

# 2020-21 Program Guidelines Bilingual Education Program



**Student Financial Aid Programs  
Texas Higher Education Coordinating Board**

# TABLE OF CONTENTS

<b>BILINGUAL EDUCATION PROGRAM</b> .....	<b>1</b>
Program Purpose .....	1
Eligible Institutions .....	1
<b>ELIGIBILITY</b> .....	<b>1</b>
Eligibility Requirements .....	1
Selective Service Statement .....	2
<b>AWARDING</b> .....	<b>3</b>
<b>PROCESSING FUNDS</b> .....	<b>3</b>
Requesting Program Funds .....	3
Returning Program Funds .....	3
<b>REPORTING</b> .....	<b>3</b>
Reporting Timeline .....	3
<b>APPENDIX 1: GENERAL APPROPRIATIONS ACT, HB 1, ARTICLE III, SECTION 52, 86TH TEXAS LEGISLATURE</b> .....	<b>4</b>
<b>APPENDIX 2: QUICK REFERENCES</b> .....	<b>5</b>



## BILINGUAL EDUCATION PROGRAM

The Texas Higher Education Coordinating Board (THECB) Program Guidelines are intended to support institutions by highlighting requirements that appear in the General Appropriations Act (GAA). When administering this program, institutions should always refer to the GAA. The information provided in this document is to be used solely as a resource and does not supersede the General Appropriations Act, HB 1, Article III, Section 52, 86th Texas Legislature.

### PROGRAM PURPOSE

The purpose of the Bilingual Education Program is to encourage students who enroll in an educator preparation program at a participating university to earn a certification to teach bilingual education, English as a second language (ESL), or Spanish in public school districts in Texas with high critical needs.

### ELIGIBLE INSTITUTIONS

The following institutions are eligible to participate in the Bilingual Education Program:

- University of North Texas
- University of North Texas at Dallas
- Texas Woman's University
- The University of Texas at Dallas
- The University of Texas at Arlington
- Texas A&M - Commerce
- DFW Tech Teach, in consultation with Texas Tech University

## ELIGIBILITY

### ELIGIBILITY REQUIREMENTS

#### TO RECEIVE AN AWARD, A STUDENT MUST:

- ✓ Be admitted to a teacher education program at a participating institution in bilingual education or other comparable program for teacher education in English as a second language (ESL) or Spanish
- ✓ Have demonstrated financial need, as determined by the completion of a Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA) and the institution's financial aid office
- ✓ Successfully pass the State Board for Educator Certification Bilingual Target Language Proficiency Test
- ✓ Maintain a minimum cumulative 3.0 GPA



## SELECTIVE SERVICE STATEMENT

Male students must be registered with or exempt from Selective Service (SS) in order to be eligible to receive federal or state financial assistance. In accordance with [TEC, Section 51.9095](#), male students must file the required **Selective Service**

**Statement of Registration Status** (found below) with their institution or other entity granting or guaranteeing financial assistance. This includes grants, scholarships, loans, or other assistance funded by state revenue, including federal funds or gifts and grants accepted by the state.

### When is the statement NOT Required?

- **When the SS registration is confirmed through the Institutional Student Information Record (ISIR):** The ISIR confirmation serves as the student’s official, signed statement because the Department of Education validates registration directly with the Selective Service System (SSS).
- **NEW** **When the SS registration is confirmed through the [SSS.gov website](#):** The institution can save the confirmation directly from the website to serve as the student’s official, signed statement on record.
- **NEW** **When the ISIR confirms that a student is under the age of 18:** No statement or documentation is needed for the applicable award year, even if the student turns 18 during that year.

### When is the statement REQUIRED, including all supporting documentation?

- When the student completes a Free Application for Federal Student Aid (FAFSA) but is flagged “not registered” on the ISIR and SS status **cannot** be confirmed on the [SSS.gov website](#).
- **NEW** **When the student completes a Texas Application for State Financial Aid (TASFA):** The required statement is embedded in the 2020-21 TASFA and must be completed by the student.
- **NEW** **When the student does not complete a FAFSA or TASFA but applies for state financial aid, such as through exemptions or waivers, and SS status cannot** be confirmed on the [SSS.gov website](#).

## ADDITIONAL INFORMATION

### FREQUENCY COLLECTING THE STATEMENT

If the student’s status will NOT change, the statement and supporting documentation can be used for subsequent semesters. (Example: The student entered the U.S. after the eligible age to register.)

If the student’s status is temporary, the statement must be collected each academic year until the student is registered or determined exempt. (Example: Student is under age 18 but did not complete a FAFSA or TASFA.)

### RETENTION SCHEDULE

The status statement and all documentation must be retained in the student’s record for 7 years after the date of completion of the award period ([TEC, Section 441.1855](#)).

### REPROCESSED ISIRS

If the student’s most recent ISIR transaction has been reprocessed by the Central Processing System (CPS) and the registration with the SSS was confirmed, the institution does not need to collect the status statement or any documentation.

**Institutions may collect the required status statement and documentation either electronically or on paper.**  
([English Statement](#) or [Spanish Statement](#))

SELECTIVE SERVICE STATEMENT OF REGISTRATION STATUS	
Male students must verify their current Selective Service registration status by marking one of the statements below and providing proof of their registration status to their current institution. Failure to do so may result in the loss of eligibility for state financial aid.	
_____ I am under the age of 18 and not currently required to register.	
_____ I am <b>REGISTERED</b> with the Selective Service and, <i>Check the following box that applies:</i> <input type="checkbox"/> I have already submitted proof of registration to my current institution. <input type="checkbox"/> Proof of registration is included with this statement. <input type="checkbox"/> I will submit proof of my registration. <b>NOTE:</b> Proof is required to be considered eligible for financial aid.	_____ I am <b>EXEMPT</b> from registration and, <i>Check the following box that applies:</i> <input type="checkbox"/> I have already submitted proof of my exemption to my current institution. <input type="checkbox"/> Proof of my exemption is included with this statement. <input type="checkbox"/> I will submit proof of my exemption. <b>NOTE:</b> Proof is required to be considered eligible for financial aid.
_____ I am over the age of 18. I am not registered with Selective Service and I am not exempt from registration with Selective Service.	
I, _____, hereby certify that the Selective Service status statement provided above is true and accurate.	
Student ID: _____	Signature: _____
Date: _____	

## AWARDING

Students receiving awards through the Bilingual Education Program are issued grants in the form of tuition assistance.

### **STOP: Other Costs Associated with the Program**

Allocated funding cannot be used to cover “other costs associated” with the Bilingual Education Program. In the General Appropriations Act of the 86th Texas Legislature, the phrase “develop and operate a program” was removed from the first sentence of the program rider. In previous years, that language allowed institutions to dedicate funds for other costs associated with running the program. Beginning with the 2020-2021 biennium, all program funds must be used solely for grants to students.

## PROCESSING FUNDS

### REQUESTING PROGRAM FUNDS

Institutions can begin submitting requests for funding on **August 3, 2020**. The THECB will begin processing funds *after* **September 1, 2020**. Institutions have *until* the close of business on **August 1, 2021** (or the first working day thereafter if it falls on a weekend or holiday) to request program funds.

When requesting funds, eligible institutions must submit a [Funds Request Form \(FRF\)](#), which is available on the Student Financial Aid Programs [Work-Study & Scholarships webpage](#) under **Bilingual Education Program**.

### RETURNING PROGRAM FUNDS

A [Return of Funds Form \(RFF\)](#) must be submitted before any funds are returned to the THECB. This form is available on the Student Financial Aid Programs [Online Resources webpage](#) under Forms.

## REPORTING

Participating institutions are required to submit a report (using a template provided by the THECB) detailing annual information on the following performance measures:

- Bilingual Education Program student graduation rates;
- Passage rates for the Texas Examination of Education Standards Bilingual Education Supplemental exam **or** the English as a Second Language Supplemental exam; **and**
- Graduate employment data at Texas public school districts.
  - Number of Bilingual Education Program students employed after graduation in a Texas public school district
  - Names of Texas school districts employing Bilingual Education Program graduates
  - Number of Bilingual Education Program students furthering education beyond the educator preparation program

### **ALERT: Graduate Employment Data**

Institutions should establish a process to collect the required public-school reporting data on Bilingual Education Program students post-graduation.

### REPORTING TIMELINE

The THECB is required to collect Bilingual Education Program data for the 2020-2021 biennium, which includes the 2019-20 (FY 2020) and 2020-21 (FY 2021) award years. The required data will be requested during the **second** year of a biennium. Report templates and due dates will be sent to participating institutions for the **FY 2020-2021 Biennium Report** and **FY 2020-2021 End of Year (EOY) Report**.

# APPENDIX 1: GENERAL APPROPRIATIONS ACT, HB 1, ARTICLE III, SECTION 52, 86TH TEXAS LEGISLATURE

**52. Program to Encourage Certification to Teach Bilingual Education, English as a Second Language, or Spanish.** Out of the funds appropriated above in Strategy E.1.5, Bilingual Education Program, the Coordinating Board shall allocate in equal amounts to the University of North Texas, University of North Texas at Dallas, Texas Woman’s University, The University of Texas at Dallas, The University of Texas Arlington, Texas A&M Commerce and DFW Tech Teach, in consultation with Texas Tech University, to be used for grants to provide financial incentives in the form of tuition assistance, to encourage students who enroll in an educator preparation program at the university to become certified to teach bilingual education, English as a Second Language, or Spanish in school districts with high critical needs. Any balances on hand at the end of fiscal year 2020 may be carried over to fiscal year 2021 for the same purpose.

The program shall make awards to qualified students admitted to the Teacher Education Program in Bilingual Education or other comparable programs for teacher education in English as a second language or Spanish. Qualified students must: 1) have demonstrated financial need, as determined by the completion of a Free Application for Federal Student Aid form and the institution’s financial aid office; 2) Successfully pass the State Board for Educator Certification Bilingual Target Language Proficiency Test; and 3) Maintain a minimum cumulative 3.0 GPA.

The program shall submit a report not later than January 1, 2021, to the Texas Higher Education Coordinating Board detailing annual information on the following performance measures:

- a. Student graduation rates from the program;
- b. Passage rates for the Texas Examination of Education Standards Bilingual Education Supplemental exam and/or the English as a Second Language Supplemental exam; and Graduate employment data at Texas public school districts.

## APPENDIX 2: QUICK REFERENCES

### CONTACT FINANCIAL AID SERVICES

By phone: (844) 792-2640

Contact us by completing an [online inquiry form](#) and select "Financial Aid Question" as the Contact Reason.

### OTHER RESOURCES FOR INSTITUTIONS

General program information for institutions	<a href="#">Student Financial Aid Programs Information Webpage</a>
General loan information	<a href="#">HHloans</a>
Texas Program Statutes	<a href="#">Texas Education Code</a>
Texas Program Rules	<a href="#">Texas Administrative Code</a>
First-time users will be required to create an account for CBPass and then request access to the online <b>Grant Payment</b> application.	<a href="#">CBPass</a> <a href="#">CBPass User Instruction Guide</a>

### AVAILABLE FORMS

Directors of Financial Aid must submit a form to add, update, or remove a user's access to state financial aid web portals through the THECB.	<a href="#">System Authorization Form</a>
A form is required when returning funds for all state grant, scholarship, Educational Aide Exemption, and loan program funds.	<a href="#">Special Programs Online Return of Funds Form</a> <a href="#">Loan Programs Online Return of Funds Form</a>
The THECB accepts funds electronically as an Automated Clearing House (ACH) or wire transfer.	<a href="#">Electronic Funds Transfer Information</a>