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

FROM: DeCha Reid
Director, Financial Aid Services

DATE: June 4, 2018

RE: Financial Aid Database (FAD) Reconciliation Form

The FAD report requires institutions to reconcile each applicable state aid program during cycle two and three. For each program listed on the institution's FAD Reconciliation Report that is flagged "**Reconciliation**", a thorough review must be completed to identify if adjustments to program totals are needed at the institution level or with the Texas Higher Education Coordinating Board (THECB).

If adjustments need to be made to program totals with THECB, the enclosed **FAD Reconciliation Form** must be submitted to communicate the requested changes. The form allows the institution to indicate the total student count and/or disbursed amount that needs to be increased or decreased and includes an "Explanation" field that must be completed to indicate the reason(s) data is being updated.

If an institution must return funds to reconcile a program, a Return of Funds Form ([Grants and Special Programs](#) or [Loans](#)) must be sent to THECB. Once both the funds and form are received, the program totals for FAD will be updated by THECB.

For questions or concerns regarding this memo, please contact Financial Aid Services at (844) 792-2640 or FADB@thecb.state.tx.edu.

Enclosed: [FAD Reconciliation Form](#)

cc: Ken Martin, Assistant Commissioner
Charles Puls, Deputy Assistant Commissioner