



**TEXAS HIGHER EDUCATION
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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: January 31, 2017

RE: State Financial Aid Reallocation Process FY 2017

Enclosed is a spreadsheet listing each institution's TEXAS Grant, TEOG, TEG, and BOT allocation amount, encumbered, and unencumbered amounts as of January 27, 2017. Institutions have until **February 21, 2017** to encumber 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@theccb.state.us.tx by **February 21, 2017**. Reallocated funds will be distributed amongst institutions requesting additional funds, however no institution will receive more funds than it requested.

Institutions must return unused funds to the Texas Higher Education Coordinating Board (THECB) to use for the reallocation process, if previous disbursed funds cannot be used for an eligible student. Prior to returning funds, a **Return of Funds form** must be submitted to THECB.

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

Enclosed: [2017 Reallocation Request Form](#)
[TEXAS Grant Usage Report as of 01/27/17](#)
[TEOG Usage Report as of 01/27/17](#)
[TEG Usage Report as of 01/27/17](#)
[BOT Private and Public Usage Report as of 1/27/17](#)

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