

Reallocation Request Form

Institutions have until February 20, 2019 to encumber the program funds that have been allocated. All unencumbered funds will be subject to the reallocation process. To request additional funds, institutions must submit the FY 2019 Reallocation Request Form. Reallocated funds will be distributed among institutions requesting funds, however no institution will receive more funds than it requested.

To encumber FY 2019 BOT program funds, institutions have until February 20, 2019 to certify all eligible loan applications. All unencumbered funds, will be subject to the reallocation process.

INSTITUTION CONTACT INFORMATION

Institution Name: _____ FICE Code: _____

Certifying Officer Name: _____ Title: _____

Phone: _____ Email: _____

Certifying Officer's Signature: _____ Date: _____

Electronic signature option may not be available on all browsers.

FUNDS REQUESTED

B-On-Time (BOT) Loan Program **Amount:** _____ The requested amount is not guaranteed.

SUBMISSION

To send the completed form:

- Click the **SUBMIT** button
- An automatic email notification will open in a new window with an attached copy of the completed form
- Add your six-digit FICE code and the file name in the subject line
 - Example: 012345_Reallocation FY 2019
- Click the **SEND** button to submit the form

NOTE: Compatibility issues with certain browsers may not allow the electronic version of this form to be submitted. Forms that cannot be sent using the **SUBMIT** button should be manually completed, scanned and emailed to FASOperations@theccb.state.tx.us.

SUBMIT

The deadline to submit this form is February 20, 2019.

For questions, please contact Financial Aid Services at (844) 792-2640 or send a website inquiry through [CONTACT US](#)
(Select "Financial Aid Question" as the **Contact Reason**).