

**Memorandum**

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To: Private/Independent Institutions of Higher Education

From: DeChà Reid  
Senior Director, Financial Aid Services

Date: March 6, 2023

Subject: FY 2023 Authority to Transfer Funds Process

Institutions participating in the Toward EXcellence, Access, and Success (TEXAS) Grant, Texas Educational Opportunity Grant (TEOG), Tuition Equalization Grant (TEG), Texas College Work-Study (TCWS), and the Work-Study Student Mentorship Program (WSMP), may be eligible to participate in the Authority to Transfer Funds process (see [Texas Administrative Code, Section 22.11\(b\)](#)).

Institutions requesting to transfer funds must submit a request by **July 1, 2023** using the [Authority to Transfer form](#). The Financial Aid Services staff will review the submitted form and send an email notification to the institution to provide next steps for the process.

**Please note:** Institutions transferring funds from Work-Study programs must submit a [Return of Funds Form](#) and return the TCWS and WSMP funds using the [EFT instructions](#) before a transfer can be completed.

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