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TO: Good Neighbor Scholarship Program Officers
Texas Public Institutions of Higher Education

FROM: DeChà Reid
Director, Financial Aid Services

DATE: January 24, 2019

RE: Preparing for Good Neighbor Scholarship Program 2019-20 (FY 2020)

The Good Neighbor Scholarship Program online recommendation form is **currently being tested** by the Texas Higher Education Coordinating Board (THECB) for the 2019-20 (FY 2020) award year. To help institutions prepare for the upcoming submission process, enclosed are the data submission requirements that will be needed for each eligible applicant being recommended. Institutions are encouraged to collect this information in advance to make data-entry processing easier once the portal becomes available.

Once testing is complete, institutions will be notified and will have until **March 15, 2019** to submit eligible applicants. A confirmation email will be sent to the program official each time a nomination form has been transmitted successfully. If any submission requires additional review by the THECB, the program official will receive an email notification indicating the application is under review.

As a reminder, recommendations will be submitted to the THECB through a secure web portal called [CBPASS](#). First-time users are encouraged to create an account for the CBPass portal and then request access to the online **Good Neighbor Scholarship Program** application.

If you have any questions, please contact Financial Aid Services at (844) 792-2640 or [CONTACT US](#) (select the "Financial Aid Question" option in the drop-down selection under **Contact Reason**).

Enclosed: [Good Neighbor Scholarship Program Submission Data Requirements](#)