

# **Funds Request Form Instructions Educational Aide Exemption (EAE)**

**Texas Higher Education Coordinating Board** 

The following process allows institutions to request EAE program funds throughout the year on an as-needed basis using the Funds Request Form (FRF). The FRF allows for easier reconciliation between the institution's Financial Aid Office, Business Office, and the Texas Higher Education Coordinating Board (THECB). To submit the completed funds request, follow the instructions in the Submit the Request section.

# Completing the Form

## STEP 1: Complete the Contact Information Section

- Date the submitted request date.
- 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 the Reporting Financial Aid Officer, enter the same information for both contacts.

#### STEP 2: Complete the Current Request Section

Enter the current amount of funds being requested and the total number of **unique student** awards.

• The definition of a **unique student** award is the count of students receiving program funds for the first time **this academic year**.

Current Request			
Type of Program		Number of unique student awards being funded via current request*	
Educational Aide Exemption			

**Note:** If the institution is only requesting funds for previously reported students in the current academic year, leave the **unique student** awards count at **0**.

## STEP 3: Complete the Total Funds Section

To complete the **Total Funds** section, all elements must have a cumulative total:

- Total Educational Aide Allocation –
   The total program allocation amount for the current academic year.
- YTD amount requested The sum of all the funds requested, including the current amount being requested on the form.

Total Funds				
I LOTAL EQUICATIONAL AIGE	lincluding current	Number of YTD unique student awards funded including current request***		

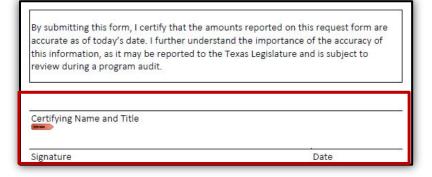
<sup>\*</sup> The count of recipients receiving program funds for the first time this award year via this curren request.

• The YTD Student Count – The total number of unique students who have received funds this academic year, including the current total requested on the form.

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

## STEP 4: Complete the Certification Section

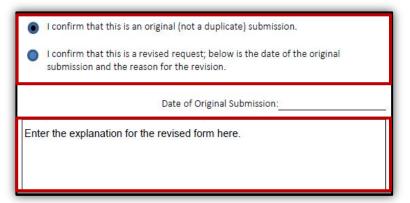
Institutions **must** certify the FRF by entering the requestor's name, title, and providing a wet or esignature with a date. The requestor is certifying that the amount and the number of students being reported (both the **Current Request** and **Total Funds**) are accurate as of the date indicated.



## STEP 5: Confirm the Request Type

- Check the **original** option each time a new FRF is being 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
  - 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.



<sup>\*\*</sup> The cumulative total amount of funds requested this fiscal year including this request.

<sup>\*\*\*</sup> The total number distinct students who have received funds this fiscal year including those who will receive funds from this request.

# 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 subject line.
  - o Example: 012345 EAE Funds Request Form FY 2021
- Click the **SEND** button to submit the form.

Forms that cannot be sent using the **SUBMIT** button should be manually completed, scanned and emailed to FASOperations@thecb.state.tx.us.

Once the FRF is submitted, a confirmation email including a copy of the request will be sent to the representatives listed in the Contact Information section.

