

2017-18 Program Guidelines Texas Educational Opportunity Grant (TEOG)



State 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 ([19 TAC, SECTION 22.253](#))

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 aid assistance to enable eligible students to attend two-year public institutions of higher education in Texas.

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. Institutions eligible to participate in the TEOG program are *encouraged* to publicize and use the **March 15** state priority deadline for identifying eligible students to be given priority in receiving awards through the state financial aid programs. 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 22.255](#))

Community colleges, public state colleges and public technical institutes 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 ([19 TAC, SECTION 22.256](#))

TO RECEIVE AN IY AWARD, A STUDENT MUST:	TO RECEIVE A 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 ✓ Demonstrate financial need ✓ Have a 9-month expected family contribution (EFC) of no more than \$5,430 ✓ 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 accumulated 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 ✓ Demonstrate 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

EFC REQUIREMENT

IY awards can only be made to students that have an EFC of \$5,430 or less (9-month EFC). RY awards can be made to eligible students with EFCs higher than \$5,430 if the student has a calculated need. A TEOG award cannot exceed a student's calculated financial need.

CONCURRENT TEOG AND TEXAS GRANT AWARDS

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 community college in the fall and receives a TEOG award but transfers to a public university in the spring. A TEXAS Grant can be awarded for the spring semester.

GED

A student who received his or her GED can be considered eligible for a TEOG if the student is admitted for enrollment as an entering regular student in the first 30 SCH's of an associate degree or certificate program.

CONTROLLED SUBSTANCE RESTRICTIONS ([19 TAC, SECTION 22.256](#))

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

A person with a controlled substance conviction or offense can be considered for an award if **one** of the following conditions exists:

- A certificate of discharge by the Texas Department of Criminal Justice or a correctional facility has been issued.
- The person completed a period of probation ordered by a court, and at least two years have elapsed from the date of the receipt or completion.
- The person has been pardoned and the record of the offense has been expunged from the person's record.

DISCONTINUATION OF ELIGIBILITY ([19 TAC, SECTION 22.256](#))

Unless a hardship 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 that the student withdraws from. 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 towards the student's current program of study.

HARDSHIP PROVISIONS ([19 TAC, SECTION 22.257](#))

A student who is ineligible for a TEOG award based on grade point average (GPA), completion rate, and number of completed hours for satisfactory academic progress may be deemed eligible under the 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 if requested.

ADDITIONAL INFORMATION

CONTROLLED SUBSTANCE

To comply with the controlled substance requirement, institutions must collect a statement (electronic or paper) from each TEXAS Grant recipient certifying that the he or she has not been convicted of a crime involving a controlled substance. Institutions have the flexibility to determine the wording of the statement and the frequency that it is collected. This statement must be retained with the student’s records for 7 years.

MAXIMUM HOURS OF ELIGIBILITY

While a hardship 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.

SATISFACTORY ACADEMIC PROGRESS (SAP) (19 TAC, SECTION 22.256)

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 years thereafter, a student must complete 75% of total attempted hours in the academic year and have a minimum 2.5 cumulative GPA.

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

ACADEMIC YEAR	SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS	
END OF 1 ST ACADEMIC YEAR	Institutional SAP policy	
END OF 2ND ACADEMIC YEAR OR LATER	75% completion rate in the most recent academic year	2.5 cumulative GPA on a 4-point scale

AWARDING

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 (See [19 TAC, Section 22.259](#)).

If appropriations for the TEOG program are insufficient to allow awards to all eligible students, first priority will be given to students that are eligible for a RY award (See [19 TAC, Section 22.258](#)).

TEOG 2017-18 AWARD MAXIMUMS

INSTITUTION TYPE	AWARD MAXIMUM PER YEAR	AWARD MAXIMUM BASED ON ENROLLMENT ON CENSUS DATE			
		FULL-TIME	3/4 TIME	1/2 TIME	< 1/2 TIME
PUBLIC STATE COLLEGES	\$5,666	\$2,833	\$2,125	\$1,417	\$0
PUBLIC TECHNICAL INSTITUTES	\$5,496	\$2,748	\$2,061	\$1,374	\$0
PUBLIC COMMUNITY COLLEGES	\$3,010	\$1,505	\$1,129	\$753	\$0

ADDITIONAL INFORMATION

IMPORTANT NOTE:

A student who is below the SAP requirements at the end of the academic year can appeal to have transfer courses included in the SAP calculation. In this case, all transfer courses must be included when determining program eligibility. Student award history is available to assist institutions with monitoring this requirement via the [Student Financial Aid Information Website](#).

SAP 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 institutions policy includes such provisions. However, at the end of the second year, the student must meet the program SAP requirements for continued eligibility.

REQUIRED MATCHING ([19 TAC, SECTION 22.260](#))

Institutions are required to cover the cost of tuition and required fees in excess of the TEOG award amount, with other available sources of financial aid, excluding loans or Pell grants. Matching aid may include any non-loan program funds awarded to the student from federal, state, institutional, or outside sources.

OVER AWARDS ([19 TAC, SECTION 22.260](#))

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.

LATE DISBURSEMENTS ([19 TAC, SECTION 22.261](#))

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. Under no circumstances should funds be released directly to the student in this situation.

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. (See [19 TAC, Section 22.260](#))

Award amounts must also be prorated if a student is in one of the following situations:

- Student is enrolled less than half-time with an approved hardship.

HARDSHIP PRORATION SCHEDULE	ENROLLED < 6 HOURS

- 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 of hours = 9-11 hours: 75% of the maximum award
BALANCE OF ELIGIBLE PROGRAM HOURS WHILE RECEIVING GRANT FUNDS	Balance of hours = 6-8 hours: 50% of the maximum award
	Balance of hours = 1-5 hours: 25% of the maximum award

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 2017 semester at ABC Community College, and has an approved hardship on file. The prorated award should be calculated as:

- $\$1,505/12 = \125
- $\$125 \times 5 = \625

The prorated award for Student A = \$625

Example Two:

Student B is enrolled in 12 SCHs for the fall 2017 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 = \$2,833
- $\$2,833/50\% = \$1,417$

The prorated award for Student B = \$1,417

PROCESSING FUNDS

REQUESTING PROGRAM FUNDS

When requesting funds, eligible institutions must submit a Funds Request Form (FRF). The FRF is available through the secure Coordinating Board Pass System (CBPASS) portal on the [Student Financial Aid Programs Information Website](#).



**NEW
RULE**

19 TAC,
SECTION 22.2

TIMELY DISTRIBUTION OF FUNDS

- Institutions have **3** business days after receiving the funds to apply the funds to a recipient’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 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 ([19 TAC, SECTION 22.262](#))

Institutions participating in a combination of TEOG and Texas College Work-Study (TCWS) 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	
OR		
Funds can only be transferred from a grant to TCWS or vice versa, never from a grant to a grant.		

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 program funds.	Return of Funds Form

CALENDAR

[Institutional Calendar](#)