

Funds Request Form Instructions Bilingual Education Program

The Bilingual Education Program Funds Request Form (FRF) enables institutions to request program funds throughout the year on an as-needed basis and facilitates reconciliation between an institution's financial aid and business offices and the Texas Higher Education Coordinating Board (THECB). To complete the Funds Request Form, follow these instructions:

STEP 1: Complete the Contact Information Section

- Date the date the Funds Request Form is submitted to the THECB.
- 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 also the Reporting Financial Aid Officer, enter the same information in both rows.

STEP 2: Complete the Current Request Section

Enter the current amount of funds being requested and the total number of **unique students** awarded.

 Each award recipient is a unique student and is only reported in the Current Request Section once per award year regardless of how many disbursements the student is issued.

Current Request		
	Current amount being requested	Number of unique student awards being funded via current request*
Bilingual Education Program		

Note: If the institution is requesting funds for *only* previously reported students in the current award year, the **unique** student awards count would be zero.

STEP 3: Complete the Year-to-Date Totals Section

All elements require a **cumulative total** in this section.

- Total Bilingual Education Allocation The total program allocation amount for the current academic year.
- YTD amount requested The sum of all the year-to-date funds requested, including the current amount being requested on the form.
- Total Bilingual
 Education Allocation

 Year-to-Date Totals

 Year-to-date amount requested including current request**

 Number of year-to-date distinct student awards funded including current request**

• Number of YTD distinct student awards — The total number of unique students who have received funds this entire academic year, including the current total requested above on the form.

NOTE: The institution should use only whole dollar amounts when entering values on the Funds Request Form.

STEP 4: Complete the Certification Section

Institutions **must** certify the FRF by entering the requestor's name and title and by 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 **Year-to-Date Totals**) are accurate as of the date indicated.

STEP 5: Confirm the Request Type

- Check the **original** option each time a new FRF is submitted.
- Check the **revised** option if the FRF is a revision of a previously submitted form.
 - o Enter the date of the previously submitted FRF
 - o Provide a detailed explanation for the change.

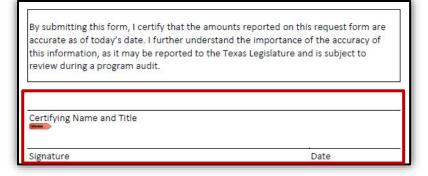
Example: The prior form that included 120 initial unique student awards was incorrect. The correct number is 100.

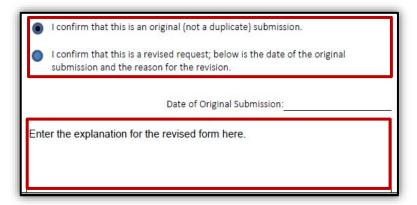
STEP 6: Submit the Request

To send the completed form:

- Click the **SUBMIT** button.
 - o An email with this form attached will open in a new window.
- Enter the six-digit FICE code and file name in the email subject line.
 - o Example: 012345 Bilingual Education Funds Request Form FY 2021
- Click the **SEND** button to email the form.

Once the Funds Request Form is submitted, a confirmation email will be sent to the individuals listed in the Contact Information section *after* the request has been processed.





SUBMIT

Forms that cannot be sent using the SUBMIT button should be manually completed, scanned, and emailed to FASOperations@highered.texas.gov.