

Authority to Transfer Funds

Institutions participating in a combination of state grants and Texas College Work-Study (TCWS) or Work-Study Student Mentorship Program (WSMP) may transfer up to 10% of the institution's total annual program allocation or \$20,000 (whichever is less) between programs in a given fiscal year.

TO BE COMPLETED BY THE FINANCIAL AID DIRECTOR AT THE REQUESTING INSTITUTION.

Institution Name:		FICE Code:	Date:
Director of Financial Aid Name:		Phone:	
Email:			

TRANSFER DETAILS (SELECT ONE OPTION)

Option A: Transfer from a State Grant to TCWS or WSMP	Option B: Transfer from TCWS or WSMP to a State Grant
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TRANSFER REQUEST

From: Transfer From	Allocation: 10%
To: Transfer To	Transfer Amount: (10% OF THE PROGRAM ALLOCATION OR \$20,000, WHICHEVER IS LESS) FY:

CERTIFICATION: I HEREBY REQUEST AUTHORIZATION TO TRANSFER THE AMOUNT TO THE PROGRAM INDICATED.

Financial Aid Director Signature	Date:
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A NOTIFICATION WILL BE SENT TO THE FINANCIAL AID DIRECTOR ONCE A DECISION HAS BEEN MADE.

SUBMISSION

To send the completed form:

- Click the **SUBMIT** button
- An automatic email notification will open in a new window with an attached copy of the completed form
- Add the **six-digit FICE code** AuthTransferFunds_FY20XX in the subject line
 - Example: 012345_AuthTransferFunds_FY2020
- Click the **SEND** button to submit the form

NOTE: Compatibility issues with certain browsers may not allow the electronic version of this form to be submitted. Forms that cannot be sent using the **SUBMIT** button should be manually completed, scanned and emailed to FASOperations@theccb.state.tx.us.

For questions, send a website inquiry through [CONTACT US](#) (Select "Financial Aid Question" as the **Contact Reason**).

To Be Completed by the THECB:

FINANCIAL AID SERVICES (For Internal Use Only)

Transfer Approved:		Transfer Denied:	
From:	To:	Reason:	
Amount	10% of Allocation:		
Signature of Authorized Official:			Date: