

Student Financial Aid Programs

Transform Thursday

Managing the Financial Aid Database Cycle 3

September 19, 2024

Topics of Discussion

FAD Overview

Reporting Essentials

File Submission

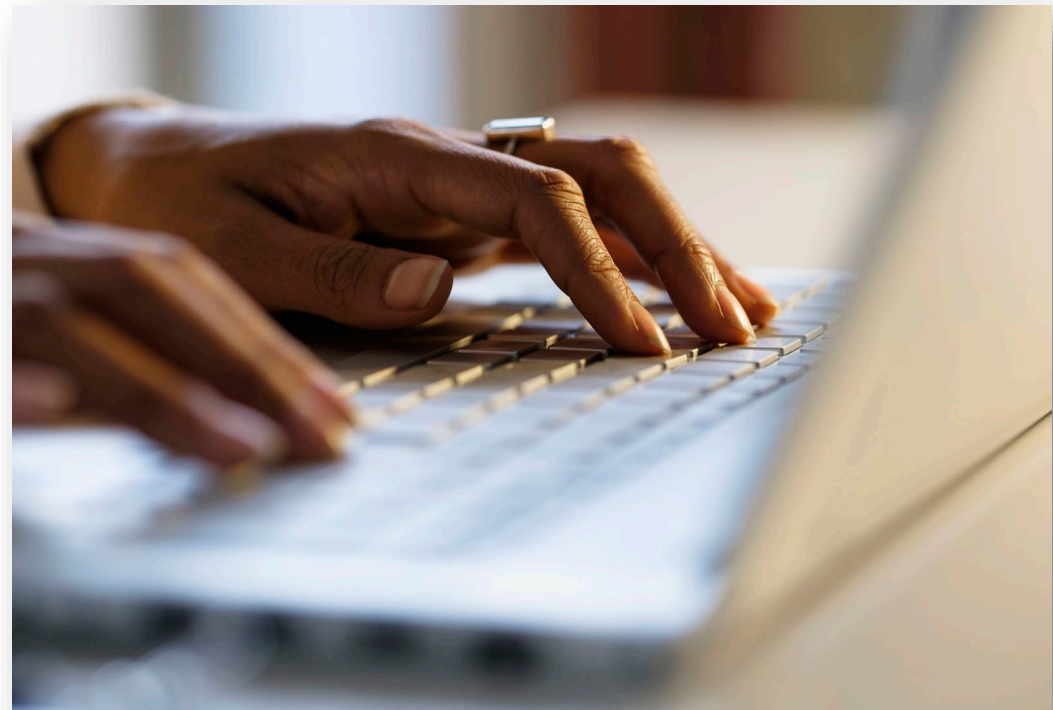
Reports

Reconciliation

Certification

Deadlines,
Reminders &
Notifications

Stay
Connected



FAD Overview

Purpose

The purpose of the **Financial Aid Database (FAD)** Report is to collect data used by the THECB to produce an annual statewide Financial Aid Report that helps in:

- determining state aid program allocations
- conducting compliance monitoring and
- generating statewide and institutional reports

The FAD Report provides the state with a means of measuring and analyzing the funding resources available to students attending public and private/independent institutions of higher education in Texas.

Reporting Cycles

Reporting Cycle Dates

Reporting Cycle	First Day to Submit	Deadline to Submit Initial FAD File*	Deadline to Validate or Certify FAD file	Submission Requirements
First	Beginning 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.

**To ensure FAD files are validated/certified in a timely manner, institutions are required to submit their initial FAD file by the deadline listed.*

Validating vs Certifying Data

Validate

The process of checking data for accuracy, consistency, and completeness.

- Ensuring data meets criteria, such as:
 - Format
 - Range checks
 - Logical relationships
 - Suitable for its intended use and free from errors or inconsistencies.
- Common methods of data validation include automated checks, manual reviews, and comparing data against known standards or benchmarks.

Certify

Formally attesting to the accuracy and reliability of data.

- Includes:
 - A comprehensive review and verification of all data
 - validating the source of the data
 - ensuring adherence to relevant standards and regulations
 - verifying the integrity of the data collection and processing methods, including reconciling funding.
- Once certified, the data will be used in critical decision-making processes.

Pop Quiz #1: Reporting Dates

When is the deadline for institutions to certify a FADs file?

A) Oct. 9

B) Nov. 20

C) Nov. 18

Financial Aid Database (FAD) Report

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

— [FY 2024 FAD Comprehensive Report Manual \[PDF\]](#)

— [FY 2023 FAD Comprehensive Report Manual \[PDF\]](#)

— [Financial Aid Database FY 2023 Reconciliation Form \[PDF\]](#)

— [FY 2022 FAD Comprehensive Report Manual \[PDF\]](#)

Pop Quiz #1: Reporting Dates

When is the deadline for institutions to certify a FADs file?

A) Oct. 9

Answer:

B) Nov. 20

C) Nov. 18

Financial Aid Database (FAD) Report

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

— [FY 2024 FAD Comprehensive Report Manual \[PDF\]](#)

— [FY 2023 FAD Comprehensive Report Manual \[PDF\]](#)

— [Financial Aid Database FY 2023 Reconciliation Form \[PDF\]](#)

— [FY 2022 FAD Comprehensive Report Manual \[PDF\]](#)

Reporting Essentials

Resource Materials

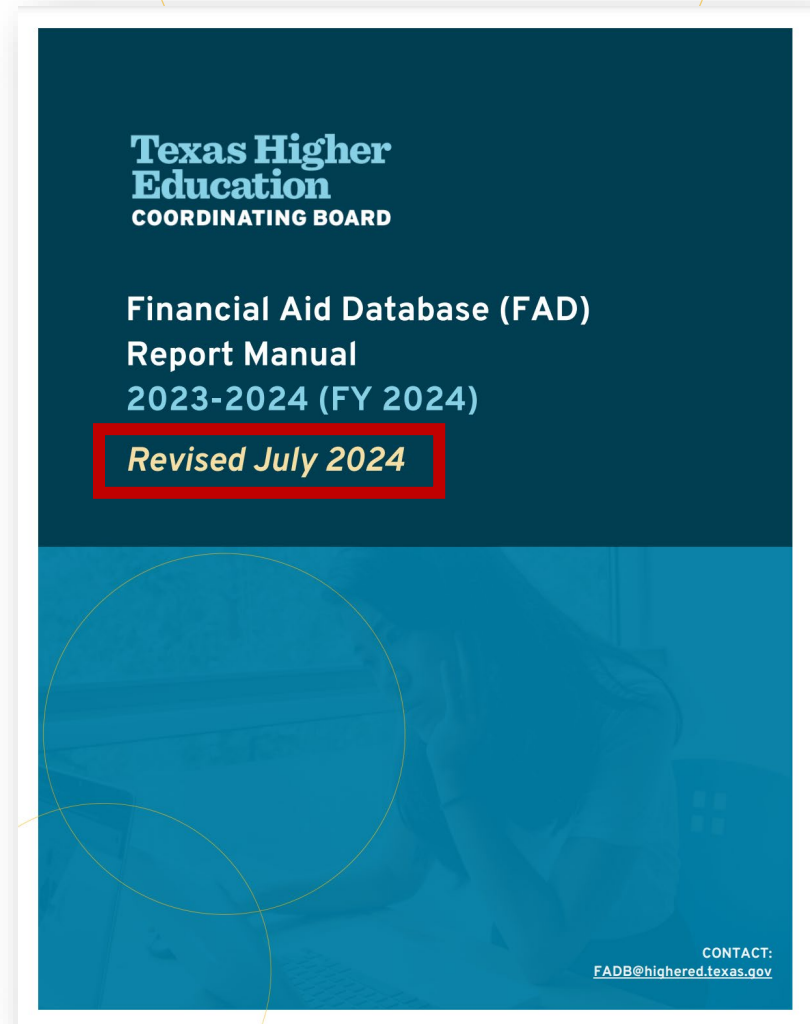
Manual:

The FAD report manual for FY 2024 (2023-24) is available and posted on the SFAP information webpage under [Program Resources](#).

Important: Discard any old copies of the manual. It is crucial to utilize the latest version to guarantee that all information submitted in the FAD Report is correct.

Training:

[Navigating the Financial Aid Database Landscape Training](#) held on June 6, 2024 is available and posted on the SFAP information webpage under [Webcast Archives](#).



FAD Reporting Tool

The FAD Reporting Tool allows user to manipulate their FAD data in an easy to use excel file and to be able to export their data into the required fixed-length text file.

To request email FADB@highered.texas.gov

	A	B	C	D	E	F	G	H	I
1	Start	1	2 8	9	13	22	29	36	4
2	Ending	1	7 8	12	21	28	35	40	4
3	Length	1	6 1	4	9	7	7	5	4
4	Item#	1	2 3	4	5	6	7	8	4
5	Name		FI	LYE	S	POUSE_A	ARENT_A	ARSH	
6									
7									
8									
9									
10									
11									

File Submission

How to Submit a FAD Report

1 Prepare a complete FAD report file.

The screenshot displays the 'Submit Report' page of the Data Submission Portal. The page header includes the Texas Higher Education Coordinating Board logo, navigation links (Home, Reports, Certification, Document Submission, Reporting Manual), and a user greeting (Hello Tanya (Logout)). The main content area features a 'Submit Report' heading, a 'Submission Status' link, and a 'Select file to upload' section with a text input field containing 'select file' and a 'Browse' button. Below this is an 'Upload File' button. The page footer contains copyright information (© 2018 - Texas Higher Education Coordinating Board) and the version number (Version: 1.0.0).

2 After logging into the Data Submission Portal, select 'Reports' from the main menu and click on 'Submit Report'.

3 Click browse to select the appropriate a FAD file.

4 Click 'Upload File' to submit the selected file.

Common Errors with Data Formatting

- The header record must have a data length of 481 characters.
- Periods, hyphens and spaces are only accepted in name fields and should not be present in any other fields.
- No blank lines should follow the trailer record.

Data Element	Type Length	Description
37) 9-Month Expected Family Contribution (EFC) POSITION 97-103	Numeric XXXXXXX	7 characters, right justified Range 0 - 9999999 Enter "0999999" if the EFC is equal to \$999,999. Enter "9999999" if the student did NOT complete a FAFSA, TASFA or EFC calculation based on the Federal Methodology.
38) Student Last Name POSITION 104-128	Alphanumeric XXXXXXXXXX XXXXXXXXXX XXXXX	25 characters, left justified Upper or lower case acceptable
39) Student First Name POSITION 129-148	Alphanumeric XXXXXXXXXX XXXXXXXXXX	20 characters, left justified Upper or lower case acceptable
40) Student Middle Initial POSITION 149	Alphanumeric X	1 character, left justified Upper or lower case acceptable Leave blank if no middle name
41) Zip Code of Permanent Home Address POSITION 150-158	Numeric XXXXXXXXX	9 characters, right justified Response required if a U.S. address Enter "999999999" if not a U.S. address Must enter 9 digits; last 4 can be "0000"

Pop Quiz #2: Header Record Format

THECB University FICE 001234 is preparing their Cycle 3 FAD Report file containing 150 records. Which of the following header record formats should they use?

A) HY2K001234FAD00122024C048100150

B) HY2K001234FAD00132024C048100150

C) THECB001234FAD00132024C0481150

Hint:

	Must use leading zeros
Header Record Example: HY2K001234FAD00132024C0481150	
2023-2024 FAD Manual	11

Pop Quiz #2: Header Record Format

THECB University FICE 001234 is preparing their Cycle 3 FAD Report file containing 150 records. Which of the following header record formats should they use?

Answer:

A) HY2K001234FAD00122024C048100150

B) HY2K001234FAD00132024C048100150

C) THECB001234FAD00132024C0481150

Hint:

	Must use leading zeros
Header Record Example: HY2KXXXXXXFAD001X2024C0481XXXXX	
2023-2024 FAD Manual	11

Reports

Accessing Reports

Texas Higher Education Coordinating Board | Home Reports Certification Document Submission Reporting Manual | Hello Tanya (Logout)

Submit Report
Submission Status

To access reports generated by a file submission, select Reports from the main menu and click on 'Submission Status'.

Submission Status

Report Type: FAD001 | Reporting Year: 2024 | Reporting Period: Select All | Start Date: 07/01/2024 | End Date: 09/05/2024 | Get Submission Status

Submission Status

Show 10 entries | Search:

	View Report	Input File	FICE	Type	Year	Period	Submitter Email	Date Submitted	Status
27286	ECR Recon PCR USSN	Download	003541	FAD001	2024	Cycle 3	Tanya.Test@gmail.com	08/15/2024 11:35 AM	Submitted
272857	ECR Recon PCR USSN	Download	003541	FAD001	2024	Cycle 3	Tanya.Test@gmail.com	08/10/2024 01:15 PM	Submitted
272856	ECR Recon PCR USSN	Download	003541	FAD001	2024	Cycle 3	Tanya.Test@gmail.com	08/10/2024 01:02 PM	Submitted
272855	ECR Recon PCR USSN	Download	003541	FAD001	2024	Cycle 3	Tanya.Test@gmail.com	08/10/2024 12:52 PM	Submitted
272854	ECR Recon PCR USSN	Download	003541	FAD001	2024	Cycle 3	Tanya.Test@gmail.com	08/10/2024 12:34 PM	Submitted
272850	ECR Recon PCR	Download	003541	FAD001	2024	Cycle 2	Tanya.Test@gmail.com	08/09/2024 03:23 PM	Submitted
272849	ECR Recon PCR	Download	003541	FAD001	2024	Cycle 2	Tanya.Test@gmail.com	08/06/2024 10:16 AM	Submitted
272845	ECR Recon PCR	Download	003541	FAD001	2024	Cycle 2	Tanya.Test@gmail.com	07/29/2024 10:22 AM	Submitted
272844	ECR Recon PCR	Download	003541	FAD001	2024	Cycle 2	Tanya.Test@gmail.com	07/29/2024 09:50 AM	Submitted
272843	ECR Recon PCR	Download	003541	FAD001	2024	Cycle 2	Tanya.Test@gmail.com	07/29/2024 09:22 AM	Submitted

Showing 1 to 10 of 12 entries | Previous 1 2 Next

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Accessing Reports

Texas Higher Education Coordinating Board | Home Reports Certification Document Submission Reporting Manual | Hello Tanya (Logout)

Submission Status

Report Type: FAD001 | Reporting Year: 2024 | Reporting Period: Select All | Start Date: 07/01/2024 | End Date: 09/05/2024 | [Get Submission Status](#)

Use the filters in the 'Submission Status' section to locate the correct report.

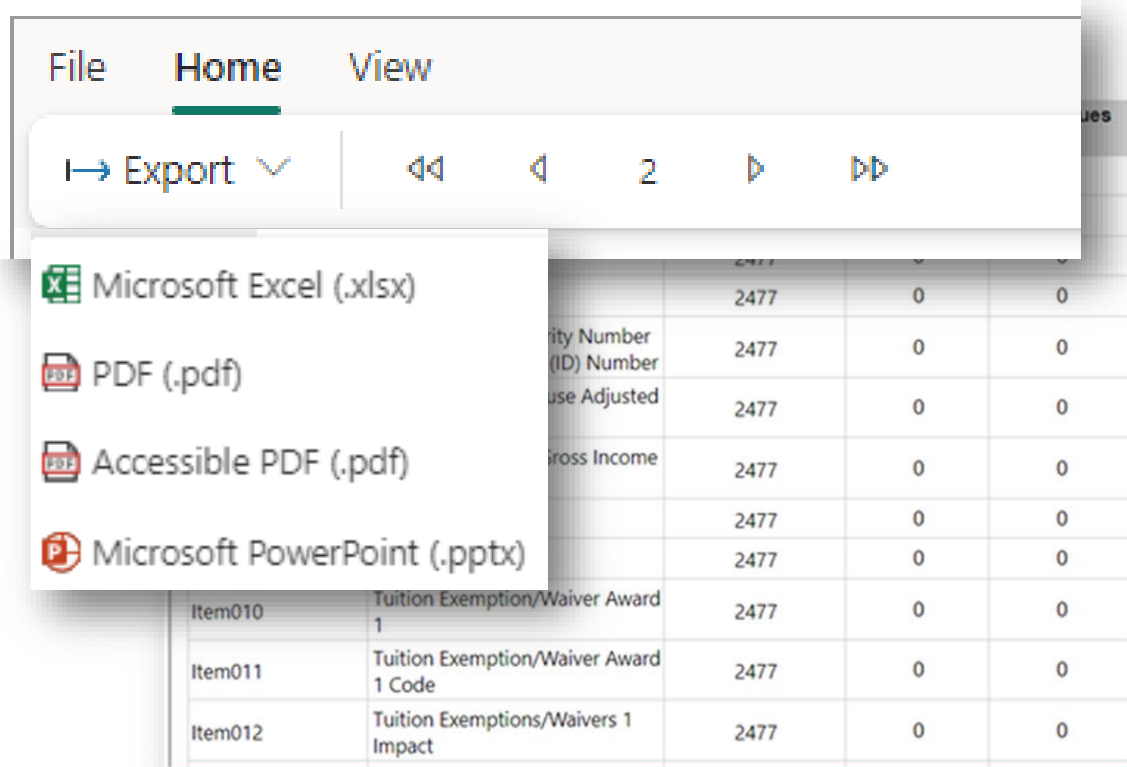
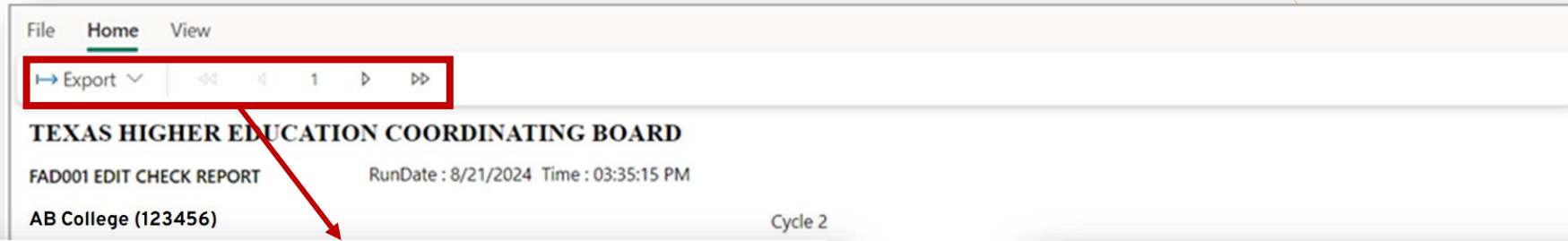
Show 10

ID	ECR	Recon	PCR	USSN	Download	003541	FAD001	2024	Period	Submitter Email	Date Submitted	Status
272862	ECR	Recon	PCR	USSN	Download	003541	FAD001	2024	Cycle 3	Tanya.Test@gmail.com	08/15/2024 11:35 AM	Submitted
272857	ECR	Recon	PCR	USSN	Download	003541	FAD001	2024	Cycle 3	Tanya.Test@gmail.com	08/10/2024 01:15 PM	Submitted
272856	ECR	Recon	PCR	USSN	Download	003541	FAD001	2024	Cycle 3	Tanya.Test@gmail.com	08/10/2024 01:02 PM	Submitted
272855	ECR	Recon	PCR	USSN	Download	003541	FAD001	2024	Cycle 3	Tanya.Test@gmail.com	08/10/2024 12:52 PM	Submitted
272854	ECR	Recon	PCR	USSN	Download	003541	FAD001	2024	Cycle 3	Tanya.Test@gmail.com	08/10/2024 12:34 PM	Submitted
272850	ECR	Recon	PCR		Download	003541	FAD001	2024	Cycle 2	Tanya.Test@gmail.com	08/09/2024 03:23 PM	Submitted
272849	ECR	Recon	PCR		Download	003541	FAD001	2024	Cycle 2	Tanya.Test@gmail.com	08/06/2024 10:16 AM	Submitted
272845	ECR	Recon	PCR		Download	003541	FAD001	2024	Cycle 2	Tanya.Test@gmail.com	07/29/2024 10:22 AM	Submitted
272844	ECR	Recon	PCR		Download	003541	FAD001	2024	Cycle 2	Tanya.Test@gmail.com	07/29/2024 09:50 AM	Submitted
272843	ECR	Recon	PCR		Download	003541	FAD001	2024	Cycle 2	Tanya.Test@gmail.com	07/29/2024 09:22 AM	Submitted

Showing 1 to 10 of 12 entries | Previous 1 2 Next

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Accessing Reports



Highlights:

- Export button allows users to download reports in various formats.
- Users can use the **navigation** buttons to move through the report.

Program Comparison Report

TEXAS HIGHER EDUCATION COORDINATING BOARD

Program Comparison Report -- Reporting Cycle 3, 2024

AB College (123546)

This is the comparison of demographic data from the reporting cycle. Items marked as ****REVIEW** represent differences in your reporting. Records with formatting issues are not included in the totals.

Program Level (Data Element #22)

Non-Degree Seeking			
Continuing Education			
Associate Degree			
Undergraduate Certificate			
Bachelor's Degree			
Master's Degree			
Doctorate Level/Professional Practice			
Teacher Certification			
Graduate Level Certificate	0	0	0.00%
Total	7	0	100.00%

The Program Comparison Report provides a summary of the demographic data from the file submitted and compares to the previous year's totals.

- Items with a percentage change that exceed the standard deviation will be marked as ****REVIEW**.
- Institutions are required to verify the data marked for review to ensure accuracy.
- Files with invalid totals will need to be corrected and resubmitted.

Unmatched Social Security Number Report (USSN)

TEXAS HIGHER EDUCATION COORDINATING BOARD

Students reported on FADS, Reporting Cycle 3, 2024
but not found on CBM001, Semester 1, 2023, Semester

AB College (123456)

FICE	SSN	Student ID
123456	548712564	051785500
123456	648712564	051785500
123456	748712564	051785500
123456	148712564	051785500
123456	948712564	051785500
123456	448712564	051785500
123456	848712564	051785500

The Unmatched SSN Report provides a listing of student Social Security Numbers (SSN)/Identification (ID) Numbers reported in the FAD file that were not found in the CBM database for Fall 2023, Spring 2024, and Summer 2024.

This report does not identify any errors and should only be reviewed for accuracy. Only files with major discrepancies should be corrected and resubmitted.

*** 7 Records are on this report.

*** Student IDs reported on the FADS report but not found on the certified CBM001 for Fiscal Year 2024

Edit Check Report

File Home View

Export << < 1 > >>

TEXAS HIGHER EDUCATION COORDINATING BOARD

FAD001 EDIT CHECK REPORT RunDate : 8/21/2024 Time : 03:35:15 PM

AB College (123456) Cycle 2

EDIT SUMMARY

Item Number	Item	Normal Range	Questionable Values	Error Values
Item001	Report Code	2477	0	0
Item002	FICE	2477	0	0
Item003	Reporting Cycle	2477	0	0
Item004	Reporting Year	2477	0	0
Item005	Student Social Security Number (SSN)/Identification (ID) Number	2477	0	0
Item006	Student and/or Spouse Adjusted Gross Income (AGI)	2477	0	0
Item007	Parent(s) Adjusted Gross Income (AGI)	2477	0	0
Item008	Filler	2477	0	0
Item009	Exceptions	2477	0	0
Item010	Tuition Exemption/Waiver Award 1	2477	0	0
Item011	Tuition Exemption/Waiver Award 1 Code	2477	0	0
Item012	Tuition Exemptions/Waivers 1 Impact	2477	0	0

Edit Check Report (ECR)- Includes the following sections:

- Edit Summary
- Errors
- Warning/Questionable

Edit Summary

File Home View

Export << < 1 > >>

TEXAS HIGHER EDUCATION COORDINATING BOARD

FAD001 EDIT CHECK REPORT RunDate : 8/21/2024 Time : 03:35:15 PM

AB College (123456) Cycle 2

EDIT SUMMARY

Item Number	Item	Normal Range	Questionable Values	Error Values
Item001	Report Code	2477	0	0
Item002	FICE	2477	0	0
Item003	Reporting Cycle	2477	0	0
Item004	Reporting Year	2477	0	0
Item005	Student Social Security Number (SSN)/Identification (ID) Number	2477	0	0
Item006	Student and/or Spouse Adjusted Gross Income (AGI)	2477	0	0
Item007	Parent(s) Adjusted Gross Income (AGI)	2477	0	0
Item008	Filler	2477	0	0
Item009	Exceptions	2477	0	0
Item010	Tuition Exemption/Waiver Award 1	2477	0	0
Item011	Tuition Exemption/Waiver Award 1 Code	2477	0	0
Item012	Tuition Exemptions/Waivers 1 Impact	2477	0	0

The **Edit Summary** section of the report provides a listing of all data elements with the corresponding total number of Errors and Warning (questionable values) found in the file. In addition, it includes a breakdown of the total student records submitted.

Edit Summary

Item Number	Item	Normal Range	Questionable Values	Error Values
Item042	Enrollment Status	2421	0	56
Item043	Gender			
Item044	Parent 1 Highest Grade Level Completed			
Item045	Parent 2 Highest Grade Level Completed	2477	0	0
Item046	Cost of Attendance (COA)	2476	0	1
Item047	Expected Family Contribution (EFC)	2477	0	0
Item048	Tuition and Fee Exemption/Waiver	2477	0	0
Item049	Categorical Aid	2477	0	0
Item050	Federal Pell	2472	0	5

The Item number and item columns show the data element number and name.

Edit Summary

Item Number	Item	Normal Range	Questionable Values	Error Values
			0	56
			0	0
			0	0
			0	0
			0	1
Item047	Expected Family Contribution (EFC)	2477	0	0
Item048	Tuition and Fee Exemption/Waiver	2477	0	0
Item049	Categorical Aid	2477	0	0
Item050	Federal Pell	2472	0	5

The **Questionable Values** column shows the total number of warnings found for the corresponding data element.

A file with only warnings (questionable values) should be reviewed for accuracy but will be accepted as error-free.

Edit Summary

Item Number	Item	Normal Range	Questionable Values	Error Values
Item042	<p>The Error Values column shows the total number of errors found for the corresponding data element.</p> <p>Files with errors will not be accepted. A corrected FAD file must be submitted.</p>			56
Item043				0
Item044				0
Item045				0
Item046				1
Item047	Expected Family Contribution (EFC)	2477	0	0
Item048	Tuition and Fee Exemption/Waiver	2477	0	0
Item049	Categorical Aid	2477	0	0
Item050	Federal Pell	2472	0	5

Error and Warning/Questionable

Record Id	Student Id	First Name	Last Name	Institution Snum	Item Number	Error Item	Error value	Error Message
	123456789	Summer	Moon	123456789	42	EnrollmentStatus	2	=2 and classification (#33) = 1 or 5 and attempted hours for Fall (#99), Spring (#100) or Summer (#101) semester < 9 and > 11 and exception code <> 05, 15
						AttemptedFallHours	060	
						AttemptedSpringHours	060	
						AttemptedSummerHours	080	
					33	Classification	1	
					9	ExceptionCode	00	
758	123456789	Martin	Greg	123456789	88	FedDirectUnsubsidizedLoan	10250	> 0 and enrollment status (#42) = 4 and Justifications (#9) = 00 or 11
					42	EnrollmentStatus	4	
					9	ExceptionCode	00	
798	123456789	Simon	Reed	123456789	54	TEG	03873	> 0 and athletic grants/scholarships (#64) > 0 and hardship provision (#58) <> 1
					64	AthleticGrantsScholarships	03000	
					58	JustificationStateAid	0	

The Error and Warning / Questionable section provides a student-by-student listing of all Data Records with errors and warning/questionable values.

Common Data Element Errors

- **Data element #33-** Report a student's classification at the beginning of the student's academic year.
- **Data element #42-** Enter the code that identifies the highest enrollment status during the student's 2023-24 academic year.
- **Data Elements #99, #100, #101** – Report the total number of semester hours the student *attempted* for the applicable semester. The highest value reported on these fields must reflect the correct classification on Data Element #42.

33) Classification POSITION 86	Numeric X	1 character, right justified Range 1 – 6 1 = Undergraduate Student 2 = Graduate Student 3 = Professional Student 4 = Student with Bachelor's or Higher Degree 5 = First-Time in College 6 = Continuing Education Student
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Example: Sarah was enrolled at AB College in Fall 2023 as an undergraduate. She graduated and began her first semester as a graduate student in Spring 2024.

Sarah should be reported as 1 (Undergraduate Student) for Data Element 33

Common Data Element Errors

- **Data element #33-** Report a student's classification at the beginning of the student's academic year.
- **Data element #42-** Enter the code that identifies the highest enrollment status during the student's 2023-24 academic year.
- **Data Elements #99, #100, #101** – Report the total number of semester hours the student *attempted* for the applicable semester. The highest value reported on these fields must reflect the correct classification on Data Element #42.

Data Element	Type Length	Description
42) Enrollment Status POSITION 159	Numeric X	1 character, right justified Range 1 - 4 1 = Full-time 2 = ¾-time 3 = ½-time 4 = Less than ½-time

Example: Marco was enrolled half-time in Fall 2023 and full-time in Spring 2024.

Marco should be reported as 1-Full-Time.

Common Data Element Errors

- **Data element #33-** Report a student's classification at the beginning of the student's academic year.
- **Data element #42-** Enter the code that identifies the highest enrollment status during the student's 2023-24 academic year.
- **Data Elements #99, #100, #101** – Report the total number of semester hours the student *attempted* for the applicable semester. The highest value reported on these fields must reflect the correct classification on Data Element #42.

99) Attempted Hours in the Fall Semester POSITION 392-394	Numeric XXX	3 characters, right justified Range 0 – 800 Do NOT use a decimal point Example: 095 This entry describes 9.5 hours attempted this semester
100) Attempted Hours in the Spring Semester POSITION 395-397	Numeric XXX	3 characters, right justified Range 0 – 800 Do NOT use a decimal point Example: 120 This entry describes 12.0 hours attempted this semester
101) Attempted Hours in the Summer Semester POSITION 398-399	Numeric XXX	3 characters, right justified Range 0 – 800 Do NOT use a decimal point Example: 060 This entry describes 6.0 hours attempted this semester

Example: Student record for Sydney has the following:

- Data Element #99:** 7 SCH (Half-time)
- Data Element #100:** 14 SCH (Full-time)
- Data Element #101:** 6 SCH (Half-time)

Based on the data elements above, *Sydney should be reported under Data Element #42 as 1 = Full-time.*

Common Data Element Errors

- **Data Element #97-** Selective service status must be reported for all students.
- Each student record must include the following new data elements:
 - **Data Element 119-** Texas Transfer Grant
 - **Data Element 120-** Texas Leadership Scholars
 - **Data Element 121-** Nursing Students Scholarship

<p>97) Selective Service Registration</p> <p>POSITION 390</p>	<p>Numeric X</p>	<p>1 character, right justified Range 0 - 3</p> <p>0 = Not Applicable (e.g., assigned Female at birth) 1 = Student is registered for Selective Service 2 = Student is not registered for Selective Service 3 = Exempt</p> <p>NOTE: Use option "0" if Data Element 43 = F (Female). Those who were assigned as Male at birth must be registered with Selective Service, or be exempt, to qualify for any type of state aid.</p>
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Pop Quiz #3: True or False

Larry submitted a file with 30 student record errors and 2 total unreconciled programs. Should he begin the process of reconciling his programs or clear his student record errors?

Which one should he do first?

A) Clear his student record errors

B) Begin the reconciliation process

Pop Quiz #3: True or False

Larry submitted a file with 30 student record errors and 2 total unreconciled programs. Should he begin the process of reconciling his programs or clear his student record errors?

Which one should he do first?

Answer:

A) Clear his student record errors

B) Begin the reconciliation process

Reconciliation

“Financial reconciliation is the bridge between chaos and clarity, ensuring every dollar is accounted for and every discrepancy resolved...”
-Unknown

Overview

What is program reconciliation?

Program reconciliation is a fundamental process that compares program totals between THECB and institutions.

Is it required?

Yes, reconciling programs is required when student count and encumbered funds reported by the institution do not match with THECB's.

When can institutions reconcile programs?

Once a file has been processed, institutions can download their Reconciliation Report from the Data Submission Portal. This report will highlight program totals that require review.



Reconciliation Report

Reconciliation Report Overview

Item Number	Program Name	THECB Count of Students	THECB Amount Reported	Institution Count of Students	Institution Amount Reported	
68	TEXAS Grant State and Other Additional Funds Total	1	10,000.	0	0	*Reconcile
	TEXAS Grant State Appropriation	0	0	N/A	N/A	
	TEXAS Grant Other Additional Funds	0	0	N/A	N/A	
69	TEOG State and Other Additional Funds Total	0	0	56	170,224	*Reconcile
	TEOG State Appropriation	0	0	N/A	N/A	
	TEOG Other Additional Funds	0	0	N/A	N/A	
73	Federal Work-Study	N/A	N/A	26	40,257	
74	Texas Colle			2	3,221	*Reconcile

The Item number column shows the data element for the corresponding program.

Reconciliation Report Overview

Program totals reported by THECB and the institution are included in the report.

Item Number	Program Name	THECB Count of Students	THECB Amount Reported	Institution Count of Students	Institution Amount Reported	
68	TEXAS Grant State and Other Additional Funds Total	1	10,000.	0	0	*Reconcile
	TEXAS Grant State Appropriation	0	0	N/A	N/A	
	TEXAS Grant Other Additional Funds	0	0	N/A	N/A	
69	TEOG State and Other Additional Funds Total	0	0	56	170,224	*Reconcile
	TEOG State Appropriation	0	0	N/A	N/A	
	TEOG Other Additional Funds	0	0	N/A	N/A	
73	Federal Work-Study	N/A	N/A	26	40,257	
74	Texas College Work-Study	1,001	1,009	2	3,221	*Reconcile

Reconciliation Report Overview

The last column on the report is the reconciliation notification column. If a program needs to be reconciled, ***Reconcile** will show up in that program's row.

Item Number	Program Name	THECB Count of Students	THECB Amount Reported	Institution Count of Students	Institution Amount Reported	
68	TEXAS Grant State and Other Additional Funds Total	1	10,000.	0	0	*Reconcile
	TEXAS Grant State Appropriation	0	0	N/A	N/A	
	TEXAS Grant Other Additional Funds	0	0	N/A	N/A	
69	TEOG State and Other Additional Funds Total	0	0	56	170,224	*Reconcile
	TEOG State Appropriation	0	0	N/A	N/A	
	TEOG Other Additional Funds	0	0	N/A	N/A	
73	Federal Work-Study	N/A	N/A	26	40,257	
74	Texas College Work-Study	1,001	1,009.00	2	3,221	*Reconcile

How to Reconcile Programs

Possible Reconciliation Outcomes

Updates needed by Institution

If updates are needed on the institutions side, a complete FAD file must be resubmitted with the correct program totals.

Example:

AB College reported Texas College Work Study amounts of **\$50,000**, while THECB reported **\$60,000**. After a review, it was confirmed that AB College reported the incorrect amount, and an adjustment needs to be made to the student's record within the institution's FAD file

Updates needed by the THECB

If adjustments are needed by THECB, institutions can update program totals with the following forms:

Grants and Special Programs

- FY 2024 FAD Reconciliation form

Loan Programs

- FY 2024 Student Loan Detail Report

UPDATE Reconciliation Form

The following updates were made to the FY 2024 Reconciliation Form:

Added Programs:

- Texas First Scholarship
- Texas Leadership Scholars
- Texas Transfer Grant

Removed programs:

- CAL
- FORWARD
- TASSP
- B.1.10 Grants

Texas Higher Education
COORDINATING BOARD

2023-24 (FY 2024)
Financial Aid Database (FAD)
Reconciliation Form for Grants & Special Programs

Institution Information					
Institution Name:				FICE Code:	
Form Instructions					
For each program flagged "Reconciliation" on the institution's FAD Reconciliation Report, complete the steps below:					
→ Student Count: Enter the <i>difference</i> between the total count derived by the THECB and the total student count in the institution's FAD file.					
→ Action: Select the required action item.					
→ Amount: Enter the <i>difference</i> between the total amount derived by the THECB and the total amount disbursed in the institution's FAD file.					
→ Action: Select the required action item.					
→ Explanation: Describe the reason for the applicable program difference.					
State Financial Aid Programs					
STATE GRANT PROGRAMS					
Program	Student Count <i>(Difference)</i>	Action	Amount <i>(Difference)</i>	Action	Explanation: <i>(DO NOT LEAVE BLANK)</i>
TEG		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
TEOG		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
TEXAS Grant		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
Texas Transfer Grant		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
SPECIAL PROGRAMS					
Program	Student Count <i>(Difference)</i>	Action	Amount <i>(Difference)</i>	Action	Explanation: <i>(DO NOT LEAVE BLANK)</i>
Bilingual Education		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
Educational Aide Exemption		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
Texas First Scholarship		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
Texas Leadership Scholars		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
Texas College Work-Study		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
Work-Study Mentorship		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	

2023-24 (FY 2024) FAD Reconciliation Form
1
As of 9/18/2024

Reconciliation Form

Forms missing institution name or FICE will be rejected.

**Texas Higher
Education**
COORDINATING BOARD

2023-24 (FY 2024)
Financial Aid Database (FAD)

Reconciliation Form for Grants & Special Programs

Institution Information

Institution Name:

FICE Code:

Form Instructions

For each program flagged "Reconciliation" on the institution's FAD Reconciliation Report, complete the steps below:

- **Student Count:** Enter the *difference* between the total count derived by the THECB and the total student count in the institution's FAD file.
- **Action:** Select the required action item.

Reconciliation Form

STATE GRANT PROGRAMS				
Program	Student Count <i>(Difference)</i>	Action	Amount <i>(Difference)</i>	Action
TEG		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease
TEOG		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease
TEXAS Grant		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease
Texas Transfer Grant		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease
SPECIAL PROGRAMS				
Program	Student Count <i>(Difference)</i>	Action	Amount <i>(Difference)</i>	Action
Bilingual Education		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease
Educational Aide Exemption		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease
Texas First Scholarship		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease
Texas Leadership Scholars		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease
Texas College Work-Study		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease
Work-Study Mentorship		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease

To update student count and program amounts:

1. Enter the *difference* between the total derived by the THECB and the total in the institution's FAD file.

Reconciliation Form

Explanation: <i>(DO NOT LEAVE BLANK)</i>
Explanation: <i>(DO NOT LEAVE BLANK)</i>

To update student count and program amounts:

1. Enter the *difference* between the total derived by the THECB and the total in the institution's FAD file.
2. Describe the reason for the applicable program difference.

Reconciliation Form

The screenshot shows a web application interface. At the top, there are navigation links: "Edit Profile", "Help Desk", and "Pending User Approvals". To the right of these links are icons for search, notifications, and a user profile. Below the navigation bar is a horizontal menu with four items: "Payment Request", "Transfer Request", "Return of Funds", and "Update Student Count". The "Return of Funds" item is highlighted with a red rectangular border. Below the menu is a search bar with the placeholder text "Search this list...". To the right of the search bar are several icons: a settings gear, a list view icon, a refresh icon, and a print icon. Below the search bar and icons is a large empty rectangular area, likely a table or list of items.

To update student count and program amounts:

1. Enter the *difference* between the total derived by the THECB and the total in the institution's FAD file.
2. Describe the reason for the applicable program difference.
3. Make necessary adjustments in the Grant and Aid Payment Portal (GAPP).

Pop Quiz #4: Program Amounts

AB College reported TEOG amounts of \$500, while THECB reported \$1000. After a review, it was confirmed that AB College reported the correct amount, and an adjustment needs to be made with THECB. How should AB College report these changes on the FADs reconciliation form?

A	Amount (Difference)	Action	Explanation: (DO NOT LEAVE BLANK)
	\$ 500.00	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	Returned \$500, due to overaward over tolerance amount.
B	Amount (Difference)	Action	Explanation: (DO NOT LEAVE BLANK)
	\$ 500.00	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	Returned \$500, due to overaward over tolerance amount.
C	Amount (Difference)	Action	Explanation: (DO NOT LEAVE BLANK)
	\$ 1,000.00	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	Returned \$500, due to overaward over tolerance amount.

Pop Quiz #4: Program Amounts

AB College reported TEOG amounts of \$500, while THECB reported \$1000. After a review, it was confirmed that AB College reported the correct amount, and an adjustment needs to be made with THECB. How should AB College report these changes on the FADs reconciliation form?

A	Amount (Difference)	Action	Explanation: <i>(DO NOT LEAVE BLANK)</i>
	\$ 500.00	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	Returned \$500, due to overaward over tolerance amount.

Answer:

B	Amount (Difference)	Action	Explanation: <i>(DO NOT LEAVE BLANK)</i>
	\$ 500.00	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	Returned \$500, due to overaward over tolerance amount.

C	Amount (Difference)	Action	Explanation: <i>(DO NOT LEAVE BLANK)</i>
	\$ 1,000.00	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	Returned \$500, due to overaward over tolerance amount.

Work-Study Student Mentorship Program (WSMP)

- **Minimum WSMP Utilization:**
 - Institutions participating in both the Texas College Work-Study (TCWS) and Work-Study Student Mentorship Program (WSMP) must allocate at least 25% of their total funding to WSMP.
 - WSMP must be reported on the Financial Aid Database System (FADS).
- **Reconciliation Requirement:**
 - Work-Study Programs require institutions to perform a reconciliation of their allocations.
 - Institutions must submit a reconciliation form to report any adjustments made to both the Student Count and the Amount for Texas College Work-Study and Work-Study Student Mentorship Program.
- **Reporting Restrictions:**
 - Institutions should not report FY23 funds in the FY24 FADS file.
 - Only FY24 funds should be reported in the FY24 FADS file to ensure accurate financial tracking.

UPDATE Student Loan Detail Report

Student Loan Details Review Instructions

To reconcile the College Access Loan (CAL), Future Occupations and Reskilling Workforce Advancement to Reach Demand (FORWARD), and Texas Armed Services Scholarship Program (TASSP), 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 grey cells under the "For THECB Use Only" section is locked and should not be edited by the institution.

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 amounts match, no update is needed in column "I".

EXAMPLE: THECB has \$20,000 but institution's system has \$24,000

FOR THECB USE ONLY - CAL							INSTITUTION RESPONSE <small>(See Instructions)</small>			
SSN	Loan Type	THECB Gross Amount	FICE	SchoolName	FirstName	LastName	BirthDate	Amount Reported for Cycle 3	Amount to be refunded to THECB	Explanation
555555555	CL	\$ 30,000.00	10354500	ABC UNIVERSITY	Jason	Mills	12/9/1999			
666666666	CL	\$ 20,000.00	10354500	ABC UNIVERSITY	Rebecca	Sifuentes	9/2/1981	\$ 24,000.00		Summer header school, \$4,000 award given summer 2019

Step 3 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

Instructions CAL FORWARD TASSP Loan Reconciliation Form +

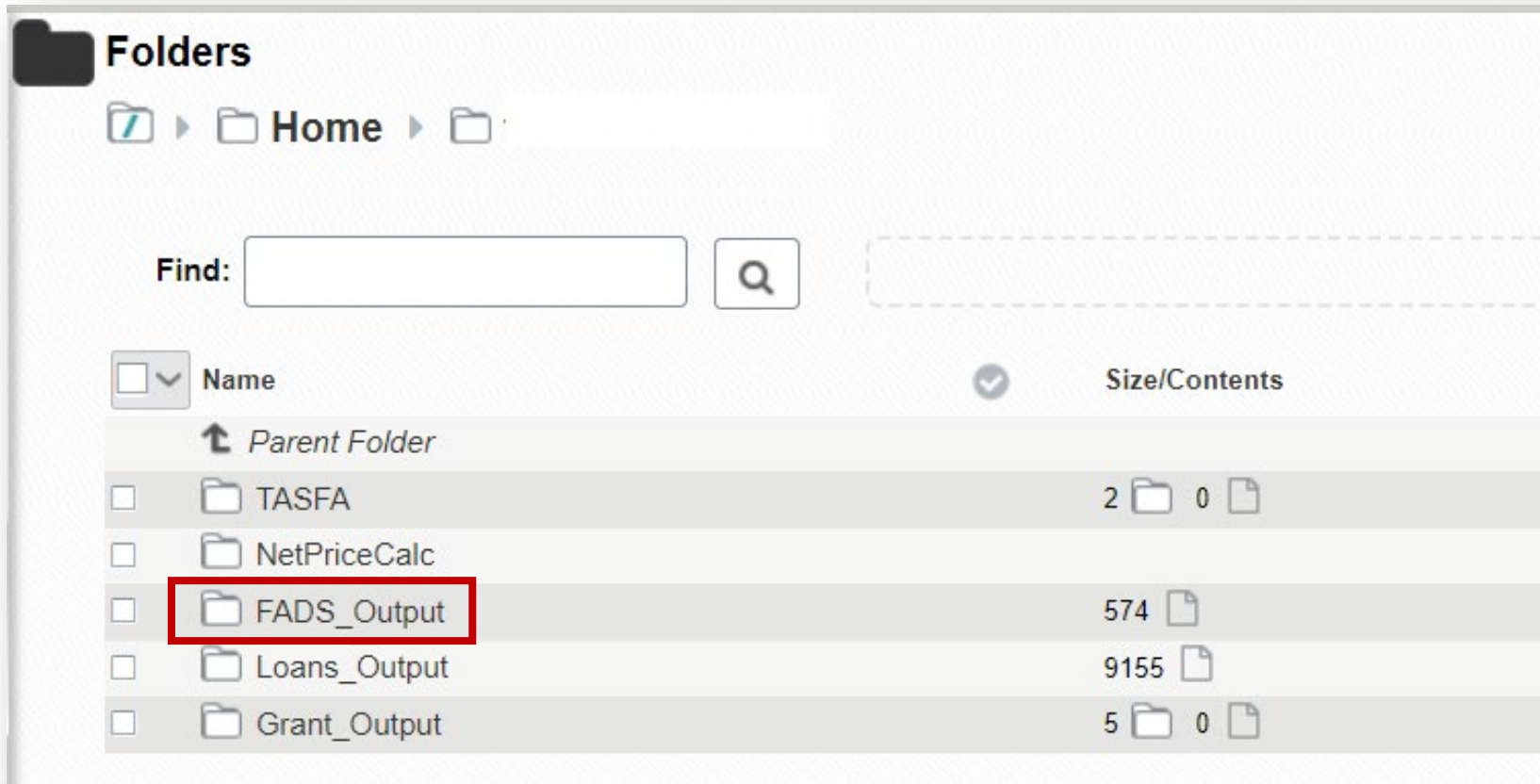
The Student Loan Detail Report provides a comprehensive record of all loans disbursed to an institution during a fiscal year.

The report now features the Loan Reconciliation Form, which will automatically update program totals as you fill out the rest of the report.

If adjustments are needed with THECB, institutions can make changes directly to the program totals on this report.

Student Loan Detail Report

The Student Loan Detail Report can be found in the MOVEit DMZ, under the FADS_Output folder for the institution.



Student Loan Detail Report

The report contains five worksheets.

Student Loan Details Review Instructions

Instructions:
Worksheet outlining steps to complete the report.
Read each step carefully.

CAL:
Worksheet for reporting discrepancies in College Access Loan amounts.

FORWARD:
Worksheet for reporting discrepancies in FORWARD Loan amounts.

TASSP:
Worksheet for reporting discrepancies in TASSP amounts.

Loan Reconciliation Form:
Worksheet for requesting changes to program totals.

EXAMPLE: THECB has \$20,000 but institution's system has \$24,000

Instructions CAL FORWARD TASSP Loan Reconciliation Form INSTITUTION RESPONSE (See Instructions)

	SSN	Type	Gross Amount	FICE	SchoolName	FirstName	LastName	BirthDate	for Cycle 3	refunded to THECB	Explanation
2											
3	55555555	CL	\$ 30,000.00	10354500	ABC UNIVERSITY	Jason	Mills	12/9/1999			
4	66666666	CL	\$ 20,000.00	20354500	ABC UNIVERSITY	Rebecca	Sifuentes	9/2/1981	\$ 24,000.00		Summer header school; \$4,000 award given summer 2019

Step 3 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

Instructions CAL FORWARD TASSP Loan Reconciliation Form

Student Loan Detail Report

1 Review each student record provided by THECB.

FOR THECB USE ONLY - CAL								INSTITUTION RESPONSE (See Instructions)		
SSN	Loan Type	THECBGross Amount	FICE	SchoolName	FirstName	LastName	BirthDate	Amount Reported for Cycle 3	Amount to be refunded to THECB	Explanation
123456789	CL	5000	00123400	AB College	JOSHUA	BRYAN	03-Jan-24	\$ 9,000.00	\$ -	Summer header school; \$4,000 award given summer 2023.
123456789	CL	1000	00123400	AB College	JOHN	SMITH	01-Jan-24			
123456789	CL	10,000	00123400	AB College	JANE	SMITH	02-Jan-24	\$ 7,000.00	\$ 3,000.00	Student was ineligible for Spring 24 disbursement of 3,000, over COA.
123456789	CL	700	00123400	AB College	MARGO	HOWARD	04-Jan-24			

Student Loan Detail Report

FOR THECB USE ONLY - CAL								INSTITUTION RESPONSE (See Instructions)		
SSN	Loan Type	THECBGross Amount	FICE	SchoolName	FirstName	LastName	BirthDate	Amount Reported for Cycle 3	Amount to be refunded to THECB	Explanation
123456789	CL	5000	00123400	AB College	JOSHUA	BRYAN	03-Jan-24	\$ 9,000.00	\$ -	Summer header school; \$4,000 award given summer 2023.
123456789	CL	1000	00123400	AB College	JOHN	SMITH	01-Jan-24			
123456789	CL	10,000	00123400	AB College	JANE	SMITH	02-Jan-24	\$ 7,000.00	\$ 3,000.00	Student was ineligible for Spring 24 disbursement of 3,000, over COA.
123456789	CL	700	00123400	AB College	MARGO	HOWARD	04-Jan-24			

If the gross amount reported by THECB does not match an institutions records, record the correct amount under 'Amount Reported for Cycle 3' and provide an explanation for the difference under 'Explanation'.

2

Student Loan Detail Report

FOR THECB USE ONLY - CAL								INSTITUTION RESPONSE (See Instructions)		
SSN	Loan Type	THECBGross Amount	FICE	SchoolName	FirstName	LastName	BirthDate	Amount Reported for Cycle 3	Amount to be refunded to THECB	Explanation
123456789	CL	5000	00123400	AB College	JOSHUA	BRYAN	03-Jan-24	\$ 9,000.00	\$ -	Summer header school; \$4,000 award given summer 2023.
123456789	CL	1000	00123400	AB College	JOHN	SMITH	01-Jan-24			
123456789	CL	10,000	00123400	AB College	JANE	SMITH	02-Jan-24	\$ 7,000.00	\$ 3,000.00	Student was ineligible for Spring 24 disbursement of 3,000, over COA.
123456789	CL	700	00123400	AB College	MARGO	HOWARD	04-Jan-24			

The 'Amount to be refunded to THECB' column should only be completed if the institution determines a refund to THECB is needed.

3

Student Loan Detail Report: Example

AB College is a header school. They reported CAL amounts of **\$17,700** while THECB reported **\$16,700**. After a review, it was confirmed that loan amounts for two students have adjustments that need to be reported to THECB.

FOR THECB USE ONLY - CAL								INSTITUTION RESPONSE (See Instructions)		
SSN	Loan Type	THECBGross Amount	FICE	SchoolName	FirstName	LastName	BirthDate	Amount Reported for Cycle 3	Amount to be refunded to THECB	Explanation
123456789	CL	5000	00123400	AB College	JOSHUA	BRYAN	03-Jan-24	\$ 9,000.00	\$ -	Summer header school; \$4,000 award given summer 2023.
123456789	CL	1000	00123400	AB College	JOHN	SMITH	01-Jan-24			
123456789	CL	10,000	00123400	AB College	JANE	SMITH	02-Jan-24	\$ 7,000.00	\$ 3,000.00	Student was ineligible for Spring 24 disbursement of 3,000, over COA.
123456789	CL	700	00123400	AB College	MARGO	HOWARD	04-Jan-24			

Student Loan Detail Report: Example

Adjustment 1:

AB College received the following disbursements for student Joshua Bryan:

Summer 2023: \$4,000

Fall 2023: \$2,000

Spring 2024: \$3,000

Total: \$9,000

AB College found that THECB is not including Summer 2023's disbursement of \$4,000 into the gross amount disbursed to Joshua.

Result: an adjustment is needed to increase Joshua's Gross CAL amount to \$9,000 with THECB.

FOR THECB USE ONLY - CAL

SSN	Loan Type	THECBGross Amount	FICE	SchoolName	FirstName	LastName	BirthDate
123456789	CL	5000	00123400	AB College	JOSHUA	BRYAN	03-Jan-24
123456789	CL	1000	00123400	AB College	JOHN	SMITH	01-Jan-24
123456789	CL	10,000	00123400	AB College	JANE	SMITH	02-Jan-24
123456789	CL	700	00123400	AB College	MARGO	HOWARD	04-Jan-24

INSTITUTION RESPONSE (See Instructions)

Amount Reported for Cycle 3	Amount to be refunded to THECB	Explanation
\$ 9,000.00	\$ -	Summer header school; \$4,000 award given summer 2023.
\$ 7,000.00	\$ 3,000.00	Student was ineligible for Spring 24 disbursement of 3,000, over COA.

Student Loan Detail Report: Example

Adjustment 2:

AB College received the following disbursements for student Jane Smith:

Summer 2023: \$2,000

Fall 2023: \$5,000

Spring 2024: \$3,000

Total: \$10,000

Jane Smith had an over award of \$3,000 in Spring 2024. Due to this, AB College canceled her Spring 2024 loan.

Result: An adjustment is needed to decrease Jane's Gross CAL amount to \$7,000 with THECB. And a return of funds needs to be completed to return \$3,000.

FOR THECB USE ONLY - CAL							
SSN	Loan Type	THECBGross Amount	FICE	SchoolName	FirstName	LastName	BirthDate
123456789	CL	5000	00123400	AB College	JOSHUA	BRYAN	03-Jan-24
123456789	CL	1000	00123400	AB College	JOHN	SMITH	01-Jan-24
123456789	CL	10,000	00123400	AB College	JANE	SMITH	02-Jan-24
123456789	CL	700	00123400	AB College	MARGO	HOWARD	04-Jan-24

INSTITUTION RESPONSE (See Instructions)		
Amount Reported for Cycle 3	Amount to be refunded to THECB	Explanation
\$ 9,000.00	\$ -	Summer header school; \$4,000 award given summer 2023.
\$ 7,000.00	\$ 3,000.00	Student was ineligible for Spring 24 disbursement of 3,000, over COA.

Student Loan Detail Report: Example

Now that AB College has completed the necessary adjustments to the relevant worksheets of the Student Detail Report, the Loan Reconciliation Form will automatically populate the information needed to reconcile program totals.

Loan Program	THECB Amount Totals	Institution Amount Totals	Amount Changes on THECB Database	THECB Student Count Totals	Institution Student Count Totals	Student Count Changes on THECB Database
CAL	\$ 16,700.00	\$ 17,700.00	\$ 1,000.00	4	4	0
FORWARD	\$ 9,000.00	\$ 9,000.00	\$ -	9	9	0
TASSP	\$ 12,000.00	\$ 12,000.00	\$ -	12	12	0

FAD Reconciliation Submission

Submit the completed Reconciliation Form and Student Loan Detail report (if needed) using the FAD Reconciliation Submission Form.

2023-24 (FY 2024) Financial Aid Database (FAD) Reconciliation Submission Form

Steps for completing the FAD Reconciliation Process:

- Step 1: Review the Reconciliation Report found in the Data Submission Portal
- Step 2: Complete the FAD Reconciliation form
- Step 3: Upload the Reconciliation form using this submission form
- Step 4: Upload the Student Loan Detail report, if needed

Deadline to certify FY 2024 FAD Cycle 3: November 20, 2024

Institution Type *

Select

Reconciliation Completed

After program totals have been updated on THECB's side, the following confirmation email will be sent to the institution.

From: Mailbot@theccb.state.tx.us <Mailbot@theccb.state.tx.us>
Sent: Friday, December 22, 2024 8:48 AM
To: ABCCollege@AB.edu
Cc: FADB <FADB@highered.texas.gov>
Subject: ***** 123456 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@theccb.state.tx.us.

Reporting Cycle:

Reporting Year: 2024

ID: 10000

ADDRESS: *****

Certification

Ready to Certify Email

A notification will be emailed notifying institutions their FAD file is ready to be certified.

From: THECB Data Submission Portal <Mailbot@THECB.State.TX.US>

Sent: Sunday, August 4, 2024 11:11 AM

To: ABCollege@ABCollege.edu

Subject: EXTERNAL:123456 FAD 2024 Certification Available IN CBPass - 2024 Cycle 3

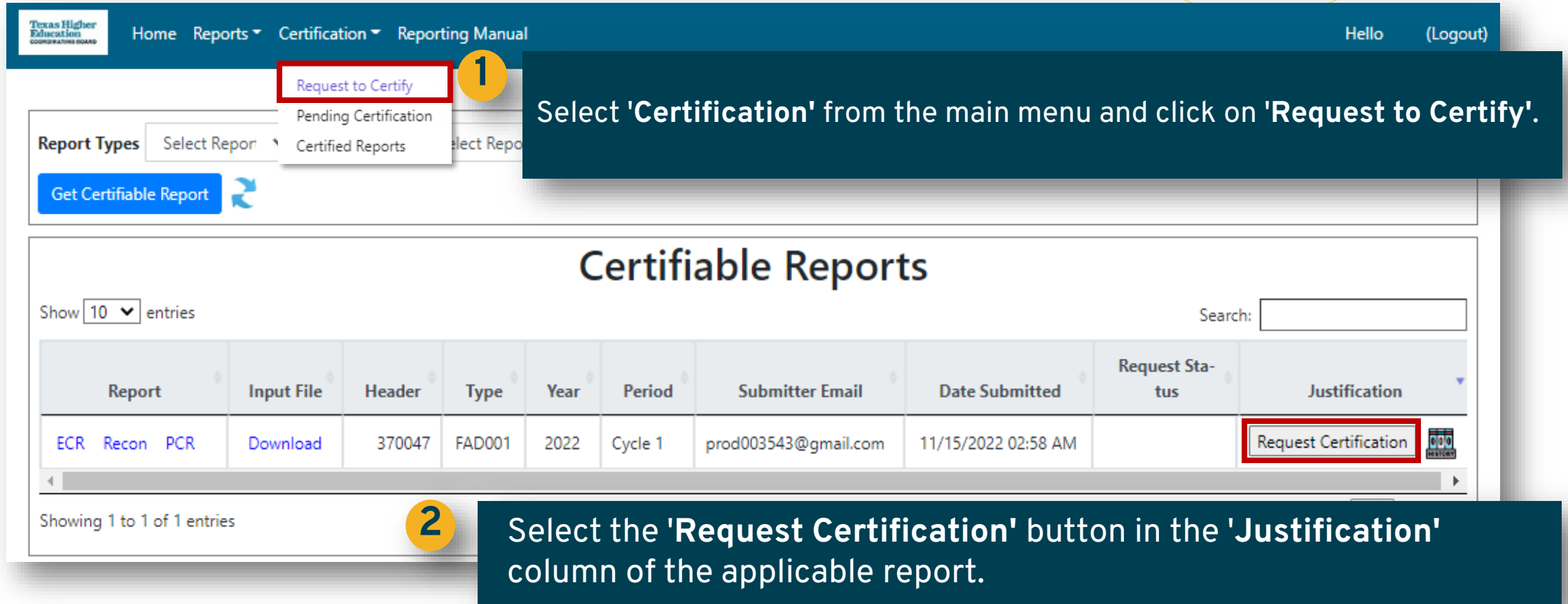
Your institution's FAD data is ready for Certification for the reporting cycle and year indicated below through CBPass. Please make sure all of your data and any items marked as "REVIEW" have been checked for accuracy.

REPORTING CYCLE: Cycle 3 YEAR: 2024

To complete your FADS Certification, please log in at <https://www1.thecb.state.tx.us/cbpass/>

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

Navigating to Certify a Report



Texas Higher Education COORDINATING BOARD

Home Reports ▾ Certification ▾ Reporting Manual

Hello (Logout)

Request to Certify

Pending Certification

Certified Reports

Report Types Select Report ▾

Get Certifiable Report ↻

Certifiable Reports

Show 10 ▾ entries

Search:

Report	Input File	Header	Type	Year	Period	Submitter Email	Date Submitted	Request Status	Justification
ECR Recon PCR	Download	370047	FAD001	2022	Cycle 1	prod003543@gmail.com	11/15/2022 02:58 AM		Request Certification

Showing 1 to 1 of 1 entries

Select 'Certification' from the main menu and click on 'Request to Certify'.

Select the 'Request Certification' button in the 'Justification' column of the applicable report.

Justifications

Texas Higher Education COORDINATING BOARD Home Reports ▾ Certification ▾ Reporting Manual Hello (Logout)

Certification

Before an institution can certify a FAD file, any remaining errors will display. If the remaining errors are valid, a justification will need to be provided for each item.

Error Item Justifications

Item Name	Rule ID	Rule Message	Number of Students	Justification
ExemptWaiverAward01	FAD001-030	> 0 and private/independent institution	6	Example Maximum allowed 2000 characters only
ExemptWaiverCode01	FAD001-034	> 0 and private/independent institution	6	Example

Justifications

Texas Higher Education COORDINATING BOARD

Home Reports Certification Reporting Manual

Certification request for FAD001 - 2022 Cycle 2

Error Item Justifications

Item Name	Rule ID	Rule Message	Number of Students	Justification
ExemptWaiverAward01	FAD001-030	> 0 and private/independent institution	6	Example
ExemptWaiverCode01	FAD001-034	> 0 and private/independent institution	6	Example

Maximum allowed 2000 characters only

Highlights:

- Users can upload supporting documentation for the justification process.
- Other Justification textbox is provided if further comments are needed.
- Users can Save their progress and return to justify errors, if needed.

Request to Certify

When all justifications are complete, click **Request to Certify** to be directed to the certification page.

In the certification page, enter the required information, check the confirmation box, and click on the **submit** button.

Save as Draft

Request to Validate \ Certify

The screenshot shows a web form titled "Request to Certify" with a yellow header bar containing the following information: Date: 23-08-2022, FICE Code: 001234, and Institution: AB College. Below the header is a dark blue bar with the word "Certification" in white. The main content area contains a paragraph of text: "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." Below this is a "NOTE" section: "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." The form includes several input fields: "Validating Name" and "Title" (both empty), "Email" (containing "thebtest@yahoo.com"), and "Phone" (containing "(xxx) xxx xxxx"). At the bottom, there is a checkbox with the text: "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." To the right of the checkbox are three buttons: "Close", "Reset", and "Submit".

Certification Approved Email

Certified files are automatically approved if no justifications are provided. Files with justifications will need to be reviewed and approved by THECB first. Once the certification request is approved, the institution will receive a confirmation email.

From: THECB Data Submission Portal <Mailbot@THECB.State.TX.US>

Sent: Wednesday, April 24, 2024 12:19 PM

To: ABCollege@abcollege.edu

Subject: AB College (123456) - Report Type FAD001 - Report Year 2024 - Cycle 3 certification approval process completed

ALERT: This message was sent from outside of THECB.

The certification approval process is completed for AB College (12345) - Report Type FAD001 - Report Year 2024 - Cycle 3.

Deadlines, Reminders, and Notifications

Deadlines, Reminders, & Notifications

Deadlines To Submit

- FY 2026 Draft TASFA Feedback - 9/30
- User Access Institutional Roles Review & Survey - 10/4
- Initial FAD file for Cycle 3 - 10/9
- State Campus-Based Report - 10/18

Reminders

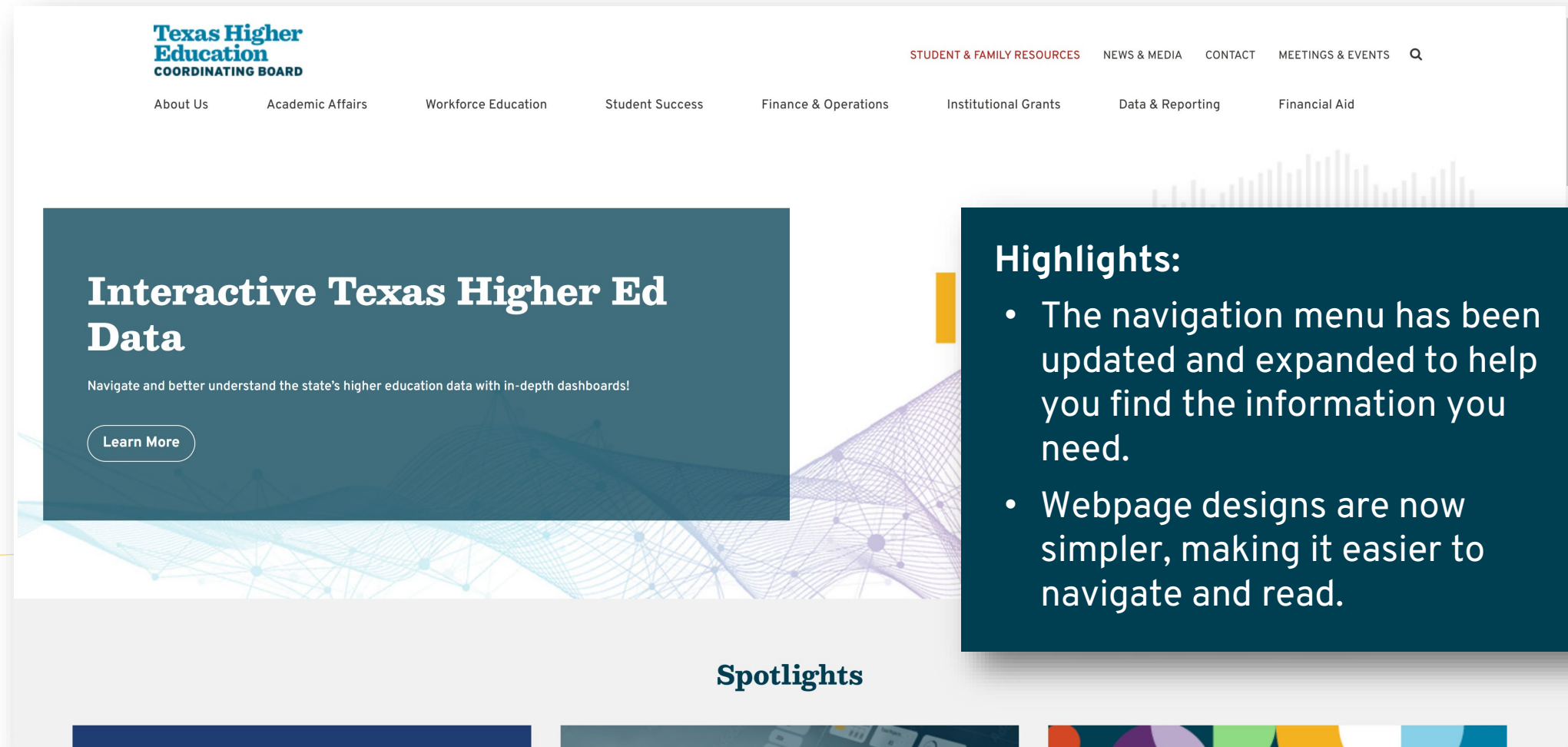
- Transform Thursday Webinar – Nursing Students Scholarship Program – 9/26
- THECB at 2024 TASFAA Conference 10/9 – 10/11

Recent Notifications

- 9/18/2024 Financial Aid Database (FAD) 2023-24 (FY 2024) Reporting Cycle 3 - Now Open
- 09/12/2024 User Access Annual Review Process Memo
- 09/11/2024 2025-26 Texas Application for State Financial Aid (TASFA) – DRAFT
- 08/27/2024 State Financial Aid Updates, Reminders, and Resources Memo
- 07/29/2024 Nursing Students Scholarship FY 2025 Fact Sheet Memo

Stay Connected

UPDATE Agency Website



Interactive Texas Higher Ed Data

Navigate and better understand the state's higher education data with in-depth dashboards!

[Learn More](#)

Highlights:

- The navigation menu has been updated and expanded to help you find the information you need.
- Webpage designs are now simpler, making it easier to navigate and read.

Spotlights

Student Financial Aid Programs Page

The screenshot shows the Texas Higher Education Coordinating Board website. The top navigation bar includes links for STUDENT & FAMILY RESOURCES, NEWS & MEDIA, CONTACT, and MEETINGS & EVENTS. A secondary navigation bar lists various departments, with 'Financial Aid' highlighted in a red box. The main content area features a 'Financial Aid' sidebar menu with links to Overview, Grant & Loan Programs, Work-Study & Scholarships, Exemptions & Waivers, Tuition Set-Asides, Net Price Calculator, Financial Aid Database, TASFA Information, Financial Aid for Swift Transfer (FAST), FAST Frequently Asked Questions, and Webcast Archives. A featured article titled 'Net Price Calculator' includes a photo of a person at a laptop and a 'Learn More' link. The page also has a 'Spotlights' section at the bottom.

Texas Higher Education COORDINATING BOARD

STUDENT & FAMILY RESOURCES NEWS & MEDIA CONTACT MEETINGS & EVENTS

About Us Academic Affairs Workforce Education Student Success Finance & Operations Institutional Grants Data & Reporting **Financial Aid**

Financial Aid

- Overview
- Grant & Loan Programs
- Work-Study & Scholarships
- Exemptions & Waivers
- Tuition Set-Asides
- Net Price Calculator
- Financial Aid Database
- TASFA Information
- Financial Aid for Swift Transfer (FAST)
- FAST Frequently Asked Questions
- Webcast Archives

Net Price Calculator

Use this tool to estimate how much you'll pay for college, including tuition, fees, books, room and board, and other expenses.

[Learn More →](#)

Spotlights

Student Financial Aid Programs Page

Financial Aid

Overview

Grant & Loan Programs

Work-Study & Scholarships

Exemptions & Waivers

Tuition Set-Asides

Net Price Calculator

Financial Aid Database

TASFA Information

Financial Aid for Swift Transfer (FAST)

FAST Frequently Asked Questions

Webcast Archives

Overview – SFAP main page that contains notices, Institutional Calendars, SFAP listserv Subscription request, State Financial Aid Training request, Financial Aid Advisory Committee information, and SFAP published memos.

Dedicated program webpages have not changed but are now accessible through the navigation menu.

Resources for major programs, applications, and processes now have their own dedicated webpages and are linked in the navigation menu.

Keep a line of communication open!

FAS Institutional Phone Line

- (844) 792-2640

Email

- FADB@highered.texas.gov

All Phone Lines
Hours of Operation:
Mon-Fri
8 AM to 5 PM
(Closed Daily from 12-1)



Thank you!

We appreciate your feedback.
Please take a moment to
complete our survey.

