



**TEXAS HIGHER EDUCATION  
COORDINATING BOARD**  
*Agency Operations and Communications*  
P.O. Box 12788 Austin, Texas 78711

LINDA BATTLES, M.P.AFF.  
Deputy Commissioner  
Agency Operations and  
Communications/Chief  
Operating Officer  
512-427-6205  
Fax 512-427-6127

KEN MARTIN  
Assistant Commissioner for  
Financial Services/Chief  
Financial Officer  
512-427-6173  
Fax 512-427-6169

CHARLES W. PULS, Ed.D  
Deputy Assistant Commissioner  
for Student Financial Aid  
Programs  
512-427-6365  
Fax 512-427-6423

ZHEN ZHEN SUN  
Assistant Commissioner for  
Information Solutions & Services  
512-427-6259  
Fax 512-427-6447

MARY SMITH, Ph.D.  
Acting Director  
Human Resources  
512-427-6193  
Fax 512-427-6510

JOHN WYATT  
Director  
External Relations  
512-427-6586  
Fax 512-427-6127

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

FROM: DeChà Reid  
Director, Financial Aid Services

DATE: June 10, 2019

RE: Financial Aid Database (FAD) Reporting Cycle Two – FY 2019 (2018-19)

The Texas Higher Education Coordinating Board (THECB) is now accepting files beginning **June 10, 2019** for the FY 2019 (2018-19) FAD Reporting Cycle Two. Enclosed is an updated FAD manual which is also available on the [Student Financial Aid Programs Information Website](#) under the **Online Resources** section. Please replace any prior copies to ensure files are submitted accurately. The following are the major modifications made in the manual:

**Data Element #68 - TEXAS Grant Award Amount**

- Total award amount increased to allow for summer awards.

**Data Element #69 – TEOG Award Amount**

- Total award amount increased to allow for summer awards.

**Data Element #57 – Semester of Initial/first Award for State Grant Aid**

- A third option was added to allow for awards issued in the summer semester.

**Data Element #112 – TEG Satisfactory Academic Progress (SAP)**

- A fourth option was added that allows students meeting SAP but who did not receive a TEG award to be reported.

As a reminder, institutions must reconcile each applicable state aid program during cycle two and three. For each program listed that is flagged "**Reconciliation**" on the institution's FAD Reconciliation Report, a thorough review must be completed to identify if adjustments to program totals are needed. Student loan details have been uploaded into each institution **FAD\_Output folder** in MOVEit.

If adjustments need to be made to program totals with THECB, the enclosed **FAD Reconciliation Form** must be submitted to communicate the requested changes. If an institution must return funds to reconcile a program, a Return of Funds Form ([Grants and Special Programs](#) or [Loans](#)) must be sent to THECB. Once both the funds and form are received, the program totals for FAD will be updated by THECB.

The changes made in the FAD manual and a walkthrough of the reconciliation process will be reviewed on **June 11, 2019 at 2:00 p.m.** during the [June FAS webcast](#).

For FAD related questions, please email [FADB@thecb.state.tx.us](mailto:FADB@thecb.state.tx.us). For general questions, please call Financial Aid Services at 844-792-2640 or submit an online inquiry using [CONTACT US](#) (Select the "Financial Aid Question" option in the drop-down selection under **Contact Reason**).

Enclosed: [2018-19 Financial Aid Database \(FAD\) Manual](#) - Revised 6/10/19

[2018-19 FAD Reconciliation Form](#)