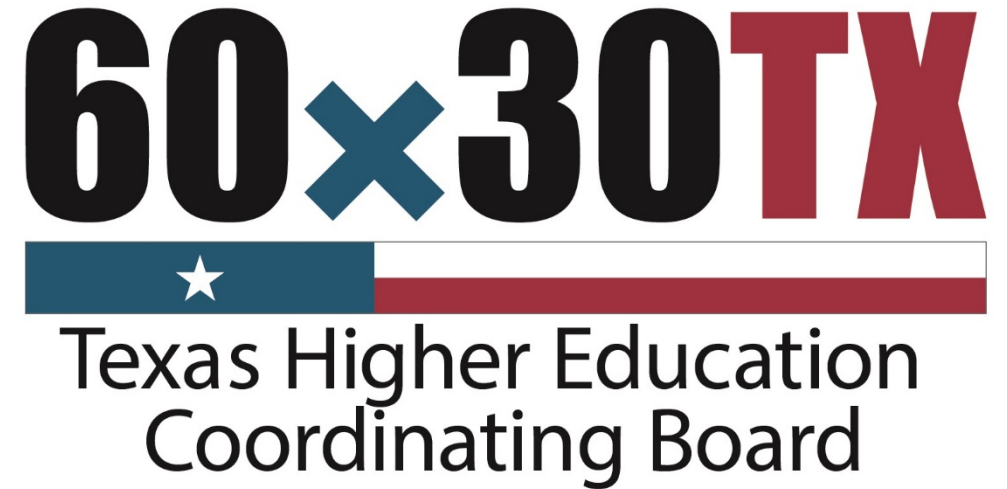


Financial Aid Database (FAD): Reconciliation

Leah Smalley
Student Financial Aid Programs
November 10, 2020



RECONCILIATION



FAD Process Overview

FAD Reports

Reconciliation

Questions?

FAD Process Overview

FAD Manual

60x30TX Plan, Pay, & Complete College ▾ Institutional Resources & Programs ▾ Data & Reports ▾ Legislative & Media Resources ▾ About Us ▾

Public Community, Technical, & State Colleges
Public Universities & Health-Related Institutions
Private Postsecondary Institutions
OERTX Repository
Institutional Grant Opportunities
Funding & Facilities
Governing Board Member Training
Student Financial Aid Programs
GEER State Grant and Emergency Educational Grant
Stay Connected
Program Resources
Exemptions and Waivers
Grant Programs
Loan Programs
Tuition Set-Asides
Work-Study & Scholarships

Program Resources

Institutions can find information to assist with the administration of state financial aid programs through the following program resources

Grant Programs

- Resources for state grant programs: Toward EXcellence, Access, and Success (TEXAS) Grant; Texas Educational Opportunity Grant (TEOG); and Tuition Equalization Grant (TEG)

Loan Programs

- Resources for low-interest loans available to Texas residents: College Access Loan (CAL) and Texas B-On-Time (BOT) Loan.

Work-Study & Scholarships

- Resources for Texas College Work-Study (TCWS) and the Work-Study Student Mentorship Program (WSMP); and information on the Bilingual Education Program, and the Texas Armed Services Scholarship Program (TASSP)

Exemptions and Waivers

- Resources for specific programs that may exempt or waive tuition and fees for certain individuals attending public institutions of higher education in Texas

Tuition Set-Asides

- Information on Uniform Standards for Disclosing Designated Tuition Set-Aside Funds
- Calculate Tuition Set-Aside Amounts

Financial Aid Database (FAD) Report

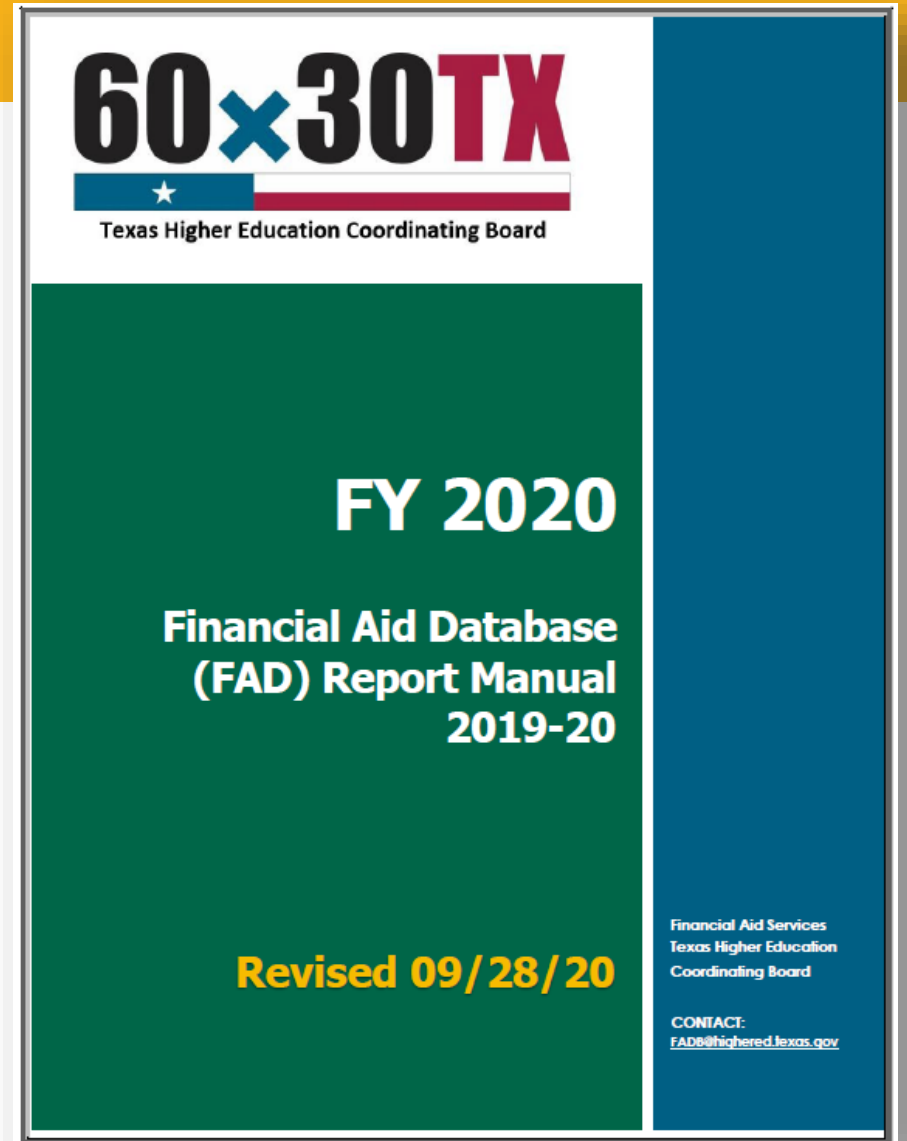
The FAD Report is to collect data used by the Texas Higher Education Coordinating Board (THECB) to produce an annual statewide Financial Aid Report, determine state aid program allocations, conduct compliance monitoring, and generate additional statewide and institutional reports.

- [FY 2020 FAD Comprehensive Manual Reporting \[PDF\]](#)
 - [FAD Reconciliation Form \[PDF\]](#)

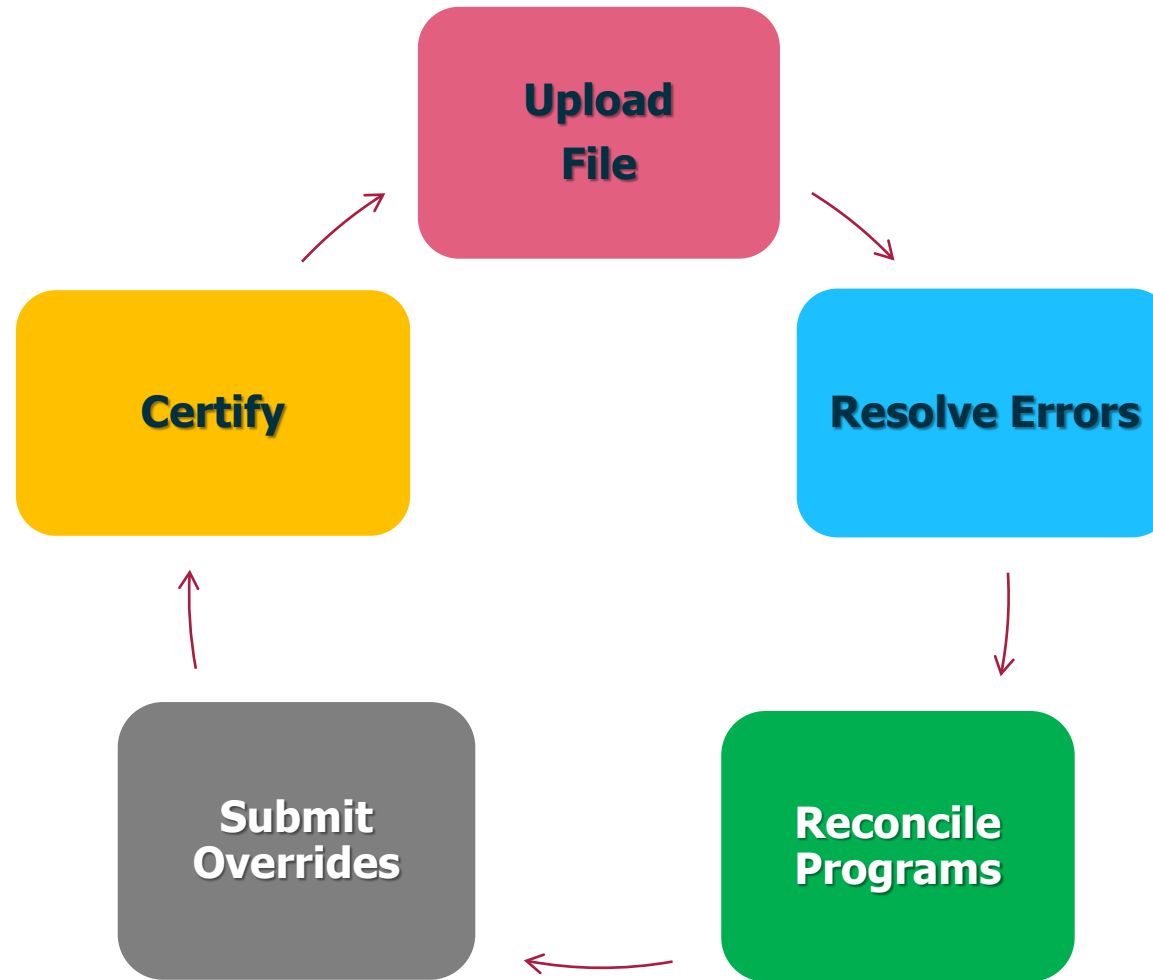
FAD Manual Reminders

There are 5 Sections in the FAD Report Manual:

1. Overview
2. File Layout
3. Instructions
4. Generated Reports and Notifications
5. Appendices



FAD Process – Cycle Three



FAD Reporting Deadline – Cycle 3

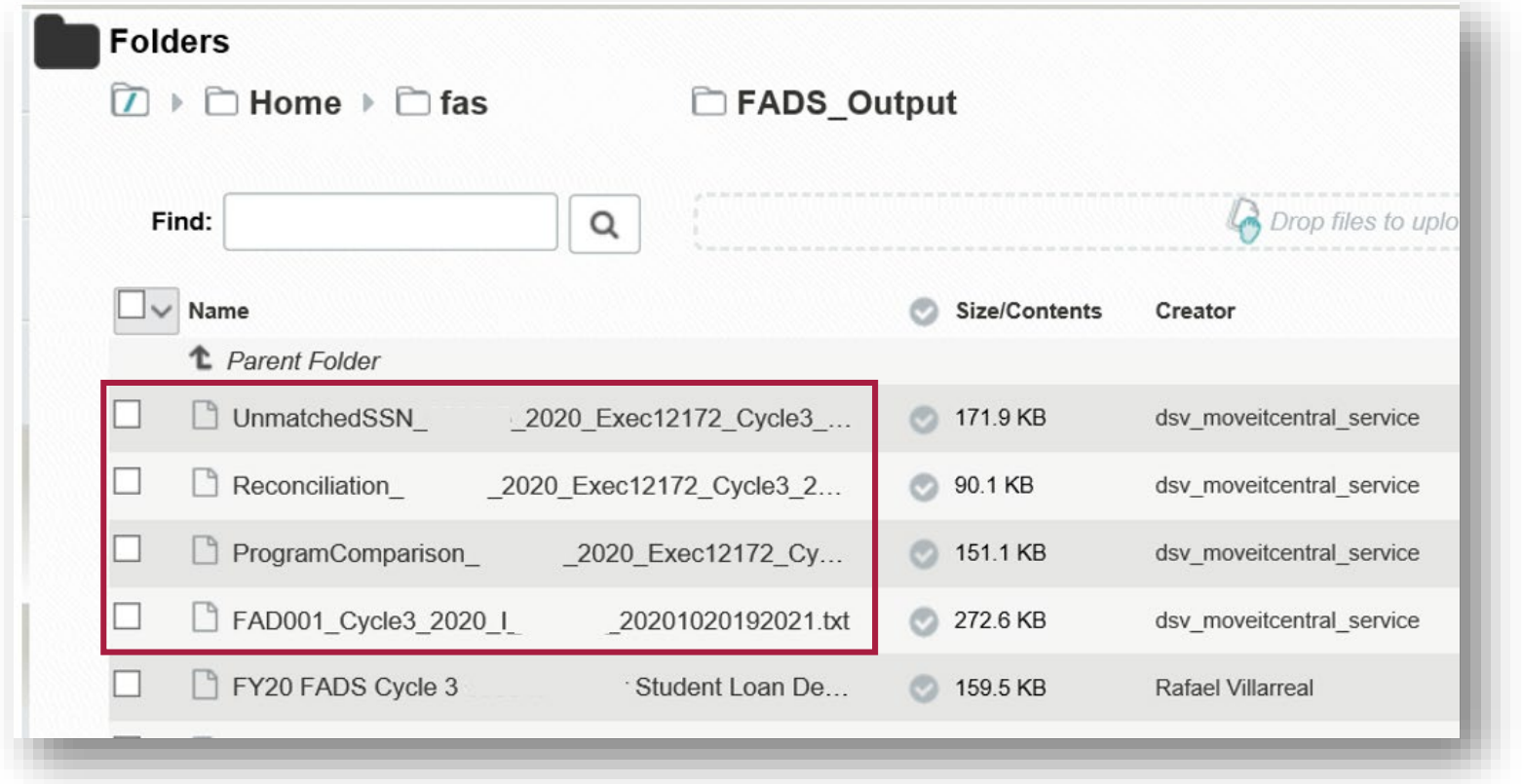
2019-20 (FY 2020) Deadline

Cycle	First Day	Deadline	Submission Requirements
Third	Sep. 28, 2020	Dec.11, 2020	Reconcile state program totals and certify data

Generated Reports

Generated Reports in MOVEit

- FAD001 Edit Report
 - Edit Summary
 - Error Report
 - Warning/Questionable
- Program Comparison
- Unmatched SSN Report (cycle 3 only)
- Reconciliation Report



FAD001: Edit Summary

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

FADS-FAD001 EDIT

RunDate: XX/XX/XXXX Time:

11:11:11

Institution Name

XXXX

FICE_Code Fall

EDIT SUMMARY

		Normal Range	Warning Values	Error Values
Item001	Report Code	###	###	###
Item002	Fice	###	###	###

The number of questionable values and errors found in each individual Data Element is listed in this section of the FAD001 Edit Summary

Item112	TEG SAP	###	###	###
Item113	Top 10% SAP	###	###	###

Total Reported Records	###
Number Of Non-Unique/Duplicated Id's	###
Number Of Duplicate Records	###
Total Error Records	###
Total 'Other' Errors	###
Total Unreconciled Programs	###
Total Warning Records	###
SSN With Alpha Characters	###
Number of students with Zero Family Contribution	###

FAD001: Error Report

This section provides a student-by-student listing of all Data Records with **errors**. The listing includes:

- Item #
- Data Element Name
- Edit Message
- File Value
- Total Number of Errors Found

```
TEXAS HIGHER EDUCATION COORDINATING BOARD
FADS-FAD001 EDIT
INSTITUTION NAME

RunDate: ##/##/20## 999999
Time: 14:05:52
Fall 20##

Page 1

ERROR REPORT

DATA RECORD: 1
STUDENT SSN/ID : 111111111 Student Name : STUDENT NAME Student ID : 000000000

W/E ITEM# DATA ELEMENT EDIT MESSAGE FILE VALUE
ERROR 095 Institution Student Number Cannot = 00000000 000000000
ERROR 097 Selective Service = 0 or 2 and needs analysis (# 23) = 1 and TCWS Mentorship (#78) > 0 0
023 Need Analysis Used 1
078 Texas Work-Study Mentorship Pg 00228

COUNT OF ERRORS IN THIS RECORD: 2
```

FAD001: Warning/Questionable

This section provides a student-by-student listing of all Data Records with **Warning/Questionable** values found. The listing includes:

- Item #
- Data Element Name
- Edit Message
- File Value
- Total Number of Errors Found

```
TEXAS HIGHER EDUCATION COORDINATING BOARD
FADS-FAD001 EDIT                               Page 1
INSTITUTION NAME                               RunDate: ##/##/20## Time: 14:05:52
                                                999999          Fall    20##

WARNING\QUESTIONABLE ONLY

DATA RECORD: 819
STUDENT ID : 111111111                          Student Name : STUDENT NAME          Student ID : 000000000

ITEM# DATA ELEMENT                               WARNING MESSAGE                      FILE VALUE
035   Date of Birth                               age < 16 or > 75                      *****

COUNT OF WARNING IN THIS RECORD: 1
```

Program Comparison Report

- This report compares data from cycle year to cycle year.
- For example, totals listed in 2020 cycle 3 will be compared to totals in 2019 cycle 3 for each line item.

Living Arrangement (Data Element #24)

	2020	2019	% Diff	
Living with Parent(s)	323	189	70.90%	**Review
On-Campus Housing	4,328	4,487	-3.54%	
Off-Campus Housing	7,465	6,711	11.24%	
Other	6,018	5,854	2.80%	
Total	18,134	17,241	5.18%	

Reconciliation Process

Reconciling State Aid Programs

THECB program totals are derived from:

Funds requested by Aug. 1 through the online Grant Payment Portal

- Tuition Equalization Grant (TEG)
- Texas Educational Opportunity Grant (TEOG)
- Toward EXcellence, Access, and Success (TEXAS) Grant

Funds requested by Aug. 1 using the funds request forms

- Educational Aide Exemption (EAE)
- Bilingual Education Scholarship

Funds disbursed as of Aug. 31

- B-On-Time (BOT)
- College Access Loan (CAL)
- Texas Armed Services Scholarship (TASSP)

Allocation disbursed minus refunds as of Aug. 31

- Texas College Work-Study (TCWS)

Totals from Financial Report due Sept. 5

- Work-Study Student Mentorship Program

Step 1: Review Edit Summary

Verify if any reconciliation issues have been identified in the Edit Summary on the FAD001.

- Under the Edit summary, the total number of unreconciled programs can be found.
- If the number listed is greater than 0, proceed to step 2.

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

FADS-FAD001 EDIT

RunDate: XX/XX/XXXX Time:

11:11:11

Institution Name

XXXX

FICE_Code Fall

EDIT SUMMARY

	Normal Range	Warning Values	Error Values
Item001 Report Code	###	###	###
Item002 Fice	###	###	###
The number of questionable values and errors found in each individual Data Element is listed in this section of the FAD001 Edit Summary			
Item112 TEG SAP	###	###	###
Item113 Top 10% SAP	###	###	###
Total Reported Records	###		
Number Of Non-Unique/Duplicated Id's	###		
Number Of Duplicate Records	###		
Total Error Records	###		
Total 'Other' Errors	###		
Total Unreconciled Programs	###		
Total Warning Records	###		
SSN With Alpha Characters	###		
Number of students with Zero Family Contribution	###		

Step 2: Review the Reconciliation Report

- State financial aid program totals reported in the file that do not reconcile with THECB totals will list **Reconcile* in the last column of the report.
- If the institution amount reported is incorrect, update and resubmit the FAD file.
- If the THECB amount reported is incorrect, then proceed to step 3.

TEXAS HIGHER EDUCATION COORDINATING BOARD

Reconciliation Report -- Reporting Cycle 3, 2020

Item Number	Program Name	THECB Count of Students	THECB Amount Reported	Institution Count of Students	Institution Amount Reported	
67	Other State Grants and Scholarships	N/A	N/A	0	0	
68	TEXAS Grant Program	2,971	16,182,373	2,940	16,177,373	*Reconcile
69	TEOG	0	0	0	0	
73	Federal Work-Study	N/A	N/A	527	895,760	
74	Texas College Work-Study	1	114,217	240	114,193	*Reconcile
75	Need-Based Inst WS	N/A	N/A	0	0	
76	Americorps	N/A	N/A	7	11,365	
77	HB3015 WS	N/A	N/A	0	0	
78	Texas College Work-Study Mentorship Program	18	34,910	12	35,672	*Reconcile
79	Texas Armed Services Scholarship Program	1	5,000	0	0	*Reconcile
81	Perkins Loan	N/A	N/A	0	0	

Step 3: Reconciliation Form

Submit a **FAD Reconciliation Form** for each program flagged ***Reconcile** on the Reconciliation Report.

- Enter the adjustment being made to student count or disbursed amount.
- Provide an explanation for the reason(s) data is being changed.
- If a refund is required, submit a Return of Funds Form, then proceed to step 4.

FAD Reconciliation Updates will be processed after funds are received.



2019-20 (FY 2020) Financial Aid Database (FAD) Reconciliation Form

For each program flagged "Reconciliation" on the institution's FAD Reconciliation Report, use the applicable sections below to enter adjustments that need to be made by the Texas Higher Education Coordinating Board (THECB). Enter the following information:

- **Program:** Mark the applicable program box.
- **Student count:** Enter the *difference* between the total count derived by the THECB and the total student count in the institution's FAD file.
- **Amount:** Enter the *difference* between the total amount derived by the THECB and the total amount disbursed in the institution's FAD file.
- **Explanation:** Describe the reason for the applicable program difference.

If an institution must refund money to reconcile a program, a Return of Funds Form ([Grant Payment Portal RFF](#), [Special Programs RFF](#) or [Loans RFF](#)) must be submitted in addition to this form. Once all forms and funds are received, program totals will be updated, and the FAD file can be resubmitted.

SECTION ONE: STATE AID PROGRAMS					
GRANT PROGRAMS: <input type="checkbox"/> TEXAS Grant <input type="checkbox"/> TEOG <input type="checkbox"/> TEG					
Student Count	Action (Difference)	Amount	Action (Difference)	Explanation: (DO NOT LEAVE BLANK)	
	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		
SPECIAL PROGRAMS: <input type="checkbox"/> TCWS <input type="checkbox"/> WSMP <input type="checkbox"/> EAE <input type="checkbox"/> Bilingual Education					
Program	Student Count	Action (Difference)	Amount	Action (Difference)	Explanation: (DO NOT LEAVE BLANK)
TCWS		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
WSMP		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
EAE		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
Bilingual Education		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
LOAN & SCHOLARSHIP PROGRAMS: <input type="checkbox"/> CAL <input type="checkbox"/> BOT <input type="checkbox"/> TASSP					
Program	Student Count	Action (Difference)	Amount	Action (Difference)	Explanation:
CAL		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	An explanation for loan/scholarship program discrepancies is not required on this form. Institutions must provide a student-by-student explanation on the Student Loan Detail Report found in the MOVEit DMZ FAD_Output folder.
BOT		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
TASSP		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	

2019 20 (FY 2020) FAD Reconciliation Form
As of 09/28/2020
1

Grant Reconciliation



Grant Payment Process - Institution

[Home](#)

[Transaction Details](#)

[Request Funds](#)

[Return Funds](#)

[Awards History](#)

[Log off](#)

FICE:

FICE Name:

[Awards History - TEXAS Grant](#) | [Awards History - TEOG](#) | [Awards History - TEG](#)

Appropriation Year:

2020

Allocation/Student Summary

Original Allocation:	\$15,232,922.00
Revised Allocation:	\$15,232,922.00
Total Student Count:	3,810

Payment / Returns / Available Funds Summary

PAYMENTS

Pending Review:	\$0.00
Disbursed:	\$12,164,038.00

RETURNS

Pending Return:	\$0.00
Received:	\$200,256.00

* Total Allocation Amount Remaining: \$3,269,140.00

* Total Allocation Amount Remaining = Revised Allocation - Payments Pending Review - Payments Disbursed + Returns Received

Increasing Grant Student Count

60x30TX Grant Payment Process - Institution [Home](#) [Transaction Details](#) [Request Funds](#) [Return Funds](#) [Awards History](#) [Log off](#)

FICE: Awards History - TEXAS Grant | Awards History - TEOG | Awards History - TEG

FICE Name:

Request Funds

Total Allocation: \$15,232,922.00 Total Allocation Amount Remaining: \$3,269,140.00

Only enter the amount of students being added to the total count.

Appropriation Year:2020

Program Type:TEXAS Grant

* Request Amount:\$ 0

* Request Amount: Do not include special characters.

* Student Count:5

Back to Home

Submit Request

* Student Count:

- If requesting funds for new students via the current request: Update the "request amount" field. The "student count" field must include the distinct number of student awards being funded via the current request.
- If requesting funds with no change to the total student count: Update the "request amount" field and the "student count" field must reflect zero (0).
- If no funds are being requested and the total student count requires increasing: Update the "request amount" field to reflect zero (0). The "student count" field must be used to update only the total number of students to increase.

Please note: If decreasing the student count, use the "Return Funds" on the menu bar.

Reducing Student Count or Amount



FICE:
FICE Name:

[Awards History - TEXAS Grant](#) | [Awards History - TEOG](#) | [Awards History - TEG](#)

Return of Funds

Pending Return: \$0.00

The funds must be received by the THECB in order to reconcile.

Appropriation Year:	<input type="text" value="2020"/>
Program Type:	<input type="text" value="TEXAS Grant"/>
* Amount Returned:	<input type="text" value="\$ 5,000"/>
<small>* Amount Returned: Do not include special characters.</small>	
* Student Count:	<input type="text" value="2"/>
* Comments:	<div><div>Student are ineligible and funds could not be awarded to other students.</div><div>200 character(s) left.</div></div>

[Back to Home](#)

[Submit Return](#)

*** Student Count:**

- If returning funds and adjusting total student count: Update the "request amount" and the "student count" field must include the distinct number of student awards being returned (Do not update the student count for a partial return).
- If funds are being returned and there is no change to the total student count: Update the "request amount" field and the "student count" field must reflect zero (0).
- If no funds are being returned and the total student count requires decreasing: Update the "request amount" field to reflect zero (0). The "student count" field must be used to update only the total number of students to decrease.

Please note: If increasing the student count, use the "Request Funds" on the menu bar.

Grant Program Reconciliation Form

- Program: Mark the applicable program box.
- Student count: Enter the *difference* between the total count derived by the THECB and the total student count in the institution's FAD file.
- Amount: Enter the *difference* between the total amount derived by the THECB and the total amount disbursed in the institution's FAD file.
- Explanation: Describe the reason for the applicable program difference.

SECTION ONE: STATE AID PROGRAMS					
GRANT PROGRAMS:			<input checked="" type="checkbox"/> TEXAS Grant	<input type="checkbox"/> TEOG	<input type="checkbox"/> TEG
Student Count	Action (Difference)		Amount	Action (Difference)	Explanation: (DO NOT LEAVE BLANK)
2	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Decrease	\$ 5,000.00	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	Student were ineligible and funding couldn't be re-awarded.

Loan and Scholarship Reconciliation

Signed onto Data Submission & Validation as Leah Smalley (dsv_smalley).

Folders

Home > fas > FADS_Output

Find:

Drop files to upload.

<input type="checkbox"/> Name	<input checked="" type="checkbox"/> Size/Contents	Creator	Created
Parent Folder			
<input type="checkbox"/> UnmatchedSSN_2020_Exec12172_Cycle3_20201020192100.pdf	<input checked="" type="checkbox"/> 171.9 KB	dsv_moveitcentral_service	10/20/2020 7:30:41 PM
<input type="checkbox"/> Reconciliation_2020_Exec12172_Cycle3_20201020192053.pdf	<input checked="" type="checkbox"/> 90.1 KB	dsv_moveitcentral_service	10/20/2020 7:30:41 PM
<input type="checkbox"/> ProgramComparison_2020_Exec12172_Cycle3_20201020192022.pdf	<input checked="" type="checkbox"/> 151.1 KB	dsv_moveitcentral_service	10/20/2020 7:30:41 PM
<input type="checkbox"/> FAD001_Cycle3_2020_20201020192021.txt	<input checked="" type="checkbox"/> 272.6 KB	dsv_moveitcentral_service	10/20/2020 7:30:40 PM
<input type="checkbox"/> FY20 FADS Cycle 3 Student Loan Details.xlsx	<input checked="" type="checkbox"/> 159.5 KB	Rafael Villarreal	9/24/2020 10:52:34 AM

Student Loan Details Spreadsheet

File Home Insert Draw Page Layout Formulas Data Review View Help LA

Clipboard Font Alignment

B2 Student Loan Details Review Instructions

Student Loan Details Review Instructions

To reconcile the College Access Loan (CAL), Texas Armed Services Scholarship Program (TASSP) and Bio-Time (BOT) loan, the Texas Higher Education Coordinating Board (THECB) extracts a student detail file from the agency's Higher Education Loan Management (HELM) system for the applicable FAD fiscal year. This student detail file should be used by the reporting official to compare with the institution's system or FAD file. This spreadsheet allows institutions to send updates to the THECB and to add missing students that are included in the FAD file but do not appear on the student listing.

Review THECB Records

Step 1. Review each student record provided in columns A-H to determine if there are variances between THECB totals and your institutional records.
NOTE: The information in the spreadsheet is the "For THECB Use Only" section of the FAD file.

Step 2. If the THECB amount listed in column "C" does not match the institution's system or FAD file, update the amount in column "I" and provide the explanation for the variance in column "K".
NOTE: If the amount is correct, leave column "I" blank.

Step 3. If the institution determines that a refund is needed, update the amount that will be reported in the FAD file in column "J" and provide the refund amount that will be sent to the THECB in column "J" along with an explanation for the variance in column "K".
EXAMPLE: THECB \$ 16,000.00 but institution's system \$ 15,000.00 and a refund of \$1,000.00 is needed.

Adding Institutional Records

Step 1. If the institution identifies students that are not included in the THECB student detail listing, the records must be added to the designated "Institution Additional Student Information" section.

Step 2. Add the student's information in each applicable field using columns "A-K".
NOTE: Column G is the FAD file for this section.

Step 3. Update the amount that will be reported in the FAD file in column "I" along with an explanation for the addition to the spreadsheet in column "K".

Step 4. If the institution determines that a refund is needed, update the amount that will be reported in the FAD file in column "J" and provide the refund amount that will be sent to the THECB in column "J" along with an explanation for the variance in column "K".

Upload Spreadsheet into MoveIT

Step 1. Once all tabs are completed, save the Excel file and upload a copy into the FAD_output folder in MOVEIT DMZ.

Step 2. Once the file is uploaded, email FAD@highered.texas.gov to indicate that an updated file has been sent for reconciliation.

For questions, email FAD@highered.texas.gov.

FOR THECB USE ONLY - CAL

SSN	Loan Type	THECB Gross Amount	FICE	SchoolName	FirstName	LastName	BirthDate	Amount Reported for Cycle 3	Amount to be refunded to THECB	Explanation
111111111	CL	\$ 26,000.00	123456	ABC University	Anna	Banana	4/23/2001			
222222222	CL	\$ 32,000.00	123456	ABC University	Taylor	Swift	7/13/2000			
333333333	CL	\$ 28,000.00	123456	ABC University	Marilyn	Monroe	12/8/2000			
444444444	CL	\$ 18,000.00	123456	ABC University	Daffy	Duck	3/28/2001	\$ 16,000.00	\$ 2,000.00	Student over COA
555555555	CL	\$ 15,000.00	123456	ABC University	Mary	Poppins	7/19/1999			
666666666	CL	\$ 36,483.00	123456	ABC University	Daisy	Duck	12/16/2000			
777777777	CL	\$ 26,633.00	123456	ABC University	Alvin	Calvin	6/7/1998			
888888888	CL	\$ 35,600.00	123456	ABC University	Mickey	Mouse	2/21/2001			
		\$ 217,716.00								

INSTITUTION - ADDITIONAL STUDENT INFORMATION - CAL

SSN	Loan Type	FICE	SchoolName	FirstName	LastName	BirthDate	Amount Reported for Cycle 3	Amount to be refunded to THECB	Explanation
999999999	CL		123456 ABC University	Minnie	Mouse	1/1/1985	\$ 6,000.00		Student received funding in Summer 2019 - Header

Instructions CAL TASSP BOT

Student Loan Details Spreadsheet

FOR THECB USE ONLY - CAL								INSTITUTION RESPONSE (See Instructions)		
SSN	Loan Type	THECB Gross Amount	FICE	SchoolName	FirstName	LastName	BirthDate	Amount Reported for Cycle 3	Amount to be refunded to THECB	Explanation
11111111	CL	\$ 26,000.00	123456	ABC University	Anna	Banana	4/23/2001			
22222222	CL	\$ 32,000.00	123456	ABC University	Taylor	Swift	7/13/2000			
33333333	CL	\$ 28,000.00	123456	ABC University	Marilyn	Monroe	12/8/2000			
44444444	CL	\$ 18,000.00	123456	ABC University	Daffy	Duck	3/28/2001	\$ 14,000.00	\$ 4,000.00	Student over COA
55555555	CL	\$ 15,000.00	123456	ABC University	Mary	Poppins	7/19/1999			
66666666	CL	\$ 36,483.00	123456	ABC University	Daisy	Duck	12/16/2000			
77777777	CL	\$ 26,633.00	123456	ABC University	Alvin	Calvin	6/7/1998			
88888888	CL	\$ 35,600.00	123456	ABC University	Mickey	Mouse	2/21/2001			
		\$ 217,716.00								
INSTITUTION - ADDITIONAL STUDENT INFORMATION - CAL										
SSN	Loan Type		FICE	SchoolName	FirstName	LastName	BirthDate	Amount Reported for Cycle 3	Amount to be refunded to THECB	Explanation
99999999	CL		123456	ABC University	Minnie	Mouse	1/1/1985	\$ 5,500.00		Student received funding in Summer 2019 - Header

Loan Reconciliation Process

LOAN & SCHOLARSHIP PROGRAMS:					<input checked="" type="checkbox"/> CAL	<input type="checkbox"/> BOT	<input type="checkbox"/> TASSP
Program	Student Count	Action (Difference)	Amount	Action (Difference)	Explanation:		
CAL	1	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$ 1,500.00	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	An explanation for loan/scholarship program discrepancies is not required on this form. Institutions must provide a student-by-student explanation on the Student Loan Detail Report found in the MOVEit DMZ FAD_Output folder.		
BOT		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease			
TASSP		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease			

- Program: Mark the applicable program box.
- Student count: Enter the *difference* between the total count derived by the THECB and the total student count in the institution's FAD file.
- Amount: Enter the *difference* between the total amount derived by the THECB and the total amount disbursed in the institution's FAD file.
- Explanation: Describe the reason for the applicable program difference.

Step 4: Resubmit FAD file

Resubmit the FAD report when a **Reconciliation Update** notification is received.

- Once the FAD file is resubmitted, the errors showing on the Edit Report will be removed.
- An error-free notification will be sent to validate/certify the FAD report.

Remember, you must resubmit your file in order for the errors to be removed from your edit report.

From: Mailbot
To: fad-mail@Institution.edu
Cc: FADB <FADB@THECB.state.tx.us>
Subject: ***** 00#### Reconciliation Updated for Financial Aid Database Report

This is a notification that your institution's state financial aid program totals have been updated and your programs are now fully reconciled for the reporting cycle and year indicated below.

Please resubmit your entire FAD file in order to have the program totals updated on your reconciliation report. Once your file is processed and there are no errors, you will receive an email to validate through CBPass.

If you have any questions, please contact FADB@thecb.state.tx.us.

Reporting Cycle: #

Reporting Year: XXXX

**THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY TO THIS EMAIL ADDRESS. **

Exception Codes

The FAD Report currently lists a total of **17 Exception Codes** that can be used during all reporting cycles to explain discrepancies or editing errors which could occur on valid data.

All records with Exception Code **11** will be corrected through the override process after **all** other errors are corrected and program total are reconciled.

Exceptions. Enter "00" for all students. If an error is generated on the edit report, enter the exception code (01-17) that identifies why the student is eligible for financial assistance during the 2019-20 academic year.

00 = No exception needed

These codes are used to explain the recipient's eligibility for reporting purposes:

- 01 = Student dropped all classes before/after census date in all terms in which he/she enrolled
- 02 = Student enrolled after the census date in all terms in which he/she enrolled
- 03 = Student enrolled 100% in continuing education or audit courses
- 04 = Student enrolled 100% in distance education
- 05 = Student enrolled only in winter or mini session or CO-OP
- 06 = Student's SSN/ID or residency does not align with the CBM001 (Fall, Spring and Summer), and a change will/has been made through the CBM00N or a future CBM001
- 07 = Student reported as Affidavit Non-Citizen with a student ID on the CBM001, and is reported with an SSN on the FAD
- 08 = Student deceased
- 09 = Student attended this campus, but enrollment was reported by another one of our campuses
- 10 = Student/classes are not reported for state funding
- 11 = Reason not listed, and an override request must be submitted to THECB to only identify errors (See instructions for override process)
- 12 = Student completed FAFSA/TASFA but did not attend any terms (no hours and tuition/fees reported)
- 13 = Student enrolled and received 100% tuition and fees refunded
- 14 = Student enrolled and was not charged tuition/fees by your institution
- 15 = Program Level (#22) or Classification (#33) changed during the academic year
- 16 = Student enrolled only in summer session
- 17 = Student enrolled and has a completed FAFSA/TASFA and no COA was calculated but tuition and fees were reported

Overriding FAD Edit Report Errors

Override request are approved on a case-by-case basis for errors that cannot be cleared by an exception code, justification, or hardship.

Override requests must be submitted via email to FADB@highered.texas.gov.

Overrides will not be processed until all other errors are resolved.

For auditing purposes, all override requests must be submitted in the following format:

Send email to: FADB@highered.texas.gov

Include the Institution's **FICE Code** in the **Subject** line of the email.

Subject: XXXXX (FICE Code) FAD's Override Request XX-XX-XXXX (Enter Date)

Example: 000001 FAD's Override Request MM-DD-YYYY

Body of the email: List the last 4 digits of the student SSN or ID, the ERROR message and the Justification for the override.

Validation Process

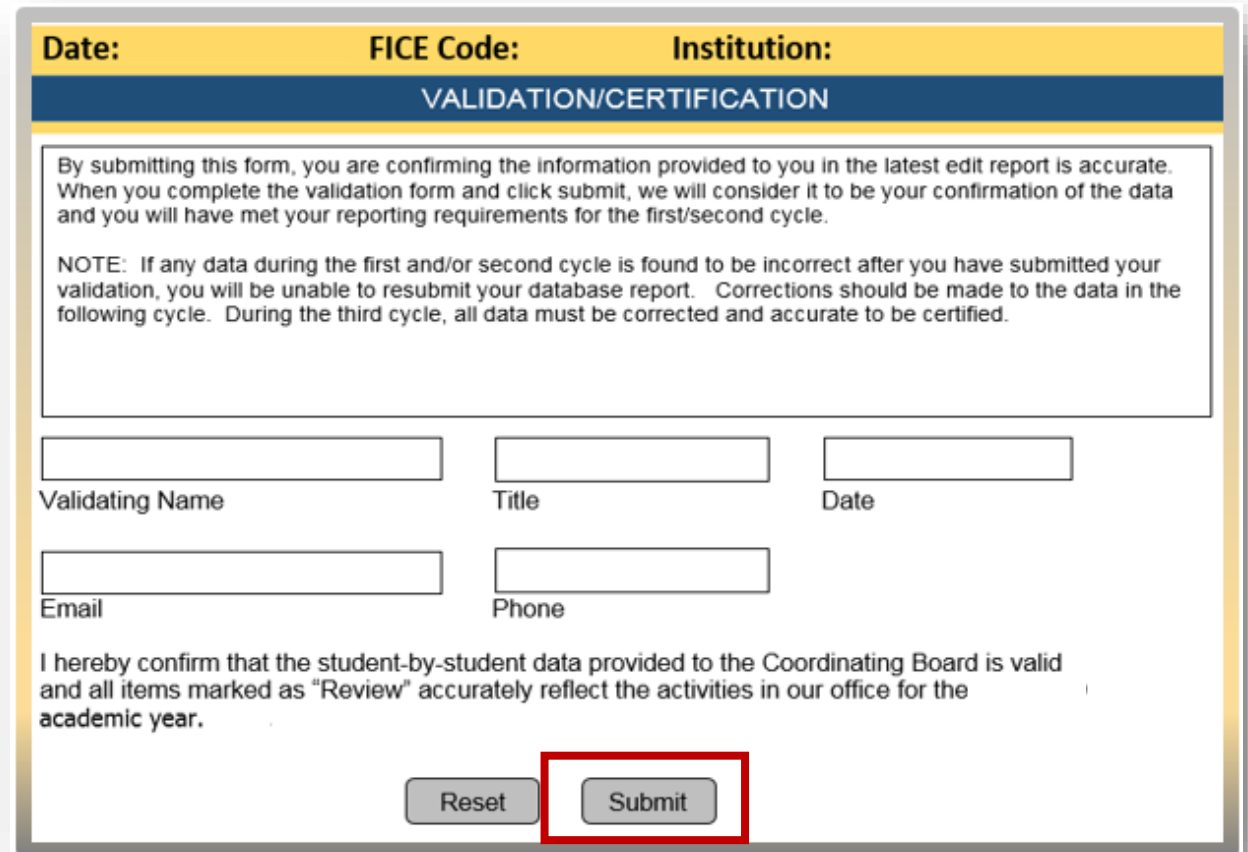
A **Validation/Certification** Notification is automatically sent to the institution's designated email address after a FAD report file is processed and no errors are found. This notification includes a link to CBPASS, where the institution's designated official can login and Validate/Certify the reporting cycle data.



Return to the main menu

FADS Validation/Certification

- ☐ **FADS Validation**
- ☐ **FADS Certification**



Date: **FICE Code:** **Institution:**

VALIDATION/CERTIFICATION

By submitting this form, you are confirming the information provided to you in the latest edit report is accurate. When you complete the validation form and click submit, we will consider it to be your confirmation of the data and you will have met your reporting requirements for the first/second cycle.

NOTE: If any data during the first and/or second cycle is found to be incorrect after you have submitted your validation, you will be unable to resubmit your database report. Corrections should be made to the data in the following cycle. During the third cycle, all data must be corrected and accurate to be certified.

Validating Name Title Date

Email Phone

I hereby confirm that the student-by-student data provided to the Coordinating Board is valid and all items marked as "Review" accurately reflect the activities in our office for the academic year.

Contact Us

C O N T A C T U S

FAD and Reconciliation questions:

FADB@highered.texas.gov

General eligibility or access questions:

CONTACT US

(Select "Financial Aid Question" as the Contact Reason)

The FAS institutional phone line is now available.

CALL: (844) 792-2640



Contact Information and Feedback

Email: leah.smalley@highered.texas.gov

Webcast Survey: <https://www.surveymonkey.com/r/58YRM92>

Contact Us: <https://www1.highered.texas.gov/Apps/CRAFT/Home/Create>
(Select “Financial Aid Question” as the Contact Reason.)

Questions?