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Memorandum

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

From: DeChà Reid, Director III
Student Financial Aid Programs - Operations

Date: September 17, 2025

Subject: Fiscal Year 2025 Financial Aid Database Reporting Cycle 3 - Now Open

The Texas Higher Education Coordinating Board (Coordinating Board) is now accepting files through the Data Submission Portal for the Fiscal Year 2025 (2024-25) Financial Aid Database (FAD) Reporting Cycle 3. As part of this reporting cycle, institutions must reconcile each applicable state aid program and certify their FAD file by the specified deadline.

Reporting Cycle Dates

Reporting Cycle	First Day to Submit	Deadline to Submit Initial FAD File	Deadline to Certify FAD File
Cycle 3	Sept. 17, 2025	Oct. 8, 2025	Nov. 19, 2025

Important Details for Cycle 3

Initial Deadline Date

- The initial submission does not need to be error-free, but it must pass validation requirements to avoid rejection.
- Missing the initial submission deadline of Oct. 8, 2025 may result in institutional holds, preventing the disbursement of program funds, including loans.

FAD File Submission Requirements

- The reporting cycle must reflect "3" in the header record.
- The header record must have a data length of **481 characters**.

- No blank lines may follow the trailer record.

Reconciling State Programs

- Institutions must reconcile Cycle 3 program totals against the Coordinating Board's accounting records, based on the amounts reported on the **Reconciliation Report**.
- If adjustments to program totals are required, use the enclosed **2024-25 FAD Reconciliation Form** to communicate these changes.
- To better understand the reconciliation process and ensure compliance, review [our FAD Cycle 3 Webcast](#), which provides step-by-step guidance from file submission to certification.

Loan Programs

- The **Student Loan Details report**, reflecting all transactions processed for Fiscal Year 2025, will be available in each institution's **FAD Output folder** on **MOVEit** under the file name: **FY25 FAD Cycle 3_FICE Code_Institution Student Loan Detail Report**.

For questions regarding FAD or the reconciliation process, please send an email to FADB@highered.texas.gov.

Enclosed: [2024-25 Financial Aid Database \(FAD\) Manual - Revised](#)

[2024-25 Financial Aid Database Reconciliation Form](#)