

The following process allows institutions to request EAE program funds throughout the year on an as-needed basis using the 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 submit the completed funds request, follow the instructions in the Submit the Request section.

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.

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

Current Request		
Type of Program	Current amount being requested	Number of unique student awards being funded via current request*
Educational Aide Exemption		

Note: 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

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

- **Total Educational Aide 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.

Total Funds		
Total Educational Aide Exemption 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.

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 amounts 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 the Texas Legislature and is subject to review during a program audit.

Certifying Name and Title

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; below is the date of the original submission and the reason for the revision.

Date of Original Submission: _____

Enter the explanation for the 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_EAE Funds Request Form FY 2021
- 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@theccb.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.

60x30TX		Texas Higher Education Coordinating Board		2020-21 (FY 2021) Educational Aide Exemption Funds Request Form	
Date:		FICE Code:		Institution:	
Contact Information					
Position		Name		Email	
Financial Aid Director					
Reporting Financial Aid Officer					
Business Office Contact					
Current Request			By submitting this form, I certify that the amounts 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 the Texas Legislature and is subject to review during a program audit.		
Type of Program	Current amount being requested	Number of unique student awards being funded via current request*			
Educational Aid Exemption			Certifying Name and Title _____ Signature _____ Date _____		
Year to Date Totals			<input checked="" type="radio"/> I confirm that this is an original (not a duplicate) submission. <input type="radio"/> I confirm that this is a revised request; below is the date of the original submission and the reason for the revision.		
Total Educational Aid Exemption Allocation	Year-to-date amount requested including current request**	Number of year-to-date distinct student awards funded including current request***	Date of Original Submission: _____		
			Enter the explanation for the revised form here.		
* 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 of distinct students who have received funds this fiscal year, including those who will receive funds from this request.					
To send the completed form: <ul style="list-style-type: none"> • Click the SUBMIT button. <ul style="list-style-type: none"> ◦ 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. <ul style="list-style-type: none"> ◦ Example: 012345_EAE Funds Request Form FY 2021. • Click the SEND button to submit the form. 					
				<input type="button" value="SUBMIT"/>	
Forms that cannot be sent using the SUBMIT button should be manually completed, scanned, and emailed to FASOperations@theccb.state.tx.us .					