

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

| Current Request | | |
|---------------------------|--------------------------------|---|
| Type of Program | Current amount being requested | Number of unique student awards being funded via current request* |
| Educational Aid Exemption | | |

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

| Year to Date Totals | | |
|--|---|--|
| Total Educational Aid Exemption Allocation | Year-to-date amount requested including current request** | Number of year-to-date distinct student awards funded including current request*** |
| | | |

Signature

Date

- 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: _____

* The count of recipients receiving program funds for the first time this award year via this current request.

** The cumulative total amount of funds requested this fiscal year, including this request.

*** The total number of distinct students who have received funds this fiscal year, including those who will receive funds from this 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 subject line.
 - Example: 012345_EAE Funds Request Form FY 2020.
- 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@theccb.state.tx.us.