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Texas Higher Education Coordinating Board

2019-20 (FY 2020) Good Neighbor Scholarship Program

Online Recommendation Form Instructions

Student Financial Aid Programs
Texas Higher Education Coordinating Board

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Good Neighbor Scholarship Program
Online Recommendation Instructions

Purpose

The purpose of the **Good Neighbor Scholarship Program (GNSP) Online Recommendation Form** is to provide institutions with a secure method for submitting student recommendations to the Texas Higher Education Coordinating Board (THECB).

Form Access

- Access the online recommendation form by logging into CBPass: https://www1.thecb.state.tx.us/apps/gnsp/
  - First-time users must register for a CBPass account and request access to the **Good Neighbor Scholarship Program** application (CBPass User Instruction Guide).
- All fields marked with an asterisk on the recommendation form are required.
- If required information is omitted or is invalid, the system will not allow the form to be submitted until it is corrected.
- If a mistake is made, the user can start over by clicking **Clear Form** at the top of the page.
- After a form is submitted, the form will reset automatically, or the user can log out.
- Once a form is submitted successfully, an email confirmation will be sent automatically.

Note: If there is no activity for 20 minutes, the form will time out and any changes made will not be saved.

Student Priority

Each student should be given a unique priority ranking among ALL the students being submitted, regardless of their country.

Note: The institution's information appears automatically based on the user account. If the information is incorrect, contact Financial Aid Services at 844-792-2640.

Student Identifying Information

- Enter the First and Last Name
- Enter the Date of Birth
- Select either Social Security Number or Institutional Student Identification (ID) Number

Good Neighbor Scholarship Program Recommendation 2019-20 (FY 2020)

Fiscal Year
2020

FICE Code

Institution Name

Student Priority *

Please select an option.

Student Information

First Name: *

Middle Initial:

Last Name: *

Date of Birth *

Type of ID: *
SSN   Institution ID#

Eligibility Requirements

Is student classified by your institution as a U.S. resident? *

○ Yes ○ No

The student must be classified as a **non-resident** in order to qualify. Students classified by the institution as residents do **NOT** qualify but non-residents awarded waivers of non-resident tuition **DO** qualify.

NOTE: The GNSP program statute indicates an applicant must be a resident of a country of the Western Hemisphere (other than the United States or Cuba). F-1 and J-1 visa holders typically meet this qualification and other non-residents could as well.

If the student has applied for Permanent Resident status in the U.S., or has dual citizenship that includes the U.S., he/she is **NOT** eligible for an award through this program. Recipients of the Good Neighbor Scholarship must plan to return to their home country when they complete their studies.

Has student applied for U.S. permanent resident status? *

○ Yes ○ No

Please indicate how the student meets the selective service registration requirement for this scholarship by selecting one for the following options: *

○ Registered for Selective Service
○ NOT registered for Selective Service
○ Exempt from Selective Service registration (e.g. has a qualifying valid student visa)

Indicate if the student meets the selective service requirement based on immigration status. Visit www.sss.gov to determine if the student is required to register by federal law.

Indicate if the student has any relatives working for the Texas Higher Education Coordinating Board. If so, the applicant is **NOT** eligible.

Does student have any relatives working for the Texas Higher Education Coordinating Board (THECB)? *

○ Yes ○ No

Is student meeting the institution's GPA requirement? *

○ Yes ○ No

Indicate that the student has met basic admissions and GPA requirements of the institution. In order to be eligible, the student must be meeting the institution's academic progress requirements. If this is the first year that the student attended the institution, please check **Yes** to the question: "Is the student meeting the institution's GPA requirement?"

To be eligible for an award, the student must have lived in the Western Hemisphere for at least five years. If the full amount of time is unknown but there is proof on file of at least 5 years residence in the Western Hemisphere, answer 5 years, 0 months.

How long has student lived in Western Hemisphere?

Years*   Months*

Country Codes:

Country of Birth*

Please select an option.

Citizenship*

Please select an option.

Permanent Residence*

Please select an option.

Select from the drop-down list the country of birth, citizenship, and permanent residence. If the country is not in the list, the student is NOT eligible.

NOTE: The statute authorizing the program indicates that the applicant must be a bona fide, native-born citizen and resident of a country from the Western Hemisphere other than Cuba. The answers are expected to be the same. If they are not, enter comments that explain how this individual meets program requirements.

Certification

By signing this statement, the Program Officer is certifying that the student meets all program requirements.

Program Officer's Certification

I hereby certify that the student recommended for this exemption has met our institution's basic admissions and academic progress requirements. Furthermore, we have documentation on file that this student meets all program eligibility requirements.

Submitter's Name*
Program Officer:

Signature*

Sign

Email Address*

Phone Number*

(Use format XXX-XXX-XXXX)

Submit Date

1/15/2019

Submission Notifications

Institutions will have until **March 15, 2019** to submit eligible students. A confirmation email will be sent to the Program Official each time a nomination form has been transmitted successfully.

NOTE: If any submission requires additional review by the THECB, the program official will receive an email notification indicating the application is under review.

Sent: Monday, February 4, 2019 3:46 PM
To: Tester, Test <Test.test@THECB.state.tx.us>
Subject: Application SUBMITTED - Good Neighbor Scholarship Program

Your application for the Good Neighbor Scholarship Program has been submitted for:

Name: Sally Sunshine
Priority: 01

If you have questions, contact Financial Aid Services at 844-792-2640 or CONTACT US (Select the "Financial Aid Question" option in the drop-down selection under Contact Reason).

Thank you,
Financial Aid Services
Texas Higher Education Coordinating Board

Sent: Monday, February 4, 2019 3:47 PM
To: Test, Test <Tester.Test@THECB.state.tx.us>
Subject: Application PENDING REVIEW - Good Neighbor Scholarship Program

Your application for the Good Neighbor Scholarship Program has been submitted and is pending further review for:

Name: Test Tester
Priority: 11

If you have questions, contact Financial Aid Services at 844-792-2640 or CONTACT US (Select the "Financial Aid Question" option in the drop-down selection under Contact Reason).

Thank you,
Financial Aid Services
Texas Higher Education Coordinating Board

Selection Notification

After the deadline date, the ranked nominations will be evaluated through the selection process. A report will be sent to each institution indicating the selected recipients that can be given the tuition exemption for the 2019-20 (FY 2020) academic year.

From: Laserfiche@THECB.state.tx.us <Laserfiche@THECB.state.tx.us>
Sent: Friday, February 1, 2019 1:47 PM
To: Test, Tester <Test.Test@THECB.state.tx.us>
Subject: Good Neighbor Scholarship Program Report of Selected Students

We are pleased to announce the selection of the Good Neighbor Scholarship for the following students:

Institution: **Tester University**

Priority	Last Name	First Name	Country
01	Sunshine	Sally	Grenada
02	Maryland	Mary	Haiti
09	Juan	Don	Costa Rica
10	Johnson	John	Honduras
11	Tester	Test	Canada

If you have questions, contact Financial Aid Services at 844-792-2640 or CONTACT US (Select the "Financial Aid Question" option in the drop-down selection under Contact Reason).

Thank you,
Financial Aid Services
Texas Higher Education Coordinating Board

Resources

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
Good Neighbor Scholarship Program	College For All Texans
Texas Program Statutes	Texas Education Code
Texas Program Rules	Texas Administrative Code
Information concerning program processing, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. In order to receive these communications, interested individuals must subscribe.	GovDelivery