



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

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

FROM: DeChà Reid, Director, Financial Aid Services

DATE: September 28, 2017

RE: New Online Return of Funds Form (RFF)

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The Office of Student Financial Aid is replacing the existing PDF version of the Return of Funds Form to an online submission process. The following process allows institutions to return program funds throughout the year on an as-needed basis using an online form. The RFF allows for easier reconciliation between the institution's Financial Aid Office, Business Office, and the Texas Higher Education Coordinating Board (THECB). The RFF is available on the [Student Financial Aid Programs](#) website under "Online Forms and Portals".

There are two separate RFF's called "**Grants and Special Programs**" and "**Loan Programs**". The RFF's will support the following programs:

Grants and Special Programs	Loan Programs
Bilingual Education Scholarship	B-On-Time (BOT)
Educational Aide Exemption (EAE)	College Access Loan (CAL)
Texas College Work-Study (TCWS)	Texas Armed Services Scholarship (TASSP)
Top Ten Percent (Top 10%) Scholarship	
Tuition Equalization Grant (TEG)	
Texas Educational Opportunity Grant (TEOG)	
Toward EXcellence Access and Success (TEXAS) Grant	

Instructions to the new RFF process can found at the [Student Financial Aid Programs](#).

For questions or concerns, please contact Financial Aid Services at 1-844-792-2640 or [CONTACT US](#). (Select the "State and Federal Grants and Scholarships" option in the drop-down selection under **Contact Reason**).

cc: Ken Martin, Assistant Commissioner
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