

2017-18

Program Guidelines

Texas College

Work-Study

(TCWS)



State Financial Aid Programs
Texas Higher Education Coordinating Board

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TEXAS COLLEGE WORK-STUDY PROGRAM

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 ([19 TAC, SECTION 22.127](#))

The Texas College Work-Study (TCWS) program is authorized by [TEC, Chapter 56, Subchapter E, Section 56.073](#). Rules establishing procedures to administer the subchapter can be found in [Title 19 of the TAC, Chapter 22, Subchapter G](#). The purpose of the TCWS program is to provide employment to eligible students with financial need. These positions are funded by a combination of state appropriations and funds from employers.

STATE PRIORITY DEADLINE ([TEC, SECTION 56.008](#) and [19 TAC, SECTION 21.10](#))

The THECB provides a uniform priority deadline for applications that qualify for financial assistance in an academic year. General Academic Teaching Institutions (GATIs) in Texas **must** publicize and use **March 15** as the state priority deadline for identifying eligible students to be given priority in receiving awards through the state financial aid programs. All other public institutions are *encouraged* to use this state priority deadline. Institutions have the flexibility to define what it means to meet the priority deadline at their institution. Institutions are encouraged to adopt a policy and procedure to ensure students are awarded consistently for this program.

ELIGIBLE INSTITUTIONS ([19 TAC, SECTION 22.129](#))

Any public, private, or independent institution of higher education as defined in [TEC, Section 61.003](#), except theological or religious seminary institutions, is eligible to participate in the TCWS program.

ELIGIBILITY

ELIGIBILITY REQUIREMENTS ([19 TAC, SECTION 22.130](#))

TO RECEIVE A TCWS AWARD, A STUDENT MUST:

- ✓ Be classified by the institution as a Texas resident
- ✓ Be registered with Selective Service or be exempt
- ✓ Demonstrate financial need
- ✓ Be enrolled at least 1/2 time in a plan leading to a degree or certification
- ✓ Not be a recipient of an athletic scholarship (i.e. the student is obliged to play an intercollegiate sport as a result of receiving the scholarship) during any semester TCWS is awarded
- ✓ Not be enrolled in a seminary or other program leading to ordination or licensure to preach for a religious sect or to be a member of a religious order

ELIGIBLE EMPLOYERS ([19 TAC, SECTION 22.131](#))

Participating institutions may enter into agreements with outside employers to participate in the TCWS program. To be eligible to participate, an employer must:

- Provide part-time employment to an eligible student in non-partisan and non-sectarian activities.
- Provide employment that is related to the student's academic interests, when possible.
- Use TCWS program positions only to supplement and not to supplant positions normally filled by persons not eligible to participate in the program.

AWARDING

A TCWS award cannot exceed the student's calculated need, which includes state and employer matching funds.

Each participating institution must ensure that at least 20 percent, but no more than 50 percent, of the employment positions provided through the TCWS program in an academic year are off-campus through an eligible employer (See [19 TAC, Section 22.131](#)). This provision became effective beginning with the 2016-17 academic year.



For Example: If an institution's TCWS funding covers 10 positions, the institution would need to ensure that at least 2 (minimum), but no more than 5 (maximum), are off-campus to meet the rule requirement.

10 Positions X 20% = 2 Positions Off-Campus

10 Positions X 50% = 5 Positions Off-Campus

ADDITIONAL INFORMATION

RESIDENCY ELIGIBILITY

If a nonresident student is eligible to pay resident tuition, he/she is not eligible to receive TCWS since eligibility requires that the participant be a Texas Resident.

An otherwise eligible affidavit student (classified as a Texas resident) who can provide the appropriate documentation proving eligibility to be employed in the United States, may secure employment through the TCWS program. This includes Deferred Action for Childhood Arrivals (DACA) recipients.

GRADUATE STUDENT ELIGIBILITY

Eligible graduate students must be enrolled at least half-time; which is defined by the state as 4.5 hours. To meet program eligibility requirements, the institution must comply with the state's definition of half-time enrollment for a graduate student recipient, even if the institution's definition is different.

OVER AWARDS ([19 TAC, SECTION 22.132](#))

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.

SUMMER AWARDS ([19 TAC, SECTION 22.133](#))

Unless given specific permission by the THECB to use funds for summer awards, institutions must use the TCWS allocation for employment during the 9-month academic year (fall and spring terms). However, institutions may use **reallocated** funds for summer awards, if funds are expended by August 31 of the fiscal year.

REQUIRED MATCHING ([19 TAC, SECTION 22.131](#))

Participating **for-profit** employers must:

- Provide at least 50 percent of an employed student's wages and 100 percent of other employee benefits for the employed student.

Participating **non-profit** employers must:

- Provide at least 25 percent of an employed student's wages and 100 percent of other employee benefits for the employed student from sources other than federal college work-study program funds, unless institutions are eligible for a waiver of matching funds. Institutions that are eligible for Title III funds from the U.S. Department of Education (ED) are exempt from the TCWS requirement, that nonprofit employers provide 25% of an employed student's wages. To qualify for this exemption, institutions must submit a current copy of the Title III eligibility letter to the THECB.

PROCESSING FUNDS

REQUESTING PROGRAM FUNDS

At the start of the fiscal year, each participating institution's full allocation of funds will be disbursed. Funds for public universities, Health-Related Institutions (HRIs) and technical institutes will be transferred to each institution's cost center at the Comptroller's Office. Funds for community colleges and private/independent institutions will be sent to each institution's designated bank or other fiduciary institution, via direct deposit or Automated Clearing House (ACH).



NEW RULE

[19 TAC
Section 22.2](#)

TIMELY DISTRIBUTION OF 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 their decision to cancel the award

RETURNING PROGRAM FUNDS

A **Return of Funds Form** must be submitted and approved, before any funds are returned to the THECB. This form is available on the [Student Financial Aid Programs Information Website](#).

AUTHORITY TO TRANSFER FUNDS

Institutions participating in a combination of TCWS, TEXAS Grant, TEOG, and TEG may transfer up to 10% of the institution's total annual program allocation or \$20,000 (whichever is less) between programs in a given fiscal year. The transfer of funds must be encumbered by the institution by **February 20th**.

PROGRAM		RULE
FROM	TO	AUTHORITY TO TRANSFER
TEXAS Grant TEOG TEG	TCWS	Institutions may transfer up to 10% or \$20,000 of the individual program annual allocation (whichever is less)
TCWS	TEXAS Grant TEOG TEG	
Funds can only be transferred from a grant to TCWS or vice versa, never from a grant to a grant.		

WORK-STUDY MENTORSHIP PROGRAM (WSMP)

STUDENTS ELIGIBLE FOR TCWS MAY ALSO BE ELIGIBLE FOR THE WSMP AT PARTICIPATING INSTITUTIONS

The WSMP provides funding to institutions to employ eligible college students to mentor, tutor, and/or advise students at participating institutions of higher education and/or local school districts (See [TEC, Section 56.079](#)). The WSMP is a unique program within the Texas College Work-Study Program, and is often administered by offices other than Financial Aid (e.g., Department of Curriculum & Instruction, Office of Diversity, Inclusion, & Outreach, Office of Community Engagement, or Student Life).

To administer the WSMP, participating institutions may enter into an agreement with school districts or nonprofit organizations. Institutions must file a memorandum of understanding (MOU) detailing the roles and responsibilities of all participating employers with the THECB. Institutions participating in WSMP are allocated funds from THECB.

Institutions participating in WSMP must provide a 10% match for the funds awarded. The matching requirement may be waived for institutions serving low-income/disadvantaged students and/or institutions that are eligible for Title III funds from the ED. Matching funds can include money for work-study mentor travel, administrative costs, and training for mentors and staff.

For more information on how to administer the program or apply to participate, contact College Readiness and Success by email at CRI@theeb.state.tx.us.

APPENDIX 1: ADDITIONAL RESOURCES

CONTACT FINANCIAL AID SERVICES

By phone: (844) 792-2640

Contact us by completing an [online inquiry form](#) and use one of the following contact reasons below:

Contact Reason - Exemptions/Waiver Programs

- All state exemption and waiver programs including EAE

Contact Reason - Student Loan- School Info Request

- CAL
- BOT
- TASSP

Contact Reason - State and Federal Grants and Scholarships

- TEXAS Grant
- TEOG
- TEG
- Top 10% Scholarship
- Bilingual Education Scholarship Program

Contact Reason - Work-Study Programs

- TCWS
- TCWS Mentorship

OTHER RESOURCES FOR INSTITUTIONS

General program information for institutions

[Student Financial Aid Programs Information Website](#)

General loan information

[HHloans](#)

Texas Program Statutes

[Texas Education Code](#)

Texas Program Rules

[Texas Administrative Code](#)

Information concerning programs, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. To receive these communications, interested individuals must subscribe.

[GovDelivery](#)

AVAILABLE FORMS

TEXAS Grant, TEOG, TEG, TCWS

[Authority to Transfer](#)

This form must be used for the return of all state grant, scholarship, Educational Aide Exemption, and loan programs funds.

[Return of Funds Form](#)

CALENDAR

[Institutional Calendar](#)