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

FROM: DeChà Reid
Director, Financial Aid Services

DATE: June 24, 2020

RE: Authority to Transfer Funds Deadline – July 1, 2020

As a reminder, the deadline for institutions to move any unexpended Texas College Work-Study (TCWS) or Work-study Student Mentorship Program (WSMP) allocations **to state grant programs is July 1, 2020.**

Because of the COVID-19 disruption, the THECB is allowing institutions to **transfer up to 100% of the institution's unexpended** TCWS allocation, including the institution's unexpended WSMP allocation, to its TEXAS Grant, Texas Educational Opportunity Grant (TEOG), or Tuition Equalization Grant (TEG) allocation.

Institutions wanting to transfer any work-study funds must submit an [Authority to Transfer form](#). Please disregard the language on the Authority to Transfer form limiting the amount of funds that may be transferred.

If you have questions about this deadline, please email Financial Aid Services through the online [CONTACT US](#) portal (select "Financial Aid Question" as the Contact Reason).