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Memorandum

To: Directors of Financial Aid, Public Universities and Health Related Institutions (HRIs)

From: DeChà Reid, Senior Director, Financial Aid Services

Date: February 2, 2023

Subject: Texas Transfer Grant Program - Spring 2023 Reimbursement Request

The Spring 2023 Texas Transfer Grant Reimbursement Request form is now available for participating public universities and Health Related Institutions (HRIs). Instructions for requesting reimbursement are enclosed to assist institutions with this process. To complete a reimbursement request, complete the steps below:

Step One: Download the [Transfer Grant Reimbursement Template](#).

Step Two: Complete the [Reimbursement Request Form](#).

Institutions are encouraged to submit their request for reimbursement by the target deadline of **Feb. 28, 2023**. The purpose of the target deadline is to collect the reimbursement data sooner, so the Texas Higher Education Coordinating Board (THECB) can assess the amount of spring funds that have been used. This assessment will allow the THECB to determine if additional funding may be available for reallocation.

Roster updates will continue to be made available every Friday, unless it falls on a holiday (will become available the following business day). Rosters can be accessed in the institution's Transfer Grant folder via [MOVEit DMZ](#).

Enclosed: [Texas Transfer Grant Reimbursement Instructions](#)

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