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## Memorandum

**To: Directors of Financial Aid, Public and Private/Independent  
Institutions of Higher Education**

**From: DeChà Reid  
Director III, Student Financial Aid Programs Operations**

**Date: September 22, 2023**

**Subject: Financial Aid Database (FAD) Reporting Cycle 3 - FY 2023 (2022-  
23)**

Beginning today, Sept. 22, 2023, the Texas Higher Education Coordinating Board (THECB) is now accepting files through the Data Submission Portal for FAD Reporting Cycle 3 for FY 2023. 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 FY 2023 Reconciliation Form to communicate the changes. The institution will send the reconciliation form using the FAD submission form which also includes instructions on how to return funds, if applicable.

### **Please note these important details for Cycle 3:**

**Grants and Special Programs:** Institutions will reconcile Cycle 3 program totals against the THECB accounting records based on what the institution requested for each applicable program. B.1.10 funds for TEXAS Grant, TEOG, and TEG must be reported through the data elements associated with the grant program.

**Loan Programs:** Institutions will reconcile Cycle 3 program totals against the THECB loan system based on the transactions processed for the FY 2023 (2022-23) program year. Student loan details have been uploaded into each institution's FAD Output folder in MOVEit. The file is "FY23 FAD Cycle 3\_FICE Code\_Institution Student Loan Detail Report."

**FAD Manual:** The following data elements were updated in the file layout and instructions:

- Data Element 22- Added additional community colleges that offer bachelor's degrees.
- Data Element 97-Provided more guidance related to the use of option "0".
- Data Element 118- Expanded the numeric value from five to six.

To ensure FAD files are certified in a timely manner, institutions are required to submit their initial FAD file by the deadline listed below:

## Reporting Cycle Dates

Reporting Cycle	First Day to Submit	Deadline to Submit Initial FAD File	Deadline to Validate or Certify FAD File	Submission Requirements
Third	Sept. 20, 2023	Oct. 6, 2023	Nov. 13, 2023	Deadline to reconcile state programs and certify student data.

Enclosed is the updated FAD manual, which is also posted on the Student Financial Aid Programs Information webpage under [Program Resources](#). We appreciate the ongoing efforts by institutions to submit their data by the published deadlines to avoid any potential risk of late financial aid disbursements from the THECB.

For questions regarding FADs or the reconciliation process, please email [FADB@highered.texas.gov](mailto:FADB@highered.texas.gov).

Enclosed: [UPDATED-2022-23 \(FY 2023\) Financial Aid Database \(FAD\) Manual](#)  
[FAD FY 2023 Reconciliation Form](#)