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

FROM: DeChà Reid
Director, Financial Aid Services

DATE: April 4, 2018

RE: DEADLINE REMINDER: FY 2017 Tuition Equalization Grant (TEG)
Engagement Guide

As a friendly reminder, the deadline to submit the FY 2017 TEG Engagement Guide (previously the TEG Audit Guide) on findings and corrective action plans (if necessary) are due to the Texas Higher Education Coordinating Board by **April 16, 2018**.

The FY 2017 TEG Engagement Guide is available on the [Student Financial Aid Programs Information Website](#). In accordance with [Texas Administrative Code, Chapter 22, Subchapter B, Section 22.23 \(c\)\(3\)\(B\)](#), private and independent institutions participating in the TEG program are required to have their TEG Program operations audited on an annual basis by an independent auditor or by an internal audit office that is independent of the financial aid and disbursing offices.

The purpose of the audit is to confirm that awards are going only to eligible students and that the institution has an adequate system of internal controls to assure adherence to program laws and regulations.

For any questions or concerns, please contact Financial Aid Services at (844) 792-2640 or [CONTACT US](#). (Select the "State and Federal Grants and Scholarships" option in the drop-down selection under **Contact Reason**).

Enclosed: [FY 2017 TEG Engagement Guide](#)

cc: Ken Martin, Assistant Commissioner
Charles W. Puls, Deputy Assistant Commissioner