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

FROM: DeChà Reid
Director, Financial Aid Services

DATE: June 8, 2017

RE: Financial Aid Database (FAD) Report FY 2018

The FAD Manual for the 2017-18 (FY 2018) year is now available. Beginning 2018, institutions will be required to submit a more comprehensive FAD Report three times a year to consolidate data collection. The additional reporting cycles will incorporate relevant data that was previously submitted on other reports. (e.g. TEG Need Survey and End-of-Year reports). The due dates for each submission are listed below:

Reporting Cycle	First Day to Submit	Deadline	Submission Requirements	Purpose
First Report	December 1, 2017	January 31, 2018	Correct Errors	To collect and verify preliminary data in order to project state aid program resources for allocations and to evaluate current student financial aid needs for legislative reporting.
		February 28, 2018	Verify Data	
Second Report	May 1, 2018	June 27, 2018	Correct Errors	To collect and verify End-of-Year data to reconcile state programs funds and track student eligibility .
		August 1, 2018	Verify Data	
Final Report	August 31, 2018	November 14, 2018	Correct Errors	To collect certified data used for legislative mandated reporting.
		December 12, 2018	Certify Data	

Institutions 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 complete any of the required submissions 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 [CONTACT US](#) (Select the "State and Federal Grant and Scholarships" option in the drop-down selection under **Contact Reason**)

Enclosed: [FAD Manual FY2018](#)

cc: Ken Martin, Assistant Commissioner
Charles Puls, Deputy Assistant Commissioner
Financial Aid Database Reporting Officials