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

FROM: DeChà Reid
Director, Financial Aid Services

DATE: July 9, 2019

RE: 2018-19 (FY 2019) Tuition Equalization Grant (TEG) Engagement Guide

The 2018-19 (FY 2019) TEG Engagement Guide is available on the [Student Financial Aid Programs Information Webpage](#) under **Program Resources**. 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 operations of the program audited on an annual basis by an independent auditor or by an internal audit office that is independent of the financial aid and disbursing office.

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

Each private/independent institution is required to submit a final report electronically to DeChà Reid at DeCha.Reid@theccb.state.tx.us by **April 15, 2020**. If the audit results in findings or recommendations, the institution must also submit a corrective action plan in addition to the final report.

For questions, contact Financial Aid Services at (844) 792-2640 or [CONTACT US](#) (select the "Financial Aid Question" option in the drop-down list under **Contact Reason**).

Enclosed: [2018-19 \(FY 2019\) TEG Engagement Guide](#)