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.

**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.

**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.

**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.

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.
  - Enter the date of the previously submitted FRF.
  - 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.

STEP 6: Submit the Request
To send the completed form:
- Click the SUBMIT button.
  - 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.
  - Example: 012345_Bilingual Education Funds Request Form FY 2021
- Click the SEND button to email the form.

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.