



**TEXAS HIGHER EDUCATION  
COORDINATING BOARD**  
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Dear Colleagues,

This is a friendly reminder of upcoming deadline dates that occur during the November and December months:

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- **State-Funded Campus-Based Programs** - Public institutions are required to submit a state-funded campus-based programs report and submit guidelines for the administration of the Texas Public Educational Grant (TPEG) program. The "Matching Scholarship to Retain Students" section requires specific student-level data. In an effort to make reporting more efficient, the race, gender, and type elements in the Matching Scholarship section are **optional** for 2017-18 and will be removed for the 2018-19 reporting year. Private/independent institutions that participate in the License Plate Insignia (LPI) program are also required to submit the form for the applicable LPI section in the report. Click on [State-Funded Campus-Based Programs Form - FY 2018](#) and [State-Funded Campus-Based Programs Examples - FY 2018](#). The completed report and a copy of the institution's TPEG guidelines (public institutions only) must be submitted to THECB by **November 15, 2018**.
- **B-On-Time (BOT) Reallocation Request** - As a reminder, private/independent institutions have until **November 20, 2018** 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 private/independent institutions requesting these funds. Private/independent institutions must complete and submit an [FY 2019 Reallocation Request Form](#) by **November 20, 2018** to request reallocated funds. 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.
- **Top Ten (Top 10%) Percent Program** - FAS will be accepting Top 10% requests until **November 30, 2018** to ensure eligible recipients are processed. To submit a request for funds, use the [Top 10% Funds Request File Instructions](#) available on the [Student Financial Aid Programs Information](#) (SFAP) webpage under **Program Resources → Work-Study & Scholarships**.
- **FY 2018 Financial Aid Database Certification** - The deadline to certify an error-free FAD report for 2017-18 is **December 12, 2018**. The FAD Manual for the 2017-18 year is available on the [SFAP Information webpage](#) website under **Online Resources**. For questions related to the FAD report, please email [FADB@theccb.state.tx.us](mailto:FADB@theccb.state.tx.us).
- **User Access Portal Review** - For compliance and security purposes, the Director of Financial Aid is required to review a list of users for HelmNet, CBPASS and MOVEit to determine if updates are needed. The steps for the annual review process include:

**Step 1.** Review the user accounts listed on the [User Access Review spreadsheet](#) for the three web-portals.

**Step 2.** Complete the required [User Access Verification Survey Form](#) to confirm that all users were reviewed.

**Step 3.** Submit a [System Authorization Form](#) for any updates needed for the institution's users' accounts.

The deadline to review the User Access spreadsheet, Verification Survey Form, and to submit account updates is **December 21, 2018**.

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