

2018-19 Program Guidelines Texas Educational Opportunity Grant (TEOG)



Student 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 22.6](#) – FORMERLY 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 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.

⚠️ ALERT NEW: 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 22.255](#))

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 AN 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 ✓ Have financial need ✓ Have a 9-month expected family contribution (EFC) of no more than \$5,609 ✓ 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 ✓ Have 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 \$5,609 or less (9-month EFC). RY awards can be made to eligible students with EFCs higher than \$5,609 if the student has a calculated need. A TEOG award cannot exceed a student's calculated financial need.

TEOG AND TEXAS GRANT IN THE SAME AWARD YEAR

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 a GED can be considered eligible for a TEOG if the student is admitted for enrollment as an entering regular student in the first 30 SCHs of an associate degree or certificate program.

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 (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

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

A person is not eligible to receive an IY or RY TEOG if the person has been convicted of a felony or an offense under Chapter 481, Health and Safety Code (Texas Controlled Substances Act), or under the law of any other jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety Code, unless the person has met the other applicable eligibility requirements under this subchapter and has:

1. Received a certificate of discharge by the Texas Department of Criminal Justice or a correctional facility or completed a period of probation ordered by a court, and at least two years have elapsed from the date of the receipt or completion; **or**
2. The student has been pardoned or the record of the offense has been expunged from the student’s record and therefore the student has been released from the resulting ineligibility to receive a TEOG award.

Institutions are required to collect a statement (electronic or paper) from each TEOG recipient prior to the disbursement of funds confirming eligibility in regard to the controlled substance restrictions of the program. This statement must be retained with the student’s records at the institution and be made available if requested in the course of 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\(a\)\(2\)\(A\)](#)).

As long as a statement can be produced to prove a recipient’s eligibility for a given award period, the institution has the flexibility to determine the wording of the statement and the frequency with which it is collected. The institution can require all TEOG recipients to complete the statement every year they receive a TEOG award. The institution can also choose to collect the statement at least once from each TEOG recipient at the institution and word the statement in such a way to indicate that by signing, the student agrees that it is his/her responsibility to inform the institution if his/her status changes in the future. By choosing the second option, the institution can limit the statement required each year to initial or incoming recipients at the institution.

A **sample** statement is being provided:

Statement of Student Eligibility

Have you ever been convicted of a felony or an offense under Chapter 481, Health and Safety Code (Texas Controlled Substances Act), or under the law of another jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety Code?

_____ Yes* _____ No**

* If your answer is yes, contact the financial aid office to determine your eligibility to receive a TEXAS Grant.
** If your answer is no, it is your responsibility to inform the financial aid office if this status changes at any time while attending the institution.

I hereby certify that the information I have provided in this statement is true and correct. I understand that if I fail to provide accurate information, I may be required to reimburse the institution and penalties may be imposed. I also understand that it is my responsibility to inform the financial aid office if my status concerning this statement of eligibility changes at any time while attending this institution.

Student Signature

Date

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

Unless an extension of eligibility (due to a hardship circumstance) 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 <i>(no hardship allowed)</i>

**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 (See [19 TAC, Section 22.254](#)).

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

A student who is ineligible for a TEOG award based on grade point average (GPA), completion rate, or 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.

 **STOP: MAXIMUM HOURS OF ELIGIBILITY**

While a hardship exception 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 subsequent years, a student must have completed 75% of total attempted hours and have a minimum 2.5 cumulative GPA.

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

ACADEMIC YEAR	SAP REQUIREMENTS	
END OF 1ST ACADEMIC YEAR	Institutional SAP policy	
END OF 2ND ACADEMIC YEAR AND ALL SUBSEQUENT YEARS	Complete 75% of attempted SCH	2.5 cumulative GPA on a 4-point scale

AWARDING

! ALERT NEW: ELIMINATION OF REALLOCATION PROCESS

Beginning in the 2018-19 award year, institutions will now have until the close of business on **August 1** (or the first working day thereafter if it falls on a weekend or holiday) to request program funds. The prior process in February will no longer be used to reallocate grant funding.

Each biennium*, funds not requested in the first year can be rolled-over for use in the second. However, funds for the second year of the biennium cannot be requested in advance during the first. Any funds not requested in the second year of the biennium become available for grant processing determined by the THECB.

**A biennium is defined as a two-year period designated to spend appropriated funds by the Legislature to be allocated to the institutions.*

If allocated funds are insufficient to allow awards to all eligible students, first priority must be given to students that are eligible for an RY award (See [19 TAC, Section 22.258](#)).

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](#)).

ADDITIONAL INFORMATION

GPA APPEALS

A student who does not meet the GPA requirement at the end of a spring term may appeal to have courses taken at other institutions included in the GPA calculation. In this case, all grade points previously earned must be included in the overall GPA calculation.

FIRST YEAR 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 institution's policy includes such provisions. However, at the end of the second year, the student must meet the program SAP requirements for continued eligibility.

TEOG 2018-19 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	\$5,862	\$2,931	\$2,199	\$1,466	\$0
PUBLIC TECHNICAL INSTITUTES	\$5,590	\$2,795	\$2,097	\$1,398	\$0
PUBLIC COMMUNITY COLLEGES	\$3,150	\$1,575	\$1,181	\$788	\$0

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

Institutions are required to cover the cost of tuition and required fees that exceed the TEOG award amount using other available sources of financial aid, which may include any non-loan program funds awarded to the student from federal, state, institutional, or outside sources, excluding Pell grants. Funds used for this purpose are frequently referred to as “matching funds”. A **Required Fee**, for the purpose of administering the TEOG Program, includes mandatory fees (required by statute) or discretionary fees (authorized by statute, imposed by the governing board of an institution) and fees that an institution charges to a student as a condition of enrollment at the institution or in a specific course.

 **ALERT:** Institutions are required to match funds for all TEOG recipients, regardless if the student is in-district or out-of-district tuition and fees.

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 in one of the following situations:

- Student is enrolled less than half-time with an extension of eligibility (due to a hardship circumstance).

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 = 9-11 hours: 75% of max award Balance = 6-8 hours: 50% of the max award
BALANCE OF ELIGIBLE PROGRAM HOURS	Balance = 1-5 hours: 25% of the max award

PROCESSING FUNDS

REQUESTING PROGRAM FUNDS

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

RETURNING PROGRAM FUNDS

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



STOP: TIMELY DISTRIBUTION OF FUNDS ([19 TAC, Section 22.2](#))

- Institutions have 3 business days after receiving the funds to apply the funds to a student’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 a decision to cancel the 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 2018 semester at ABC Community College and has an extension of eligibility due to an undue hardship circumstance. The prorated award should be calculated as:

- $\$1,575/12 = \131
- $\$131 \times 5 = \655

The prorated award for Student A = \$655

Example Two:

Student B is enrolled in 12 SCHs for the fall 2018 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 = \$2,931
- $\$2,931 \times 50\% = \$1,465.50$

The prorated award for Student B = \$1,466

AUTHORITY TO TRANSFER FUNDS ([19 TAC, SECTION 22.262](#))

 **STOP:** Institutions participating in 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 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 TEOG funds to TCWS, the transferred TCWS funds must be encumbered by **February 20**. If funds are being transferred from TCWS to TEOG, the institutions must first return the TCWS funds to the THECB 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 requesting funds for all state grant, Bilingual Education Scholarship, and Educational Aide Exemption program funds.	Funds Request Form
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	