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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: January 25, 2024

Subject: Financial Aid Database (FAD) Report Manual - FY 2024 (2023-24)

The FAD report manual for FY 2024 (2023-24) is now available and posted on the Student Financial Aid Programs (SFAP) information webpage under [Program Resources](#). The following changes to the manual were made:

- Updated the number of reporting cycles from three to two.
- Updated each cycle's deadline dates.
- Updated award amounts in the file layout.
- Added three new data elements:
 - **Data Element #119 - Texas Transfer Grant**; will report the dollar amount.
 - **Data Element #120 - Texas Leadership Scholars**; will report the dollar amount.
 - **Data Element #121 - Nursing Scholarship**; will report the dollar amount.

The deadline for each cycle is listed in the table:

Reporting Cycle	First Day to Submit	Deadline to Submit Initial FAD File	Deadline to Validate or Certify	Submission Requirements
First	Beginning with 2023-24 (FY 2024): Institutions are no longer required to submit Reporting Cycle One.			
Second	May 29, 2024	June 12, 2024	July 17, 2024	Deadline to validate student data.
Third	Sept. 18, 2024	Oct. 9, 2024	Nov. 20, 2024	Deadline to reconcile state program totals and certify student data.

Important: Institutions that fail to adhere to the deadline dates listed risk postponement of future state financial aid disbursements.

For questions, please call (844) 792-2640 or email to FADB@highered.texas.gov.

Enclosed: [Financial Aid Database \(FAD\) Report Manual FY 2024 \(2023-24\)](#)