



**TEXAS HIGHER EDUCATION
COORDINATING BOARD**
Agency Operations and Communications
P.O. Box 12788 Austin, Texas 78711

LINDA BATTLES, M.P.AFF.
*Deputy Commissioner
Agency Operations and
Communications/Chief Operating
Officer*
512-427-6205
Fax 512-427-6127

KEN MARTIN
*Assistant Commissioner for
Financial Services/Chief Financial
Officer*
512-427-6173
Fax 512-427-6169

CHARLES W. PULS, Ed.D
*Deputy Assistant Commissioner
for Student Financial Aid Programs*
512-427-6365
Fax 512-427-6423

ZHEN ZHEN SUN
*Interim Assistant Commissioner for
Information Solutions & Services*
512-427-6259
Fax 512-427-6447

TONIA SCAPERLANDA
*Director
Human Resources*
512-427-6193
Fax 512-427-6510

JOHN WYATT
*Director
External Relations*
512-427-6586
Fax 512-427-6127

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: End-of-Year (EOY) Reporting FY 2017

The EOY Report instructions and file-layout for the Toward EXcellence Access and Success (TEXAS) Grant, Texas Educational Opportunity Grant (TEOG), Tuition Equalization Grant (TEG), and Top Ten Percent (10%) Scholarship programs are now available on the [Student Financial Aid Programs Information](#) website. Texas Higher Education Coordinating Board (THECB) will begin accepting EOY files on **May 15, 2017**.

The two most common errors on the EOY report for all programs are "**Prior year SAP not met**" and "**Invalid Student ID**". To resolve "**Prior year SAP not met**" (in most cases), a Summer Update File must be submitted **by May 5, 2017**. By submitting the Summer Update file prior to the EOY file, institutions can avoid delays in certifying their EOY report. To meet this deadline, institutions can submit an Award History file to identify students that may require a change in their satisfactory academic progress. To resolve "**Invalid Student ID**" for a student in the EOY report with a student ID different than what was used in the past, contact Financial Aid Services to request a student ID update.

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

Enclosed: [TEXAS Grant EOY Instructions](#)
[TEOG EOY Instructions](#)
[TEG EOY Instructions](#)
[Top 10% Scholarship EOY Instructions](#)

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