60x30TX
Texas Higher Education Coordinating Board

2018-19 (FY 2019)
Financial Aid Database Reconciliation form

For each program listed on the institution's FAD Reconciliation Report that is flagged "Reconciliation", use the applicable section(s) below to enter adjustments that need to be made by the Texas Higher Education Coordinating Board (THECB). Enter the student count and/or disbursed amount that needs to be increased or decreased and use the *"Explanation"* field to indicate the reason(s) data is being updated.

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

Section One: Contact Information	
Institution Name:	FICE Code:

Section Two: Grant Programs

FAD file totals are compared to program totals derived from funds disbursed as of June 3, 2019 for all Grant programs. Discrepancies for Initial or Renewal must be reported individually. Enter the student count and/or disbursed amount that needs to be increased or decreased and use the "Explanation" field to indicate the reason(s) data is being updated.

Grant Program Update				
Program:	TEG TEOG TEXAS Grant			
	Student Count	**Action**	**Amount**	**Action**
Initial Year (IY) Data:		Increase Decrease		Increase Decrease
Renewal Year (RY) Data:		Increase Decrease		Increase Decrease
Explanation:				

Section Three: Special Programs

For Educational Aide Exemption (EAE), Bilingual Education Scholarship, and Texas College Work-study (TCWS), FAD file totals are compared to program totals derived from funds disbursed to institutions as of June 3, 2019 (EAE totals exclude the institutional match).

Work-Study Mentorship Program (WSMP) totals are derived from the **June 5th Financial Report**.

Enter the student count and/or disbursed amount that needs to be increased or decreased and use the "Explanation" field to indicate the reason(s) data is being updated.

Special Program Update

Program:	TCWS	EAE	Bilingual Education		WSMP	
	Student Count		**Action**	**Amount**		**Action**
Data:			Increase Decrease			Increase Decrease
Explanation:						
Program:	TCWS	EAE	Bilingual Education		WSMP	
	Student Count		**Action**	**Amount**		**Action**
Data:			Increase Decrease			Increase Decrease
Explanation:						
Program:	TCWS	EAE	Bilingual Education		WSMP	
	Student Count		**Action**	**Amount**		**Action**
Data:			Increase Decrease			Increase Decrease
Explanation:						

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FAD file totals are compared to program totals derived from funds disbursed to institutions as of June 3, 2019.

To update the THECB loan program totals, the following steps must be completed:

- Review the **Student Loan Detail Report** found in the MOVEit DMZ **FAD_Output** folder.
- Provide a student-by student explanation on the **Student Loan Detail Report** found in the MOVEit DMZ **FAD_Output** folder.
- Complete the fields below and submit this form.
- Notify THECB via email to FADB@thecb.state.tx.us that an updated **Student Loan Detail Report** has been uploaded to MOVEit DMZ **FAD_Output** folder.

If a refund is required, a **Return of Funds Form** (Loans RFF) must also be submitted. Once all forms and funds are received, loan program totals will be updated and the FAD file can be resubmitted.

Enter the student count and/or disbursed amount that needs to be increased or decreased.

Loan Program Update				
Loan Program:	BOT CAL TASSP			
	Student Count	**Action**	**Amount**	**Action**
Data:		Increase Decrease		Increase Decrease
Loan Program:	BOT CAL TASSP			
	Student Count	**Action**	**Amount**	**Action**
Data:		Increase Decrease		Increase Decrease

An explanation for loan 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 .

Texas Higher Education Coordinating Board

Section Five: Certification

By submitting this email, I hereby certify that the updates to program totals provided on this form are accurate for the 2018-19 academic year.

Printed Name of Certifying Official:	Phone:
Signature of Certifying Official:	Date:

Email:

To send the completed form:

- Click the **SUBMIT** button.
    - An automatic email notification, with this form attached, will open in a new window.
- Enter the six-digit FICE code and file name in the subject line.
    - **Example:** 012345_FAD Reconciliation FY 2019.
- Click the **SEND** button to submit the form.

NOTE: Internet Explorer (IE) is recommended to e-sign and submit this form. Compatibility issues with certain browsers may not allow the electronic version of this form to be submitted (including E-Signature).
Forms that cannot be sent using the SUBMIT button on this form should be manually completed, scanned and emailed to FADB@thecb.state.tx.us.

SUBMIT