



FY2017

Texas College Work-Study (TCWS)

Progress Report

Financial Aid Services
Texas Higher Education
Coordinating Board

Texas College Work-Study Progress Report

Purpose

The purpose of the Texas College Work-Study (TCWS) progress report is to account for all allocated funds. In accordance with [Chapter 21, Subchapter M, Rule 21.407](#), in the month of February of each year, institutions lose claim to unencumbered funds, which are made available to the Coordinating Board for a reallocation process.

Deadline Dates

February 21, 2017 – Deadline date to submit progress report and return all unencumbered funds.

Report Submission

- For auditing purposes, all submitted reports must be saved as a PDF with the following naming convention:

FICE TCWS-PR Current Date

Example: 001234 TCWS-PR 02-21-2017.pdf

- Email the completed report to: TCWS@thecb.state.tx.us

The email subject line must be in the following format:

FICE TCWS-PR Current Date

Example: 001234 TCWS-PR 02-21-2017

Field Descriptions

Field Name	Description
State Funds	
(A) Total state allocation	Total 2016-17 TCWS funds deposited by THECB into the institution's account, regardless if the awarded funds were used/earned by the student. Manual entry on worksheet
(B) Total amount earned by February 21	Total funds used/earned by students working for non-profit or for-profit employers. This should account for any adjustments made to the allocation throughout the year. Manual entry on worksheet
(C) Remaining amount projected to be earned by May 1	Remaining funds projected to be earned by students working for non-profit or a for-profit employers. Manual entry on worksheet
(D) Funds being returned to the THECB	The balance of funds from the total allocation that has not been earned or is not projected to be earned, and must be returned to the THECB. Auto-calculated on worksheet
Matching Funds	
(E) Employer matching funds earned by February 21 <ul style="list-style-type: none"> • Non-Profit Employers • For-Profit Employers 	Total funds matched by employer. The non-profit employer match is (25%) and the for-profit employer match is (50%) of earnings. *An institution eligible for a waiver of the federal work-study matching requirement is also eligible for such a waiver for the Texas work-study program. To qualify, institutions must provide THECB with a copy of the current waiver for Title III or Title V funds. In this case, the students' total earnings will equal the state allocation. Manual entry on worksheet
(F) Employer Matching funds projected to be earned by May 1 <ul style="list-style-type: none"> • Non-Profit Employers • For-Profit Employers 	
Job Location Breakdown	
(G) Total number of students receiving state funds	Total number of students employed, regardless of location or type of employer (e.g. non-profit or for-profit employers). Manual entry on worksheet
(H) Number of positions held on-campus	Total number of positions located off-campus, held by students receiving state funds as of February 21. Manual entry on worksheet
(I) Number of positions held off-campus	Total number of positions located on-campus, held by students receiving state funds as of February 21. Manual entry on worksheet
(J) Percentage of total positions held off-campus as of February 21	Total number of off-campus positions divided by the combined total number of position on and off campus. Auto-calculated on worksheet

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Institution: FICE: Date:

For Academic Year 2016-17, was the institution exempt from the federal matching funds requirement?

Yes No

If **Yes**, a copy of the federal exemption letter must be submitted with the Progress Report.

State Funds

- A. Total state allocation
- B. Total amount earned by February 21
- C. Remaining amount projected to be earned by May 1
- D. Funds being returned to the THECB
 $A - (B + C) = D$

Matching Funds

- E. Employer matching funds earned by February 21*
Non-Profit Employers For-Profit Employers
- F. Employer matching funds projected to be earned by May 1*
Non-Profit Employers For-Profit Employers

*Reference **Matching Funds** field description.

Job Location Breakdown

Figures reported below should reflect only students and positions that received state funds as of February 21.

- G. Total number of students receiving state funds
(This number may not equal H + I)
- H. Number of positions held on-campus
- I. Number of positions held off-campus
- J. **Percentage of total positions held off-campus as of February 21.**
 $I / (H + I) = J$

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Certification

Completed certification form and unused TCWS funds must be submitted to the THECB by 5:00 p.m. February 21, 2017.

Institution: _____ **FICE:** _____ **Date:** _____

I hereby certify that the figures included in this Progress Report are accurate to the best of my knowledge and records.

Director of Financial Aid

Email

Phone Number

Reporting Official

Email

Phone Number

Business Office Contact

Email

Phone Number

Does the institution plan to participate in the Texas College Work-Study Program during the 2017-18 Academic Year?

YES NO

Institutions that select **NO** will not be included in the allocation process for the 2017-18 Academic Year.