60×30TX
Texas Higher Education Coordinating Board

Funds Request Form Instructions
Bilingual Education Scholarship

The following process allows institutions to request program funds throughout the year on an as-needed basis using the Bilingual Education Scholarship 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 complete the Funds Request Form, follow the instructions below.
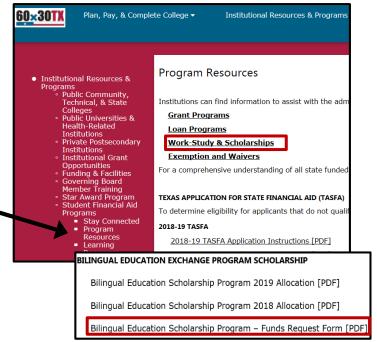
Accessing the FRF

The FRF link can be found on the Student Financial Aid Programs (SFAP) Information Webpage:

http://www.thecb.state.tx.us/index.cfm?objectid=31FCD980-1C17-11E8-BC500050560100A9

STEP 1: Navigate to the SFAP Webpage

Under the **PROGRAM RESOURCES** section, select "Work-Study and Scholarships" and click on the FRF for Bilingual Education Scholarship.

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 for the **Grants/Scholarships** row. In addition, enter the current amount of funds being requested for the **Other Associated Cost** row.

IMPORTANT NOTE: If requesting program funds for associated cost, an itemized excel spreadsheet must be submitted along with the Funds Request Form.

Current Request		
Type of funds	Current amount being requested	Number of unique student awards being funded via current request*
Grants/Scholarships		
Other Associated Cost		
IMPORTANT NOTE: If requesting program funds for associated cost, an itemized excel spreadsheet must be submitted along with the Funds Request Form.		

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

Total Funds		
Total Bilingual Education Scholarship Allocation	YTD amount requested including current request**	Number of YTD unique student awards funded including current request***
* 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 distinct students who have received funds this fiscal year including those who will receive funds from this request.		

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

- **Total Bilingual Education Scholarship 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.
- **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 e-signature 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.

By submitting this form, I certify that the amount requested and the number of recipients (both new and year-to-date) as 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 Legislatures and is subject to review during a program audit. In addition, when requesting funds for associated cost, an itemized list with dollar amounts will be provided along with this request.

Certifying Name/ Title

07/23/18

Signature   Date

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.
  - 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.

○ I confirm that this is an original (not a duplicate) submission.

○ I confirm that this is a revised request that is replacing a previously submitted request. If so, enter the date of the original submission and the reason for the revision in the following sections.

_____ Date of Original Submission

Enter the explanation for revised form here.

STEP 6: Submit the 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_Bilingual Education Funds Request Form FY 2019

- 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.

[Form: Bilingual Education Scholarship Funds Request Form]

60x30TX
Texas Higher Education Coordinating Board

Bilingual Education Scholarship Funds Request Form

Date: ___ FICE Code: ___ Institution: ___

Contact Information

Position	Name	Email	Phone
Financial Aid Director			
Reporting Financial Aid Officer			
Business Office Contact			

Current Request

Type of funds	Current amount being requested	Number of unique student awards being funded via current request*
Grants/Scholarships		
Other Associated Cost		

IMPORTANT NOTE: If requesting program funds for associated cost, an itemized excel spreadsheet must be submitted along with the Funds Request Form.

Total Funds

Total Bilingual Education Scholarship Allocation	Year-to-date amount requested including current request**	Number of Year-to-date unique student awards funded including current request***

* 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 unique students who have received funds this fiscal year including those who will receive funds from this request.

By submitting this form, I certify that the amount requested and the number of recipients (both new and year-to-date) as 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 Legislatures and is subject to review during a program audit. In addition, when requesting funds for associated cost, an itemized list with dollar amounts will be provided along with this request.

Certifying Name/ Title

07/23/18

Signature   Date

○ I confirm that this is an original (not a duplicate) submission.

● I confirm that this is a revised request that is replacing a previously submitted request. If so, enter the date of the original submission and the reason for the revision in the following sections.

Date of Original Submission

Enter the explanation for revised form here.

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_ Bilingual Education Funds Request Form FY 2019.
- Click the SEND button to submit the form.

[Submit]

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.

QUICK REFERENCES

CONTACT FINANCIAL AID SERVICES	
By phone: (844) 792-2640	
Contact us by completing an online inquiry form and select "Financial Aid Question" as the Contact Reason.	
OTHER RESOURCES FOR INSTITUTIONS	
General program information for institutions	Student Financial Aid Programs Information Webpage
General loan information	HHloans
Texas Program Statutes	Texas Education Code
Texas Program Rules	Texas Administrative Code
Information concerning program processing, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. In order to receive these communications, interested individuals must subscribe.	GovDelivery
AVAILABLE FORMS	
A form is required when returning funds for all state grant, scholarship, Educational Aide Exemption, and loan program funds.	Grants and Special Programs Online Return of Funds Form Loan Programs Online Return of Funds Form
CALENDAR	
Institutional Calendar	