



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

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

FROM: DeChà Reid
Director, Financial Aid Services

DATE: May 15, 2018

RE: Financial Aid Database Reconciliation - FY 2018

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As a reminder, all state financial aid programs must be reconciled with the Texas Higher Education Coordinating Board (THECB) starting with reporting cycle two in order to validate by the August 1, 2018 deadline. To assist institutions with reconciliation, a file that contains the FY 2018 student detail and disbursement totals for each state loan program has been uploaded into the Loans_Output folder in MOVEit DMZ called "FY2018 EOY_Student Loan_Details".

For institutions that participate in the Educational Aide Exemption Program and the Bilingual Education Scholarship Program, please note that students must be included in the FAD file using Data Elements #10-21 and must reconcile program totals recorded at THECB.

Any institution returning unused program funds during the reconciliation process will need to submit a Return of Funds Form (Grants and Special Programs and Loans). The FAD report for cycle two cannot be validated through CBPass until all funds have been received by the THECB's business office.

If you have any questions, please contact Financial Aid Services at (844) 792-2640 or at CONTACT US (select the "Student Loan-School Info Request" option in the drop-down selection under Contact Reason).

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