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TO: Texas Public Institutions of Higher Education
FROM: DeChà Reid
Director, Financial Aid Services
DATE: February 7, 2019
RE: B-On-Time (BOT) Loan Reallocation Process for FY 2019

Enclosed is a copy of the FY 2019 BOT allocation for public and private/independent institutions, including encumbered and unencumbered amounts as of January 30, 2019. Institutions have until **February 20, 2019** to encumber any allocated FY 2019 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 institutions requesting these funds.

To request reallocated funds, institutions must complete and submit the enclosed FY 2019 Reallocation Request Form by **February 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 2019 original allocation are not eligible to request reallocated funds.

For questions, please contact Financial Aid Services at 1-844-792-2640 or [CONTACT US](#) (select the "Financial Aid Question" option in the drop-down selection under **Contact Reason**).

Enclosed: [2019 BOT Reallocation Request Form](#)
[2019 BOT- Private/Independent and Health Related Institutions – Allocation Usage as of 1/30/2019](#)
[2019 BOT- Public Institutions - Allocation Usage as of 1/30/2019](#)