



**TEXAS HIGHER EDUCATION
COORDINATING BOARD**
Agency Operations and Communications
P.O. Box 12788 Austin, Texas 78711

LINDA BATTLES, M.P.A.F.F.
*Deputy Commissioner
Agency Operations and
Communications/Chief
Operating Officer*
512-427-6205
Fax 512-427-6127

KEN MARTIN
*Assistant Commissioner for
Financial Services/Chief
Financial Officer*
512-427-6173
Fax 512-427-6169

CHARLES W. PULS, Ed.D
*Deputy Assistant Commissioner
for Student Financial Aid
Programs*
512-427-6365
Fax 512-427-6423

ZHEN ZHEN SUN
*Assistant Commissioner for
Information Solutions & Services*
512-427-6259
Fax 512-427-6447

MARY SMITH, Ph.D.
*Acting Director
Human Resources*
512-427-6193
Fax 512-427-6510

JOHN WYATT
*Director
External Relations*
512-427-6586
Fax 512-427-6127

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

FROM: DeChà Reid
Director, Financial Aid Services

DATE: June 13, 2019

RE: Reminder: 2018-19 (FY 2019) Texas College Work-Study (TCWS)
Unused Funds

As a reminder, the deadline to return unused or ineligible 2018-19 (FY 2019) Texas College Work-Study (TCWS) funds to the Texas Higher Education Coordinating Board (THECB) was **May 31, 2019**. Institutions that have not returned funds may have the opportunity to transfer remaining TCWS funds into an eligible state grant program through the Authority to Transfer process.

To request a transfer of funds from TCWS to a grant program, institutions must complete the following steps:

- Determine the amount of remaining TCWS funds.
- Submit a [Return of Funds Form](#) and return all remaining funds to the THECB.
- Send a request to transfer TCWS funds through an online inquiry through [CONTACT US](#) (select the "Financial Aid Question" option in the drop-down selection under Contact Reason) by **June 28, 2019**.
- The Financial Aid Services staff will send the Authority to Transfer form with the approved amount for the institution to sign and return.

For questions, 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).