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## MEMORANDUM

**Code: AA-2012-09**

**Date:** July 31, 2012

**To:** CSU Directors of Financial Aid

**From:** Eric G. Forbes   
Assistant Vice Chancellor, Student Academic Support

**Subject:** **Final 2011-2012 Financial Aid Database Report**

Campuses are requested to submit their final Financial Aid Database (FADB) report by **September 18, 2012**. As in prior years, this report will be used to determine State University Grant (SUG) campus allocations. The financial aid database report is also used for other reporting requirements such as the Institution Prices and Student Financial Aid (IPSFA) survey from the National Center for Education Statistics (NCES) of the U.S. Department of Education and for responding to requests from the Governor and the legislature.

Technical information on submission of the final 2011-2012 FADB is included in Attachments A and B. The record layout has been modified from prior years in order to accommodate the reporting of the new federal Iraq Afghanistan Service Grant. The database file should include the full range of data as identified in Attachment B.

Please note the enhanced functionality to the FADB module for campuses using PeopleSoft remains the same from last year. An 'Error Message Validation Code' field was added to the FADB Error Messages table to enable campuses to review and act upon the edits before initial reporting to the Chancellor's Office. Please refer to the CMS 8.9/9.0 Business Processing Guide, Financial Aid Database (FADB) Report for more details. The record format for the Error Validation file is in Attachment C.

Please compile and transfer the database file to your campus financial aid account on the Chancellor's Office server, [coweusftp101.calstate.edu](http://coweusftp101.calstate.edu), by September 18, 2012. Questions regarding this report may be directed to Wendy Ortega, Associate Director of Student Financial Aid, Academic Affairs - Student Academic Support. Ms. Ortega may be reached at (562) 951-4730 or [wortega@calstate.edu](mailto:wortega@calstate.edu).

EGF/dk  
Attachments (3)

c: CSU Presidents  
CSU Vice Presidents for Academic Affairs (w/o attachments)  
CSU Vice Presidents, Administration (w/o attachments)  
CSU Vice Presidents for Student Affairs (w/o attachments)  
Dr. Ephraim P. Smith, Executive Vice Chancellor and Chief Academic Officer

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