information gathered by the 2008 National Postsecondary Student Aid Study (NPSAS:08) is so important. This year's study explores how families with varying resources are able to pay for postsecondary education and provides comprehensive data on the enrollment status, education goals, employment, and demographic characteristics of students continuing their education after high school.*

## *Information Collected and Research Topics Covered*



### **National Postsecondary Student Aid Study (NPSAS)**

NPSAS data provide information on the cost of postsecondary education, the distribution of financial aid, and the characteristics of both aided and non-aided students and their families. Some of the basic research topics that are explored using the data include

- demographic characteristics (age, race-ethnicity, family income) of students attending different types of institutions by full-time and part-time enrollment status;
- percentage of students who receive different types of financial aid (grants, loans, work-study) and the average amounts received, by type of institution attended and student characteristics;
- sources (federal, state, institutional, private) of the grants and loans received by different types of students at different types of institutions;
- distribution of need-based and merit-based grants and scholarships by family income;
- ratio of grant to loan amounts in student financial aid packages; and
- average amounts of grants and loans received in relation to the average tuition and fees charged, and the average cost of attendance (student budgets).

Additionally, the NPSAS student interviews collect information that is generally not available from any other source at the national level, including data on

- private (alternative) loan amounts;
- cumulative student loan debt amounts at each class level;
- student attitudes toward loan borrowing and debt;
- employer tuition reimbursement amounts;
- average earnings and hours per week that students work while they are enrolled;
- use of credit cards to pay for education expenses;
- types of parental financial support received, including help with credit card and student loan debt;
- parental education levels;
- family income of students who do not apply for financial aid;
- primary language spoken in the home and family immigration status;
- student degree goals and purpose for enrolling; and
- student participation in community service activities and voting.



## *How Will the Study Be Conducted?*

NPSAS:08 will sample approximately 1,900 institutions that will be asked to provide lists of enrolled students. From these lists, approximately 140,000 postsecondary students will be randomly selected.

The study will consist of the following stages:

### **FALL 2007**

- Beginning in September 2007, the chief administrative officer (CAO) at each institution will be asked to designate a NPSAS:08 institutional coordinator to work with RTI.
- Beginning in October 2007, RTI will contact the institutional coordinator to clarify the tasks, timeline, and responsibilities. The coordinator will be asked to complete a brief registration page at <https://surveys.nces.ed.gov/NPSASschool> that identifies the 2007–2008 terms and types of awards granted by the institution.

### **WINTER 2008**

- Beginning in January 2008, the institutional coordinator for each of the approximately 1,900 institutions participating in NPSAS will supply RTI with a list of students enrolled at the institution. The list will include contact and basic demographic information for students enrolled at the institution during any term that includes July 1, 2007, through April 30, 2008.
- Beginning in mid-February 2008, RTI will select samples of students from each enrollment list received.

### **SPRING 2008**

- Beginning in February 2008 and continuing through the spring term, the institutional coordinator or other designated staff will provide student record information (for example, enrollment status, major, aid package received) for only those students sampled at the institution through a web-based computer-assisted data entry (webCADE) instrument, or by uploading an electronic data file to the secure NPSAS website. RTI field staff will be available to assist with the student record abstraction phase.
- Beginning in February 2008 and continuing through the spring term, sampled students will complete a web-based or telephone interview.

Web-based data entry and file upload applications have been developed to make participation easier and to minimize the burden on institution staff in providing the data. The software is user-friendly and efficient.

## Confidentiality Issues

The 2008 National Postsecondary Student Aid Study is conducted under the authority of the Education Sciences Reform Act of 2002 (ESRA) (Public Law 107-279) and its predecessor, the National Education Statistics Act (NESA) of 1994, as amended by the USA PATRIOT Act of 2001. Under ESRA, NCES is authorized to collect and disseminate information about education in the United States. Collection is most often done through surveys. NCES is required to follow strict procedures to protect the confidentiality of persons in the **collection, reporting, and publication of data**. The *E-Government Act of 2002* requires that all individually identifiable information supplied by individuals or institutions to a federal agency for statistical purposes under the pledge of confidentiality must be kept confidential and used only for statistical purposes. NCES adheres to the guidelines issued by the Office of Management and Budget in the *Federal Statistical Order of 1997* for ensuring the privacy and confidentiality of data collected for statistical purposes.

The Family Education Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g) allows for the release of institution record information to the Secretary of Education or her agent without prior consent of survey members [20 U.S.C. 1232g(b)(3)]. RTI International, as the contractor for NCES, has been given the authority to collect information from institution records under federal law.

All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed or used in identifiable form for any other purpose, unless otherwise compelled by law.

### Protection of Electronic Files

All electronic files from institution records and student interviews will be carefully protected. Computer accounts used to access data will be password protected with multilevel access controls to ensure that only those individuals with a need to access confidential information are allowed access to it. For the web-based data collection, proven methods of protection for online sessions and data security over the Internet will be used. Secure Sockets Layer (SSL) protocol will be used to encrypt the data over the Internet. All of the data entry modules on this site will be password protected, which will require the user to log in to the site before accessing confidential data. The system will automatically log the user out after 30 minutes of inactivity on the session, which will prevent unauthorized user access to the site.

### Protection of Paper Records

All paper records will be maintained in locked storage cabinets. A unique study identification variable (not the Social Security number or school ID) will be created and maintained for each survey participant to protect against disclosure of confidential data.

### Preparation of Data for Public Release

All data released to the general public (for example, statistical tables) will be designed so that it will not be possible to identify specific individuals.

### Violations

All personnel with access to individual data will be required to sign a confidentiality agreement and an affidavit of nondisclosure. Anyone who violates the confidentiality provisions of the act when using the data shall be found guilty of a **Class E felony** and can be **imprisoned up to 5 years**, and/or **fined up to \$250,000**.



## *Endorsements*

*American Association of Collegiate Registrars and Admissions Officers*

*American Association of Community Colleges*

*American Association of State Colleges and Universities*

*American Council on Education*

*Association for Institutional Research*

*Association of American Colleges and Universities*

*Association of Catholic Colleges and Universities*

*Association of Schools of Allied Health Professions*

*Career College Association*

*The Carnegie Foundation for the Advancement of Teaching*

*The College Board*

*Council of Graduate Schools*

*The Council of Independent Colleges*

*Hispanic Association of Colleges and Universities*

*Midwestern Higher Education Compact*

*National Accrediting Commission of Cosmetology Arts and Sciences*

*National Association of College and University Business Officers*

*National Association for Equal Opportunity in Higher Education*

*National Association of Independent Colleges and Universities*

*National Association of State Universities and Land-Grant Colleges*

*National Association of Student Financial Aid Administrators*

*New England Board of Higher Education*

*Southern Regional Education Board*

*State Higher Education Executive Officers*

*The United Negro College Fund*

*Western Interstate Commission for Higher Education*

## *About the Study*

### **The 2008 National Postsecondary Student Aid Study (NPSAS:08)**

The National Center for Education Statistics (NCES), part of the U.S. Department of Education, is authorized by federal law to collect, analyze, and publish statistics and other data related to education in the United States and other nations. As part of its mandate, NCES periodically conducts the National Postsecondary Student Aid Study (NPSAS)—a comprehensive study to find out how students pay for their education beyond high school. Undergraduate, graduate, and first-professional students—including those who receive aid and those who do not—participate in NPSAS.

**NPSAS** is the only comprehensive, nationally representative survey of student financial aid. No other single national database contains student-level records for students receiving aid from the numerous and disparate programs funded by the federal government, the states, postsecondary institutions, employers, and private organizations. The purpose of NPSAS is to compile a comprehensive research dataset containing information about all of these programs, together with demographic and enrollment data. In addition, NPSAS provides vital information about the affordability of postsecondary education and the effectiveness of existing financial aid programs that will inform public policy at all levels. NPSAS not only includes students enrolled at public and private not-for-profit, 2- and 4-year postsecondary institutions, it also includes those postsecondary institutions that are less-than-2-year and are private for-profit.

**The NPSAS survey is the primary source of data used by the agencies of the federal government and the higher education associations to analyze the effectiveness of current federal student financial aid programs and to estimate the cost and impact of proposed changes in federal legislation.**

Because NPSAS provides the only national student-level database, it is one of the most important sources used by the Congressional Budget Office (CBO), the Government Accountability Office (GAO), the Office of Management and Budget (OMB), the U.S. Department of Education, the American Council on Education (ACE), The College Board, the National Association of Independent Colleges and Universities (NAICU), and many others to prepare the reports that influence the direction of federal student aid policies.

**NPSAS is the primary source of data that has been used to identify problems and propose changes in the Federal Pell Grant Program, the Federal Stafford Student Loan Programs, the Federal Education Tax Credits, and the Federal Need Analysis.**

**The 2008 National Postsecondary Student Aid Study  
(NPSAS:08)**

For more information about NPSAS:08, please contact  
members of the project team at this number:  
1-888-NPSAS411 (1-888-677-2741)

**RTI International\***

Brian Kuhr  
Project Coordinator  
NPSASschool@rti.org  
Dr. John Riccobono  
Project Director, NPSAS  
jar@rti.org

**National Center for Education Statistics**

Dr. James Griffith  
NCES Project Officer, NPSAS  
1-202-502-7387  
James.Griffith@ed.gov

Sponsored by



U.S. Department of Education  
National Center for Education Statistics, Washington, DC  
<http://nces.ed.gov>  
September 2007

*\* RTI International is a trade name of Research Triangle Institute*

## Coordinator Welcome Letter

February 5, 2021

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American Association of  
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New England Board of Higher  
Education

Southern Regional Education Board

State Higher Education Executive  
Officers

The United Negro College Fund

Western Interstate Commission for  
Higher Education

«salutation» «fname» «lname»  
«Title»  
«entity\_name»  
«phys\_addr1»  
«phys\_addr2»  
«phys\_city», «phys\_state» «phys\_zip»

Your IPEDS UNITID: «entity\_id»  
Your PASSWORD: «password»

Dear «salutation» «lname»:

«entity\_name» has been selected to participate in the 2008 National Postsecondary Student Aid Study (NPSAS:08). The Higher Education Act (Sec. 131 (d) as amended in 1998) mandates that the U.S. Department of Education, National Center for Education Statistics (NCES) periodically gather information from students and institutions on how students finance their education beyond high school.

In response to the continuing need for these data, NPSAS collected information from students and institutions in 1987, 1990, 1993, 1996, 2000, and 2004.

Additional information about our plans for NPSAS:08 is provided in the enclosed brochure and project timeline.

The chief administrative officer of your institution has selected you as your institution's coordinator for NPSAS:08. You will have three primary responsibilities for NPSAS:08:

- To complete the *Institution Registration Page* online at the NPSAS website, within the next few weeks, using the IPEDS UNITID and password printed at the top of this letter. We will schedule data collection for your institution based on the information you provide. (This can also be done by telephone, if you prefer.)
- To oversee the preparation of an enrollment list of students at your institution. These data files will be used to draw a small sample of students from your institution for participation in NPSAS:08. Sampled students will be asked to complete a questionnaire on the Internet.
- To complete a separate web-based program requiring institution record information on such things as enrollment status, demographic characteristics, and financial assistance provided for the sampled students.

Complete instructions for your institution's participation will be sent directly to you in advance of your institution's due date. This date is tailored to your institution's term structure. (Your student enrollment list is due two weeks after the start of the last term at your institution that includes April 30, 2008.) **In the meantime**, please review the enclosed materials at your earliest convenience.

We are aware that you and other staff at your institution are confronted with many competing demands for your time. We hope that giving you this advance notice of the study will provide you with ample time

to plan for your school's participation in NPSAS:08. A project representative will call you in the next few days to ensure that you have received this notification and to answer any questions that you may have. You may also call the NPSAS Help Desk directly at 1-888-NPSAS411 (1-888-677-2741).

All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed or used in identifiable form for any other purpose, unless otherwise compelled by law. The enclosed materials detail our data collection procedures and provide a detailed description of the laws and procedures safeguarding the confidentiality of questionnaire responses, contact information, and demographic data collected. Additional information, including reports based on data from previous NPSAS studies, is available on the NPSAS website:

<https://surveys.nces.ed.gov/NPSASschool>.

RTI International, the contractor for the study, is a not-for-profit research organization based in North Carolina. If you have questions about the study or procedures, please contact the RTI NPSAS Project Coordinator, Brian Kuhr, at 1-888-677-2741 or via e-mail at [NPSASschool@rti.org](mailto:NPSASschool@rti.org). You may also direct questions to NCES by contacting James Griffith at 1-202-502-7387 (or via e-mail at [James.Griffith@ed.gov](mailto:James.Griffith@ed.gov)).

**At your earliest convenience, please complete the *Institution Registration Page* online at the NPSAS web site, using the IPEDS UNITID and password printed on the first page of this letter.**

We look forward to your participation in this important study.

Thank you for your cooperation.

Sincerely,



Mark Schneider  
Commissioner  
National Center for Education Statistics

Enclosures

The NPSAS *Institution Registration Page* may be completed online at

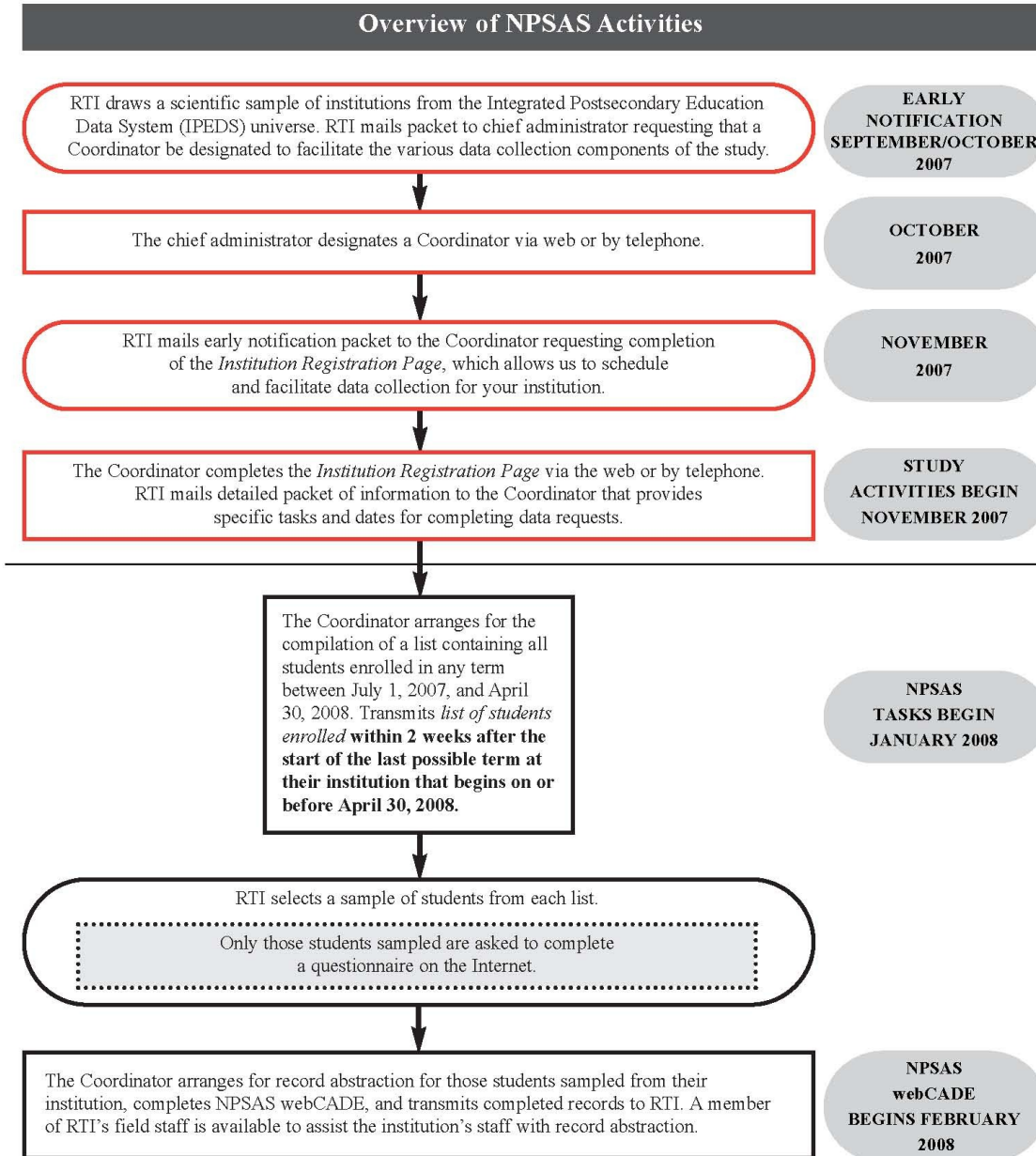
<https://surveys.nces.ed.gov/NPSASschool>

To access the *Institution Registration Page*, enter the IPEDS UNITID and password printed on the first page of this letter.



## Overview of NPSAS Activities

### The 2008 National Postsecondary Student Aid Study



## List Participation Letter

February 5, 2021

**NPSAS  
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American Association of  
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American Association of State  
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National Association of Student  
Financial Aid Administrators

New England Board of Higher  
Education

Southern Regional Education Board

State Higher Education Executive  
Officers

The United Negro College Fund

Western Interstate Commission for  
Higher Education

«salutation» «fname» «lname»

«Title»

«entity\_name»

«phys\_addr1»

«phys\_addr2»

«phys\_city», «phys\_state» «phys\_zip»

Your IPEDS UNITID: «entity\_id»

Your password: «password»

Student Enrollment List Due: «list\_expected\_Date\_curr»

Dear «salutation» «lname»,

We are pleased that «entity\_name» has agreed to participate in the 2008 National Postsecondary Student Aid Study (NPSAS:08), which is sponsored by the National Center for Education Statistics (NCES), U.S. Department of Education. As described in our earlier letter to you, NCES is mandated by Congress to conduct this important study on how students and their families finance education after high school. This study is being conducted for NCES by RTI International.

As you know, you have been designated as your institution's coordinator for NPSAS:08. We look forward to working with you on this important research effort, and are available to answer any questions you may have.

As the Institution Coordinator, you are asked to oversee completion of the following tasks:

- Complete the *Institution Registration Page* online at <https://surveys.nces.ed.gov/NPSASschool>, using the UNITID and password printed at the top of this letter. If you have not completed the Institution Registration Page, please do so as soon as possible. Where possible, term information and grant/scholarship information entered previously for the 2003/2004 cycle of the study and/or available from publicly available sources has been pre-loaded for your convenience. This information simply needs to be updated, amended, or corrected to reflect the current 2007/2008 academic year.
- Oversee the preparation of an enrollment list of students at your institution. This data file will be used to draw a small sample of students from your institution for participation in NPSAS:08. Beginning in the spring of 2008, sampled students will be asked to complete a questionnaire via the Internet.
- Complete a separate web-based program requiring institution record information on such things as enrollment status, demographic characteristics, and financial assistance provided for the sampled students.

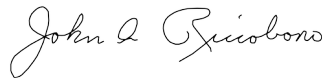
**The initial due date for providing your student enrollment list is «list\_expected\_Date\_curr».** Complete specifications for compiling this list and uploading it to the secure website are provided online. Your deadline date is tailored to your institution's term structure.

If you are unable to meet this deadline, or have any questions about the information requested for the student list, please contact the NPSAS Help Desk at 1-888-677-2741. All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law. The NPSAS website at <https://surveys.nces.ed.gov/NPSASschool> provides complete instructions for participation, including a detailed description of the laws and procedures safeguarding the confidentiality of questionnaire responses, contact information, and demographic data collected. Additional information, including reports based on data from previous NPSAS studies, is also available on the NPSAS website.

If you have questions about the study or procedures, please contact the NPSAS Help Desk at 1-888-677-2741 or via e-mail at [NPSASschool@rti.org](mailto:NPSASschool@rti.org). You may also direct questions to NCES by contacting James Griffith at 1-202-502-7387 (e-mail address: [James.Griffith@ed.gov](mailto:James.Griffith@ed.gov)).

Thank you for your cooperation.

Sincerely,



John Riccobono  
Project Director, NPSAS  
RTI International

Your institution's response to the National Postsecondary Student Aid Study may be completed online at:

<https://surveys.nces.ed.gov/NPSASschool>

To upload lists or other data collection forms, go to the **login** tab found on the home/login page. You will be prompted to enter the IPEDS UNITID and password printed on the first **page of this letter**.

## Self-CADE Letter

NPSAS  
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Financial Aid Administrators

New England Board of Higher  
Education

Southern Regional Education Board

State Higher Education Executive  
Officers

The United Negro College Fund

Western Interstate Commission for  
Higher Education

February 5, 2021

«salutation» «fname» «lname»

«Title»

«entity\_name»

«phys\_addr1»

«phys\_addr2»

«phys\_city», «phys\_state» «phys\_zip»

Your IPEDS UNITID: «entity\_id»

Your password: «password»

**webCADE Due: «webCADE\_expected\_Date\_curr»**

Dear «salutation» «lname»,

Thank you for your cooperation and participation in the 2008 National Postsecondary Student Aid Study (NPSAS:08). I am writing to let you know that we have finished processing the student enrollment file you sent, and have selected a random sample of **[# sampled]** students from your institution for participation in the study. We will send separate correspondence to these students asking that they complete a questionnaire either over the Internet or by telephone interview. At the same time, we are asking that you begin entering data for these students in the webCADE software. Please complete the record abstraction and data entry for these students on or before **[DUE DATE]**

In previous materials, we described to you the Internet-based system through which you (or someone on your staff) will be able to enter data for these students. This process is known as “webCADE” – web-enabled computer-assisted data entry. We believe you will find the NPSAS webCADE system easy to use. The website that you will access is the same one that you have used for prior elements of the study: <https://surveys.nces.ed.gov/NPSASschool>.

To assist you with the webCADE process, we have enclosed a webCADE User’s Guide that describes how to access and use the NPSAS webCADE software. Appendix B of the guide contains a list of data elements we would like to obtain for each sampled student. The list of sampled students can be found on the website listed above and you can easily print a hardcopy if you would like one.

Please be assured that we consider the security of the data and confidentiality of our study participants to be of the utmost importance, and the webCADE software has been developed with this in mind. The application encrypts all data, with the latest technologies, before transmitting them over the Internet to RTI. Moreover, access to the list of students (and the forms in which users enter the data) will require your authentication using your IPEDS UNITID and unique password. They are printed near the top of this page for your convenience. Please ensure that access is given only to those at your institution authorized to complete webCADE.

Soon, our RTI project staff will call you to confirm receipt of this material and also confirm the completion date for entering student data in the webCADE software. Help Desk staff will be available to answer any questions or concerns that you may have about

the study or entering student data in the webCADE software from 9:00 a.m. to 7:00 p.m. ET, Monday through Friday. You may contact the NPSAS Help Desk at 1-888-677-2741, toll-free, or via e-mail at [NPSASschool@rti.org](mailto:NPSASschool@rti.org). You may also direct questions about the study to NCES by contacting James Griffith at 1-202-502-7387 (e-mail address: [James.Griffith@ed.gov](mailto:James.Griffith@ed.gov)).

Again, thank you for your continued participation in this important study. We look forward to receiving your data.

Sincerely,



John Riccobono  
Project Director, NPSAS  
RTI International

Your institution's response to the National Postsecondary Student Aid Study may be completed online at:

<https://surveys.nces.ed.gov/NPSASschool>

To access webCADE, go to the **Log in** link on the Home page. Then enter the IPEDS UNITID below as your Username and enter the password below.

Your IPEDS UNITID: «entity\_id»

Your password: «password»



## Data-CADE Letter

NPSAS  
Endorsed by

American Association of  
Collegiate Registrars and  
Admissions Officers

American Association of  
Community Colleges

American Association of State  
Colleges and Universities

American Council on Education

Association for Institutional  
Research

Association of American Colleges  
and Universities

Association of Catholic Colleges  
and Universities

Association of Schools of Allied  
Health Professions

Career College Association

The Carnegie Foundation for the  
Advancement of Teaching

The College Board

Council of Graduate Schools

The Council of Independent  
Colleges

Hispanic Association of Colleges  
and Universities

Midwestern Higher Education  
Compact

National Accrediting Commission of  
Cosmetology Arts and Sciences

National Association of College and  
University Business Officers

National Association for Equal  
Opportunity in Higher Education

National Association of Independent  
Colleges and Universities

National Association of State  
Universities and  
Land-Grant Colleges

National Association of Student  
Financial Aid Administrators

New England Board of Higher  
Education

Southern Regional Education Board

State Higher Education Executive  
Officers

The United Negro College Fund

Western Interstate Commission for  
Higher Education

February 5, 2021

«salutation» «fname» «lname»

«Title»

«entity\_name»

«phys\_addr1»

«phys\_addr2»

«phys\_city», «phys\_state» «phys\_zip»

Your IPEDS UNITID: «entity\_id»

Your password: «password»

**Due Date:** «curr\_cade\_complete\_date\_print»

Dear «salutation» «lname»,

Thank you for your cooperation and participation in the 2008 National Postsecondary Student Aid Study (NPSAS:08). We have processed the student enrollment file that you provided and have selected a random sample of «tot\_cnt» students from your institution for participation in the study. Our records show that your institution has opted to provide the NPSAS record abstraction information for these students via data files that will be uploaded to the NPSAS website. We are asking you to create the data files and upload the requested information for all sampled students to the NPSAS website on or before «curr\_cade\_complete\_date\_print». The website that you will access to upload the files is the same site that you have used for prior elements of the study: <https://surveys.nces.ed.gov/NPSASschool>.

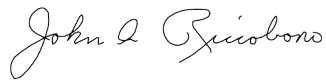
To assist you with this request, we have enclosed specifications for the data files and instructions for preparing and uploading them. These documents and a list of sampled students can also be found on the website listed above. Please note that a secure web-based data entry tool (webCADE) is also available if you decide that you would prefer to key the data for each individual student instead of creating/uploading combined data files.

Please be assured that we consider the security of the data and confidentiality of our study participants to be of the utmost importance, and the NPSAS website has been developed with these concerns in mind. Using the latest technologies, the application encrypts all data before transmitting them over the Internet to RTI. Moreover, access to the list of students (and the forms in which users enter data) will require your authentication using your IPEDS UNITID and unique password. They are printed near the top of this page for your convenience. Please ensure that access is given only to those at your institution authorized to complete the requested student record abstraction.

Our RTI project staff will call you soon to confirm receipt of this material and also confirm the due date for uploading your completed data files to the NPSAS website. If you choose to switch to webCADE, please let us know by contacting the NPSAS Help Desk at 1-888-677-2741, toll-free, or via e-mail at [NPSASschool@rti.org](mailto:NPSASschool@rti.org), or you may simply tell the NPSAS project member when this person calls you. Help Desk staff will be available to answer any questions or concerns that you may have about the study from 9:00 a.m. to 7:00 p.m. ET, Monday through Friday. You may also direct questions about the study to NCES by contacting James Griffith at 1-202-502-7387 (e-mail address: [James.Griffith@ed.gov](mailto:James.Griffith@ed.gov)).

Again, thank you for your continued participation in this important study. We look forward to receiving your data.

Sincerely,



John Riccobono  
Project Director, NPSAS  
RTI International

Your institution's response to the National Postsecondary Student Aid Study may be completed online at:

<https://surveys.nces.ed.gov/NPSASschool>

To access the site, go to the **Log in** link on the Home page. Then enter the IPEDS UNITID below as your Username and enter the password below.

Your IPEDS UNITID: «entity\_id»

Your password: «password»

## Field-CADE Letter

NPSAS  
Endorsed by

American Association of  
Collegiate Registrars and  
Admissions Officers

American Association of  
Community Colleges

American Association of State  
Colleges and Universities

American Council on Education

Association for Institutional  
Research

Association of American Colleges  
and Universities

Association of Catholic Colleges  
and Universities

Association of Schools of Allied  
Health Professions

Career College Association

The Carnegie Foundation for the  
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Hispanic Association of Colleges  
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Midwestern Higher Education  
Compact

National Accrediting Commission of  
Cosmetology Arts and Sciences

National Association of College and  
University Business Officers

National Association for Equal  
Opportunity in Higher Education

National Association of  
Independent Colleges and  
Universities

National Association of State  
Universities and  
Land-Grant Colleges

National Association of Student  
Financial Aid Administrators

New England Board of Higher  
Education

Southern Regional Education Board

State Higher Education Executive  
Officers

The United Negro College Fund

Western Interstate Commission for  
Higher Education

February 5, 2021

«salutation» «fname» «lname»

«Title»

«entity\_name»

«phys\_addr1»

«phys\_addr2»

«phys\_city», «phys\_state» «phys\_zip»

Your IPEDS UNITID: «entity\_id»

Your password: «password»

Dear «salutation» «lname»,

Thank you for your participation in the 2008 National Postsecondary Student Aid Study (NPSAS:08). We have finished processing the student enrollment file you provided, and have selected a random sample of [# **sampled**] students from your institution for participation in the study. We will send separate correspondence to these students asking that they complete a questionnaire either over the Internet or by telephone interview. At the same time, we need to collect institutional record data for these students. We are prepared to send a trained field data collector to your institution to abstract and enter these data into a secure password-protected laptop computer.

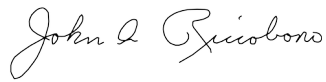
Our field data collector will be calling you soon to establish or confirm your data collection appointment. To help you prepare for this visit and better understand the data requested, we have enclosed a list of the data elements we would like to obtain for each sampled student. The list of sampled students can be found on the following website where you can easily print a hardcopy if you would like one: <https://surveys.nces.ed.gov/NPSASSchool>. The website is the same one that you have used for prior elements of the study.

Please be assured that we consider the security of the data and confidentiality of our study participants to be of the utmost importance, and our study procedures and applications have been developed with this in mind. The data entry application encrypts all data, with the latest technologies, before they are transmitted to RTI. Moreover, access to the list of students and the forms in which the field data collector will enter the data on the laptop computer require authentication using a username and password. Similarly, access to the list of sampled students on the study website requires user authentication, using your IPEDS UNITID and unique password (listed above for your convenience). Please ensure that access to the list of sampled students is given only to those at your institution authorized to provide the data requested.

The field data collector will serve as your point of contact for this activity. If you are unable to reach him/her, you may contact the NPSAS Help Desk at 1-888-677-2741, toll-free, or via e-mail at [NPSASSchool@rti.org](mailto:NPSASSchool@rti.org). Help Desk staff are available from 9:00 a.m. to 7:00 p.m. ET, Monday through Friday. You may also direct questions about the study to NCES by contacting Dr. James Griffith at 1-202-502-7387 (e-mail address: [James.Griffith@ed.gov](mailto:James.Griffith@ed.gov)).

Again, thank you for your continued participation in this important study. We look forward to receiving your study data.

Sincerely,



John A. Riccobono, Ph.D  
Project Director, NPSAS  
RTI International

To access the list of sampled students:

1. Go to: <https://surveys.nces.ed.gov/npsasschool>
2. Click **Log in** on the Home page.
3. Enter your IPEDS UNITID as your username and your unique password (listed above) and click **Login**.
4. From the Data Entry Tasks menu, click **fieldCADE** to view (or print) the list of sampled students.

## Student Cover Letter

February 5, 2021

NPSAS:08  
**Endorsed by**

American Association of  
Collegiate Registrars and  
Admissions Officers

American Association of  
Community Colleges

American Association of State  
Colleges and Universities

American Council on Education

Association for Institutional  
Research

Association of American  
Colleges and Universities

Association of Catholic Colleges  
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Association of Schools of Allied  
Health Professions

Career College Association

The Carnegie Foundation for the  
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National Association of College  
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National Association of  
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National Association of State  
Universities and  
Land-Grant Colleges

National Association of Student  
Financial Aid Administrators

New England Board of Higher  
Education

Southern Regional Education  
Board

State Higher Education  
Executive Officers

The United Negro College Fund

Western Interstate Commission  
for Higher Education

«fname» «mname» «lname» «suffix»  
«addr1»  
«addr2»  
«city», «state» «zip»

Study ID: «caseid»  
«panelinfo»

Dear «fname» «lname»:

I am writing to ask you to participate in an important study that will help determine how students and their families meet the cost of education beyond high school. For your participation, I would like for you to complete a questionnaire over the Internet. On average, the questionnaire takes about 25 minutes to complete.

When you access the questionnaire on the Internet, you will be asked questions about how you paid for your school expenses during the 2007–2008 school year, including whether you received financial aid. If you received financial aid, you will be asked whether the amount of aid was enough to meet your educational expenses. If you did not receive financial aid, you will be asked about how you met your school expenses.

Students from all types of institutions and all financial situations have been randomly selected to participate in the 2008 National Postsecondary Student Aid Study. Your responses along with those of other selected students will represent responses of all students enrolled in postsecondary education. Therefore, your participation in this study is critical.

To complete the questionnaire over the Internet, go to: <https://surveys.nces.ed.gov/npsas>. Type the study ID and password (provided below) on the Home/Login page, and Press “Enter” or click “Login” to begin the questionnaire.

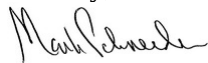
RTI International (RTI) of North Carolina is conducting the study for the U.S. Department of Education. To express our appreciation, **a \$30 check will be mailed to you, if you complete the questionnaire by «EarlyIncDate»**. If you are unable to complete the survey by that date, an RTI interviewer will call you to complete the questionnaire by telephone.

Participation in this study is voluntary and will not affect any aid or any benefits you receive. The enclosed pamphlet answers many common questions about the study and contains additional information on laws and procedures that protect the confidentiality of your responses.

If you have questions about the study, you can visit our web site at <https://surveys.nces.ed.gov/npsas>, you can call us toll-free at 1-877-NPSAS-NOW (1-877-677-2766), or you can e-mail us at [npsas@rti.org](mailto:npsas@rti.org). Persons who are hearing or speech-impaired can call us at 1-877-212-7230 (TDD).

We sincerely appreciate your participation and thank you in advance for helping us conduct this very important study.

Sincerely,



Mark Schneider  
Commissioner  
National Center for Education Statistics  
Enclosures

Go to: <https://surveys.nces.ed.gov/npsas/>  
Your study ID: «caseid»  
Your password: «password»m  
Please enter upper/lower case letters as they appear. If you are using a pop-up blocker you will need to temporarily disable it to access the questionnaire before logging in.



NPSAS:08

**Patrocinado por:**American Association of  
Collegiate Registrars and  
Admissions OfficersAmerican Association of  
Community CollegesAmerican Association of State  
Colleges and UniversitiesAmerican Council on  
EducationAssociation for Institutional  
ResearchAssociation of American  
Colleges and UniversitiesAssociation of Catholic  
Colleges and UniversitiesAssociation of Schools of  
Allied Health Professions

Career College Association

The Carnegie Foundation for  
the Advancement of Teaching

The College Board

Council of Graduate Schools

The Council of Independent  
CollegesHispanic Association of  
Colleges and UniversitiesMidwestern Higher Education  
CompactNational Accrediting  
Commission of Cosmetology  
Arts and SciencesNational Association of  
College and University  
Business OfficersNational Association for Equal  
Opportunity in Higher  
EducationNational Association of  
Independent Colleges and  
UniversitiesNational Association of State  
Universities and  
Land-Grant CollegesNational Association of  
Student Financial Aid  
AdministratorsNew England Board of Higher  
EducationSouthern Regional Education  
BoardState Higher Education  
Executive OfficersThe United Negro College  
FundWestern Interstate  
Commission for Higher  
Education

Estimado(a) «fname» «lname»:

Le estoy escribiendo para pedirle que participe en un importante estudio que ayudará a determinar cómo los estudiantes y sus familias costean los gastos de educación después de la secundaria o "high school". Para que participe, me gustaría que completara un cuestionario en la red o Internet. En promedio, el cuestionario toma alrededor de 25 minutos en completarse.

Cuando tenga acceso al cuestionario en Internet, le harán preguntas sobre la forma como pagó por los gastos de sus estudios durante el año académico 2007-2008, incluyendo si recibió ayuda financiera. Si recibió ayuda financiera, le harán preguntas para saber si la cantidad de ayuda que recibió fue suficiente para pagar los gastos educacionales. Si no recibió ayuda financiera, le preguntarán sobre la forma como pagó los gastos escolares.

Estudiantes provenientes de todo tipo de instituciones y de diferentes situaciones financieras han sido seleccionados al azar para participar en el Estudio Nacional de Ayuda a Estudiantes de Postsecundaria 2008. Sus respuestas, así como las de otros estudiantes seleccionados, representarán las respuestas de todos los estudiantes matriculados en educación postsecundaria. Por lo tanto, su participación en este estudio es muy importante.

Para completar el cuestionario en Internet:

Vaya a: <https://surveys.nces.ed.gov/npsas> (disponible en inglés solamente)

En la página principal (Home/Login), ponga el número de identificación del estudio y la contraseña que se encuentran al final de esta carta. Luego presione "Enter" o haga un clic en "Login" para comenzar el cuestionario.

RTI International (RTI) de Carolina del Norte está llevando a cabo el estudio para el Departamento de Educación de los Estados Unidos. Para expresar nuestro agradecimiento, **se le enviará por correo un cheque por \$30 dólares si completa el cuestionario a más tardar el <EARLY INC DATE>**. Si no puede completar el cuestionario para esa fecha, un(a) entrevistador(a) de RTI le llamará para completar el cuestionario por teléfono.

La participación en este estudio es voluntaria y no afectará cualquier ayuda o beneficios que usted recibe. El folleto que adjuntamos a la presente contesta las preguntas más comunes sobre el estudio y contiene información adicional sobre las leyes y procedimientos que protegen la confidencialidad de sus respuestas.

Si tiene preguntas sobre el estudio, puede visitar el sitio de Internet (disponible en inglés solamente) <https://surveys.nces.ed.gov/npsas>, o nos puede llamar al número de teléfono gratuito 1-877-677- 2766 (1-877-NPSAS-NOW), o nos puede enviar un correo electrónico a [npsas@rti.org](mailto:npsas@rti.org). Personas con problemas de audición o de habla pueden llamarnos al número gratuito 1-877-212-7230 (Línea TDD, por sus siglas en inglés).

Apreciamos sinceramente su participación y le agradecemos de antemano por ayudarnos a realizar este importante estudio.

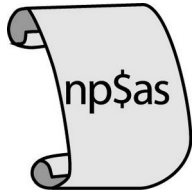
Atentamente,



Mark Schneider  
Comisionado  
Centro Nacional de Estadísticas de Educación  
Anexos

Vaya a: <https://surveys.nces.ed.gov/npsas>  
No. de identificación del estudio: «caseid»  
Su contraseña: «password»m  
Por favor, registre las letras ya sea en minúsculas o en mayúsculas como se muestran. Si está usando un bloqueador de ventanas emergentes (pop-up blocker), tendrá que desactivarlo temporalmente antes de entrar al sistema para así poder tener acceso al cuestionario.

## Reminder Postcard



**2008  
National  
Postsecond  
ary Student  
Aid  
Study**

PO Box 12194  
Research Triangle Park, NC 27709-2194  
RTI Project #0209777.100.236

ADDRESS SERVICE REQUESTED

«fname» «mname» «lname»  
«Addr1»  
«Addr2»  
«City», «state» «zip»

«caseid»/«panelinfo»



**2008  
National  
Postsecondary  
Student  
Aid  
Study**

Recently, we sent you information on how to complete the interview for the 2008 National Postsecondary Student Aid Study. RTI is conducting this study for the U.S. Department of Education's National Center for Education Statistics. If you have already completed the interview, we would like to thank you. Your assistance is very much appreciated.

If you have not yet completed your interview, we would like to remind you that if you complete the interview by «IncentiveDt», you will receive «incentive» as a token of our appreciation. To complete a web interview over our secure website, log on to <https://surveys.nces.ed.gov/npsas/>.

If you have any questions or problems completing your web interview, or would like to complete the interview over the telephone with a professionally trained interviewer, please contact the NPSAS Help Desk at 1-877-677-2766.

**Thank you.**

**Why is the study being conducted?**

The National Postsecondary Student Aid Study (NPSAS) is a large national survey of undergraduate and graduate students, with a special focus on how they finance their education at different types of institutions. Information is collected from institutions and students to obtain a national picture of the background of students, their educational costs, amount of family support, types of financial aid received, student loan debt, and earnings from jobs. The NPSAS results are widely used by researchers to study whether the current financial aid programs are adequate to meet student needs. These results may also be used by Congress to make changes to the federal student loan and grant programs.

Students who earn a baccalaureate degree prior to July 2008 may be part of a special follow-up study in subsequent years. Their experiences after graduation, including further education and early work experience, will help us learn more about the students who complete their postsecondary education and the factors that influence their success.

**Are there any risks or benefits to my participation?**

The risk of participation in this study relates to data security and is minimal, given the strict confidentiality and security procedures in place.

While there are no specific benefits to you for participating in NPSAS, your participation will help ensure the success of the study and help policymakers better understand and meet the financial needs of postsecondary students.

**If you have additional questions or concerns about the study, please contact the NPSAS Project Director at RTI or the NCES Project Officer listed on the back of this pamphlet.**

**Student Brochure**

**Where can I get more information about NPSAS?**

If you have questions about *your rights* as a study participant, please call RTI's Institutional Review Board at 1-866-214-2043 (a toll-free number) or send an e-mail message to [orpe@rti.org](mailto:orpe@rti.org) regarding IRB number 11644.

If you have *questions* or concerns about the study, contact the following:

**John Riccobono**  
Project Director, NPSAS  
1-877-NPSAS-NOW  
1-877-677-2766  
[npsas@rti.org](mailto:npsas@rti.org)

**James Griffith**  
NCES Project Officer, NPSAS  
1-202-502-7387  
[James.Griffith@ed.gov](mailto:James.Griffith@ed.gov)

You may complete your interview or simply learn more about NPSAS by visiting our website at <https://surveys.nces.ed.gov/npsas/>.

For more information about NPSAS publications and other educational research, visit the NCES website at <http://nces.ed.gov/pubsearch/>.



National Center for Education Statistics  
U.S. Department of Education  
Institute of Education Sciences

February 2008



**2008  
National  
Postsecondary  
Student  
Aid  
Study**

U.S. Department of Education  
Institute of Education Sciences



**Who** is conducting the study?

The 2008 National Postsecondary Student Aid Study (NPSAS:08) is sponsored by the U.S. Department of Education's National Center for Education Statistics (NCES) in the Institute of Education Sciences. The study is conducted under contract by RTI International (RTI), a nonprofit research organization located in North Carolina.

**Who** is included in the study?

NPSAS:08 consists of a sample of 135,000 students randomly selected from enrollment lists at approximately 1,900 postsecondary institutions in the 50 states, the District of Columbia, and Puerto Rico.

**When** will the study be conducted?

Institutions were initially contacted beginning in fall 2007 to take part in NPSAS:08. Beginning in spring 2008, sampled students will be contacted to complete the web-based interview. Students who do not complete the self-administered web-based interview within 2 weeks will be contacted by a professionally trained telephone interviewer and asked to complete the interview over the telephone.

**Why** should I participate?

Participation in this study is voluntary. Your participation, however, is essential to making this study a success. Your responses will help policymakers, researchers, counselors, and others better understand and meet the financial needs of the 17 million students enrolled in postsecondary institutions in the United States and Puerto Rico. As such, your feedback is particularly important.

**How can I participate?**

You may complete the interview in one of two ways:

1. Log in to the website at <https://surveys.nces.ed.gov/npsas/>.

Once at the site, from the Home/Login page, enter your study ID and password, available on the letter or e-mail you received. If you need assistance with accessing the interview on the website, please call the NPSAS Help Desk at 1-877-NPSAS-NOW (1-877-677-2766) or contact us via e-mail at [npsas@rti.org](mailto:npsas@rti.org).

2. Complete the interview over the phone.

We encourage web completion but, if you prefer, you may complete the interview by telephone with a

professionally trained interviewer from RTI. You may choose to complete the telephone interview when our staff call, or you can make an appointment to complete the interview at a more convenient time. You may e-mail questions to RTI staff at [npsas@rti.org](mailto:npsas@rti.org) or call the NPSAS Help Desk at 1-877-NPSAS-NOW (1-877-677-2766) with best times to do the interview.

**How long** will this take?

On average, you should complete either the self-administered interview or the telephone interview in about 25 minutes. Web interview time may vary depending on your Internet connection speed. If you do not have access to a computer with a fast connection, you may prefer to call the Help Desk to complete the interview by telephone.

**Will my answers be kept confidential?**

Interview responses, combined with student record information (e.g., enrollment characteristics and financial aid data), may be used only for statistical purposes and may not be disclosed, or used, in personally identifiable form for any other purpose, unless otherwise compelled by law.

The following procedures have been implemented to ensure the confidentiality of your responses:

- Your answers are secured behind firewalls and are encrypted during Internet transmission using Secure Sockets Layer (SSL) protocol. All data entry modules are password protected and require the user to log in before accessing confidential data.
- Project staff may be severely fined or imprisoned for disclosure of individual responses.
- Confidentiality procedures are reviewed and approved by RTI's Institutional Review Board (Committee for Protection of Human Subjects).

**How can I get a copy of the results?**

Publications from previous studies are currently available from the NCES website at <http://nces.ed.gov/surveys/npsas/>. Reports can be downloaded or ordered at no charge.

Current titles of interest include the following:

*Student Financing of Undergraduate Education: 2003–04* (NCES 2006-186)

*Student Financing of Graduate and First-Professional Education, 2003–04* (NCES 2006-185)

**What** have we learned from prior NPSAS studies?

The following are estimates based on information from 80,000 undergraduates, 11,000 graduates, and 1,000 first-professional students enrolled at approximately 1,400 postsecondary institutions during the 2003–04 academic year.

- Sixty-three percent of all undergraduates enrolled in the 2003–04 academic year received some type of financial aid (grants, loans, work-study, or other). Those who received aid were awarded an average amount of \$7,400.
- About one-half (51 percent) of undergraduates received grants and about one-third (35 percent) took out student loans in 2003–04. Eight percent of all undergraduates received aid through work-study jobs and 7 percent received other types of aid (federal PLUS loans to parents, veterans' benefits, and job training funds).
- The average amount of grant aid received by undergraduates who were awarded grants was \$4,000 in 2003–04. Among those who took out student loans, the average amount borrowed for the 2003–04 academic year was \$5,800. The average work-study award was \$2,000.
- In 2003–04, just under three-fourths (73 percent) of all graduate and first-professional students received some type of aid, including grants, loans, assistantships, or work study. The average amount received by aided students was \$15,100.
- Doctoral students were the most likely graduate students to receive grant aid (55 percent vs. 38 percent of master's degree students and 41 percent of first-professional students) and received the largest amounts, on average (\$10,200 vs. \$4,500 and \$7,100, respectively).
- First-professional students were the most likely graduate students to take out student loans (78 percent, compared with 40 percent of master's students and 30 percent of doctoral students) and borrowed the largest amounts, on average (\$26,400 vs. \$13,500 and \$17,800, respectively).

SOURCE: Berkner, L., and Wei, C.C. (2006). *Student Financing of Undergraduate Education: 2003–04, With a Special Analysis of the Net Price of Attendance and Federal Education Tax Benefits* (NCES 2006-186). U.S. Department of Education. Washington, DC: National Center for Education Statistics.

Choy, S.P., and Cataldi, E.F. (2006). *Student Financing of Graduate and First-Professional Education, 2003–04* (NCES 2006-185). U.S. Department of Education. Washington, DC: National Center for Education Statistics.

## Additional Information Letter/CATI requested Remail

February 5, 2021

«name»  
«address»  
«address2»  
«city\_state», «zip»

Study ID: «caseid»  
«panelinfo»

Dear «name»:

Per your request, we are providing you with more information on the 2008 National Postsecondary Student Aid Study (NPSAS:08) that is now being conducted. Enclosed you will find a pamphlet with a brief description of NPSAS:08, findings from prior NPSAS studies, and confidentiality procedures.

To make the interview process as easy as possible for you, you may either complete the interview yourself on the web or over the telephone with one of our professionally-trained interviewers.

Please call us at **1-877-677-2766** to complete a telephone interview or, if you wish to complete the interview yourself on our secure website, log on to <https://surveys.nces.ed.gov/npsas/>. You will need the Study ID and password provided below to access the web interview.

**Study ID** = «caseid»  
**Password** = «password»p

Please enter upper/lower case letters as they appear. If you are using a pop-up blocker you will need to temporarily disable it to access the questionnaire before logging in.

Please be assured that your answers will be kept confidential and protected to the fullest extent allowable under law.

Please do not hesitate to contact me directly at 1-877-677-2766 (toll-free) or by e-mail at [npsas@rti.org](mailto:npsas@rti.org) if I can provide any additional information about the study or your interview.

Thank you in advance for your participation in this important study. Your cooperation is greatly appreciated.

Sincerely,



John Riccobono, Ph.D.  
Project Director, NPSAS  
RTI International



## Letter to Parents of Minors

February 5, 2021

Parent or Guardian of «fname» «lname»  
 «addr1»  
 «addr2»  
 «city», «state» «zip»

Dear Parent or Guardian,

We are pleased to inform you that your child, «fname» «lname», has been selected to participate in an education study sponsored by the National Center for Education Statistics (NCES), U. S. Department of Education. The purpose of the 2008 National Postsecondary Student Aid Study (NPSAS:08) is to provide Congress, researchers and policymakers with information about financial aid in postsecondary education. However, because «fname» is less than 18 years old, we need your permission for «fname» to participate.

Approximately 139,076 students from approximately 1906 schools across the nation have been selected to participate in NPSAS:08 during the 2007-2008 academic year. Students are being asked to complete a 25 minute questionnaire about their enrollment during the 2007-08 academic year, including questions about degree, field of study, financial aid, employment while enrolled, educational experiences, and background characteristics.

NCES is authorized by federal law (Public Law 107-279) to conduct NPSAS:08. RTI International (RTI) is a non-profit research organization in North Carolina that has been contracted by NCES to collect all data for NPSAS:08. All information collected will be kept confidential and will be protected to the fullest extent allowable under law. By law, researchers may use the data for statistical purposes only. Data will be combined to produce statistical reports for Congress and others. No individual data (e.g., names or addresses) will be reported.

Participation is voluntary. «fname» may withdraw from the study at any point. There is no penalty if «fname» decides not to participate. However, we do need your help. «fname» was selected to represent many others. «fname»'s responses are necessary to make the results of this important study accurate and timely. «fname» may refuse to answer any question that makes «fname» feel uncomfortable. While there are neither significant risks nor direct benefits to «fname» for participating, the survey may benefit all of the nation's students by providing timely data relevant to educational policy making.

**If for any reason you object to «fname»'s participation, you may simply deny permission. Please fill out the enclosed form and return it as soon as possible in the postage paid envelope provided.**

The enclosed brochure gives more information about the study. If you have any questions about NPSAS:08 or «fname»'s participation in the survey, please call the NPSAS Helpdesk toll-free at 1-877-677-2766. If you have questions about the rights of study participants, you may call RTI's Office for Research Protection toll-free at 1-866-214-2043.

We thank you in advance for your cooperation in this important research.

Sincerely,

National Center for Education Statistics

Estimado Padre de familia o tutor legal:

Es un placer para nosotros informarle que su hijo(a), «fname» «lname», ha sido seleccionado(a) para participar en un estudio de educación patrocinado por el Centro Nacional de Estadísticas de Educación (NCES, por sus siglas en inglés), del Departamento de Educación de los Estados Unidos. El propósito del Estudio Nacional de Ayuda a Estudiantes de Postsecundaria 2008 (NPSAS:08, por siglas en inglés), es dar información al Congreso sobre ayuda financiera durante los estudios postsecundarios y también informar sobre esto a los encargados de realizar estudios sobre la educación así como a los responsables de elaborar las políticas educacionales. Sin embargo, como «fname» es menor de 18 años, necesitamos su permiso para que <él / ella> participe.

Alrededor de 139,076 estudiantes provenientes de casi 1906 escuelas en todo el país han sido seleccionados para participar en este estudio durante el año académico 2007-2008. A los estudiantes se les pedirá completar un cuestionario de 25 minutos sobre su inscripción durante el año académico 2007-2008, incluyendo preguntas sobre su título universitario, área de estudio, ayuda financiera, situación laboral mientras estuvo inscrito(a), experiencias educacionales y otros antecedentes generales.

El Centro Nacional de Estadísticas de Educación está autorizado por ley federal (Ley Pública 107-279) para realizar el estudio. RTI International (RTI) es una organización sin fines de lucro en Carolina del Norte, que realiza estudios y que ha sido contratada por el Centro Nacional de Estadísticas de Educación para recopilar datos para el Estudio Nacional de Ayuda a Estudiantes de Postsecundaria 2008. Toda la información que obtengamos se mantendrá en forma confidencial y será protegida hasta donde lo permita la ley. Por ley, las personas encargadas del estudio pueden usar los datos sólo para propósitos estadísticos. La información será combinada para producir reportes estadísticos para el Congreso y otras instituciones. No se reportará ningún tipo de información individual (por ejemplo, nombres o direcciones).

La participación es voluntaria. Su hijo(a) puede retirarse del estudio en cualquier momento. No habrá ninguna consecuencia si su hijo(a) decide no participar. Sin embargo, nosotros necesitamos su ayuda. Su hijo(a) fue seleccionado(a) para representar a muchas otras personas. Sus respuestas son necesarias para hacer que los resultados de este importante estudio sean precisos y actuales. Su hijo(a) se puede rehusar a contestar cualquier pregunta que pueda hacerle sentir incómodo(a). A pesar de que no existen mayores riesgos o beneficios directos para su hijo(a) por participar, esta encuesta puede beneficiar a todos los estudiantes de la nación al proporcionar información precisa y significativa para la creación de políticas educacionales.

**Si por alguna razón usted se opone a la participación de su hijo(a), simplemente puede negar su permiso. Por favor, complete el formulario adjunto y devuélvalo a la mayor brevedad posible en el sobre con franqueo pagado que adjuntamos a la presente.**

El folleto que adjuntamos le da más información sobre el estudio. Si usted tiene alguna pregunta sobre el Estudio Nacional de Ayuda a Estudiantes de Postsecundaria 2008 o sobre la participación de su hijo(a) en la encuesta, por favor llame al número gratuito de ayuda del estudio al 1-877-677-2766. Si usted tiene alguna pregunta sobre los derechos de los participantes en estudios, puede llamar a la Oficina de RTI para la Protección de Participantes en Estudios, al teléfono gratuito 1-866-214-2043.

Le agradecemos de antemano por su cooperación en este importante estudio.

Atentamente,

Centro Nacional de Estadísticas de Educación

# Parent Consent Form

## The 2008 National Postsecondary Student Aid Study (NPSAS:08)

Please check the line that indicates your decision about your teenager's participation in the NPSAS:08 study and complete the rest of the form.

**PLEASE RETURN THIS FORM IN THE POSTAGE PAID ENVELOPE AS SOON AS POSSIBLE.**

Please check only one:

\_\_\_\_\_ **I GIVE PERMISSION** for \_\_\_\_\_ to participate in the 2008 National Postsecondary Student Aid Study (NPSAS:08)

**Or**

\_\_\_\_\_ **I DO NOT GIVE PERMISSION** for \_\_\_\_\_ to participate in the 2008 National Postsecondary Student Aid Study (NPSAS:08)

Signature of parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PRINT:**

Name of Parent or Guardian: \_\_\_\_\_

( \_\_\_\_\_ ) \_\_\_\_\_  
Area code Telephone number

**Student First and Last Name:** \_\_\_\_\_

School Name: \_\_\_\_\_

FOR OFFICE USE ONLY:

Student ID: \_\_\_\_\_

**Estudio Nacional de Ayuda a Estudiantes de Postsecundaria 2008  
(NPSAS:08)**

**Por favor, revise la línea que indica su decisión en cuanto a la participación de su hijo(a) adolescente en el Estudio Nacional de Ayuda a Estudiantes de Postsecundaria 2008 y complete el resto del formulario.**

**POR FAVOR, DEVUELVA ESTE FORMULARIO EN EL SOBRE CON FRANQUEO PREPAGADO TAN PRONTO COMO SEA POSIBLE.**

Por favor, seleccione sólo una respuesta:

\_\_\_\_\_ **DOY MI PERMISO** para que \_\_\_\_\_ participe en el Estudio Nacional de Ayuda a Estudiantes de Postsecundaria 2008 (NPSAS:08)

**O**

\_\_\_\_\_ **NO DOY MI PERMISO** para que \_\_\_\_\_ participe en el Estudio Nacional de Ayuda a Estudiantes de Postsecundaria 2008 (NPSAS:08).

Firma del padre/de la madre o tutor legal: \_\_\_\_\_ (Date)

**POR FAVOR, ESCRIBA EN LETRA TIPO IMPRENTA:**

Nombre del padre/de la madre o tutor legal:

\_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Código de área                      Número de teléfono

**Nombre del estudiante:** \_\_\_\_\_

Nombre de la escuela: \_\_\_\_\_

**SÓLO PARA USO DE LA OFICINA (OFFICE USE ONLY):**

Número de identificación del estudiante (Student ID):

\_\_\_\_\_

## Incentive Letter

February 5, 2021

«name»  
«address»  
«address2»  
«city\_state» «zip»

Study ID: «CaseID»  
NP08 «panelinfo»

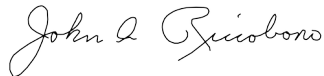
Dear «name»:

On behalf of the U.S. Department of Education and the staff of the National Postsecondary Student Aid Study, I would like to thank you for completing your NPSAS interview. Your participation in this study is very important to ensuring its success. Enclosed you will find a check for \$«amount» to reimburse you for your time completing the interview.

Please do not hesitate to contact me directly at 1-866-667-2704 if I can provide any additional information or assistance.

Again, thank you for your time and willingness to participate.

Sincerely,



John Riccobono, Ph.D.  
Project Director, NPSAS  
RTI International

## Refusal/Hard to Reach Letter

February 5, 2021

«fname» «mname» «lname» «suffix»  
 «addr1»  
 «addr2»  
 «city», «state» «zip»

Study ID: «caseid»  
 «panelinfo»

Dear «fname»,

On behalf of the U.S. Department of Education, I am writing to ask for your participation in the 2008 National Postsecondary Student Aid Study (NPSAS:08), conducted by RTI International. By completing the questionnaire, you will make an important contribution to research that will help determine how students and their families meet the cost of education beyond high school. **Please note that once you complete the questionnaire, will mail you a check for \$30.**

To complete the questionnaire, you can reach a telephone interviewer at RTI International by calling our help desk toll-free 1-877-677-2766. Interviewers are available Monday through Thursday from 9:00 am to 11:00 pm Eastern time, Friday from 9:00 am to 9:00 pm Eastern time, Saturday from 10:00 am to 6:00 pm Eastern time, and Sunday from 1:30 pm to 9:30 pm Eastern time. You can also complete the questionnaire at any time via the NPSAS:08 Website:

1. Go to <https://surveys.nces.ed.gov/npsas>
2. Enter your study ID: «caseid»
3. Enter your password: «password»o
4. Click “Login” to begin the interview

Please enter upper/lower case letters as they appear. If you are using a pop-up blocker you will need to temporarily disable it to access the questionnaire before logging in.

The questionnaire only takes about 25 minutes, on average. Participation in this study is voluntary and will not affect any aid or any benefits you receive. The enclosed pamphlet answers many common questions about the study and contains additional information on laws and procedures that protect the confidentiality of your responses. If you have any questions about the study, you can visit the NPSAS:08 website, or you can e-mail us at [npsas@rti.org](mailto:npsas@rti.org). Persons who are hearing or speech-impaired can call us at 1-877-212-7230 (TDD). If you have any questions about your rights as a study participant, you can call RTI's Office of Research Protection toll-free at 1-866-214-2043.

We greatly appreciate your participation in this important research!

Sincerely,



John Riccobono, Ph.D.  
 Project Director, NPSAS  
 RTI International

## Prompting Letter

February 5, 2021

«stu\_name»  
 «stu\_addr1»  
 «stu\_addr2»  
 «stu\_city», «stu\_state» «stu\_zip»

Study ID: «caseid»  
 «panelinfo»

Dear «stu\_name»:

We are writing to ask that you take a few moments to complete your interview for the 2008 National Postsecondary Student Aid Study (NPSAS:08), conducted by RTI International. By completing the questionnaire, you will make an important contribution to research that will help determine how students and their families meet the cost of education beyond high school. «fill1»

You may call us toll-free at **1-877-677-2766** to complete the interview with one of our professional telephone interviewers. Interviewers are available Monday through Thursday from 9:00 am to 11 pm Eastern time, Friday from 9:00 am to 9:00 pm Eastern time, Saturday from 10:00 am to 6:00 pm Eastern time, and Sunday from 1:30 pm to 9:30 pm Eastern time. You can also complete the questionnaire at any time via the NPSAS:08 Website:

1. Go to <https://surveys.nces.ed.gov/npsas>
2. Enter your study ID: «caseid»
3. Enter your password: «password»q
5. Click “Login” to begin the interview

Please enter upper/lower case letters as they appear. If you are using a pop-up blocker you will need to temporarily disable it to access the questionnaire before logging in.

The questionnaire only takes about 25 minutes, on average. Participation in this study is voluntary and will not affect any aid or any benefits you receive. If you have any questions about the study, you can visit the NPSAS:08 web site, or you can e-mail us at [npsas@rti.org](mailto:npsas@rti.org). Persons who are hearing or speech-impaired can call us at 1-877-212-7230 (TDD). If you have any questions about your rights as a study participant, you can call RTI's Office of Research Protection toll-free at 1-866-214-2043.

Thank you in advance for making NPSAS:08 a success.

Sincerely,



John Riccobono, Ph.D.  
 Project Director, NPSAS  
 RTI International

# Final Letter

February 5, 2021

«stu\_name»:  
«stu\_addr1»  
«stu\_addr2»  
«stu\_city», «stu\_state» «stu\_zip»

Study ID: «caseid»  
«panelinfo»

Dear «stu\_name»:

We have been trying to contact you in recent weeks to ask you to complete a questionnaire for the 2008 National Postsecondary Student Aid Study (NPSAS:08), conducted by RTI International on behalf of the National Center for Education Statistics, U.S. Department of Education. NPSAS collects information on how students and their families pay for their education beyond high school.

Time is running out. Data collection for NPSAS ends on . If you complete the questionnaire before then **you will receive a check for \$30**. The questionnaire takes about 25 minutes to complete on average.

You may call us toll-free at **1-877-677-2766** to complete the questionnaire with one of our telephone interviewers. Or, you can complete the questionnaire at any time via the NPSAS:08 Website: <https://surveys.nces.ed.gov/npsas>

Enter your study ID: «caseid»  
Enter your password: «password»s

Please enter upper/lower case letters as they appear. If you are using a pop-up blocker you will need to temporarily disable it to access the questionnaire before logging in.

Your responses will be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, except as required by law. If you have questions about the study, you can visit the NPSAS:08 web site, or you can e-mail us at [npsas@rti.org](mailto:npsas@rti.org). If you have questions about your rights as a study participant, you can call RTI's Office of Research Protection toll-free at 1-866-214-2043.

Thank you in advance for your participation in this important study. With input from individuals like you we can improve our ability to help others receive an education beyond high school.

Sincerely,



John Riccobono, Ph.D.  
Project Director, NPSAS  
RTI International