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

FROM: DeChà Reid
Director, Financial Aid Services

DATE: October 20, 2017

RE: B-On-Time (BOT) Loan Reallocation Process for FY 2018

Enclosed is a spreadsheet listing each institution's BOT allocation amount, encumbered, and unencumbered amounts as of October 19, 2017. Private and Independent institutions have until **November 20, 2017** to encumber BOT program funds that have been allocated. All unencumbered funds may be reallocated to institutions requesting these funds.

To request reallocated funds, institutions must complete the enclosed FY 2018 Reallocation Request Form and submit by **November 20, 2017**. Reallocated funds will be distributed amongst institutions requesting additional funds, however no institution will receive more funds than requested.

For questions or concerns, please contact Financial Aid Services at 1-844-792-2640 or [CONTACT US](#). (Select the "Student Loan-School Info Request" option in the drop-down selection under Contact Reason).

Enclosed: [2018 BOT Reallocation Request Form](#)
[2018 BOT-Private Allocation Usage as of 10/19/2017](#)

cc: Ken Martin, Assistant Commissioner
Charles W. Puls, Deputy Assistant Commissioner
Rinn Harper, Director, Borrower Services