



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

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

FROM: DeChà Reid
Director, Financial Aid Services

DATE: April 26, 2017

RE: End-of-Year (EOY) Reporting and Program Reconciliation FY 2017

The EOY portals to submit student-by-student files 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. To assist with reconciliation, enclosed are the FY 2017 student count and disbursement totals for each state program. Any institution returning unused program funds will need to submit a [Return of Funds Form](#). EOY reports are not officially certified until all funds have been received by the Texas Higher Education Coordinating Board's business office.

Attached are the program deadline dates for EOY reporting:

Program	Deadline Date	Contact Email Address
Top 10%	June 15, 2017	TopTen@thehb.state.tx.us
TEG	July 6, 2017	TEG@thehb.state.tx.us
TEOG	July 6, 2017	TEOG@thehb.state.tx.us
TEXAS Grant (4-year Public Universities)	July 6, 2017	TEXASGrant@thehb.state.tx.us
TEXAS Grant (Community Colleges, Lamar's, and TSTC's)	July 20, 2017	TEXASGrant@thehb.state.tx.us

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 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@thehb.state.tx.us.

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

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