



**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
*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: June 13, 2017

RE: Memorandum of Understanding (MOU) for Public and Private/Independent Institutions

The Texas Higher Education Coordinating Board (THECB) announces the release of the new four-year MOU contract to public and private/independent institutions. THECB will be sending MOU's within two weeks to all public and private/independent institutions to review, sign, and return electronically by **August 4, 2017**.

In developing the MOU for distribution, Financial Aid Services integrated input from the Coordinating Board's Office of General Counsel and Office of Internal Audit, as well as the Financial Aid Advisory Committee and its appointed sub-committee. The MOU specifies the responsibilities of the institution and THECB in the administration of state financial aid programs (e.g. state grants, loans, work-study, scholarships, waivers, and exemption programs). The terms of the MOU will end **August 31, 2021**. Institutions that do not return a signed MOU will not receive funding for fiscal year 2018.

One specific change within the MOU relates to the language regarding auditing and records retention. The records retention requirement has been extended from five to seven years. Based on feedback from the Financial Aid Advisory Committee, THECB will conduct an analysis of the records retention requirement. This analysis will take time. However, if changes to the record retention requirements occur within the four-year MOU term, an amendment will be sent to all institutions.

Please retain a signed copy of the MOU for your records and email a signed copy to DeCha.Reid@theccb.state.tx.us.

If you have questions, please contact Financial Aid Services at (844) 792-2640 or email DeCha Reid directly.

cc: Ken Martin, Assistant Commissioner
Charles Puls, Deputy Assistant Commissioner
Presidents and Chancellors of Public and Private/Independent Institutions of Higher Education
Independent Colleges and Universities of Texas, Inc.