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TO: Directors of Financial Aid
Public and Private/Independent Institutions of Higher Education

FROM: DeChà Reid
Director, Financial Aid Services

DATE: April 29, 2019

RE: FY 2020 B-On-Time (BOT) 10-Day Allocation Data Review

The Texas Higher Education Coordinating Board (THECB) announces the 10-day allocation data review for the 2019-20 BOT loan program at eligible institutions. As part of the allocation rules ([TAC, 22.342](#) and [TAC, 22.344](#)), a 10-day review period is required, allowing institutions to review the data that will be utilized in the allocation process. The source of data used for the preliminary allocation calculation is based on data from the THECB's Higher Education Loan Management System (HELMS).

As the BOT loan program continues to wind down, participation rates have reached a level where the Family Educational Rights and Privacy Act (FERPA) prevents us from sending a spreadsheet listing the data for all institutions. Instead, each institution will receive student loan details and a summary of the institution's allocation data. Student loan details have been included on a spreadsheet and uploaded into the **LOAN_OUTPUT** folder using MOVEIt. The spreadsheet contains the graduation date for each FY 2019 loan recipient. Based on administrative rules, loan recipients with a graduation date prior to August 31 cannot be included in the allocation calculation process.

Please review the data and advise Financial Aid Services staff of any questions or discrepancies by **May 13, 2019** by sending an online inquiry to [CONTACT US](#) (select the "Financial Aid Question" option in the drop-down selection under **Contact Reason**). **Failure to respond will be interpreted as confirmation that the school's data is accurate.**

To complete the review process:

- Review the spreadsheet to determine if the graduation date for each of the loan recipients on the list is correct.
- Document the revised graduation date for each student on the spreadsheet using the columns provided.
- Once the review is complete, upload the spreadsheet back into the **LOAN_OUTPUT** folder.
- Send a confirmation of completion through [CONTACT US](#) (select the "Financial Aid Question" option in the drop-down selection under **Contact Reason**).

This announcement does not imply any official allocation of funds for an institution. Tentative allocation levels have been provided based on the General Appropriations Act, Committee Substitute for House Bill (C.S.H.B) 1, 86th Texas Legislature. Any institution offering aid prior to official allocation announcements from the THECB does so at its own risk. Once a General Appropriations Act has been signed by the Governor, official FY 2020 BOT allocations will be disseminated to the institutions.

cc: Presidents & Chancellors of Private/Independent Institutions of Higher Education
Presidents & Chancellors of Public Universities and Health-Related Institutions of Higher