

2018-19 Program Guidelines Texas College Work- Study (TCWS)



**Student 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 22.6](#))

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 may define how their students must meet the priority deadline. Institutions are encouraged to adopt a policy and procedure to ensure students are awarded consistently for this program.

! ALERTNEW: Beginning with the 2019-20 academic year and all years thereafter, all General Academic Teaching Institutions (GATIs) in Texas must publicize and use **January 15** as the state priority deadline. All other public and private/independent institutions are encouraged to use this deadline.

NOTE: The 2019-20 Free Application for Federal Student Aid (FAFSA) and Texas Application for State Financial Aid (TASFA) will use **January 15, 2019** as the state priority deadline date.

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
- ✓ Have 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 condition 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.

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.

SELECTIVE SERVICE STATEMENT ([19 TAC, SECTION 22.3](#))

! ALERT NEW: STUDENT COMPLIANCE WITH SELECTIVE SERVICE

A male student cannot receive a grant, scholarship, loan or other financial assistance funded by state revenue, unless a statement of the individual's selective service status is completed with the institution or other entity granting or guaranteeing the financial assistance. This requirement also includes federal funds or gifts and grants accepted by this state and any loans guaranteed by the state of Texas (See [TEC, 51.9095](#)).

Typically, a student's selective service status is confirmed through the online FAFSA process which validates registration directly with the Selective Service Administration. If a student's selective service status is confirmed on the Institutional Student Information Record (ISIR), no statement needs to be collected by the institution.

The statement below **must** be collected for all male applicants, each academic year, in the following situations:

- A FAFSA that that is flagged "not registered" must be reviewed by the institution to determine if the student is exempt and may be eligible for federal or state financial aid programs. If the student is **exempt**, additional documentation should be collected by the institution to verify the circumstances. The institution can determine what additional documentation to collect for this verification.
- For a student that does not complete a FAFSA, the required statement and back-up documentation must be collected by the institution to verify the current selective service status if the individual is applying for any state financial aid.

NOTE: The institution has discretion to determine how to collect this required statement, which can be done electronically or on paper (e.g. online form, signed award letter, etc.). The statement and all documentation must be retained in the student's record and be made available if requested during a program review or audit. Each statement collected must be retained with the student's records for 7 years after the date of completion for the applicable award period (See [TAC, Section 22.4\(a\)\(2\)\(A\)](#)).

Required Statement of Selective Service Status

Are you currently registered for Selective Service, as required by federal law?

Registered Not Registered Exempt

(Proof of registration required) (Documentation required)


I, _____, hereby certify that the selective service status provided is true and correct. I understand that I must provide documentation if requested by my institution that I may be required to complete a new statement for each academic year for continued eligibility.

Student Signature

Date

AWARDING

Institutions must use the TCWS allocation for employment during the 9-month academic year (fall and spring terms). A TCWS award cannot exceed the student's calculated need, which includes state and employer matching funds.

 **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 Total Positions X 20% = 2 Off-Campus Positions - Minimum

10 Total Positions X 50% = 5 Off-Campus Positions - Maximum

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](#)).

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

If, after an award has been offered, 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](#))

Institutions may use **reallocated** funds for summer awards, if given specific permission by the THECB. Reallocated funds for summer awards must be paid by **August 31** of the current 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, funds 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).

RETURNING PROGRAM FUNDS

Unused funds must be returned to the THECB after the end of the spring term. 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 Information Webpage under **Online Resources**.

AUTHORITY TO TRANSFER FUNDS ([19 TAC, SECTION 22.135](#))

! ALERT: Institutions participating in 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 within the relevant fiscal year. Institutions requesting a transfer between programs must submit an [Authority to Transfer Form](#) by **January 18**.

If the institution transfers grant funds (TEXAS Grant, TEOG, and TEG) to TCWS, the transferred TCWS funds must be encumbered by **February 20**. If funds are being transferred from TCWS to a grant (TEXAS Grant, TEOG, and TEG), the institutions must return the TCWS funds by **January 18** but will have until **August 1** to request the transferred funds.

FROM		TO	Deadline to Encumber
TEXAS Grant TEOG TEG	→	TCWS	FEBRUARY 20
	OR		
TCWS	→	TEXAS Grant TEOG TEG	AUGUST 1

Funds can only be transferred from a grant to TCWS or vice versa, never from a grant to a grant.

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
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
Federal Selective Service Requirement Guide	Who Must Register Chart

AVAILABLE FORMS

TEXAS Grant, TEOG, TEG, and TCWS	Authority to Transfer
A form is required when returning funds for all state grant, scholarship, Educational Aide Exemption, and loan program funds.	Grants and Special Programs Online Return of Funds Form Loan Programs Online Return of Funds Form

CALENDAR

[Institutional Calendar](#)