



**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: November 2, 2017

RE: Upcoming deadline dates for 2017-18

To assist institutions with meeting reporting deadlines set by the Texas Higher Education Coordinating Board (THECB), Financial Aid Service has provided a list of upcoming deadline dates that institutions are required by program rules to meet in a timely fashion.

User Access Portal Review

For compliance and security purposes, Directors will be required to review the list of users for HelmNet, CBPASS and MOVEit to determine if updates are needed. To confirm the current users for these portals at each institution, click on [User Access Database Listing](#) and submit the required Survey by **November 9, 2017**.

Fall 2017 Tuition Equalization Grant (TEG) Need Survey

The purpose of the TEG Need Survey is to collect student data used to calculate allocations for private and independent institutions participating in the TEG program. For instructions and the template to the TEG Need Survey, click on [Fall 2017 TEG Need Survey Instructions](#) and [TEG Need Survey Template](#). The deadline to submit the Fall 2017 TEG Need Survey is **November 15, 2017**.

FY2017 Financial Aid Database Error-Free File

The due date for submitting and certifying an error-free FAD report for the 2016-17 year has changed. The new due date for submitting an error-free FAD file to Texas Higher Education Coordinating Board (THECB) is **November 15, 2017** and certifying the FAD report is **December 13, 2017**. The FAD Manual for the 2016-17 year is available on [Student Financial Aid Program Information](#) and [Texas Higher Education Coordinating Board Data](#) websites. For questions or concerns, please contact FADB@theccb.state.tx.us.

State-Funded Campus-Based Programs

Public Institutions are required to report data on state-funded campus-based programs and submit guidelines for the administration of the Texas Public Educational Grant (TPEG) program. For the form and examples, click on [State-Funded Campus-Based Programs Form - FY 2017](#) and [State-Funded Campus-Based Programs Examples - FY 2017](#). The completed report and a copy of the institution's TPEG guidelines must be submitted to THECB by **November 15, 2017**.

Report on Reciprocal Educational Exchange Program (REEP)

Public institutions are required to report data for the 2016-17 academic year on agreements with institutions throughout the world to facilitate the exchange of students, faculty and staff. To access the form, click on [Reciprocal Educational Exchange Program \(REEP\) Form](#). The completed form must be sent by **all** public institutions of higher education, regardless of participation, by **November 15, 2017**.

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**).

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