60×30TX
Texas Higher Education Coordinating Board

Return of Funds Form Instructions

The following process allows institutions to return program funds throughout the year on an as-needed basis using an online Return of Funds Form (RFF). The RFF allows for easier reconciliation between the institution's Financial Aid Office, Business Office, and the Texas Higher Education Coordinating Board (THECB).

Accessing the RFF

The RFF link can be found on the Student Financial Aid Programs (SFAP) Information Website: https://www1.thecb.state.tx.us/apps/SpecialPrograms/MainMenu.cfm

STEP 1: Navigate to the SFAP Website

Under the **Online Forms and Portal** section**.**

STEP 2: Select the type form

Grants and special Programs

- Bilingual Education Scholarship Program
- Educational Aide Exemption (EAE)
- Texas College Work Stud (TCWS)
- Top Ten Percent (Top 10%) Scholarship
- Tuition Equalization Grant (TEG)
- Texas Educational Opportunity Grant (TEOG) -2 yr. Colleges
- Texas Educational Opportunity Grant (TEOG) - State/Technical
- Toward EXcellence Access and Success (TEXAS) Grant

Loan Programs

- B-On-Time (BOT) Public Institutions
- B-On-Time (BOT) Private Institutions
- College Access Loan (CAL)
- Texas Armed Services Scholarship Program (TASSP)
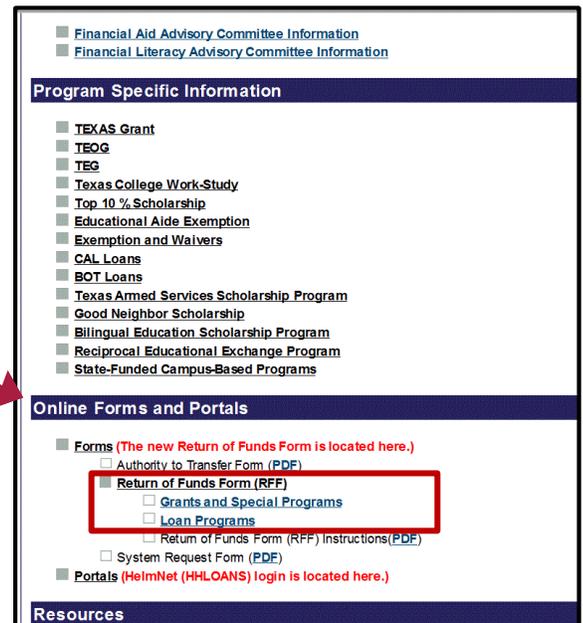
Completing the Grants and Special Programs RFF

STEP 1: Complete the Contact Information Section

Financial Aid Director - accountable for overseeing the program at the institution.

Reporting Official - assigned to monitor the program.

Business Office Contact - responsible for reconciling the program account with the Financial Aid Office.

Contact Information			
Position	Name	Email	Phone
Financial Aid Director			
Reporting Official			
Business Office Contact			

NOTE: If the Financial Aid Director is the Reporting Official, enter the same information for both contacts.

STEP 2: Program Section

Select award year.

- 2017-2018
- 2016-2017
- 2015-2016
- 2014-2015
- 2013-2014
- 2012-2013

Select the program

Award Year: 2017-2018

Program: TEOG-2 year Colleges   36002

Grant programs require a breakdown in type of funds.

Grant Programs:
- TEG
- TEOG - 2 yr. Colleges
- TEOG - State/Technical
- TEXAS Grant

Special Programs:
- Bilingual Education Scholarship Program
- EAE
- TCWS
- Top 10% Scholarship

STEP 3: Completing the Refund Section

To complete the **Refund** section, a program must first be selected. Once selected only the corresponding refund section will be available to be completed.

Grant Program		
Type of Funds	Amount*	Number of student awards being returned**
Initial	0	0
Renewal	0	0
Total	0	0

Grant Program Refund

- Enter the total amount of Initial and Renewal award funds being returned.
- Enter the number of student awards being returned. Do not enter a student count for a partial refund.

Grant Programs:
- o   TEG
- o   TEOG - 2 yr. Colleges
- o   TEOG - State/Technical
- o   TEXAS Grant

Special Program Refund

- Enter the total amount of funds being returned.
- Enter the number of student awards being returned. Do not enter a student count for a partial refund.

Special Program	
Amount*	Number student awards being refunded**

Special Programs:
- o   Bilingual Education
- o   EAE
- o   TCWS
- o   Top 10% Scholarship

NOTE: A refund for a partial student award does not affect the student count and does not need to be reported on the RFF.

For Example:

- o   A student was issued TEXAS Grant for both fall and spring.
    - o   Total award = $5,000
- o   The student is ineligible for the spring award.
    - o   Spring only = $2,500
- o   A partial refund is being processed.
    - o   Student count = 0

Grant Program		
Type of Funds	Amount*	Number of student awards being returned**
Initial	0	0
Renewal	2500	0
Total	2500	0

STEP 4: Complete the Explanation Section

Institutions **must** enter a detailed explanation for the refund. Student personal identifying information is not required.

STEP 5: Submit the Request

- Once all fields are completed, select the **submit** button to send the RFF.

- If the request is missing any required information, an error message will appear. Enter any missing information and then re-select **submit**.

Once the RFF is submitted a confirmation email including a copy of the request, will be sent to the representatives listed in the Contact Information section.

Completing the Loan Program RFF

STEP 1: Complete the Contact Information Section

Financial Aid Director - accountable for overseeing the program at the institution.

Reporting Official - assigned to monitor the program.

Business Office Contact - responsible for reconciling the program account with the Financial Aid Office.

NOTE: If the Financial Aid Director is the Reporting Official, enter the same information for both contacts.

STEP 2: Program Section

Select the program

- B-On-Time (BOT) Public Institutions
- B-On-Time (BOT) Private Institutions
- College Access Loan (CAL)
- Texas Armed Services Scholarship Program (TASSP)

Contact Information			
Position	**Name**	**Email**	**Phone**
Financial Aid Director			
Reporting Official			
Business Office Contact			
Program --- Select A Program Type ---	Total refund:		PCA#

Disbursement Year: Calendar year the funds were disbursed   **Term: F** = Fall   **S** = Spring   **SM** = Summer   **Award: F** = Full   **P** = Partial
Explanation: INST Canceled = Institution Initiated Cancelation   **STDNT Canceled** = Student Initiated Cancelation

Common Line Unique ID	Disb. #	Disb. Year	Term Fall Spring	Amount (Exclude all Fees)	Award	First Name	Last Name	D.O.B MM/DD/YY	SSN 000-00-0000	Explanation

STEP 3: Completing the Refund Section

The following data must be submitted in order to process a loan refund.

- **Common Line Unique Identification Number:** Enter the 17 digit loan identifying number.
- **Disbursement Number:** Select the loan disbursement number being refunded.
  - If a loan with several disbursements is being refunded, each disbursement must be entered separately.

  For Example:

  - A loan of $5,000 was issued in **4** disbursements of $1,250 each.
  - A refund of $2,500 needs to be returned to the THECB for that loan.
    - Institution would report the refund on **2** lines in the RFF, **1** for each disbursement.

- **Disbursement Year:** Enter the calendar year the disbursement was issued to the students account.
- **Term** Enter the term the disbursement was issued.
  - It is possible for a loan to have several disbursements in the same term.
- **Amount:** Enter the amount of the refund being submitted to the THECB.
- **Award:** Select **F** if a full refund of the disbursement identified is being returned. Select **P** if a partial refund for the loan disbursement is being issued.
- **First Name:** Enter the student first name as it appears on the THECB loan system
- **Last Name:** Enter the student last name as it appears on the THECB loan system
- **DOB:** Enter the students date of birth
- **SSN:** Enter the student 9 digit Social Security Number.
- **Explanation:** Select **INST Cancel**ed, if the institution initiated the cancellation and refund of the loan. Select **STDNT Canceled** if the student initiated the cancellation and refund of the loan.

Common Line Unique ID	Disb. #	Disb. Year	Term Fall Spring	Amount (Exclude all Fees)	Award	First Name	Last Name	D.O.B MM/DD/YY	SSN 000-00-0000	Explanation

STEP 4: Submit the Request

- Once all fields are completed, select the **submit** button to send the RFF.

- If the request is missing any required information, an error message will appear. Enter any missing information and then re-select **submit**.

Once the RFF is submitted a confirmation email including a copy of the request, will be sent to the representatives listed in the Contact Information section.

Resources

CONTACT FINANCIAL AID SERVICES

By phone: (844) 792-2640

Contact us by completing an online inquiry form and use one of the following contact reasons below:

Contact Reason - Exemptions/Waiver Programs
- All state exemption and waiver programs including EAE

Contact Reason - Student Loan- School Info Request
- CAL
- BOT
- TASSP

Contact Reason - State and Federal Grants and Scholarships
- TEXAS Grant
- TEOG
- TEG
- Top 10% Scholarship

Contact Reason - Work-Study Programs
- TCWS
- TCWS Mentorship

OTHER RESOURCES FOR INSTITUTIONS

General program information for institutions	Student Financial Aid Programs Information Website
General loan information	HHloans
Texas Program Statutes	Texas Education Code
Texas Program Rules	Texas Administrative Code
Information concerning program processing, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. In order to receive these communications, interested individuals must subscribe.	GovDelivery

AVAILABLE FORMS

TEXAS Grant, TEOG, TEG, TCWS, Top 10% Scholarship, BOT, CAL, TASSP, EAE	Return of Funds Form – Grants and Special Programs Return of Funds Form – Loan Programs

CALENDAR

Institutional Calendar