

Private/Independent institutions have until **November 20, 2019** to encumber any allocated FY 2020 BOT program funds by certifying eligible loan applications. Institutions will lose claim to any unencumbered amounts and these funds may be reallocated to other eligible private and independent institutions requesting these funds.

To request reallocated funds, institutions must complete and submit an **FY 2020 Reallocation Request Form** by **November 20, 2019**. A request for reallocation should only be submitted if eligible students have been identified. Reallocated funds will be distributed among institutions requesting additional funds; however, no institution will receive more funds than requested. Institutions that have not encumbered all of the FY 2020 original allocation are not eligible to request reallocated funds.

### INSTITUTION CONTACT INFORMATION

|                                 |        |            |
|---------------------------------|--------|------------|
| Institution Name:               |        | FICE Code: |
| Director of Financial Aid Name: | Phone: |            |
| Email:                          |        |            |

### REALLOCATION AMOUNT

Enter the amount of reallocated BOT funds being requested: \$ \_\_\_\_\_

**The requested amount is not guaranteed.**

### 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\_BOT Reallocation FY 2020 in the subject line
  - Example: 012345\_BOT Reallocation FY 2020
- 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](mailto:FASOperations@theccb.state.tx.us).

**The deadline to submit this form is November 20, 2019**

For questions, please contact Financial Aid Services at (844) 792-2640 or send a website inquiry through [CONTACT US](#) (Select "Financial Aid Question" as the **Contact Reason**).