



**TEXAS HIGHER EDUCATION  
COORDINATING BOARD**  
*Agency Operations and Communications*  
P.O. Box 12788 Austin, Texas 78711

---

LINDA BATTLES, M.P.A.F.F.  
*Deputy Commissioner  
Agency Operations and  
Communications/Chief Operating  
Officer*  
512-427-6205  
Fax 512-427-6127

KEN MARTIN  
*Assistant Commissioner for  
Financial Services/Chief Financial  
Officer*  
512-427-6173  
Fax 512-427-6169

CHARLES W. PULS, Ed.D  
*Deputy Assistant Commissioner  
for Student Financial Aid Programs*  
512-427-6365  
Fax 512-427-6423

ZHEN ZHEN SUN  
*Interim Assistant Commissioner for  
Information Solutions & Services*  
512-427-6259  
Fax 512-427-6447

TONIA SCAPERLANDA  
*Director  
Human Resources*  
512-427-6193  
Fax 512-427-6510

JOHN WYATT  
*Director  
External Relations*  
512-427-6586  
Fax 512-427-6127

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

FROM: DeChà Reid  
Director, Financial Aid Services

DATE: March 15, 2017

RE: Financial Aid Database (FAD) Report FY 2017

The FAD Manual for the 2016-17 year has been updated and is available on [Student Financial Aid Program Information](#) and [Texas Higher Education Coordinating Board Data](#) websites.

The due date for submitting and certifying an error-free FAD report for the 2016-17 year has changed. The new due date for submitting an error-free FAD file to Texas Higher Education Coordinating Board (THECB) is **November 15, 2017** and certifying the FAD report is **December 13, 2017**.

Institutions may begin submitting files on **July 1, 2017** and are encouraged to allow plenty of time for error-resolution and reconciliation of data by the due dates. The FAD report must be reconciled against state financial aid program reports and CBM001 reports.

Institutions that fail to certify a FAD file by the December 13 deadline date will be subject to audit findings as well as postponement of future state financial aid disbursements.

For questions or concerns, please contact Financial Aid Services at 844-792-2640 or [FADB@thechb.state.tx.us](mailto:FADB@thechb.state.tx.us).

**Enclosed:** FAD Manual FY2016

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