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

FROM: DeChà Reid
Director, Financial Aid Services

DATE: January 8, 2019

RE: Financial Aid Database (FAD) 2018-19 (FY 2019) Manual

The FAD Manual for the three reporting cycles is now available for 2018-19 (FY 2019). There were no data elements added to the file layout and the deadline for each cycle is listed below:

Reporting Cycle Dates

Reporting Cycle	First Day to Submit	Deadline	Submission Requirements
First	February 11, 2019	April 15, 2019	Deadline to validate student data.
Second	June 10, 2019	August 19, 2019	Deadline to reconcile state program totals and validate student data.
Third	September 30, 2019	December 16, 2019	Deadline to reconcile state program totals and certify student data.

As a reminder, institutions that fail to validate or certify by the deadline date may be subject to audit findings and will risk postponement of future state financial aid disbursements.

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

Enclosed: [FAD 2018-19 \(FY 2019\) Manual](#)