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

FROM: DeChà Reid
Director, Financial Aid Services

DATE: November 9, 2016

RE: B-On-Time (BOT) Reallocation Process FY 2017

Enclosed is a spreadsheet listing each institution's BOT allocation amount, encumbered, and unencumbered amounts as of November 9, 2016. Private and Independent institutions have until **November 21, 2016** 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 2017 Reallocation Request Form and submit it to Grantinfo@thehb.state.us.tx by **November 21, 2016**. Reallocated funds will be distributed amongst institutions requesting additional funds, however no institution will receive more funds than it requested.

If you have any questions, please contact Financial Aid Services at (844) 792-2640 or Grantinfo@thehb.state.tx.us.

Enclosed: [2017 BOT Reallocation Request Form](#)
[2017 BOT-Private Allocation Usage as of 11/9/16](#)

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