



**TEXAS HIGHER EDUCATION  
COORDINATING BOARD**  
*Agency Operations and Communications*  
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**TO:** Directors of Financial Aid  
Public and Private/Independent Institutions of Higher Education

**FROM:** DeChà Reid  
Director, Financial Aid Services

**DATE:** December 7, 2017

**RE:** Important State Financial Aid Date Reminders

Below are several important dates in the month of December that institutions should be aware of to ensure compliance. The dates to monitor are the following:

- December 11, 2017
  - Target date to request TEXAS Grant, TEOG and TEG fall term funds
  - Target date to return unused Top 10% fall awards
- December 13, 2017
  - Deadlines to certify the 2016-17 (FY 2017) FAD Report
- December 22, 2017
  - Deadline to upload the TPEG Guidelines for public institutions that have **NOT** submitted a copy this year. Texas Higher Education Coordinating Board is required to collect copies of TPEG guidelines each year.
    - Guidelines should be uploaded to the institution's main **Grant\_Output** folder in MOVEit DMZ. Once uploaded, please send a notification using [CONTACT US](#) (select the "State and Federal Grant and Scholarships" option in the drop-down selection under **Contact Reason**).

For questions or concerns on any of the dates provided, please contact Financial Aid Services at 844-792-2640.

cc: Ken Martin, Assistant Commissioner  
Charles Puls, Deputy Assistant Commissioner