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TO:       Directors of Financial Aid
          Public and Private/Independent Institutions of Higher Education

FROM:     DeChà Reid
          Director, Financial Aid Services

DATE:     August 12, 2020

RE:       NOTICE: Loan Processing Schedule Update

The Texas Comptroller's office payment system USAS, will be down from Aug. 31 – Sept. 1, 2020 for year-end processing. **Note: Thursday, Aug. 13, 2020** is the last day for borrowers to accept a Loan Approval Disclosure (LAD) in order for funds to arrive at the institution **prior to Aug. 28, 2020**.

There will be no loan disbursements from the THECB from Aug. 28 through Sept. 4, 2020. The THECB will resume processing all grants, loans, scholarships, and exemptions/waivers program funds on Sept. 8, 2020 after the Labor Day holiday.

Institutions now have the ability to run the **Pending Disbursement – Need Documents Report** available in the HelmNet Online Reporting portal to identify students with a missing LAD. Enclosed are the instructions on how to access and run the report.

If you have questions, please send an online inquiry to CONTACT US (select "Financial Aid Question" as the Contact Reason).

**Enclosed:** Online HelmNet Reporting Instruction