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

FROM: DeChà Reid
       Director, Financial Aid Services

DATE: June 11, 2020

RE: FY 2019 Tuition Equalization Grant (TEG) Need Survey - Review

The Texas Higher Education Coordinating Board (THECB) is required to present the result of its most recent annual need survey for Tuition Equalization Grant (TEG) funds as part of its biennial appropriations request to the Legislative Budget Board (LBB) and the governor. The request includes an estimate of the amount needed to fully fund the TEG program in the coming biennium.

In prior years, the THECB collected data through a TEG Need Survey that each private/independent institution of higher education completed. This year the THECB will use several elements in the FY 2019 Financial Aid Database (FAD) to compile the TEG need data for submission to the LBB. While reviewing this year's data, THECB staff noticed unusually large growth in eligible TEG students at some institutions. For these reasons, we ask that each institution carefully review the student data generated from the FY 2019 FAD submission to confirm accuracy.

Enclosed is the spreadsheet that lists calculated TEG Need for each institution. At the end of the spreadsheet, we defined some of the spreadsheet column headings and listed the FAD data elements used to calculate eligibility and need. An FY 2019 FAD student data spreadsheet for each institution has been uploaded to the **Grant_OUTPUT → TEG** folder via MOVEIt.

To complete this review process:

> **Step 1.** Review your institution's spreadsheet to determine whether each student listed has met the requirements to be included in the TEG need data.
>
> **Step 2.** If you identify inaccuracies, document the students impacted and upload the revised spreadsheet back to the **Grant_OUTPUT → TEG** folder.
>
> **Step 3.** Once your review is complete, send a confirmation through CONTACT US (select "Financial Aid Question" as the Contact Reason).

Institutions will have until **close of business June 24, 2020** to review all the student records contained in the spreadsheet and to send a confirmation of the review.

If you have questions about this request, contact Financial Aid Services through CONTACT US (select "Financial Aid Question" as the Contact Reason).

Enclosed: Calculated TEG Need