Funds Request Form Instructions
Bilingual Education Program

The Bilingual Education Program Funds Request Form (FRF) enables institutions to request program funds throughout the year on an as-needed basis and facilitates reconciliation between an institution's financial aid and business offices and the Texas Higher Education Coordinating Board (THECB). To complete the Funds Request Form, follow these instructions:

STEP 1: Complete the Contact Information Section

- **Date** - the date the Funds Request Form is submitted to the THECB.
- **FICE Code** - the institution's six-digit identification code.
- **Institution** - the name of the requesting institution.
- **Financial Aid Director** - accountable for overseeing the program at the institution.
- **Reporting Financial Aid Officer** - assigned to monitor the program.
- **Business Office Contact** - responsible for reconciling the program account with the Financial Aid Office.

Date:		FICE Code:		Institution:	
Contact Information					
Position	Name		Email		Phone
Financial Aid Director					
Reporting Financial Aid Officer					
Business Office Contact					

NOTE: If the Financial Aid Director is also the Reporting Financial Aid Officer, enter the same information in both rows.

STEP 2: Complete the Current Request Section

Enter the current amount of funds being requested and the total number of **unique students** awarded.

- Each award recipient is a **unique student** and is only reported in the **Current Request Section** once per award year regardless of how many disbursements the student is issued.

Current Request		
	Current amount being requested	Number of unique student awards being funded via current request*
Bilingual Education Program		

Note: If the institution is requesting funds for *only* previously reported students in the current award year, the **unique student** awards count would be zero.

STEP 3: Complete the Year-to-Date Totals Section

All elements require a cumulative total in this section.

- **Total Bilingual Education Allocation** – The total program allocation amount for the current academic year.
- **YTD amount requested** – The sum of all the year-to-date funds requested, including the **current** amount being requested on the form.
- **Number of YTD distinct student awards** – The total number of **unique students** who have received funds this entire academic year, including the current total requested above on the form.

Year-to-Date Totals		
Total Bilingual Education Allocation	Year-to-date amount requested including current request**	Number of year-to-date distinct student awards funded including current request***

NOTE: The institution should use only whole dollar amounts when entering values on the Funds Request Form.

STEP 4: Complete the Certification Section

Institutions **must** certify the FRF by entering the requestor's name and title and by providing a wet or e-signature with a date. The requestor is certifying that the amount and the number of students being reported (both the **Current Request** and **Year-to-Date Totals**) are accurate as of the date indicated.

By submitting this form, I certify that the amounts reported on this request form are accurate as of today's date. I further understand the importance of the accuracy of this information, as it may be reported to the Texas Legislature and is subject to review during a program audit.

Certifying Name and Title

Signature _____ Date

STEP 5: Confirm the Request Type

- Check the **original** option each time a new FRF is submitted.
- Check the **revised** option if the FRF is a revision of a previously submitted form.
  - o Enter the date of the previously submitted FRF.
  - o Provide a detailed explanation for the change.
    Example: The prior form that included 120 initial unique student awards was incorrect. The correct number is 100.

- ● I confirm that this is an original (not a duplicate) submission.
- ○ I confirm that this is a revised request; below is the date of the original submission and the reason for the revision.

Date of Original Submission: _____

Enter the explanation for the revised form here.

STEP 6: Submit the Request

To send the completed form:

- Click the **SUBMIT** button.
  - o An email with this form attached will open in a new window.
- Enter the six-digit FICE code and file name in the email subject line.
  - o Example: 012345_Bilingual Education Funds Request Form FY 2021
- Click the **SEND** button to email the form.

SUBMIT

Forms that cannot be sent using the SUBMIT button should be manually completed, scanned, and emailed to FASOperations@highered.texas.gov.

Once the Funds Request Form is submitted, a confirmation email will be sent to the individuals listed in the Contact Information section *after* the request has been processed.