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Memorandum

TO: Public and Private/Independent Institutions of Higher Education

FROM: DeChà Reid
Director III, Student Financial Aid Programs (SFAP) Operations

DATE: May 29, 2024

SUBJECT: NOW OPEN: 2023-24 (FY 2024) Financial Aid Database (FAD) Reporting Cycle 2

The Texas Higher Education Coordinating Board (THECB) is now accepting files through the Data Submission Portal for the FY 2024 FAD Reporting Cycle 2. Enclosed is the current FAD manual, which is also posted on the Student Financial Aid Programs Information webpage under [Program Resources](#).

To ensure a timely validation and to avoid any potential risk of late financial aid disbursements from the THECB, institutions are required to submit their FAD file by the deadlines listed below:

Reporting Cycle Dates

Reporting Cycle	First Day to Submit	Deadline to Submit Initial FAD File	Deadline to Validate FAD File	Submission Requirements
Second	May 29, 2024	June 12, 2024	July 17, 2024	To validate student data

As a reminder, reconciliation of state financial aid programs is not required during Reporting Cycle 2. However, it is crucial that institutions proactively address any state financial aid programs flagged as "**WARNING**" on the FAD Reconciliation Report.

For each program flagged as "**WARNING**," please review the totals to ensure accuracy and identify any discrepancies. This review will help prepare for the reconciliation process during Reporting Cycle 3.

For questions, please email FADB@highered.texas.gov.

Enclosed: [2023-24 Financial Aid Database \(FAD\) Manual](#)