

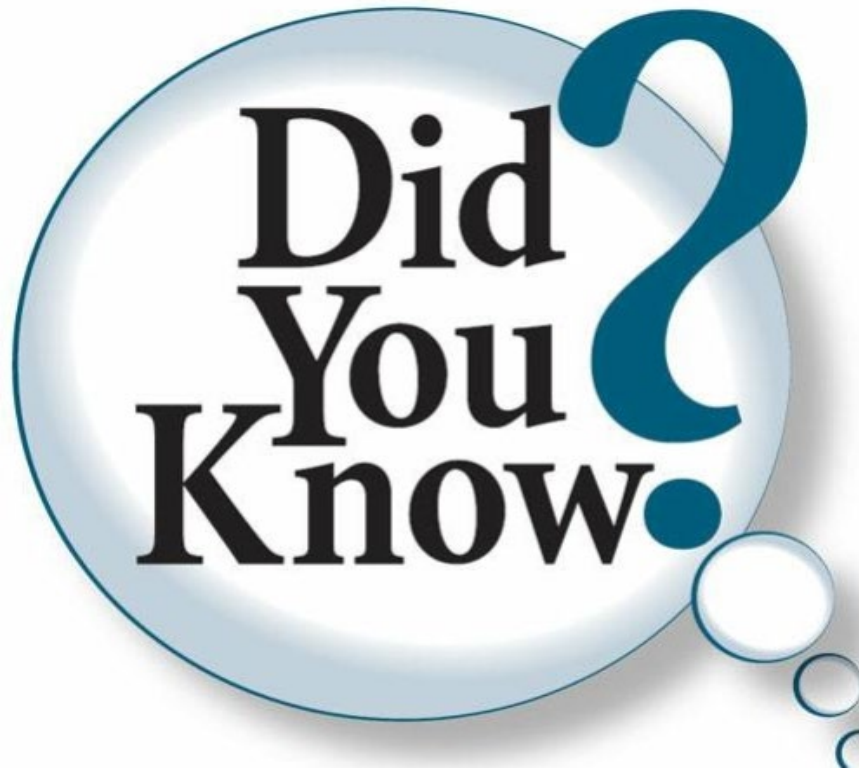
Texas Higher Education Coordinating Board

State Financial Aid Programs

Webcast

October 19, 2021

TOPICS OF DISCUSSION

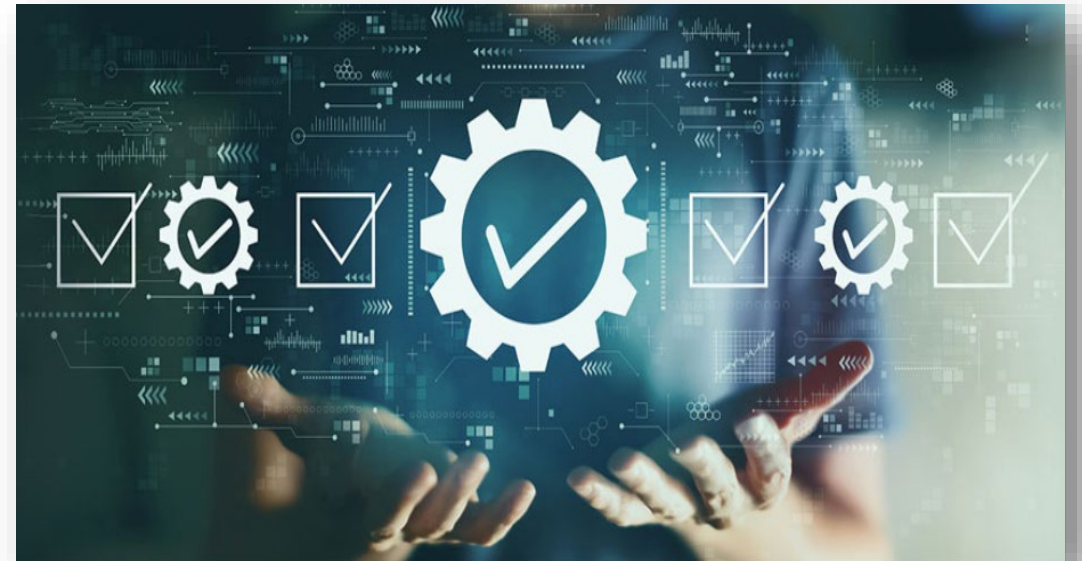


- Financial Aid Database (FAD) Cycle Three
- Financial Aid Database (FAD) Modernization
- Statutory Requirement Updates
- Reminders and Updates
- Questions

FAD Cycle Three Reconciliation

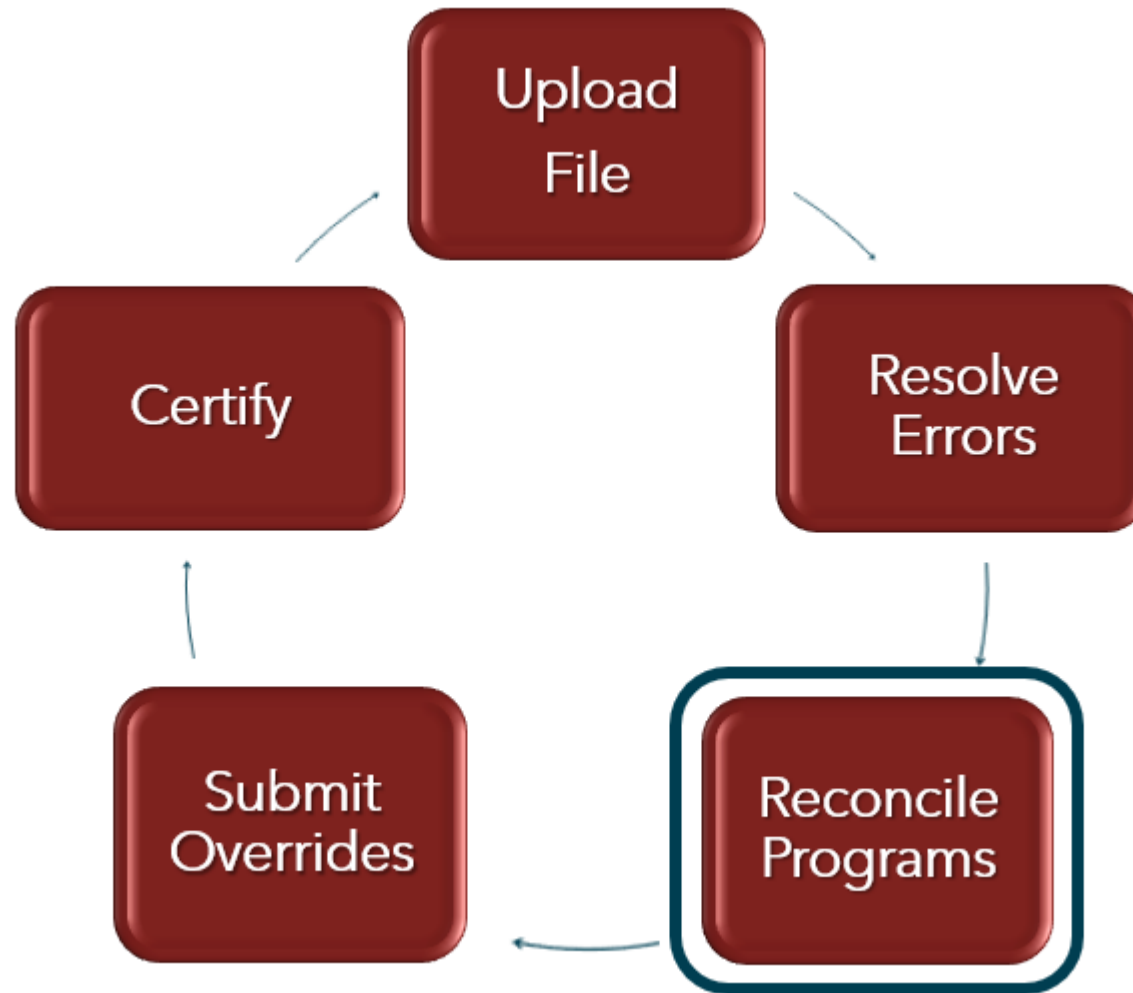
FAD Reminders

- Cycle Three opened on **Oct. 6, 2021**
- Deadline to certify is **Dec. 17, 2021**
- Reconciliation is **required** for all programs including GEER
- Student loan details are available in MOVEit DMZ for reconciliation



NOTE: For additional guidance on the FADs Reconciliation process, please refer to the November 2020 archived monthly webcast under [Stay Connected](#) as an available resource.

FAD Process – Cycle Three



Reconciling State Aid Programs

THECB program totals are derived from:

Funds requested by Aug. 2 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. 2 using the funds request forms

- Educational Aide Exemption (EAE)
- Bilingual Education Program

Funds disbursed as of Aug. 31

- College Access Loan (CAL)
- Texas Armed Services Scholarship Program (TASSP)

Allocation disbursed minus refunds as of Aug. 31

- Texas College Work-Study (TCWS)

Totals from Financial Report due Sept. 8 through the online WSMP portal

- Work-Study Student Mentorship Program (WSMP)

Totals from cumulative monthly reports as of Jun.30

- Governor's Emergency Education Relief (GEER) for TEXAS Grant, TEOG, TEG programs.

Note: Emergency Funds are not reported through FADS

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.

Page 1

TEXAS HIGHER EDUCATION COORDINATING BOARD

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, 2021


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 State and GEER Total	0	0	0	0	
	TEXAS Grant State Appropriation	0	0	N/A	N/A	
	TEXAS Grant GEER	0	0	N/A	N/A	
69	TEOG State and GEER Total	390	804,758	353	804,758	*Reconcile
	TEOG State Appropriation	334	729,194	N/A	N/A	
	TEOG GEER	56	75,564	N/A	N/A	
73	Federal Work-Study	N/A	N/A	87	224,208	
74	Texas College Work-Study	0	0	0	0	
75	Need-Based Inst WS	N/A	N/A	0	0	
76	Americorps	N/A	N/A	16	26,839	
77	HB3015 WS	N/A	N/A	0	0	
78	Texas College Work-Study Mentorship Program	9	18,483	0	0	*Reconcile
79	Texas Armed Services Scholarship Program	0	0	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.



Texas Higher Education Coordinating Board

2020-21 (FY 2021)
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.

SECTION ONE: STATE AID PROGRAMS					
GRANT PROGRAMS: <input type="checkbox"/> TEXAS GRANT <input type="checkbox"/> TEOG <input type="checkbox"/> TE					
Instructions: Mark the applicable grant program. To make an adjustment to the student count or complete a Return of Funds form for reconciliation, log onto the Grant Payment Portal , and go to "Return Funds". Return all funds that correspond to the amounts from this form. Do not send cents.					
Program	Student Count	Action (Difference)	Amount	Action (Difference)	Explanation: (DO NOT LEAVE BLANK)
State Appropriated Grant		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
GEER Grant		<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"/> WSM <input type="checkbox"/> E <input type="checkbox"/> Bilingual Education					
Instructions: Mark the applicable special programs. To submit a Return of Funds form for reconciliation, complete a Special Programs Return of Funds Form and return all funds that correspond to the amounts from this form. Do not send cents.					
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"/> TAS					
Instructions: Mark the applicable loan and scholarship programs. To submit a Return of Funds form for reconciliation, complete a Loans and Scholarships Return of Funds Form and return all funds that correspond to the amounts from this form. Do not send cents.					
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.
TASSP		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	

Note: Once all forms and funds are received, program totals will be updated, and the FAD file can be resubmitted.

2020-21 (FY 2021) FAD Reconciliation Form
As of 10/01/2021
1

Grant Reconciliation

 Grant Payment Process - Institution

HomeTransaction DetailsRequest FundsReturn FundsAwards History ▾Log off

FICE:
FICE Name:

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

Appropriation Year: 2021

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:
FICE Name:

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

Request Funds

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

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

Appropriation Year:
2021

Program Type:
TEOG

* 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.

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Texas Higher Education Coordinating Board

Reducing Student Count or Amount

60x30TX 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

Return of Funds

Pending Return: \$0.00

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

Appropriation Year:
2021

Program Type:
TEOG

* Amount Returned:
\$ 5,000

* Amount Returned: Do not include special characters.

* Student Count:
2

* Comments:
Student are ineligible and funds could not be awarded to other students.
200 character(s) left.

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

69	TEOG State and GEER Total	390	804,758	353	804,758	*Reconcile
	TEOG State Appropriation	334	729,194	N/A	N/A	
	TEOG GEER	56	75,564	N/A	N/A	

SECTION ONE: STATE AID PROGRAMS					
GRANT PROGRAMS: <input type="checkbox"/> TEXAS GRANT <input checked="" type="checkbox"/> TEOG <input type="checkbox"/> TEG					
Instructions: Mark the applicable grant program. To make an adjustment to the student count or complete a Return of Funds form for reconciliation, log onto the Grant Payment Portal and go to "Return Funds". Return all funds that correspond to the amounts from this form. Do not send cents.					
Program	Student Count	Action (Difference)	Amount	Action (Difference)	Explanation: (DO NOT LEAVE BLANK)
State Appropriated Grant		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
GEER Grant		<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.

CAL and TASSP Reconciliation

Folders

Home » fas » FADS_Output

Find:

Drop files to upload.

Upload Files

<input type="checkbox"/>	Name	Size/Contents	Creator	Created		Actions
	Parent Folder					
<input type="checkbox"/>	UnmatchedSSN_ _2021_Exec19498_...	578.8 KB	dsv_moveitcentral_service	10/11/2021 1:30:02 PM	1	<input type="button" value="X"/> <input type="button" value="Download"/>
<input type="checkbox"/>	Reconciliation_ _2021_Exec19498_C...	90.4 KB	dsv_moveitcentral_service	10/11/2021 1:30:02 PM	2	<input type="button" value="X"/> <input type="button" value="Download"/>
<input type="checkbox"/>	ProgramComparison_ _2021_Exec19...	150.6 KB	dsv_moveitcentral_service	10/11/2021 1:30:01 PM	-	<input type="button" value="X"/> <input type="button" value="Download"/>
<input type="checkbox"/>	FAD001_Cycle3_2021_J_ _20211011...	7.7 MB	dsv_moveitcentral_service	10/11/2021 1:30:01 PM	1	<input type="button" value="X"/> <input type="button" value="Download"/>
<input type="checkbox"/>	FY21 FADS Cycle 3 Student Loan Detail	145.1 KB	Tanita Colter	10/6/2021 12:45:45 PM	-	<input type="button" value="X"/> <input type="button" value="Download"/>

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 Statewide (SWS) from the Texas Higher Education Coordinating Board (THECB) contracts 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 add 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 values shown in the spreadsheet for the "THECB Use Only" section are based on data submitted to the THECB.

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: The amount listed in column "I" should be the amount reported to the THECB.
EXAMPLE: THECB is \$20,000 but institution's system has \$15,000 and a refund of \$5,000 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 spreadsheet in the "Institution - Additional Student Information" section.
Step 2. Add the student's information in each applicable field using columns "A-K".
NOTE: Student's name should be in column "K".

Step 3. Update the amount that will be reported in the FAD file in column "I" along with an explanation for the addition 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 "I" 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 data are completed, save the Excel file and upload a copy into the FAD upload folder in MOVEit DMZ.

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

For questions email FAD@highered.texas.gov

Instructions CAL TASSP

A	B	C	D	E	F	G	H	I	J	K
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
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

Loan Reconciliation Process

LOAN & SCHOLARSHIP PROGRAMS:		<input type="checkbox"/> CAL	<input type="checkbox"/> TASSP		
Instructions: Mark the applicable loan and scholarships programs. To submit a Return of Funds form for reconciliation, complete a Loans and Scholarships Return of Funds Form and return all funds that correspond to the amounts from this form. Do not send cents.					
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.
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: Use the spreadsheet to communicate discrepancies.

Returning Funds Reminders

When returning funds for reconciliation, each of these items will be needed:

- Funds (EFT or mail check)
- Return of Funds Form
- Reconciliation Form

NOTE: Please ensure the funds are sent back by the Business Office in addition to completing the RFF, GPP portal update, and reconciliation form.

Electronic Funds Transfer Information

The Texas Higher Education Coordinating Board (THECB) accepts f (ACH) or wire transfer. All electronic fund transfers must include the corresponding state program and must reference "THECB" so Below is the information required from a financial institution to p

60x30TX
Texas Higher Education Coordinating Board

Return of Funds Form (RFF)
Educational Aide Example (EAE), Top Ten Percent (Top 10%) Scholarship, Texas College Work Study (TCWS), State Grant Programs, Bilingual Education Program and Work Study Student Mentorship (WSSM).

The amount on the RFF must correspond with the individual refunds submitted. For example, if funds for TEXAS Grant, TEAG, and TCWS are all being returned, three separate RFFs will need to be submitted and three refunds should be processed.

2020-21 (FY 2021) 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.

SECTION ONE: STATE AID PROGRAMS

GRANT PROGRAMS: ☐ TEXAS GRANT ☐ TEAG ☐ TE

Instructions: Mark the applicable grant program. To make an adjustment to the student count or complete a Return of Funds form for reconciliation, log onto the [Grant Reconciliation Portal](#) and go to "Return Funds". Return all funds that correspond to the amounts from this form. Do not send cents.

Program	Student Count	Action	Amount	Action	Explanation
State Appropriated Grant		Increase <input type="checkbox"/> Decrease <input type="checkbox"/>		Increase <input type="checkbox"/> Decrease <input type="checkbox"/>	
4000 Grant		Increase <input type="checkbox"/> Decrease <input type="checkbox"/>		Increase <input type="checkbox"/> Decrease <input type="checkbox"/>	

SPECIAL PROGRAMS: ☐ TCWS ☐ WSM ☐ Bilingual Education

Instructions: Mark the applicable special programs. To submit a Return of Funds form for reconciliation, complete a [Special Programs Return of Funds Form](#) and return all funds that correspond to the amounts from this form. Do not send cents.

Program	Student Count	Action	Amount	Action	Explanation
TCWS		Increase <input type="checkbox"/> Decrease <input type="checkbox"/>		Increase <input type="checkbox"/> Decrease <input type="checkbox"/>	
WSM		Increase <input type="checkbox"/> Decrease <input type="checkbox"/>		Increase <input type="checkbox"/> Decrease <input type="checkbox"/>	
Bilingual Education		Increase <input type="checkbox"/> Decrease <input type="checkbox"/>		Increase <input type="checkbox"/> Decrease <input type="checkbox"/>	

LOAN & SCHOLARSHIP PROGRAMS: ☐ TAS

Instructions: Mark the applicable loan and scholarship programs. To submit a Return of Funds form for reconciliation, complete a [Loans and Scholarships Return of Funds Form](#) and return all funds that correspond to the amounts from this form. Do not send cents.

Program	Student Count	Action	Amount	Action	Explanation
LOAN		Increase <input type="checkbox"/> Decrease <input type="checkbox"/>		Increase <input type="checkbox"/> Decrease <input type="checkbox"/>	
SCHOLARSHIP		Increase <input type="checkbox"/> Decrease <input type="checkbox"/>		Increase <input type="checkbox"/> Decrease <input type="checkbox"/>	

Note: Once all forms and funds are received, program totals will be updated, and the FAD file can be resubmitted.

2020-21 (FY 2021) FAD Reconciliation Form As of 05/01/2021 1

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 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@thech.state.tx.us.

Reporting Cycle: #

Reporting Year: XXXX

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

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.

Certification Process

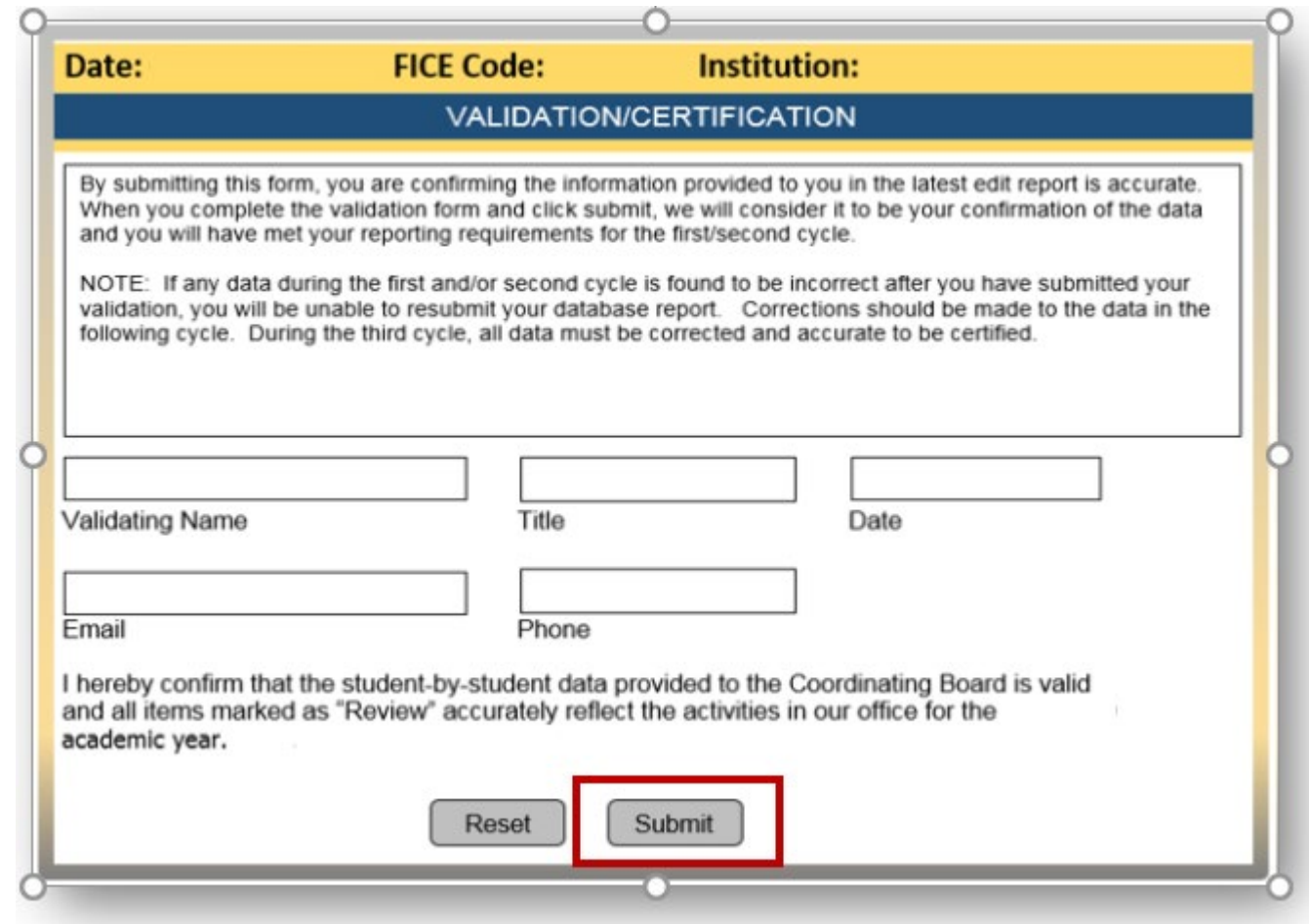
A **Validation/Certification** Notification is automatically sent to the institution's designated email address after a FAD report file is processed and no errors are found. This notification includes a link to CBPASS, where the institution's designated official can login and Validate/Certify the reporting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

Financial Aid Database (FAD) Modernization

Financial Aid Database (FAD) Modernization

Current Process

- Upload a file and retrieve reports through MOVEit DMZ
- Required to send an email for overrides
- Validation and Certification is done through CBPass

Date:	FICE Code:	Institution:
VALIDATION/CERTIFICATION		
<p>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.</p> <p>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.</p>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Validating Name	Title	Date
<input type="text"/>	<input type="text"/>	
Email	Phone	
<p>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 2018-2019 academic year.</p>		
<div>Reset Submit</div>		

Financial Aid Database (FAD) Modernization

Future Process

- Platform similar to CBPass which is going to reduce overall processing time.
- The **same** location will be used to do the following:
 - Upload file and view all reports in the same location
 - Reports will have enhancements such as format (e.g., excel)
 - Overrides will be submitted online which will eliminate the use of emails
 - Validation and Certification will be requested and completed through the new portal.

The screenshot displays the 'Request to Certify' interface. At the top, there is a navigation bar with links for 'Home', 'Reports', 'Certification', and 'Reporting Manual'. The main section is titled 'Request to Certify' and includes a 'Get Certifiable Report' button. Below this, there is a table titled 'Certifiable Reports' with columns for Report, Input File, FICE, Type, Year, Cycle, Submitter Email, Date Submitted, and Justification. The table shows three entries, each with a 'Request Certification' button. A large 'DRAFT' watermark is visible across the center of the interface.

Report	Input File	FICE	Type	Year	Cycle	Submitter Email	Date Submitted	Justification
View	Download	003632	FAD001	2022	Cycle 1	test@abcuniversity.com	09/13/2021 11:08 AM	Request Certification
View	Download	003632	FAD001	2022	Cycle 1	test@abcuniversity.com	09/13/2021 11:07 AM	Request Certification
View	Download	003632	FAD001	2022	Cycle 1	test@abcuniversity.com	09/13/2021 09:32 AM	Request Certification

Statutory Requirements Updates

Selective Service Status Statement

Memo was sent Sept. 29, 2021 to communicate:

- Selective Service Status Statement is required to confirm either registration or exemption under [TEC, Section 51.9095](#).
- *Update* - This requirement applies to state-funded financial aid and "federal funds or gifts and grants accepted by this state."

Selective Service Status Statement

A statement is **required** for the following:

- State appropriated funds
 - **Examples:** TEXAS Grant, TEOG, TEG, EAE, CAL, TCWS, WSMP, TASSP, Bilingual Education
- Federal funds that pass through the state Treasury or Governor's office
 - **Example:** GEER
- Institutional Aid
 - **Examples:** Programs funded by tuition set asides, exemptions, or waivers

Proof is No Longer Required

To reduce administrative burden:

- Institutions will no longer be required to collect “proof” of registration or exemption from students.
- Institutions are not required to verify the accuracy of the statement against external databases or other resources if there is no conflicting information.

SELECTIVE SERVICE STATEMENT OF REGISTRATION STATUS	
In accordance with Texas Education Code, Section 51.9095 , male students must file a Selective Service Statement of Registration Status with their institution or other entity granting financial assistance. For more information about the Selective Service System, visit sss.gov .	
Please mark one option below:	
<input type="checkbox"/> I was born female and not required to register.	<input type="checkbox"/> I was born male and am EXEMPT from registration because: (please briefly explain why you are exempt in the box below.) <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<input type="checkbox"/> I was born male and am under the age of 18 and not currently required to register.	
<input type="checkbox"/> I was born male and am REGISTERED with the Selective Service.	
<input type="checkbox"/> I was born male and am over the age of 18. I am not registered with Selective Service and I am not exempt from registration with Selective Service.	
I, _____, hereby certify that the Selective Service status statement provided above is true and accurate.	
Student ID: _____ Signature: _____ Date: _____	
Complete and return to the Financial Aid Office at your institution of higher education.	
Selective Service Statement of Registration Status As of 09/28/2021	

Action Needed by Institutions

Institutions must determine the **best method** to collect the required Selective Service Status Statement.

Any of the following can be used to meet the statutory statement requirement:

- THECB Selective Service Status Statement
- Institutional Student Information Record (ISIR) until 2023-24
- Print out from SSS.gov website

Institutions can implement now but will not be *required until 2022-23 award year.*

Statement of Student Eligibility

Memo was sent Sept. 29, 2021 to communicate:

The eligibility requirement found under Texas Education Code that include the phrase:

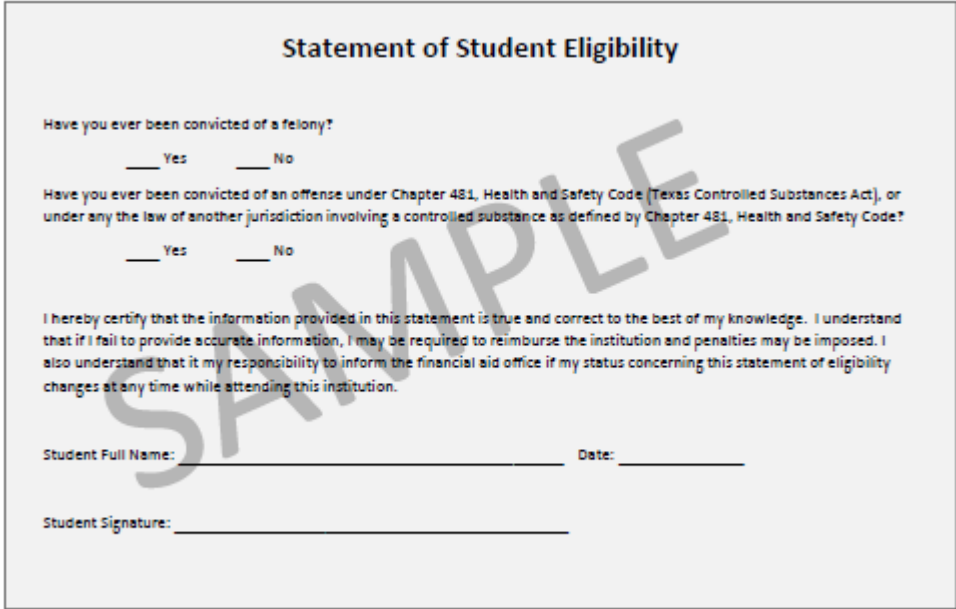
“a person is not eligible to receive a grant under this subchapter if the person has been convicted of a felony or an offense under Chapter 481, Health and Safety Code (Texas Controlled Substances Act).”

This relates to convictions of *any* felony, as well as convictions of any offense under Chapter 481. The phrase is not limited to controlled substance felonies.

Reference: Toward Excellence, Access, and Success (TEXAS) Grant under Sections [56.304](#) and [56.305](#) and Texas Educational Opportunity Grant (TEOG) under Sections [56.404](#) and [56.405](#).

Action Needed by Institutions

- Institutions that collect statements for the TEXAS Grant and TEOG program need to revise any language that limits this requirement to offenses only related to controlled substance offenses to also include **all felony** convictions.
- Institutions are only required to collect the statement and are not required to verify the accuracy of that statement against external databases or other resources if there is no conflicting information.



The image shows a sample form titled "Statement of Student Eligibility". It contains two questions with "Yes" and "No" response options. The first question asks if the student has ever been convicted of a felony. The second question asks if the student has ever been convicted of an offense under Chapter 481, Health and Safety Code (Texas Controlled Substances Act), or under any the law of another jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety Code. Below the questions is a certification statement: "I hereby certify that the information provided in this statement is true and correct to the best of my knowledge. I understand that if I fail to provide accurate information, I may be required to reimburse the institution and penalties may be imposed. I also understand that it my responsibility to inform the financial aid office if my status concerning this statement of eligibility changes at any time while attending this institution." At the bottom, there are lines for "Student Full Name:", "Date:", and "Student Signature:".

Statement of Student Eligibility

Have you ever been convicted of a felony?

___ Yes ___ No

Have you ever been convicted of an offense under Chapter 481, Health and Safety Code (Texas Controlled Substances Act), or under any the law of another jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety Code?

___ Yes ___ No

I hereby certify that the information provided in this statement is true and correct to the best of my knowledge. I understand that if I fail to provide accurate information, I may be required to reimburse the institution and penalties may be imposed. I also understand that it my responsibility to inform the financial aid office if my status concerning this statement of eligibility changes at any time while attending this institution.

Student Full Name: _____ Date: _____

Student Signature: _____

Institutions can implement now but will not be *required until 2022-23 award year.*

Reminders and Updates

Reminders

Bilingual Education Program Report – Nov. 5, 2021

- Deadline for participating programs to submit the FY 2021 Bilingual Education Program End-of-Year (EOY) Report.

State Campus-Based Programs Report – Nov. 19, 2021

- Deadline for public and private institutions to submit data on License Plate Insignia (LPI), Student Deposit Scholarship (SDS) and Texas Public Educational Grant (TPEG).
- Deadline to submit any applicable refunds for SDS or TPEG.
- Deadline for public institutions to submit a copy of the TPEG Guidelines.

State Campus-Based Report FY 2021

Institutions must submit the FY 2021 State Campus-Based Report by uploading a copy using the form below along with any excess funds identified. Institutions that participate in the TPEG program must include a copy of their FY 2021 TPEG guidelines with their submission (which must include an "As-Of" date).

Instructions

Complete the following steps to submit this report:

Step 1. Save a completed copy of the e-signed PDF State Campus-Based Report FY 2021 - <http://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/annual-state-campus-based-fy-2021-report/?showMeta=2&ext=.pdf>

Step 2. Complete all fields on the form below.

Step 3. Upload your completed report and TPEG guidelines (if applicable).

Step 4. Click "submit" to send your submission.

The deadline for this report is Nov. 19, 2021

Institution Name *

FICE *

File Upload (multiple files allowable) *

1. Upload the signed copy of the State Campus-Based Report (PDF).
2. Upload a current copy of your institution's TPEG Guidelines, if applicable (which must include an "As-Of" date).

Drag and drop files here or [browse files](#)

Name of Reporting Official *

Updates

Annual User Access Review *Postponed*

- The annual review will take place in spring 2022. Please make sure to continue submitting any accounts that need to be added, updated or removed to ensure security.

Net Price Calculator 2020-21 *Coming 2022*

- The annual Net Price Calculator upload will take place in spring 2022 to align with the release of the federal template that is provided.

Institutional Calendar – Fall Edition *Revised*

- The dates were updated to reflect the revised deadlines dates or postponements. Please replace prior copies.

60x30TX Texas Higher Education Coordinating Board		Student Financial Aid Programs 2021-22 (FY 2022) Institutional Calendar Fall 2021													
September 2021		Date	Description												
S	M T W TH F S	09/01 (Wed)	First official day of the state fiscal year 2021-22 (FY 2022)												
5	6 7 8 9 10 11	09/06 (Mon)	THECB Closed – Labor Day												
12 13 14 15 16 17 18		09/14 (Tue)	Monthly Webcast												
19 20 21 22 23 24 25		9/30 (Thurs)	Deadline for Legislators to submit FY 2022 TASSP nominations												
26 27 28 29 30															
October 2021		Date	Description												
S	M T W TH F S	10/01 (Fri)	2022-23 (FY 2023) TASFA available to students												
3 4 5 6 7 8 9		10/06 (Wed)	First day to submit 2020-21 (FY 2021) FAD Cycle Three												
10 11 12 13 14 15 16		10/19 (Tue)	Monthly Webcast												
17 18 19 20 21 22 23		10/29 (Fri)	Deadline to submit 2020-21 (FY 2021) State Campus-Based Report Extended to Nov. 19, 2021												
24 25 26 27 28 29 30		10/29 (Fri)	Deadline to submit FY 2021 (2020-21) Bilingual Education Program End-of-Year Report Extended to Nov. 5, 2021												
November 2021		Date	Description												
S	M T W TH F S	11/5 (Fri)	Deadline for institutions to certify TASSP Application												
7 8 9 10 11 12 13		11/11 (Thurs)	THECB Closed – Veterans Day												
14 15 16 17 18 19 20		11/19 (Fri)	Deadline to submit User Access Annual Review Postponed until Spring 2022												
21 22 23 24 25 26 27		11/24 – 11/26	THECB Closed – Thanksgiving Holiday												
28 29 30															
December 2021		Date	Description												
S	M T W TH F S	12/17 (Fri)	Deadline to certify 2020-21 (FY 2021) FAD Cycle Three												
5 6 7 8 9 10 11		12/24 – 12/25	THECB Closed – Christmas Holiday												
12 13 14 15 16 17 18		12/31 (Fri)	THECB Closed- New Year's Eve												
19 20 21 22 23 24 25															
26 27 28 29 30 31															
<p>Note: Deadlines dates are subject to change. For questions, contact Financial Aid Services at 844-792-2640 or through CONTACT US (select "Financial Aid Question" as the Contact Reason).</p> <p>Legend</p> <table> <tr> <td>Deadline</td> <td>Alert</td> <td>Agency Closure</td> <td>Unstaffed Staff</td> </tr> <tr> <td>TASFA</td> <td>Texas Application for State Financial Aid</td> <td>FAD</td> <td>Financial Aid Database Report</td> </tr> <tr> <td>TASSP</td> <td>Texas Armed Services Scholarship Program</td> <td></td> <td></td> </tr> </table> <p>As of 10/15/2021</p>				Deadline	Alert	Agency Closure	Unstaffed Staff	TASFA	Texas Application for State Financial Aid	FAD	Financial Aid Database Report	TASSP	Texas Armed Services Scholarship Program		
Deadline	Alert	Agency Closure	Unstaffed Staff												
TASFA	Texas Application for State Financial Aid	FAD	Financial Aid Database Report												
TASSP	Texas Armed Services Scholarship Program														

Contacting Student Financial Aid Programs

The following phone lines are available for borrower and the public:

- Borrower Services
 - Student Borrowers (Cosigners): (800) 242-3062
- Texas Financial Aid Information Center
 - Public Line: (888) 311-8881

Contact Financial Aid Services in one of the following ways:

- FAS Institutional Phone Line
 - Institutions Only: (844) 792-2640
- Submit inquiries online through the [CONTACT US](#) web form at any time.



Phone lines –
Hours of Operation:
Mon-Fri
8 a.m. to 5 p.m.
(Closed 12-1 daily)

Submitting a CONTACT US

To ensure inquiries are routed correctly, complete these steps:

- Select "Institution" in Received From box
- Enter the institution's full name
- Always select "Financial Aid Question" as the Contact Reason
- Provide the best direct phone number

Texas Higher Education Coordinating Board

Contact Us

*An asterisk * by the field indicates a required field!*

Received From* INSTITUTION

Institution

Contact Reason* *Financial Aid Question

Description*

Please do NOT include your full Social Security Number inside the issue description. If you have a question about the status of a new loan application, accounts in repayment, or deferments, please use the last four digits of your SSN instead.

Is this a complaint ☒ No ☐ Yes

Contact Preference ☒ E-MAIL ☐ LETTER ☐ PHONE

Salutation* Dr.

First Name*

Last Name*

E-mail*

Phone (10-digit) Phone Ext

Mail Address

Mail Address2

Mail Address3

City

State -- please select State -- Zip Code (5-digit)

| [Help](#)

Questions?