

Financial Aid Database (FAD) Reconciliation Form

For each program flagged “Reconciliation” on the institution’s FAD Reconciliation Report, use the applicable sections below to enter adjustments that need to be made by the Texas Higher Education Coordinating Board (THECB). Enter the following information:

- ➔ **Program:** Mark the applicable program box.
- ➔ **Student count:** Enter the *difference* between the total count derived by the THECB and the total student count in the institution’s FAD file.
- ➔ **Amount:** Enter the *difference* between the total amount derived by the THECB and the total amount disbursed in the institution’s FAD file.
- ➔ **Explanation:** Describe the reason for the applicable program difference.

If an institution must refund money to reconcile a program, a Return of Funds Form ([Grant Payment Portal RFF](#), [Special Programs RFF](#) or [Loans RFF](#)) must be submitted in addition to this form. Once all forms and funds are received, program totals will be updated, and the FAD file can be resubmitted.

SECTION ONE: STATE AID PROGRAMS							
GRANT PROGRAMS:		<input type="checkbox"/> TEXAS Grant		<input type="checkbox"/> TEOG		<input type="checkbox"/> TEG	
Student Count	Action (Difference)		Amount	Action (Difference)		Explanation: (DO NOT LEAVE BLANK)	
	Increase	Decrease		Increase	Decrease		
SPECIAL PROGRAMS:		<input type="checkbox"/> TCWS		<input type="checkbox"/> WSMP		<input type="checkbox"/> EAE	<input type="checkbox"/> Bilingual Education
Program	Student Count	Action (Difference)		Amount	Action (Difference)		Explanation: (DO NOT LEAVE BLANK)
TCWS		Increase	Decrease		Increase	Decrease	
WSMP		Increase	Decrease		Increase	Decrease	
EAE		Increase	Decrease		Increase	Decrease	
Bilingual Education		Increase	Decrease		Increase	Decrease	
LOAN & SCHOLARSHIP PROGRAMS:		<input type="checkbox"/> CAL		<input type="checkbox"/> BOT		<input type="checkbox"/> TASSP	
Program	Student Count	Action (Difference)		Amount	Action (Difference)		Explanation:
CAL		Increase	Decrease		Increase	Decrease	An explanation for loan/scholarship program discrepancies is not required on this form. Institutions must provide a student-by-student explanation on the Student Loan Detail Report found in the MOVEit DMZ FAD_Output folder.
BOT		Increase	Decrease		Increase	Decrease	
TASSP		Increase	Decrease		Increase	Decrease	

SECTION TWO: CERTIFICATION

By submitting this form, I hereby certify that the updates to program totals provided on this form are accurate for the 2019-20 academic year.

Institution Information

Institution Name:

FICE Code:

Contact Information

Printed Name of Certifying Official:

Phone:

Signature of Certifying Official:

Date:

Email:

Submission

To send the completed form, select the blue **SUBMIT** button:

- An email with this form attached will open in a new window.
- **Add** your six-digit FICE code in the email subject line.
Example: 012345_FAD Reconciliation FY 2020
- Be sure to **select the SEND** button to email the report.

NOTE: Internet Explorer (IE) is recommended to e-sign and submit this form. Compatibility issues with certain browsers may not allow the electronic version of this form to be submitted (including E-Signature).

If you are unable to SUBMIT this form, save the signed .pdf file and email as an attachment to: FADB@highered.texas.gov.

If you have questions, contact Financial Aid Services by emailing FADB@highered.texas.gov.