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Memorandum

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

From: DeChà Reid
Senior Director, Financial Aid Services

Date: September 23, 2022

Subject: 2021-22 (FY 2022) State Campus-Based Annual Report

The Texas Higher Education Coordinating Board (THECB) is required to collect data on state campus-based programs and retain current guidelines for administering the Texas Public Educational Grant (TPEG) program from each public institution.

Enclosed is the *fillable* required report that **participating** private and **all** public institutions will use to submit data for the 2021-22 (FY 2022) academic year. The deadline to upload both the completed report and a current copy of each public institution's TPEG guidelines (which must include an "As-Of" date), and to return any excess amount of funds (if applicable) to the THECB is **Oct. 28, 2022**.

Complete the following steps to submit this report:

Step 1. Save a completed copy of the [FY 2022 State Campus-Based Report fillable](#) PDF for FY 2022 (File + Save As).

Step 2. [Click here](#) to proceed to the *Submission* page.

If the web page is not immediately displayed, copy and paste the following web address into a secure

browser: <https://app.smartsheet.com/b/form/545fbd8e34514911ac21d07eb6e9dab5>

Step 3. Upload the completed report along with the institution's TPEG Guidelines (if applicable).

Step 4. Complete **all** fields on the form and click "submit" to send to the THECB.

The report and submission form hyperlink can also be accessed on the Student Financial Aid Programs webpage under [Program Resources](#). For instructions on completing the annual report, please join the FAS monthly webcast on **Sept. 27, 2022**. The link to join will be available on the [Stay Connected](#) webpage. You can also refer to the [October 2020 monthly webcast](#) as an additional resource.

For questions, please call Financial Aid Services at (844) 792-2640 or [CONTACT US](#) (select “Financial Aid Question” as the Contact Reason).

Participating License Plate Insignia (LPI) Private/Independent Institutions:

- **Austin College**
- **Baylor University**
- **Lubbock Christian University**
- **Rice University**
- **Southern Methodist University**
- **Southwestern University**
- **St. Mary's University**
- **Texas Christian University**
- **University of Mary Hardin-Baylor**
- **University of St. Thomas**