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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: April 18, 2018

RE: Financial Aid Database (FAD) – Reporting Cycle Two – FY 2018 (2017-18)

The second reporting cycle for the FY 2018 FAD Report begins **May 1, 2018**. Enclosed are individual sections from the FAD manual and a comprehensive version will be available on the [Student Financial Aid Programs Information Website](#) under the **Resources** section. Please note there were many updates made to the document based on feedback from the Financial Aid Advisory Data Collection sub-committee members and programming changes identified during the first reporting cycle. Any data elements identified in **PINK** are major modifications made from reporting cycle one.

The following are two major changes:

Data Element #9 - Unmatched Reason

- Renamed data element as "Exceptions" (previously Unmatched Reason).
- Institutions will now use the available codes first as reasons for an override.
- Increased range up to 16 options.

Data Element #97 - Selective Service

- Added option 3 = Exempt
- Added edit for state aid programs and specific tuition exemption/waiver awards.

As a reminder, institutions should allow sufficient time to resolve errors and reconcile data by the specified deadlines. As with reporting cycle one, the FAD Report for the second 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@theccb.state.tx.us.

Enclosed: [File Layout](#)
[Data Element Instructions](#)
[Generated Reports](#)
[Appendices](#)

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