**REY RODRIGUEZ**
*Deputy Commissioner*
*Chief of Staff*
(512) 427-6134
Fax (512) 427-6127

**LIZ BOLIN**
*Deputy Chief of Staff*
(512) 427-6227
Fax (512) 427-6127

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

**ZHENZHEN SUN**
*Assistant Commissioner for*
*Information Solutions &*
*Services/Chief Information Officer*
(512)  427-6259
Fax (512) 427-6447

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

**GLENN TRAMEL**
*Senior Director*
*Human Resources*
(512) 427-6193
Fax (512) 427-6510

**JOHN WYATT**
*Senior Director*
*External Relations*
(512) 427-6586
Fax (512) 427-6127

**AMY PETERSON**
Senior Director
Strategic Finance Policy
(512) 427-6226
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 18, 2020

RE: Financial Aid Database (FAD) Reporting Cycle Two - 2019-2020 (FY 2020)

The Texas Higher Education Coordinating Board (THECB) will begin accepting files June 22, 2020 for the 2019-20 (FY 2020) FAD Reporting **Cycle Two**.

Enclosed is the updated FY 2020 FAD manual, which is also available on the Student Financial Aid Programs website under **Online Resources**. Please replace all previous copies of the FY 2020 FAD manual to ensure that financial aid administrators submit all files accurately. The following are the major changes in the manual:

- Added "update symbol" to highlight edits made to the file layout.
- Updated the reconciliation report to reflect "Warning" for Cycle Two.
- Updated the Program Comparison report to reflect all financial aid programs.

Institutions will not be required to reconcile state aid programs during Cycle Two; reconciliation will occur during reporting Cycle Three. For each program that is flagged "**WARNING**" on an institution's FAD Reconciliation Report, the institution should review the totals to prepare for the reconciliation process during Cycle Three. Student loan details have been uploaded into each institution's **FAD_Output folder** in MOVEit to assist with the review process. The file is named "EOY Student Loan Details_6_16_2020."

Financial Aid Services will review the recent changes to the FAD manual during the monthly FAS webcast on **July 14, 2020 at 2 p.m.** If you have questions, email Financial Aid Services through CONTACT US (select "Financial Aid Question" as the Contact Reason).

**Enclosed:** FY 2020 Financial Aid Database (FAD) Report Manual - Revised 6/17/2020