

## Memorandum

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

From: DeChà Reid  
Senior Director, Financial Aid Services

Date: August 5, 2022

Subject: NOTICE: State Financial Aid Processing Schedule Update

The Texas Comptroller's office payment system USAS, will be down from 7 p.m. **Aug. 31** through 7 a.m. **Sept. 1, 2022**, for year-end processing. The THECB will resume processing all grant, loan, scholarship, and exemption program funds on **Sept. 6, 2022**, after the Labor Day holiday.

Please note that **Monday, Aug. 15, 2022**, is the last day for students to accept their Loan Approval Disclosure (LAD) for College Access Loan (CAL) funds to arrive at the institution prior to the Comptroller's closure on Aug. 31, 2022. Institutions have the ability to run the **Pending Disbursement – Need Documents Report** available in the [HelmNet Online Reporting portal](#) to identify students with a missing LAD. Enclosed are the instructions on how to access and run the report.

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

**Enclosed:** [Online HelmNet Reporting Instructions](#)