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

FROM: DeChà Reid
Director, Financial Aid Services

DATE: January 11, 2018

RE: REMINDER: Financial Aid Database (FAD) Report FY 2018 – Cycle One

Beginning 2018, institutions are required to submit a more comprehensive FAD Report three times a year to consolidate data collection. The first reporting cycle started on December 1, 2017 and as of today, only 21 institutions have submitted a file. Several resources are listed below to assist institutions with the new reporting process.

Institutions are encouraged to submit a file as soon as possible to allow plenty of time for error-resolution. The FAD Report for the first reporting cycle must be validated online through CBPass. Current users will need log in to [CBPass](#) and click **My Access** to request the new "Financial Aid Data Certification" application. First-time users will be required to create a profile for CBPass and then request access to the online validation/certification application.

For questions or concerns, please contact Financial Aid Services at 844-792-2640 or FADB@thehb.state.tx.us.

Enclosed: [FAD Manual FY2018](#)
[FAD Training: Module 1](#)
[FAD Training: Module 2](#)

cc: Ken Martin, Assistant Commissioner
Charles Puls, Deputy Assistant Commissioner
Financial Aid Database Reporting Officials