

Memorandum

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To: Public and Private/Independent Institutions of Higher Education

From: DeChà Reid,
Director III, SFAP Operations

Date: July 19, 2023

Subject: State Financial Aid Reminders and Process Updates

The Office of Student Financial Aid Programs (SFAP) would like to provide institutions with some reminders and procedural updates to assist in the administration of state financial aid programs.

Reminders

Program Participation Agreement (PPA)

Institutions have until **July 21, 2023**, to upload and submit a signed copy of the new PPA electronically using the [2024-2025 Program Participation Agreement Submission Portal](#). Please see the [memo from June 16, 2023](#). As a reminder, all current PPAs will expire on Aug. 31, 2023.

Net Price Calculator (NPC):

Institutions have until **July 28, 2023**, to submit the 2021-22 NPC Template. Please see the [memo from June 22, 2023](#). All public institutions that enroll full-time entering first year students are required to submit the most recent version (2021-22) of the U.S. Department of Education's (ED) Net Price Calculator template to the THECB. Health Related Institutions and private/independent institutions are encouraged to participate.

Process Updates

Inactive HelmNet Accounts:

For security purposes, all HelmNet accounts that have **NOT** been used in **90** consecutive days will be deactivated beginning **September 1, 2023**. Users must log into their HelmNet account at least once within a 90-day period for their account to remain active. Users can request reactivation of a deactivated account if the account has not been inactive for more than one year.

After one year (365 days), the account will be deleted. The Financial Aid Director (*Primary Point of Contact*) must request a new account for the user by completing the [User Access to Web Portals](#) form. This form can be accessed on the Student Financial Aid Programs webpage under [Program Resources](#).

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