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Memorandum

TO: Chief Reporting Officials, Institutional Research and Directors of Financial Aid, Public Institutions of Higher Education

FROM: DeChà Reid
Director III, Student Financial Aid Programs (SFAP) Operations

DATE: December 15, 2023

SUBJECT: Financial Aid for Swift Transfer (FAST) Funding Process

The FAST program provides funding to participating public institutions of higher education, so they can offer dual credit courses to educationally disadvantaged students at no cost to these students. For more information on the program, visit the dedicated [FAST webpage](#) and review available [FAQs](#).

To ensure institutions know what to expect during the funding process, below are the necessary steps the institution and the Texas Higher Education Coordinating Board (THECB) must complete.

Funding Process

Step One:

- **Institution** certifies the CBMOCS (and CBM00A, if your institution submitted the Continuing Education Roster) report to confirm their student's semester credit hours for the applicable semester.

Step Two:

- **THECB** provides a FAST Final Certification Roster of eligible students to participating institutions for evaluation of student eligibility criteria as well as their "educational disadvantage" status. Please note that the payment amount is based on this roster (Total SCHs x FAST Tuition Rate).

Step Three:

- **Institution** reviews and certifies the FAST Final Certification roster if no issues are identified. More information on how to reconcile discrepancies will be provided in a separate communication.

Step Four:

- **THECB** notifies the Director of Financial Aid to confirm receipt of the roster certification and provides next steps on how to request funding in the Grant and Aid Processing Platform (GAPP).

Step Five:

- **Institution** logs into the GAPP to request their certified roster amount.

Step Six:

- **THECB** processes the payment in the GAPP, and the institution will receive a lump sum payment which will occur approximately 2-3 business days from the date of approval by the THECB.

For questions about the funding process, please submit an online inquiry through [CONTACT US](#) (select “Financial Aid Question” under Contact Reason).