

## Memorandum

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

From: DeChà Reid, Senior Director, Financial Aid Services

Date: Sept. 28, 2022

Re: Financial Aid Database (FAD) Reporting Cycle 3 - FY 2022 (2021-22)

Beginning today, Sept. 28, 2022, the Texas Higher Education Coordinating Board (THECB) is now accepting files through MOVEit DMZ for the FY 2022 (2021-22) FAD Reporting Cycle 3. Enclosed is the FAD FY 2022 manual, which is also posted on the Student Financial Aid Programs (SFAP) 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 FY 2022 Reconciliation Form to communicate the changes. The institution will send the reconciliation form using a new FADs 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 of 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 2022 (2021-22) program year. Student loan details have been uploaded into each institution's FAD Output folder in MOVEit. The file is "FY22 FAD Cycle 3\_FICE Code\_Institution Student Loan Detail Report."

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

### **Enclosed:**

- [FAD FY 2022 Report Manual](#)
- [FAD FY 2022 Reconciliation Form](#)
- [FAD FY 2022 Reconciliation Submission Form](#)