Texas Higher Education COORDINATING BOARD

2022-23 (FY 2023)
Financial Aid Database (FAD)
Reconciliation Form

Institutional Information

Institutional Name:	FICE Code:

Form Instructions

For each program flagged "Reconciliation" on the institution's FAD Reconciliation Report (Recon), complete the steps below:
- ➔ **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.

State Financial Aid Programs

STATE GRANT PROGRAMS — *Note: For adjustments to student count, log onto the Grant Payment Portal.*

Program	Student Count (Difference)	Action	Amount (Difference)	Action	Explanation: (DO NOT LEAVE BLANK)
State or B.1.10 Grant		[ ] Increase [ ] Decrease		[ ] Increase [ ] Decrease	

SPECIAL PROGRAMS

Program	Student Count (Difference)	Action	Amount (Difference)	Action	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

Program	Student Count (Difference)	Action	Amount (Difference)	Action	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.
TASSP		[ ] Increase [ ] Decrease		[ ] Increase [ ] Decrease	
FORWARD		[ ] Increase [ ] Decrease		[ ] Increase [ ] Decrease	

Return of Funds Instructions

Step 1: For the applicable programs, submit the following Return of Funds forms listed below.

- **State Grant Programs:** Log onto the Grant Payment Portal and go to "Return Funds"
- **Special Programs and B.1.10:** Special Programs Return of Funds Form
- **Loan & Scholarship Programs:** Loans and Scholarships Return of Funds Form

Step 2: Return all funds that correspond to the amounts on the Return of Funds forms using the Electronic Funds Transfer Instructions.

Submission

Complete the following steps to submit this form:

Step 1. Save a copy of the FAD Reconciliation Form (File + Save As).

Step 2. Click here to proceed to the submission webpage.

If the webpage does not immediately display, copy and paste the following web address into a secure browser:
https://app.smartsheet.com/b/form/04d08ad93f7a4d6bb1a8810f9afacff6

Step 3. On the submission webpage, upload a copy of the completed form and the student loan detail spreadsheet (if applicable).

Step 4. Complete all fields on the submission webpage and click "submit" to send to the FAD team.

The deadline to certify FY2023 Cycle Three FAD is Nov. 13, 2023.

For questions, email Financial Aid Services at FADB@highered.texas.gov.