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Chief of Staff

P.O. Box 12788 Austin, Texas 78711

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.
Assistant Commissioner for Student
Financial Aid Programs
(512) 427-6365
Fax (512) 427-6423

MARJORIE BARRETT
Assistant Commissioner for
Communications
(512) 427-6115
Fax (512) 427-6127

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

FROM: DeChà Reid
Senior Director, Financial Aid Services

DATE: Dec. 21, 2021

RE: Financial Aid Database (FAD) Manual for 2021-22 (FY 2022)

The FAD manual for the three reporting cycles is now available for 2021-22 (FY 2022). No new data elements were added to the file layout and the updates to the 2021-22 manual are below:

- Updated the three cycle's submission and deadline dates.
- Updated award amounts in the file layout.
- Added new edits to better align with the Texas Administrative Code.
 - NOTE: Added edits will be marked with "**NEW**"

The deadline for each cycle is listed in the table:

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Reporting Cycle	First Day to Submit	Deadline	Submission Requirements
First	Feb. 23, 2022	April 11, 2022	Deadline to validate student data.
Second	June 15, 2022	Aug. 22, 2022	Deadline to validate student data.
Third	Sept. 28, 2022	Dec. 5, 2022	Deadline to reconcile state program totals and certify student data.

Important: Institutions that fail to validate or certify by the deadline date may be subject to audit findings and risk postponement of future state financial aid disbursements.

Email: FADB@highered.texas.gov or contact Financial Aid Services at 844-792-2640 if you have any questions.

Enclosed: [FAD Instruction Manual for 2021-2022 \(FY2022\)](#)