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Memorandum

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

From: DeChà Reid
Senior Director, Financial Aid Services

Date: Feb. 21, 2023

Subject: UPDATE: Financial Aid Database (FAD) - FY 2023

The new Financial Aid Database (FAD) - Data Submission Portal for **Cycle One** that was set to open Feb. 22 has now been scheduled to open March 9, 2023. To ensure FAD files are validated/certified in a timely manner, institutions are required to submit their initial FAD file by the deadline listed below (excluding Cycle One). Updates are being made to the FY 2023 FAD Manual to account for these changes.

Reporting Cycle Dates

Reporting Cycle	First Day to Submit	Deadline to Submit Initial FAD File*	Deadline to Validate or Certify FAD File	Submission Requirements
First	March 9, 2023	N/A	April 17, 2023	Deadline to validate student data.
Second	June 7, 2023	June 23, 2023	Aug. 14, 2023	Deadline to validate student data.
Third	Sept. 20, 2023	Oct. 13, 2023	Nov. 13, 2023	Deadline to reconcile state program totals and certify student data.

A webcast will be hosted on March 1, 2023, to provide training to institutions on the new Data Submission Portal. A flyer with details on how to join will be sent out and information will also be posted on the [Stay Connected](#) page.

For questions, contact Financial Aid Services at 844-792-2640 or through [CONTACT US](#) (select “Financial Aid Question” under Contact Reason).