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TO: Directors of Financial Aid
Texas Public and Private/Independent Institutions of Higher Education
FROM: DeChà Reid
Director, Financial Aid Services

DATE: Oct. 2, 2020

RE: Financial Aid Database (FAD) Reporting Cycle 3 – FY 2020 (2019-20)

Beginning today, **Oct. 2, 2020**, the Texas Higher Education Coordinating Board (THECB) is now accepting files for the FY 2020 (2019-20) FAD Reporting Cycle 3. Enclosed is the current FAD manual, which is also posted on the Student Financial Aid Programs Information webpage under Program Resources.

Institutions must reconcile each applicable state aid program during Cycle 3. If an institution needs to adjust any program totals with the THECB, use the enclosed FAD Reconciliation Form to communicate the changes. **Note these important details for Cycle 3:**

Grants and Special Programs: Institutions will reconcile Cycle 3 program totals against the THECB accounting records of what the institution requested for each applicable program.

Loan Programs: Institutions will reconcile Cycle 3 program totals against the THECB loan system based on all transactions processed for the FY 2020 (2019-20) program year. Student loan details have been uploaded into each institution's **FAD_Output folder** in MOVEit. The file name is "FY20 FAD Cycle 3_FICE Code_Institution Name."

Join a walk-through of the reconciliation process **Oct. 13, 2020, at 2 p.m.** during the October webcast training series. If you have questions, email FADB@highered.texas.gov.

Enclosed:
2019-20 Financial Aid Database (FAD) Manual
2019-20 FAD Reconciliation Form