

2020-21

Program Guidelines

**Texas Educational
Opportunity Grant**

(TEOG)

60x30TX



Texas Higher Education Coordinating Board

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

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TEXAS EDUCATIONAL OPPORTUNITY GRANT

The Texas Higher Education Coordinating Board (THECB) Program Guidelines are intended to support institutions by highlighting requirements that appear in the Texas Education Code (TEC) and Title 19 of the Texas Administrative Code (TAC). When administering this program, institutions should always refer to the applicable statutes and rules. The information provided in this document is to be used solely as a resource and does not supersede the statute and/or rules for this program.

PROGRAM AUTHORITY AND PURPOSE

The Texas Educational Opportunity Grant (TEOG) Program is authorized by [TEC, Chapter 56, Section 56.402](#). Rules establishing procedures to administer the program can be found in [Title 19 of the TAC, Chapter 22, Subchapter M](#). The program is funded by appropriations authorized by the Texas Legislature. The purpose of the TEOG Program is to provide financial assistance to eligible students attending Texas two-year public institutions of higher education.

STATE PRIORITY DEADLINE [\(TEC, SECTION 56.008](#) and [19 TAC, SECTION 22.6\)](#)

The THECB provides a uniform priority deadline for applications that qualify for state-funded financial assistance in an academic year. General Academic Teaching Institutions (GATIs) in Texas (*including* Lamar State College-Orange and Lamar State College-Port Arthur), as defined in [TEC, Section 61.003\(3\)](#), must publicize and use **January 15** as the state priority deadline for identifying eligible students to be given priority in receiving awards through the state financial aid programs. Institutions may define how their students must meet the priority deadline and are encouraged to adopt a policy describing the actions that students must take to meet the deadline.

ELIGIBLE INSTITUTIONS

Community colleges, public state colleges, and public technical institutes, as defined in [TEC, Section 61.003](#) are eligible to make initial year (IY) and renewal year (RY) awards. Each eligible institution will have a single allocation each fiscal year to make both IY and RY awards.

ELIGIBILITY

ELIGIBILITY REQUIREMENTS

TO RECEIVE AN IY AWARD, A STUDENT MUST:	TO RECEIVE AN RY AWARD, A STUDENT MUST:
<ul style="list-style-type: none"> ✓ Be classified by the institution as a Texas resident ✓ Be registered with Selective Service, or be exempt ✓ Have applied for any available financial aid assistance ✓ Have financial need ✓ Be enrolled at least 1/2 time as an undergraduate student in an associate degree or certificate program at a 2-year institution ✓ Not have attempted more than 30 semester credit hours (SCH) (excluding credits for dual enrollment or by examination) ✓ Not have earned an associate or baccalaureate degree ✓ Not be concurrently receiving TEXAS Grant ✓ Not have been convicted of a felony or crime involving a controlled substance or under the law of any jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety Code (Texas Controlled Substances Act) 	<ul style="list-style-type: none"> ✓ Be classified by the institution as a Texas resident ✓ Be registered with Selective Service, or be exempt ✓ Be a previous TEOG initial award recipient ✓ Have financial need ✓ Be enrolled at least 1/2 time as an undergraduate student in an associate degree or certificate program at a 2-year institution ✓ Maintain satisfactory academic progress ✓ Not have earned an associate or baccalaureate degree ✓ Not be concurrently receiving TEXAS Grant ✓ Not have been convicted of a felony or crime involving a controlled substance or under the law of any jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety Code (Texas Controlled Substances Act)

ADDITIONAL INFORMATION

TEOG AND TEXAS GRANT IN THE SAME AWARD YEAR

A student may receive a TEOG and TEXAS Grant award during the same award year if both awards are not received for the same semester or term.

Example:

Student attends a public university in the fall and receives a TEXAS grant award but transfers to a public community college in the spring. A TEOG can be awarded for the spring semester if the student meets the eligibility requirements.

GED

A student who received a GED can be considered eligible for a TEOG if the student is admitted for enrollment as an entering student in the first 30 attempted SCHs of an associate degree or certificate program.

ALERT: Priority Expected Family Contribution (EFC)

The **priority EFC** set by the THECB should serve as a method for prioritizing initial year awards for eligible students and is not an eligibility requirement to receive an award. The calculated priority EFC for 2020-21 is **\$6,047**.

CONTROLLED SUBSTANCE RESTRICTIONS

Institutions are required to collect a controlled substance statement (electronic or paper) from each TEOG recipient to confirm eligibility prior to the disbursement of funds. This statement must be retained with the student’s records at the institution and be made available if requested in the course of a program review or audit. Each statement must be retained for 7 years after the student’s completion of the award period (see [TAC, Section 22.4\(a\)\(2\)\(A\)](#)).

The institution has the flexibility to determine the wording of the statement and the frequency with which it is collected. A **sample** statement is provided below:

Statement of Student Eligibility

Have you ever been convicted of a felony or an offense under Chapter 481, Health and Safety Code (Texas Controlled Substances Act), or under the law of another jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety Code?

___ Yes* ___ No**

* If your answer is yes, contact the financial aid office to determine your eligibility to receive a TEOG.
** If your answer is no, it is your responsibility to inform the financial aid office if this status changes at any time while attending the institution.

I hereby certify that the information I have provided in this statement is true and correct. I understand that if I fail to provide accurate information, I may be required to reimburse the institution and penalties may be imposed. I also understand that it is my responsibility to inform the financial aid office if my status concerning this statement of eligibility changes at any time while attending this institution.

Student Signature _____ Date _____

A student is not eligible to receive a TEOG award if convicted of a felony or an offense under the law in any jurisdiction involving a controlled substance as defined in [Chapter 481, Health and Safety Code](#) (Texas Controlled Substances Act), unless he or she meets **all** other eligibility requirements and **one** of the following conditions exists:

- A certificate of discharge by the Texas Department of Criminal Justice or a correctional facility has been issued or the student completed a period of probation ordered by a court, and at least two years have elapsed from the date of receipt of discharge or completion of probation; **or**
- The student has been pardoned or the record of the offense has been expunged from the student’s record and therefore the student has been released from the resulting ineligibility to receive a TEOG.

NOTE: Institutions should consult with their legal counsel concerning questions about individual cases.

DISCONTINUATION OF ELIGIBILITY

Unless an extension of eligibility (due to a hardship circumstance) is granted, a student’s eligibility ends if any of the following maximums have been met, or the student earns an associate degree, whichever comes first.

TIME LIMIT	ATTEMPTED HOURS**	HOURS WHILE RECEIVING GRANT FUNDS
4 years from the first semester awarded	75 SCH	75 SCH No hardship allowed

****Attempted hours** is defined as every course in every semester for which a student has been registered as of the official census date. This includes, but is not limited to, repeated courses, courses the student drops, or those from which the student withdraws. For transfer students, the transfer hours and hours for optional internship and cooperative education courses are included if they are accepted by the receiving institution toward the student’s current program of study.

HARDSHIP PROVISIONS

A student who is ineligible for a TEOG award based on grade point average (GPA), completion rate for satisfactory academic progress, or enrollment less than half-time (due to an unforeseen circumstance) may be deemed eligible under a hardship provision. Each institution must adopt a hardship policy and have the policy available for public review. All hardship decisions must be documented in the student’s record and be available for submission to the THECB, upon request.

SATISFACTORY ACADEMIC PROGRESS (SAP)

At the end of the first academic year, a student must meet the SAP requirements set by the institution to be eligible for a first RY award.

At the end of the second academic year, and all subsequent years, a student must have completed 75 percent of total attempted hours and have a minimum 2.5 cumulative GPA or its equivalent.

The chart below reflects these requirements, which must be monitored to ensure compliance.

ACADEMIC YEAR	SAP REQUIREMENTS	
END OF 1ST ACADEMIC YEAR	Institutional SAP policy	
END OF 2ND ACADEMIC YEAR AND ALL SUBSEQUENT YEARS	Complete 75% of attempted SCH in the most recent academic year	2.5 cumulative GPA on a 4-point scale or its equivalent

STOP: Summer Satisfactory Academic Progress (SAP) Requirements

If the student *receives* state grant funding for the summer term(s), institutions **must** include credits attempted for summer coursework when calculating the satisfactory academic progress (SAP).

If a student *does not receive* state grant funding for the summer term(s), a student could take summer coursework to re-establish eligibility if they failed to meet SAP requirements during the last term or semester. Summer coursework (not funded using state grants) should not be used to recalculate SAP if the attempted credits will result in the student losing their eligibility for the fall term.

ADDITIONAL INFORMATION

MAXIMUM HOURS OF ELIGIBILITY

While a hardship exception may be granted to allow an award in excess of 75 attempted semester credit hours (SCH), the total number of hours *paid for* with TEOG funds cannot exceed 75 SCH.

FIRST YEAR APPEALS

If a student completes the first year on academic warning, probation, or on an approved plan, the student can be considered meeting SAP if the institution’s policy includes such provisions. However, at the end of the second year, the student must meet the program SAP requirements for continued eligibility, unless deemed eligible by the institution under a hardship provision.

GPA REQUIREMENT

A student who does not meet the GPA requirement at the end of the academic year may appeal to have courses taken at other institutions included in the GPA calculation. In this case, all grade points previously earned must be included in the overall GPA calculation. If the resulting GPA meets or exceeds the program’s academic progress requirement, an otherwise eligible student may receive an award in the following term.



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 <small>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.</small>	
<input type="checkbox"/> I am under the age of 18 and not currently required to register.	
<input type="checkbox"/> I am REGISTERED with the Selective Service and, <small>Check the following box that applies:</small> <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. <small>NOTE: Proof is required to be considered eligible for financial aid.</small>	<input type="checkbox"/> I am EXEMPT from registration and, <small>Check the following box that applies:</small> <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. <small>NOTE: Proof is required to be considered eligible for financial aid.</small>
<input type="checkbox"/> 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

If allocated funds are insufficient to allow awards to all eligible students, priority must be given to students who are eligible for an RY award.

In determining who should receive an IY TEOG award, an institution must give highest priority to students who demonstrate the greatest financial need at the time the award is made.

SEMESTER MAXIMUM

Students receiving a TEOG cannot exceed the **semester** maximum. Students may be issued a total of 3 awards (Fall, Spring, and Summer) in an academic year.

- Awards for each semester are still based on the student’s enrollment status at census.

2020-21 AWARD MAXIMUMS

INSTITUTION TYPE	AWARD MAXIMUM PER YEAR	SEMESTER MAXIMUM BASED ON ENROLLMENT ON CENSUS DATE			
		FULL-TIME	3/4 TIME	1/2 TIME	< 1/2 TIME
PUBLIC STATE COLLEGES	\$5,961	\$1,987	\$1,490	\$994	\$0
PUBLIC TECHNICAL INSTITUTES	\$8,601	\$2,867	\$2,150	\$1,434	\$0
PUBLIC COMMUNITY COLLEGES	\$4,965	\$1,655	\$1,241	\$828	\$0

REQUIRED MATCHING

Institutions are required to cover the cost of tuition and required fees that exceed the TEOG award amount using other non-loan funds from federal (excluding Pell grants), state, institutional, or outside sources. Funds used for this purpose are frequently referred to as “matching funds.”

⚠️ ALERT: A **Required Fee**, for the purpose of administering the TEOG Program, includes mandatory fees (required by statute) or discretionary fees (authorized by statute, imposed by the governing board of an institution) and fees that an institution charges to a student as a condition of enrollment at the institution or in a specific course.

NOTE: Institutions are required to match funds for all TEOG recipients, regardless if the student is charged in-district or out-of-district tuition and fees.

PRORATION

All TEOG award amounts must be prorated in relation to the student’s enrollment status as of the census date of a regular semester.

Award amounts must also be prorated in one of the following situations:

- Student is enrolled less than half-time with an extension of eligibility (due to a hardship circumstance).

HARDSHIP PRORATION SCHEDULE	ENROLLED < 6 HOURS
	The maximum award for the semester divided by 12, multiplied by the number of hours enrolled.

- The balance of eligible hours is less than the number of hours taken in the given term or semester.

BALANCE OF TOTAL ATTEMPTED HOURS	Balance = 9-11 hours: 75% of max award
	Balance = 6-8 hours: 50% of the max award
BALANCE OF ELIGIBLE PROGRAM HOURS	Balance = 1-5 hours: 25% of the max award

AWARD ADJUSTMENTS

Institutions may be required to make award adjustments in the following circumstances (see [NEW 19 TAC, Section 22.11](#)):

- Student officially withdraws from enrollment.
 - The institution will use the general refund policy to determine the amount of financial aid to be reduced.
 - A refund is not owed to the program if a student drops or withdraws after the end of an institution’s refund period.
- Student’s disbursement exceeds his/her eligibility amount.
 - Recalculate eligibility amount.

NOTE: If funds are available after an award has been adjusted, they can be re-awarded to other eligible students at the institution. If the funds cannot be re-awarded, they must be returned to the THECB based on the [Timely Distribution of Funds](#).

OVER AWARDS

If an award has been disbursed and a student receives other assistance that exceeds the student’s financial need, the institution is **not** required to adjust the award unless the sum of the excess resources is greater than \$300 (see [NEW 19 TAC, Section 22.11\(d\)](#)).

ADDITIONAL INFORMATION

PRORATING AN AWARD

Listed below are 2 examples of how to calculate a prorated TEOG award.

Example One:

Student A is enrolled in 5 SCHs for the fall semester at ABC Community College and has an extension of eligibility due to an undue hardship circumstance. The prorated award should be calculated as:

- $\$1,655/12 = \138
- $\$138 \times 5 = \690

The prorated award for Student A = \$690

Example Two:

Student B is enrolled in 12 SCHs for the fall semester at XYZ State College but has only 8 SCHs of TEOG eligibility left. The prorated award should be calculated as:

- Maximum award for the semester = \$1,987
- $\$1,987 \times 50\% = \994

The prorated award for Student B = \$994

PROCESSING FUNDS

REQUESTING AND RETURNING PROGRAM FUNDS

Institutions must submit a form online through the [Grant Payment System](#) software application (app) to request or return funds. The app can be accessed through the secure Coordinating Board Pass System (CBPass) portal on the Student Financial Aid Programs (SFAP) Information Webpage.

- **Requesting 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.
- **Returning Funds:** Institutions that submit a return of funds through the Grant Payment System should use the [Electronic Funds Transfer](#) process.

NOTE: Each biennium (the two-year state budget period), funds not requested in the first year can be carried forward for use in the second year. Any funds not requested in the second year of the biennium become available for redistribution as determined by the THECB.

TIMELY DISTRIBUTION OF FUNDS

Institutions **must** follow these requirements when processing program funds (see [19 TAC, Section 22.2](#)):

- Institutions have **3** business days after receiving the funds to apply the funds to a student's account.
- Institutions have **6** business days after receiving the funds to return undisbursed funds.
- Institutions have **45** calendar days from the date a student becomes ineligible to return disbursed funds.
- Institutions have **120** calendar days to return funds after a student has notified the institution of a decision to cancel the award.

LATE DISBURSEMENTS

Funds that are disbursed after the end of a student's period of enrollment must be used either to pay the student's outstanding balance for the period of enrollment, or to make a payment on an outstanding loan received during that period of enrollment. The institution is required to document the reason for a student's late disbursement. All late disbursements must be processed prior to the end of the state's fiscal year, unless granted an extension by the THECB. Under no circumstances should funds be released directly to the student in this situation (see ^{NEW} [19 TAC, Section 22.11\(g\)](#)).

AUTHORITY TO TRANSFER FUNDS

Institutions participating in a combination of TCWS, TEXAS Grant, TEOG, and TEG may transfer up to 10 percent of the institution's total annual program allocation or **\$20,000** (whichever is less) between programs within the relevant fiscal year. Transfer requests are submitted online through [CONTACT US](#) (select "Financial Aid Question" under Contact Reason). Institutions requesting a transfer of funds must submit a request by **July 1, 2021**. The Financial Aid Services staff will respond to the institution to provide next steps for the process.

APPENDIX 1: 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	Student Financial Aid Programs Information Webpage
General loan information	HHloans
Texas Program Statutes	Texas Education Code
Texas Program Rules	Texas Administrative Code
First-time users will be required to create an account for CBPass and then request access to the online Grant Payment application.	CBPass CBPass User Instruction Guide

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.	System Authorization Form
A form is required when returning funds for all state grant, scholarship, Educational Aide Exemption, and loan program funds.	Special Programs Online Return of Funds Form Loan Programs Online Return of Funds Form
The THECB accepts funds electronically as an Automated Clearing House (ACH) or wire transfer.	Electronic Funds Transfer Information