

State Financial Aid Monthly Webcast

September 13, 2023

Topics of Discussion



Manageable Debt
Calculation (MDC) for
Loan Programs

Grant Aid & Processing
Portal (GAPP): FY 2024
Payment Process
Overview

Deadlines, Reminders, &
Notifications

Questions?

Manageable Debt Calculation (MDC)

Loan Programs

Loan Program Participation

CAL and **FORWARD** Programs:

- Are NOT opt-in/opt-out programs
- Institutions must participate and certify a CAL or FORWARD loan for an eligible student based on the signed Program Participation Agreement executed by THECB
- [Title 19, TAC, Chapters 21 & 22](#)

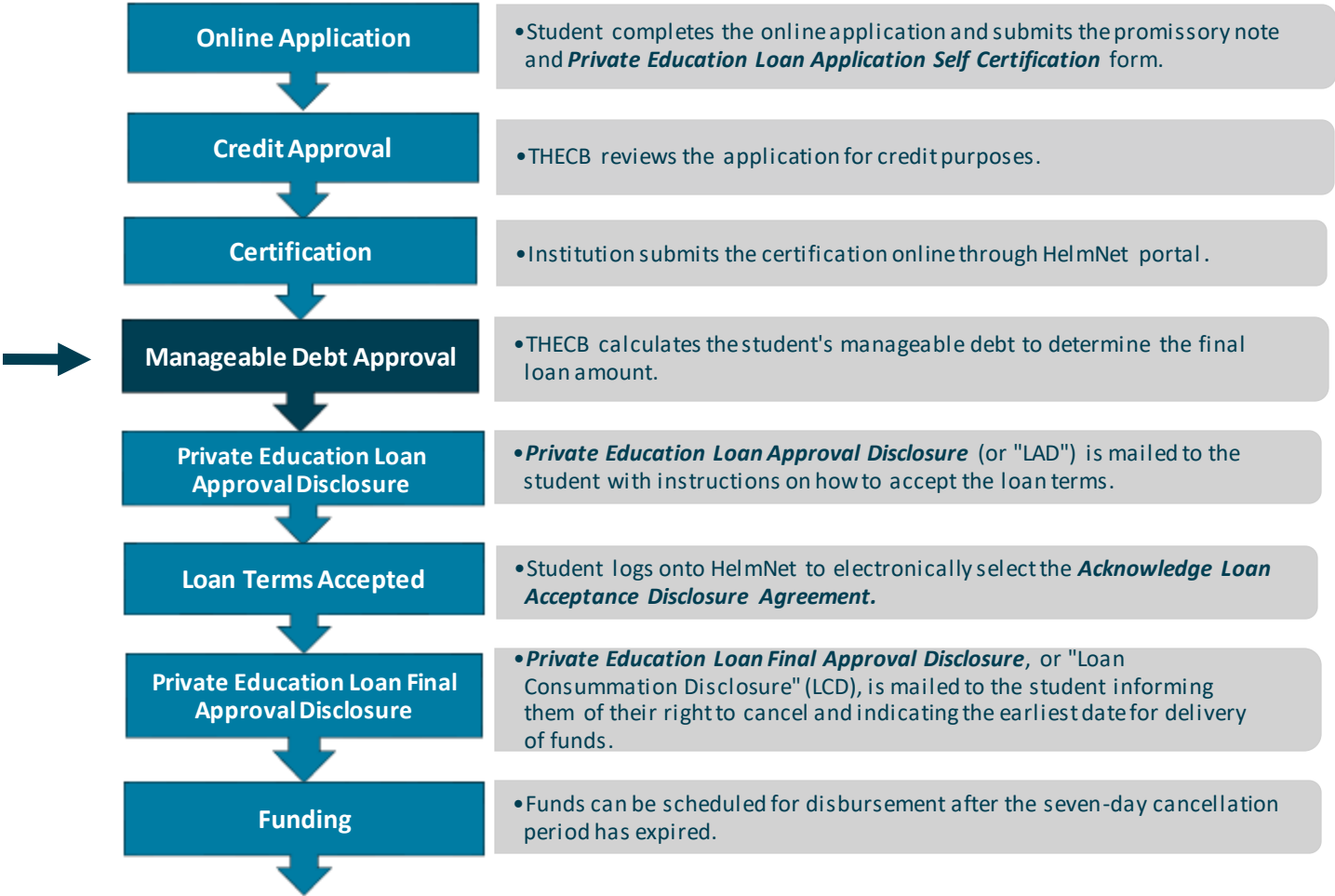


Note: THECB rules may require specific, additional opt-in or opt-out confirmation in order to be included in the allocation process for particular programs

Application Process

College Access Loan (CAL)

College Access Loan (CAL) Application Flow



College Access Loan Application Checklist

Application status for in the amount ✖
of \$9,500 (CLUID: 8120890003W00N043)

Status: Incomplete

Task	Completion Date	Responsibility
✓ Borrower Application Completed ?	2/12/2023	Borrower
✓ Borrower Application Signed ?	2/12/2023	Borrower
✓ Private Education Loan Applicant Self-Certification (BCF) Signed ?	2/12/2023	Borrower
✓ Cosigner Application Completed ?	2/12/2023	Cosigner
✓ Cosigner Application Signed ?	2/12/2023	Cosigner
✓ Credit Approved ?	2/12/2023	Lender
— Lender Approval Completed ?		Lender
✓ School Certification Completed ?	2/28/2023	School
— Loan Guaranteed ?		Lender
— Private Education Loan Approval Disclosure (LAD) Sent ?		Lender
— Private Education Loan Approval Disclosure (LAD) Accepted ?		Borrower
— Private Education Loan Final Approval (LCD) form Sent ?		Lender
— Required Right to Cancel Waiting Period ?		Borrower
— Ready to Disburse ?		Lender

HelmNet Task List shows:

- ✓ Credit Approved
- ✓ School Certification Completed

Lender Approval Completed is Pending MDC

Loan Certification Updates

College Access Loan (CAL)

Loan Certification Updates



- ✓ Program of Study
- ✓ Grade Level
- ✓ Not Eligible to Certify Option
- ✓ Manual Loan Certification

For more information on how to certify a loan, please refer to the August 30, 2022 webcast.

[Home](#) » [Our Work](#) » [Supporting Our Institutions](#) » [Student Financial Aid Programs](#) » [Stay Connected](#) » Webcast Archives

Program of Study

Programs of Study

Refine Program Category and Subcategory Dropdown Lists (Optional)

If you would like to refine the program category and subcategory dropdown lists; you may enter in a program of study keyword or CIP code and then click the "Refine" button. If the results do not help you make a selection; click the "Clear" button to return to the full program category and subcategory dropdown lists.

Program Category (Select One)

- Agriculture and natural resources
- Architecture and engineering
- Arts
- Biology and life sciences
- Business
- Communications and journalism
- Computers statistics and mathematics
- Education
- Health
- Humanities and liberal arts
- Industrial arts consumer services and recreation
- Law public policy and social work
- Physical sciences**
- Psychology
- Social sciences
- Undeclared

Program Subcategory

40.XXXX - Physical sciences

- ✓ Institutions can search the Program Category
- ✓ Institutions must select the Program of Study from the dropdown list
- ✓ Program Subcategory is not required for CAL

Grade Level

Enrollment Information	
Grade Level	<div>Freshman</div>
Enrollment Status	<div>Full-Time</div>
Academic loan period	<div>08/28/2023</div> to <div>12/15/2023</div>
Anticipated Graduation Date	<div>08/29/2029</div>

Institutions must:

- ✓ Select Grade Level
- ✓ Select Enrollment Status
- ✓ Verify Academic Loan Periods
- ✓ Confirm Anticipated Graduation Date

Certification Eligibility

Certification

I have applied or cause to have applied the rules of the College Access and the Hinson-Hazlewood College Student Loan Programs and certify the following, to the best of my knowledge:

1. The borrower named on this application is an eligible student in accordance with the rules of the College Access and the Hinson-Hazlewood College Student Loan Programs,
2. The borrower is not incarcerated,
3. The borrower is eligible for a loan in the amount certified,
4. The disbursement schedule complies with the requirements of the College Access and the Hinson-Hazlewood College Student Loan Programs,
5. Based on records available and inquiry made, the borrower is not liable for an overpayment on any state or federal grant,
6. The information provided is true, complete, and accurate,
7. The borrower's request for the loan can be evidenced in our Financial Aid Office by the borrower's active OR passive confirmation of our offer of the proposed loan amount.

The amount of this loan may not exceed the difference between the cost of attendance and other forms of student assistance for which the student may be eligible. Other sources of student assistance include gifts, grants, scholarships, federal Perkins loans (to the extent that your institution has available Perkins funds), and Stafford loans (subsidized and unsubsidized), but not federal PLUS loans.

☐ Not Eligible to Certify

☒ Certify

The application has been certified.

Submit

Institutions must select one:

- ✓ To Certify
- ✓ Not Eligible to Certify

Manual Loan Certification

- ✓ Beginning September 1, 2023, Institutions will manually certify applications through the HelmNet portal
- ✓ THECB will continue to send the School Certification Request (SCR) files in the CommonLine format.
- ✓ Institutions will not be able to return the school certification file back to the THECB using the CommonLine process
- ✓ There is no specific timeline as to when the CommonLine process will be available to the schools.



Manageable Debt Calculation (MDC)

Application Checklist

Application status for in the amount ✖
of \$9,500 (CLUID: 8120890003W00N043)

Status: Incomplete

Task	Completion Date	Responsibility
✓ Borrower Application Completed ?	2/12/2023	Borrower
✓ Borrower Application Signed ?	2/12/2023	Borrower
✓ Private Education Loan Applicant Self-Certification (BCF) Signed ?	2/12/2023	Borrower
✓ Cosigner Application Completed ?	2/12/2023	Cosigner
✓ Cosigner Application Signed ?	2/12/2023	Cosigner
✓ Credit Approved ?	2/12/2023	Lender
— Lender Approval Completed ?		Lender
✓ School Certification Completed ?	2/28/2023	School
— Loan Guaranteed ?		Lender
— Private Education Loan Approval Disclosure (LAD) Sent ?		Lender
— Private Education Loan Approval Disclosure (LAD) Accepted ?		Borrower
— Private Education Loan Final Approval (LCD) form Sent ?		Lender
— Required Right to Cancel Waiting Period ?		Borrower
— Ready to Disburse ?		Lender

THECB completes the manageable debt calculation to determine final eligibility. Depending on the calculation, the loan could be approved, reduced, or canceled by the THECB.

The Calculation

Amount approved by THECB will depend on:

- ✓ Borrower's Program of Study
- ✓ Current Educational Debt



Current Education Debt

Included

- ✓ Education accounts that are open with an active balance on the tradeline (Experian)
- ✓ Private and federal loans
- ✓ New loans with a Loan Consummation Disclosure (LCD) generated
- ✓ Pending disbursements

Not Included

- ✓ Paid and Closed accounts

The Cosigner's debt is not included in the calculation

Possible Outcomes after MDC Review



FULL LOAN AMOUNT
APPROVED



REDUCED LOAN AMOUNT
APPROVED



LOAN CANCELLED

Manageable Debt Formulas

A	B	C	D	E	F	G	H	I	J	K	L
1	1	Loan Program Year Year 1			Manageable Debt Calculation (MDC) Form						
2	2	Details: APTU			Date 2/16/23						

19	Cost of Attendance	APUS: Cost Attend
20	Less Other Estimated Financial Aid	APUS: Est Fin Aid
21	Difference	
22		

23	THECB Review (Credit Review, Laserfiche)			
24	Current Manageable Debt, Principal Balance of Student Loans			
25	Debt 1	\$1,118	Debt 7	\$10,000
26	Debt 2	\$3,500	Debt 8	
27	Debt 3	\$3,595	Debt 9	
28	Debt 4	\$2,000	Debt 10	
29	Debt 5	\$2,750	Debt 11	
30	Debt 6	\$10,000	Debt 12	
31				
32	Current Manageable Debt, Total		\$32,963	
33				

35	Maximum Manageable Debt	\$79,067	
36	Less Current Manageable Debt	\$32,963	APU2: DEBT OTH
37	Allowable Manageable Debt	\$46,104	APU2: DEBT TTL
38	FORWARD Loan Amount Certified	\$10,000	

- ✓ Maximum Manageable Debt is determined by the Program Of Study

$$\text{COA} - \text{EFA} = \text{Unmet Cost}$$

- ✓ Unmet Cost must be equal to or less than the requested amount/certified amount
- ✓ Current Manageable Debt = All Open Educational Loans
- ✓ Maximum Manageable Debt - Current Manageable Debt = Allowable Manageable Debt
- ✓ Allowable Manageable Debt is the deciding factor for loan approval

Full Loan Amount Approval

24	Current Manageable Debt, Principal Balance of Student Loans									
25	\$1,118	\$10,000								
26	\$3,500									
27	\$3,595									
28	\$2,000									
29	\$2,750									
30	\$10,000									
31										
32	Current Manageable Debt, Total					\$32,963				
33										
34	Pre-Manageable Debt									
35	Maximum Manageable Debt					\$79,067				
36	Less Current Manageable Debt					\$32,963		APU2: DEBT OTH		
37	Allowable Manageable Debt					\$46,104		APU2: DEBT TTL		
38	FORWARD Loan Amount Certified					\$10,000				
39	Eligible FORWARD Loan Amount					\$10,000				
40										
41	THECB Review									
42	Approved FORWARD Loan Amount					\$10,000				
43										
44	Post-Manageable Debt					\$42,963				
45										
46	Future FORWARD Loan Eligibility					\$36,104				
47										
48	Comments									
Approved FORWARD Loan Amount = Eligible FORWARD Loan Amount										

Manageable Debt Calculation (MDC) Fo

- ✓ Borrowers Current Manageable Debt is \$32,963
- ✓ Borrowers Allowable Debt is \$46,104 and the certified requested amount was \$10,000
- ✓ THECB would approve the Full Loan Amount of \$10,000

Full Loan Amount Approved

Loan status the amount of ✖

(CLUID: _____)

Status: Incomplete

Task	Completion Date	Responsibility
✓ Borrower Application Completed ?	8/21/2023	Borrower
✓ Borrower Application Signed ?	8/21/2023	Borrower
✓ Private Education Loan Applicant Self-Certification (BCF) Signed ?	8/21/2023	Borrower
✓ Credit Approved ?	8/21/2023	Lender
✓ Lender Approval Completed ?	9/7/2023	Lender
✓ School Certification Completed ?	9/6/2023	School
✓ Loan Guaranteed ?	9/7/2023	Lender
✓ Private Education Loan Approval Disclosure (LAD) Sent ?	9/11/2023	Lender
— Private Education Loan Approval Disclosure (LAD) Accepted ?		Borrower
— Private Education Loan Final Approval (LCD) form Sent ?		Lender
— Required Right to Cancel Waiting Period ?		Borrower
— Ready to Disburse ?		Lender

HelmNet Task List

- ✓ Lender Approval Complete
- ✓ Loan Guaranteed
- ✓ Private Education Loan Approval Disclosure (LAD) Sent

Reduced Loan Amount Approval

24	Current Manageable Debt, Principal Balance of Student Loans										
25	\$1,118	\$10,000									
26	\$3,500	\$20,000									
27	\$3,595	\$10,000									
28	\$2,000	\$10,000									
29	\$2,750										
30	\$10,000										
31											
32	Current Manageable Debt, Total					\$72,963					
33											
34	Pre-Manageable Debt										
35	Maximum Manageable Debt					\$79,067					
36	Less Current Manageable Debt					\$72,963		APU2: DEBT OTH			
37	Allowable Manageable Debt					\$6,104		APU2: DEBT TTL			
38	FORWARD Loan Amount Certified					\$10,000					
39	Eligible FORWARD Loan Amount					\$6,104					
40											
41	THECB Review										
42	Approved FORWARD Loan Amount					\$6,104					
43											
44	Post-Manageable Debt					\$79,067					
45											
46	Future FORWARD Loan Eligibility					\$0					
47											
48	Comments										
Approved FORWARD Loan Amount = Less Than School Certified Amount based to total current manageable debt											
Manageable Debt Calculation (MDC) Form Created 3/17/23; Revised 4/17/23											

Manageable Debt Calculation (MDC) For
Created 3/17/22; Revised 4/6/22

- ✓ Borrowers Current Manageable Debt Total increased to \$72,963 which reduced the Allowable Manageable Debt to \$6,104
- ✓ THECB will reduce the certified loan amount from \$10,000 to \$6,104 and Approve

Reduced Loan Amount Approved

Loan status for _____ amount of _____ ✖

(CLUID: _____)

Status: Incomplete

Task	Completion Date	Responsibility
✓ Borrower Application Completed ?	8/9/2023	Borrower
✓ Borrower Application Signed ?	8/9/2023	Borrower
✓ Private Education Loan Applicant Self-Certification (BCF) Signed ?	8/9/2023	Borrower
✓ Cosigner Application Completed ?	8/9/2023	Cosigner
✓ Cosigner Application Signed ?	8/9/2023	Cosigner
✓ Credit Approved ?	8/9/2023	Lender
✓ Lender Approval Completed ?	8/31/2023	Lender
✓ School Certification Completed ?	8/25/2023	School
✓ Loan Guaranteed ?	8/31/2023	Lender
✓ Private Education Loan Approval Disclosure (LAD) Sent ?	8/31/2023	Lender
✓ Private Education Loan Approval Disclosure (LAD) Accepted ?	9/9/2023	Borrower
✓ Private Education Loan Final Approval (LCD) form Sent ?	9/11/2023	Lender
Required Right to Cancel Waiting Period (9/11/2023 - 9/20/2023) ?		Borrower
Ready to Disburse on 9/26/2023 ?		Lender

HelmNet Task List

- ✓ Lender Approval Complete
- ✓ Loan Guaranteed
- ✓ Private Education Loan Approval Disclosure (LAD) Sent

Amount of loan was reduced by THECB due to MDC

Reduced Loan Amount Approved

Texas Higher Education Coordinating Board
STUDENT FINANCIAL AID PROGRAMS
PO Box 12788, Austin, TX 78711-2788
800-242-3062 Fax: 512-427-6423
www.hhloans.com

September 7, 2023

Re: College Access Loan

Student Name: Mickey Mouse
Application # 8120890003W00N044
Institution: THECB University
Program of Study: Nursing Education

Our office recently received a certification for the College Access Loan (CAL) for student above. Changes have been made to the certified amount because the students' debt level for the chosen program of study exceeds the manageable debt level calculation.

One of the goals for the CAL program is for students to graduate with manageable student loan debt, meaning their monthly loan payment is no more than 10% of their gross earnings and they are able to pay off their student loan debt within 10 years. Additional information regarding eligibility for the CAL program is available under [Texas Administration Code, Chapter 22, Subchapter C](#).

You may view the changes online at [HelmNet \(HHLOANS\) Login](#).

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

Student Financial Aid Programs

For online account and payment information, please visit www.hhloans.com

Our office recently received a certification for the College Access Loan (CAL) for student above. Changes have been made to the certified amount because the students' debt level for the chosen program of study exceeds the manageable debt level calculation.

One of the goals for the CAL program is for students to graduate with manageable student loan debt, meaning their monthly loan payment is no more than 10% of their gross earnings and they are able to pay off their student loan debt within 10 years. Additional information regarding eligibility for the CAL program is available under [Texas Administration Code, Chapter 22, Subchapter C](#).

You may view the changes online at [HelmNet \(HHLOANS\) Login](#).

Cancelled Loan Amount

24	Current Manageable Debt, Principal Balance of Student Loans										
25	\$1,118	\$10,000									
26	\$3,500	\$20,000									
27	\$3,595	\$10,000									
28	\$2,000	\$8,500									
29	\$2,750	\$7,550									
30	\$10,000										
31											
32	Current Manageable Debt, Total					\$79,013					
33											
34	Pre-Manageable Debt										
35	Maximum Manageable Debt					\$79,067					
36	Less Current Manageable Debt					\$79,013		APU2: DEBT OTH			
37	Allowable Manageable Debt					\$54		APU2: DEBT TTL			
38	FORWARD Loan Amount Certified					\$10,000					
39	Eligible FORWARD Loan Amount					\$54					
40											
41	THECB Review										
42	Approved FORWARD Loan Amount					\$0					
43											
44	Post-Manageable Debt					\$79,013					
45											
46	Future FORWARD Loan Eligibility					\$54					
47											
48	Comments										
DENIED = Allowable Manageable Debt/Eligible Loan amount is less than \$100.00											
Manageable Debt Calculation (MDC) For											

Manageable Debt Calculation (MDC) Fo

- ✓ Borrowers Current Manageable Debt Total increased to \$79,013 which reduced the Allowable Manageable Debt to \$54
- ✓ THECB will cancel this loan because the Allowable Manageable Debt is less than \$100
- ✓ THECB cannot issue a loan for less than \$100

Loan Cancelled by THECB

Application status for _____ in the amount _____ ✖

of _____

Status: Canceled

Task	Completion Date	Responsibility
✓ Borrower Application Completed ?	2/12/2023	Borrower
✓ Borrower Application Signed ?	2/12/2023	Borrower
✓ Private Education Loan Applicant Self-Certification (BCF) Signed ?	2/12/2023	Borrower
✓ Cosigner Application Completed ?	2/12/2023	Cosigner
✓ Cosigner Application Signed ?	2/12/2023	Cosigner
✓ Credit Approved ?	2/12/2023	Lender
✗ Lender Approval Completed ?		Lender
✗ School Certification Completed ?		School
✗ Loan Guaranteed ?		Lender
✗ Private Education Loan Approval Disclosure (LAD) Sent ?		Lender
✗ Private Education Loan Approval Disclosure (LAD) Accepted ?		Borrower
✗ Private Education Loan Final Approval (LCD) form Sent ?		Lender
✗ Required Right to Cancel Waiting Period ?		Borrower
✗ Ready to Disburse ?		Lender

After THECB completes the Manageable Debt Calculation:

- ✓ HelmNet Status will show as Canceled
- ✓ All remaining tasks will contain a red "X"

Loan Cancelled by THECB

**Texas Higher Education Coordinating Board
STUDENT FINANCIAL AID PROGRAMS**

PO Box 12788, Austin, TX 78711-2788
800-242-3062 Fax: 512-427-6423
www.hhloans.com

September 7, 2023

Re: College Access Loan

Student Name: Mickey Mouse
Application #: 8120890003W00N044
Institution: THECB University
Program of Study: Nursing Education

Our office recently received a certification for the College Access Loan (CAL) for the above student. The application has been cancelled because the students' debt level for the chosen program of study exceeds the manageable debt level calculation.

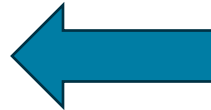
Our office recently received a certification for the College Access Loan (CAL) for the above student. The application has been cancelled because the students' debt level for the chosen program of study exceeds the manageable debt level calculation.

One of the goals for the CAL program is for students to graduate with manageable student loan debt, meaning their monthly loan payment is no more than 10% of their gross earnings and they are able to pay off their student loan debt within 10 years. Additional information regarding eligibility for the CAL program is available under [Texas Administration Code, Chapter 22, Subchapter C](#).

You may view the changes online at [HelmNet \(HHLOANS\) Login](#).

For online account and payment information, please visit [www.hhloans.com](#)

Letter emailed to the
INSTITUTION's
Financial Aid Director



Letter is mailed to the **STUDENT**



**Texas Higher Education Coordinating Board
STUDENT FINANCIAL AID PROGRAMS**

PO Box 12788, Austin, TX 78711-2788
800-242-3062 Fax: 512-427-6423
www.hhloans.com

April 28, 2023

MICKEY MOUSE
123 ROYAL LANE
APT 3B
HOUSTON, TX 01234

Re: College Access Loan

Application # 8120890003W00N044
Institution: THECB University
Program of Study: Nursing Education

We regret to inform you that we are unable to continue processing your request for the College Access Loan (CAL).

You are not eligible to receive funding under the CAL program because the debt level you will accrue while enrolled in your chosen program of study exceeds the manageable debt level calculation. One of the goals and eligibility requirements of the CAL program is for students to graduate with manageable student loan debt, meaning their monthly loan payment is no more than 10% of their gross earnings and they are able to pay off their student loan debt within 10 years. Additional information regarding eligibility for the CAL program is available under Texas Education Code, Chapter 52 or [Texas Administrative Code, Chapter 22, Subchapter C](#).

For additional assistance, please contact Customer Support Services at 800-242-3062, Monday through Friday, 8:00 a.m. to 5:00 p.m., CST.

Loan Canceled by Student or School

Application status for ANGELO STATE UNIVERSITY in the amount of \$4,055 (CLUID: 8120890003WH5B01E)

Status: Canceled by the School on 8/31/2023

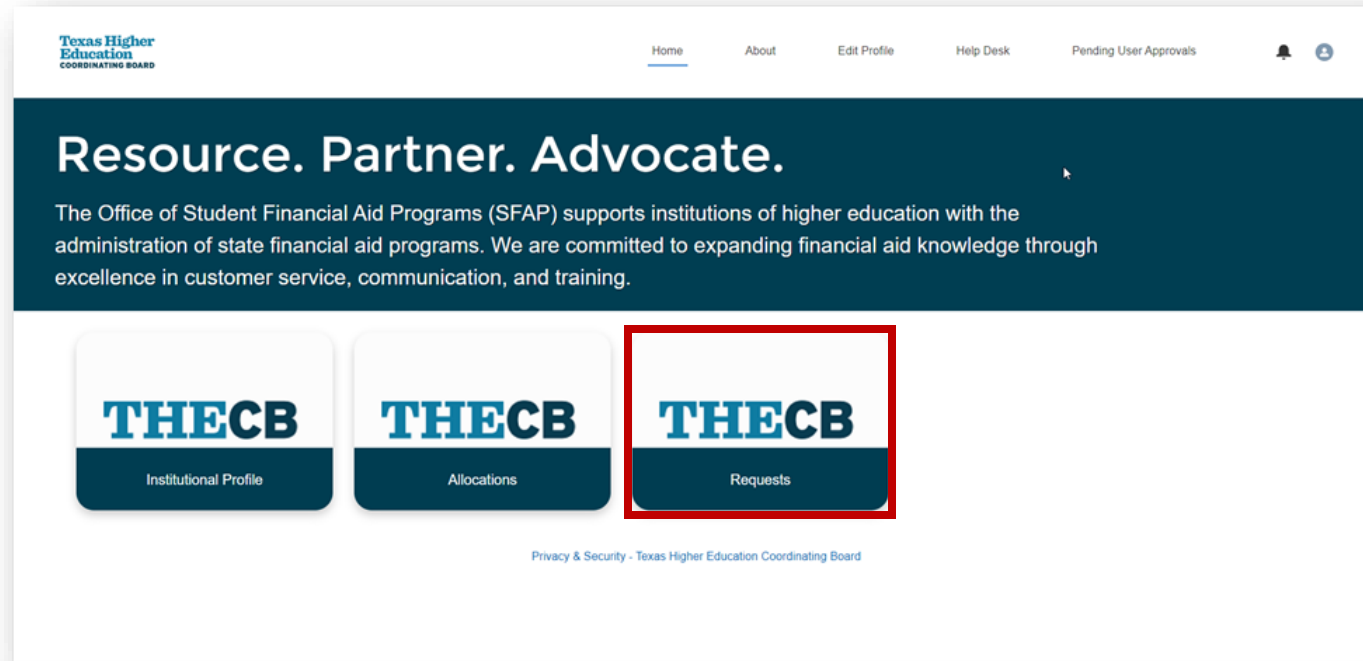
Task	Completion Date	Responsibility
✓ Borrower Application Completed ?	8/11/2023	Borrower
✓ Borrower Application Signed ?	8/11/2023	Borrower
✓ Private Education Loan Applicant Self-Certification (BCF) Signed ?	8/11/2023	Borrower
✓ Cosigner Application Completed ?	8/11/2023	Cosigner
✓ Cosigner Application Signed ?	8/11/2023	Cosigner
✓ Credit Approved ?	8/11/2023	Lender
✗ Lender Approval Completed ?		Lender
✗ School Certification Completed ?		School
✗ Loan Guaranteed ?		Lender
✗ Private Education Loan Approval Disclosure (LAD) Sent ?		Lender
✗ Private Education Loan Approval Disclosure (LAD) Accepted ?		Borrower
✗ Private Education Loan Final Approval (LCD) form Sent ?		Lender
✗ Required Right to Cancel Waiting Period ?		Borrower
✗ Ready to Disburse ?		Lender

No communication is sent when a school or student cancels a loan.

Payment Process Overview

Grant Aid and Processing Portal (GAPP)

GAPP Requests



To submit a request, institutions will need to click the Request tile from the Home screen.

Types of Requests

The screenshot displays the THECB portal interface. At the top, the logo for the Texas Higher Education Coordinating Board is on the left, and navigation links for Home, About, Edit Profile, and Help Desk are on the right. Below the navigation bar, there is a 'Recently Viewed' section with a dropdown arrow. To the right of this section, a red rectangular box highlights a horizontal menu with four options: 'Payment Request', 'Transfer Request', 'Return of Funds', and 'Update Student Count'. Below this highlighted menu, there is a larger, semi-transparent version of the same menu. The main content area below the menu shows a list of items with checkboxes and labels: 'IR Name', '1 IR-00053', and '2 IR-00052'. Each item has a dropdown arrow to its right.

Institutions can submit:

- ✓ Payment Request
- ✓ Return of Funds
- ✓ Update Student Count
- ✓ Transfer Request

Who can submit GAPP Requests?

- ✓ Primary Point of Contact (PPC)
- ✓ Secondary Point of Contact (SPC)
- ✓ Reporting Official (RO)

Please review the State Financial Aid Webcast presented on August 31st, 2023, titled *Grant and Aid Processing Platform training – Setting Up User Profiles, if you need an overview of User Roles*.

Payment Requests

Grant Aid and Processing Portal (GAPP)

Payment Requests

Texas Higher Education
COORDINATING BOARD

Home

About

Edit Profile

Help Desk

Q

🔔

👤

🖥️ Recently Viewed ▼

2 items • Updated a few seconds ago

	<input type="checkbox"/> IR Name	
1	<input type="checkbox"/> IR-00053	▼
2	<input type="checkbox"/> IR-00052	▼

Payment Request

Transfer Request

Return of Funds

Update Student Count

🔍 Search this list...

⚙️ ▼

📄 ▼

🔄

📄

After clicking the Request tile from the Home screen, select Payment Request.

Payment Requests

- ✓ Select the program
- ✓ Fiscal year and remaining allocation amount will auto populate
- ✓ Enter amount and number of students
- ✓ Check the acknowledge box
- ✓ Submit

The screenshot shows the 'Payment Request' form in the THECB system. The form is titled 'Payment Request' and has a progress bar at the top with four stages: 'Review in Progress' (active), 'Cancelled', 'Approved', and 'Paid'. The form fields are as follows:

- Request Type:** A dropdown menu with 'Payment Request' selected.
- * Program:** A dropdown menu with 'Bilingual Education Program - 36009' selected.
- * Amount:** A text input field with '\$50.00' entered.
- * Fiscal Year:** A text input field with '2024' entered.
- * Number of Students:** A text input field with '1' entered.
- Remaining Allocation Amount:** A text input field with '\$91,623.00' entered.
- Total Number of Students:** A text input field that is currently empty.
- Acknowledgement:** A checkbox labeled 'I acknowledge that submission of a payment request serves as confirmation that the institution understands the timely distribution requirements outlined in [TAC Rule 22.2](#)'. The checkbox is checked.
- Buttons:** 'Close' and 'Submit' buttons are located at the bottom right of the form.

Note: If there are no new students, enter "0" (zero).

Payment Requests

Texas Higher Education COORDINATING BOARD

Home About Edit Profile Help Desk Pending User Approvals

Payment Requests ▾

3 items • Sorted by IR Name • Filtered by All institutional requests - Parent Request, Internal Status, Request Type • Updated a few seconds ago

<input type="checkbox"/>	IR Name ↑ ▾	Program ▾	Payment Request A... ▾	External Status ▾	Submitted By ▾	Submitted Date ▾
1	<input type="checkbox"/> IR-00013	Texas Grants	\$500	Approved	Rita Book	8/9/2023
2	<input type="checkbox"/> IR-00023	Work-Study Mentorship	\$300	Review in Progress	Paige Turner	8/15/2023
3	<input type="checkbox"/> IR-00024	Work-Study Mentorship	\$150	Review in Progress		

- ✓ You can review the request from payment history
- ✓ You can cancel the request before THECB reviews it
- ✓ The requester will receive an email.

Texas Higher Education COORDINATING BOARD

Home About Edit Profile Help Desk

Review in Progress Canceled Approved Paid

Payment Request

Request Type
Payment Request

*Amount
\$150000

*Number of Students ⓘ
100

Total Number of Students
100

☐ Last Payment Request For Program

Acknowledgement:
☒ I acknowledge that submission of a payment request serves as confirmation that the institution understands the timely distribution requirements outlined in TAC Rule 22.2

*Program
TEXAS Grant

*Fiscal Year
2024

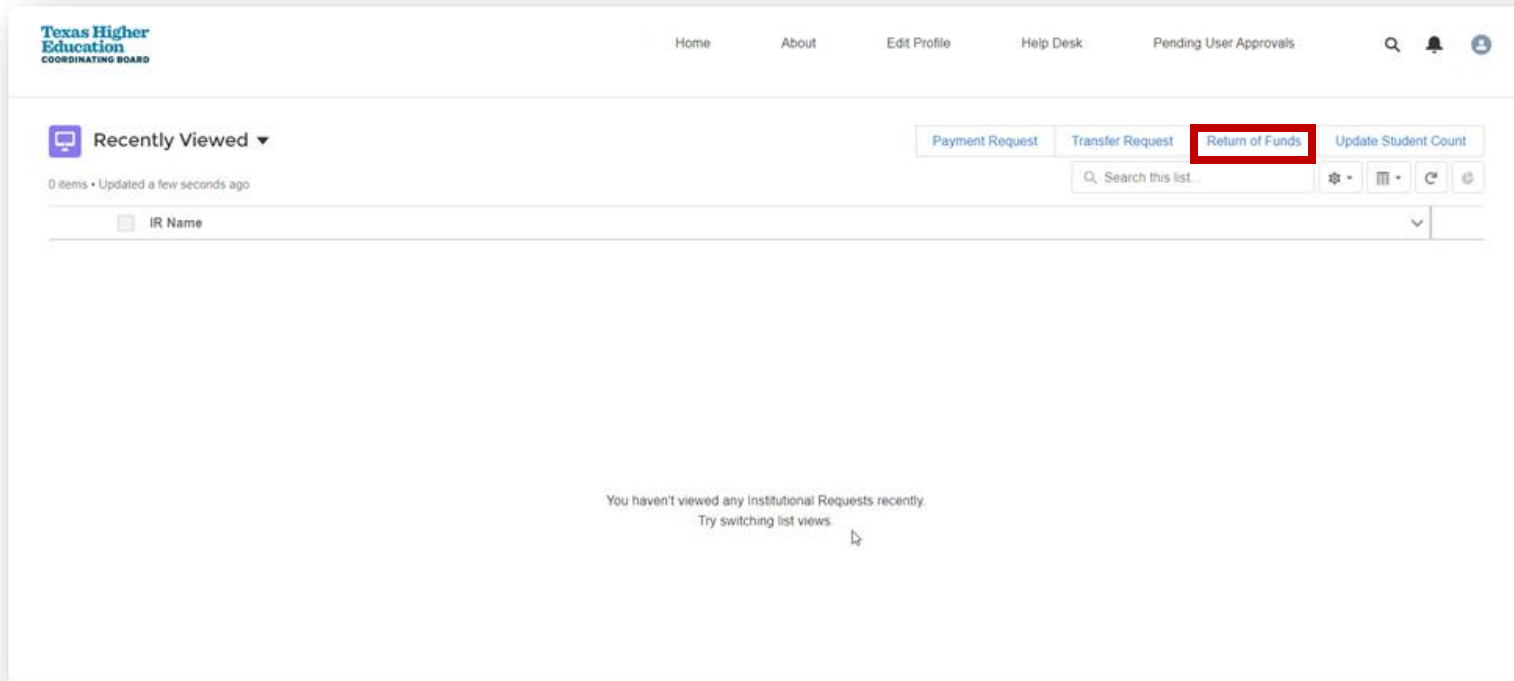
Remaining Allocation Amount
\$30,853,720.00

Close Cancel Request

Return of Funds

Grant Aid and Processing Portal (GAPP)

Return of Funds



After clicking the Request tile from the Home screen, select Return of Funds.

Return of Funds

Texas Higher Education
COORDINATING BOARD

Home About Edit Profile Help Desk Pending User Approvals

Pending Submitted for Approval Cancelled Return Processed

Return of Funds

*Request Type
Return of Funds

*Refund Amount
\$500.00

*Number of Students
1

*Program
Texas Grants

*Appropriation Year
2023

*Reason
Test

Close Save As Draft Submit

- ✓ Select the program
- ✓ Select the appropriation year
- ✓ Type reason for the return
- ✓ Enter refund amount
- ✓ Enter number of students
- ✓ Save as draft or submit

Note: If there is not a student count adjustment needed, enter “0” (zero).

Return of Funds

Texas Higher Education Coordinating Board

Home About Edit Profile Help Desk Pending User Approvals

Return of Funds

2 items • Sorted by IR Name • Filtered by All institutional requests • Request Type • Updated a few seconds ago

	IR Name	Submitted By	Submitted Date	External Status	Return Amount
1	IR-00014	Rita Book	8/5/2023	Return Processed	\$150
2	IR-00017	Rita Book	8/5/2023	Submitted for Approval	\$100

Texas Higher Education Coordinating Board

Home About Edit Profile Help Desk Pending User Approvals

Submitted for Approval

Return of Funds

* Request Type: Return of Funds

* Return Amount: \$100

* Number of Students: 1

* Program: Texas Grants

* Appropriation Year: 2023

* Reason: testing

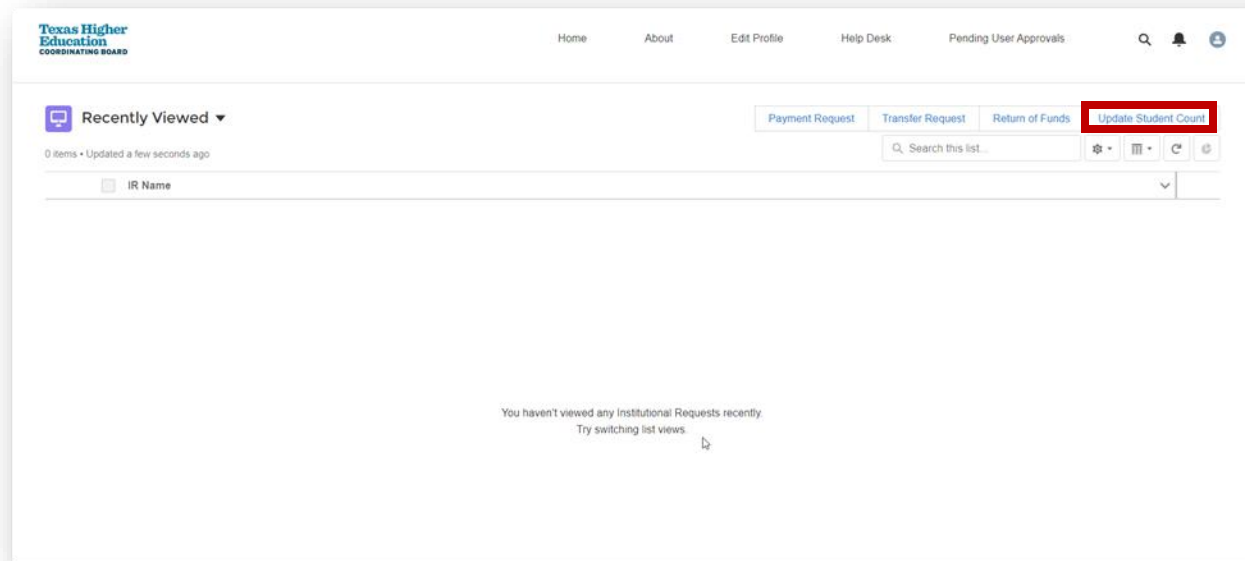
Close Cancel Request

- ✓ After submitting, the request moves to *Submitted for Approval*
- ✓ Institutions will receive an email confirmation of the return of funds
- ✓ Reminder: Institutions must follow the EFT instructions to return the funds back to THECB.

Update Student Count

Grant Aid and Processing Portal (GAPP)

Update Student Count



After clicking the Request tile from the Home screen, select Update Student Count.

Update Student Count

Texas Higher Education

COORDINATING BOARD

Home

About

Edit Profile

Help Desk

Update Student Count

Request Type

Payment Request

Total Number of Students

* Number of Students

* Program

Select an Option

* Fiscal Year

Select an Option

* Change Type

Select an Option

Close

Submit

- ✓ Select program
- ✓ Select fiscal year
- ✓ Select change type
- ✓ Enter the number of students
- ✓ Select submit
- ✓ Institutions will receive an email regarding the request

THECB

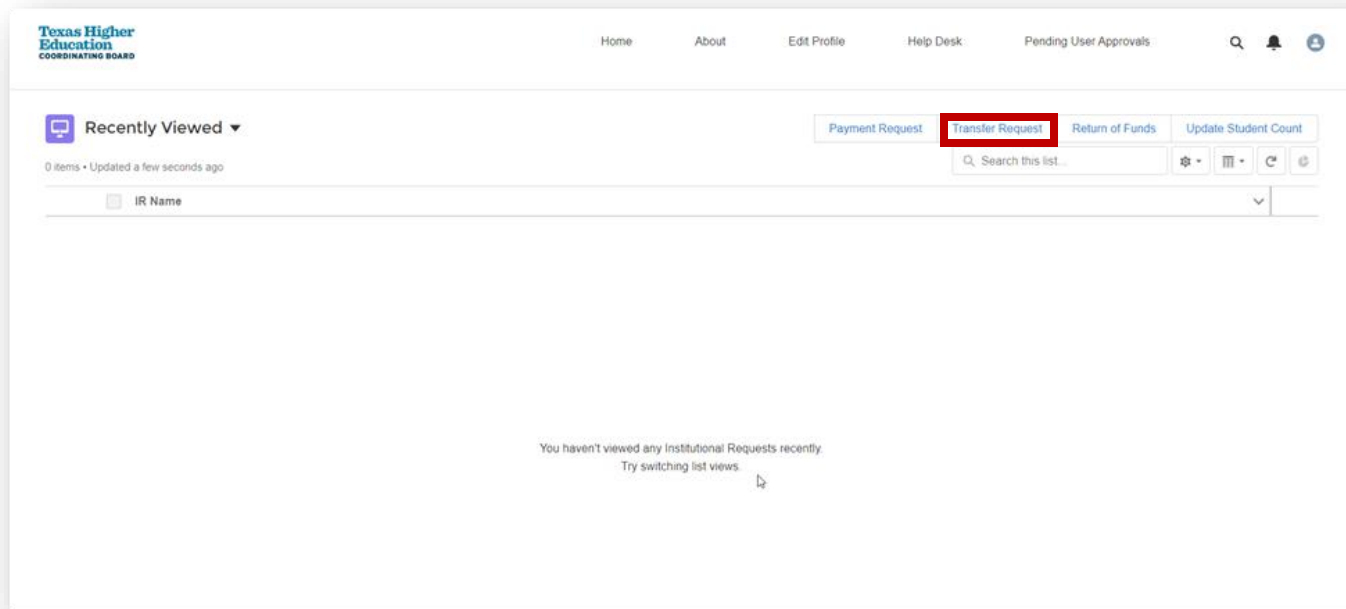
Texas Higher Education
COORDINATING BOARD

43

Transfer Requests

Grant Aid and Processing Portal (GAPP)

Transfer Requests



Transfer requests will now be submitted by the institution to the THECB using an online Authority to Transfer form in the GAPP Portal for FY2024. An official notification will be sent to institutions to advise transfer of funds is open to request. All transfer of funds requests must be submitted by July 1, 2024.

Note: Further training on Transfer Request will be conducted at a later date and communication will be sent to all institutions.

Deadlines, Reminders & Notifications

Deadlines, Reminders, & Notifications

Deadlines

- FAST Program Participation Agreement: 9/29
- FAD Initial File Submission for FY23 Cycle 3: 10/6
- FAST Educationally Disadvantaged Confirmation Roster: 10/15

Reminders

- Financial Aid Advisory Committee Meeting: 9/14
- Financial Aid Database FY23- Cycle 3 First day to submit file: 9/20

Recent Notifications

- Financial Aid for Swift Transfer (FAST) Program FY 2024 Participation Agreement Memo: 8/31
- UPDATE: State Financial Aid FY 2025 Priority Deadline Memo: 8/29
- College Access Loan (CAL) Interest Rate Change Memo: 8/24
- Future Occupations & Reskilling Workforce Advancement to Reach Demand (FORWARD) Loan Interest Rate Change Memo: 8/24
- State Financial Aid Process Updates, Reminders, and Resources Memo: 8/21

Contact Student Financial Aid Programs

The following phone line is available for the public:

Texas Financial Aid Information Center

- Public Line: (888) 311-8881

Borrower Services

- Student Borrowers (Cosigners): (800) 242-3062

Contact Financial Aid Services in one of the following ways:

FAS Institutional Phone Line

- Institutions Only: (844) 792-2640

Submit inquiries online through the [CONTACT US](#) web form.



**Phone Line
Hours of Operation:**
Mon-Fri
8 a.m. to 5 p.m.
(Closed 12-1 daily)

Submit a CONTACT US

To ensure inquiries are routed correctly, complete these steps:

- ✓ Select “**Institution**” in *Received From* box.
- ✓ Enter the institution’s full name.
- ✓ Always select “**Financial Aid Question**” as the Contact Reason.
- ✓ Describe your inquiry in **4000 characters or less**.

Provide the best **direct phone number** to reach you.

Texas Higher Education Coordinating Board

Contact Us

An asterisk * by the field indicates a required field!

Received From*

INSTITUTION

Institution

Contact Reason*

*Financial Aid Question

Description*

4000 characters max

Please do NOT include your full Social Security Number inside the issue description. If you have a question about the status of a new loan application, accounts in repayment, or deferments, please use the last four digits of your SSN instead.

Is this a complaint

No ☒ Yes ☐

Contact Preference

E-MAIL ☒ LETTER ☐ PHONE ☐

Salutation*

Dr.

First Name*

Last Name*

E-mail*

Phone (10-digit)

Phone Ext

Mail Address

Mail Address2

Mail Address3

City

State

-- please select State --

Zip Code (5-digit)

Submit

|

[Help](#)



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Thank You!