

2019-20

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 state-funded financial assistance in an academic year. General Academic Teaching Institutions (GATIs) in Texas, 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 ([19 TAC, SECTION 22.129](#))

Any public, private, or independent institution of higher education as defined in [TEC, Section 61.003](#), except a 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

NON-RESIDENT STUDENTS

Nonresident students are not eligible to receive TCWS even if they are eligible to pay resident tuition.

An affidavit student 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.

HOURS OF EMPLOYMENT

TCWS Program participants can only work **part-time**. Hours worked may vary according to a student's TCWS award amount and the employer's definition of a part-time employee (see [TEC, Section 56.076\(1\)](#)).

SELECTIVE SERVICE STATEMENT (19 TAC, SECTION 22.3)

In accordance with [TEC, 51.9095](#), male students may not receive financial assistance without filing a **Selective Service Status Statement** with their institution or other entity granting or guaranteeing the assistance. Financial assistance includes grants, scholarships, loans or other assistance funded by state revenue, including federal funds or gifts and grants accepted by the state.

When is a statement NOT required?

A **Selective Service Status Statement** is not required when a student’s registration is confirmed on the Institutional Student Information Record (ISIR). The confirmation on the ISIR will serve as the student’s signed statement since the Department of Education validates registration directly with the Selective Service System (SSS) through a database match for male students who complete the Free Application for Federal Student Aid (FAFSA).

When is a statement required?

- For a male student that completes a FAFSA but is flagged “not registered” on the ISIR, the institution must determine the student’s status.
 - If the student is **registered**, the institution must collect the status statement and proof of registration which can be used for subsequent semesters.
 - If the student is **exempt**, the institution must collect the status statement and proof of exemption based on the student’s circumstances. The institution can determine what additional documentation to collect to verify the exemption.
- For a male student that does not complete a FAFSA, the required status 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.

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 (e.g., the individual entered the U.S. after the eligible age to register).

In the event the student’s status could change, the statement must be collected each academic year until the male student is registered or determined exempt (e.g., student is under 18).

METHOD FOR COLLECTING THE STATEMENT

The institution has discretion to determine how to collect this required status statement, which can be done electronically or on paper (e.g., online form, signed award letter, etc.).

RETENTION SCHEDULE

The status 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 status 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\(a\)\(2\)\(A\)](#)).

REPROCESSED ISIRS

If the student’s most recent ISIR transaction has been reprocessed by the Central Processing System (CPS) and the registration with SSS was confirmed, the institution does not need to collect the status statement or any documentation.

Required Statement of Selective Service Status

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

Registered

(Proof of registration required)

Not Registered

Exempt

(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 nine-month academic year (fall and spring terms). A TCWS award, which includes state and employer matching funds, cannot exceed the student's calculated need.

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](#)).

 **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.

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

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

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 are required to utilize the original state work-study allocation of funds for employment during the nine-month academic year (fall and spring terms). Institutions may use **reallocated** funds for summer awards. Funds for summer awards must be expended 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 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](#))

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 within the relevant fiscal year. Institutions requesting a transfer between programs must submit an online inquiry by the deadline listed below through [CONTACT US](#) (select the “Financial Aid Question” option in the drop-down selection under Contact Reason). The Financial Aid Services staff will respond to the institution to provide next steps for the process.

TRANSFER FROM:	TRANSFER TO:	AUTHORITY TO TRANSFER REQUEST DEADLINE DATE
TEXAS Grant TEOG TEG	 TCWS	JANUARY 18
OR		
TCWS	 TEXAS Grant TEOG TEG	JUNE 14
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

AVAILABLE FORMS

TEXAS Grant, TEOG, TEG, 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](#)