TO: Directors of Financial Aid  
Public and Private/Independent Institutions of Higher Education

FROM: DeChà Reid  
Director, Financial Aid Services

DATE: April 18, 2018


The second reporting cycle for the FY 2018 FAD Report begins May 1, 2018. Enclosed are individual sections from the FAD manual and a comprehensive version will be available on the Student Financial Aid Programs Information Website under the Resources section. Please note there were many updates made to the document based on feedback from the Financial Aid Advisory Data Collection sub-committee members and programming changes identified during the first reporting cycle. Any data elements identified in PINK are major modifications made from reporting cycle one.

The following are two major changes:

**Data Element #9 - Unmatched Reason**

- Renamed data element as "Exceptions" (previously Unmatched Reason).
- Institutions will now use the available codes first as reasons for an override.
- Increased range up to 16 options.

**Data Element #97 - Selective Service**

- Added option 3 = Exempt
- Added edit for state aid programs and specific tuition exemption/waiver awards.

As a reminder, institutions should allow sufficient time to resolve errors and reconcile data by the specified deadlines. As with reporting cycle one, the FAD Report for the second reporting cycle must be validated online through CBPass. Current users will need to log in to CBPass and click My Access to request the new "Financial Aid Data Certification" application. First-time users will be required to create a profile for CBPass and then request access to the online validation/certification application.

For questions or concerns, please contact Financial Aid Services at 844-792-2640 or FADB@thecb.state.tx.us.

Enclosed:  
File Layout  
Data Element Instructions  
Generated Reports  
Appendices

cc: Ken Martin, Assistant Commissioner  
Charles Puls, Deputy Assistant Commissioner