

The 2016-17 reporting cycle opens June 1st.

The final submission deadline is: FRIDAY, SEPTEMBER 16th

As you begin preparing your data file for submission, here are a few important pieces of information:

1. The file layout has not changed. The variables, the logic of each variable, and the order in which they should be built into the data file is the same.
2. You are to report on the 2015-16 entering class.
3. Full details of all FADMS functions can be found in the [Users Manual](#) (PDF*). The manual also includes policies and procedures for the NCAA Division III Financial Aid Reporting Program and has been updated for this reporting cycle including important revisions to the Level I Review criteria. The manual is dated March 1, 2016.
4. "Uploading" is NOT "Final Submission." To complete the Final Submission process, first upload a data file to the FADMS and then click Final Submission and follow the directions to officially submit your data file. A confirmation of the submission will appear on the screen when the data file has been successfully transmitted.
5. Before conducting a Final Submission, it is strongly advised to view the Interim School Profile Report. This is a great way to ensure the accuracy of the data you're about to submit. If revisions are necessary, make the corrections and upload a new file. Doing all this before Final Submission saves considerable time and headaches.
6. If you need assistance with legislation interpretation or with uploading and interpreting your institution's report, please contact us.

Summary Report Posting: We've prepared a school-specific report that summarizes your ten-year trend information on selected financial aid indicators. This report will be updated on an annual basis. You can find the link to the report in the Reports box to the left. If you have any questions about the report, please drop us a line.