Texas Higher Education
COORDINATING BOARD

To: Public and Private/Independent Institutions of Higher Education

From: DeChà Reid
        Senior Director, Financial Aid Services

Date: January 26, 2023

Subject: Financial Aid Database (FAD) Manual - FY 2023 (2022-23)

The FAD manual for FY 2023 (2022-23) is now available which is also posted on the Student Financial Aid Programs (SFAP) information webpage under Program Resources. The following updates to the manual were made:

- Updated the three cycle's submission and deadline dates.
- Added instructions for the new Data Submission Portal.
    - Training will be provided on Feb. 15 2023, to review the new process. Details on how to join the training will be sent in advance.
- Updated award amounts in the file layout.
- Added data elements (114-118) which are marked "New" in the manual and are required for cycle 2:
    - 114 - Texas First Scholarship
    - 115 - Bilingual Education
    - 116 - Educational Aide Exemption
    - 117 - Educational Aide Exemption Match
    - 118 - FORWARD Loan Program

The deadline for each cycle is listed in the table:

Reporting Cycle	First Day to Submit	Deadline	Submission Requirements
First	February 22, 2023	April 17, 2023	Deadline to validate student data.
Second	June 7, 2023	August 14, 2023	Deadline to validate student data.
Third	Sept. 20, 2023	Nov. 13, 2023	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.

For questions, please contact Financial Aid Services at (844) 792-2640 or email FADB@highered.texas.gov.

Enclosed: Financial Aid Database (FAD) Manual FY 2023 (2022-23)

1200 East Anderson Lane, Austin, TX 78752 • Mail: PO Box 12788, Austin, TX 78711-2788
Phone: 512-427-6101 • Fax: 512-427-6127

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