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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: March 9, 2017

RE: Texas College Work-Study (TCWS) Program End-of-Year Report FY 2017

Each institution participating in the TCWS program during the 2016-17 academic year is required to submit an End-of-Year report. Enclosed are the 2016-17 TCWS End-of-Year Report Instructions, which includes a fillable report worksheet along with the certification form.

All participating institutions must have their report certified and submitted to [TCWS@thehb.state.tx.us](mailto:TCWS@thehb.state.tx.us) by **July 20, 2017**.

If you have questions, please contact Financial Aid Services at (844) 792-2640 or [TCWS@thehb.state.tx.us](mailto:TCWS@thehb.state.tx.us).

Enclosed: [TCWS End-of-Year Report](#)

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