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TO: Directors of Financial Aid
Public and Private/Independent Institutions of Higher Education

FROM: DeChà Reid
Director, Financial Aid Services

DATE: September 14, 2017

RE: 2017-18 Texas College Work-Study Mentorship Program Final Allocation

This memo is to announce the enclosed final allocation amount for the Texas College Work-Study Mentorship Program and the reporting requirements for fiscal year 2018.

On August 7, 2017, preliminary allocation figures for the Texas College Work-Study Mentorship program were issued to institutions. Institutions were allowed 10 days to review the data and to confirm that the preliminary allocation spreadsheet accurately reflected the data submitted to the Texas Higher Education Coordinating Board (THECB). The review period ended at the close of business on August 18, 2017. Through this process, THECB received no comments disputing the data.

For FY 2018, the Texas College Work-Study Mentorship Program received \$2.75 million. Of that funding, \$2,061,033 will support institutions that participated in the WSMP during FY 2016 and 2017. The balance of the FY 2018 funding will support new institutions that did not participate in the program during FY 2016 and 2017. Disbursements for the program will be issued on or before September 30, 2017.

For questions or concerns regarding this memo, please contact Terri Daniels at (512) 427-6267 or terri.daniels@thecb.state.tx.us.

Enclosed: [2017-18 \(FY2018\) Texas College Work-Study Mentorship Final Allocation Amount](#)

cc: Ken Martin, Assistant Commissioner
Charles W. Puls, Deputy Assistant Commissioner
Jerel Booker, Assistant Commissioner, College Readiness and Success
Terri Daniels, Assistant Director, College Completion
Presidents and Chancellors of Public and Private/Independent Institutions
WSMP Program Directors

FY2018 Texas College Work-Study Mentorship Program Final Allocations

Page 2

| FICE | INSTITUTION | FY 2018 Institution Allocations | |
|---------------------------------|--|---------------------------------|------------|
| Public Universities | | | |
| 003606 | Sam Houston State University | \$ | 66,079.00 |
| 003624 | Stephen F. Austin State University | \$ | 42,347.00 |
| 003631 | Tarleton State University | \$ | 14,830.00 |
| 009651 | Texas A&M International University | \$ | 40,808.00 |
| 011161 | Texas A&M University - Corpus Christi | \$ | 116,011.00 |
| 003565 | Texas A&M University - Commerce | \$ | 62,310.00 |
| 003639 | Texas A&M University - Kingsville | \$ | 86,986.00 |
| 003642 | Texas Southern University | \$ | 61,472.00 |
| 003615 | Texas State University | \$ | 103,266.00 |
| 003646 | Texas Woman's University | \$ | 125,000.00 |
| 012826 | University of Houston - Downtown | \$ | 10,566.00 |
| 003656 | University of Texas at Arlington | \$ | 125,000.00 |
| 009741 | University of Texas at Dallas | \$ | 54,752.00 |
| 003661 | University of Texas at El Paso | \$ | 88,543.00 |
| 010115 | University of Texas at San Antonio | \$ | - |
| 011163 | University of Texas at Tyler | \$ | 12,945.00 |
| 009930 | University of Texas of the Permian Basin | \$ | 46,875.00 |
| 003599 | University of Texas - Rio Grande Valley | \$ | 55,587.00 |
| 042421 | University of North Texas at Dallas | \$ | 23,915.00 |
| 003652 | University of Houston | \$ | 126,458.00 |
| 003594 | University of North Texas | \$ | 175,300.00 |
| 003665 | West Texas A&M University | \$ | 65,518.00 |
| Public Community College | | | |
| 003539 | Alvin Community College | \$ | 6,333.00 |
| 003540 | Amarillo College | \$ | 62,498.00 |
| 012015 | Austin Community College | \$ | 35,081.00 |
| 007287 | Brazosport Junior College | \$ | 12,502.00 |
| 004003 | Central Texas College | \$ | 24,886.00 |
| 003546 | Costal Bend College | \$ | 6,123.00 |
| 009331 | Dallas County Community College District | \$ | 200,250.00 |
| 003563 | Del Mar College | \$ | 22,562.00 |
| 010387 | El Paso Community College District | \$ | 11,573.00 |
| 003570 | Grayson County College | \$ | 13,221.00 |
| 010633 | Houston Community College | \$ | 23,263.00 |
| 003582 | Laredo Community College | \$ | 16,435.00 |
| 011145 | Lone Star College System District | \$ | 168,151.00 |
| 003590 | McLennan Community College | \$ | 26,525.00 |
| 003593 | Navarro College | \$ | 28,845.00 |
| 003558 | North Central Texas College | \$ | 25,304.00 |

FY2018 Texas College Work-Study Mentorship Program Final Allocations

Page 3

| | | | |
|--------|------------------------------------|----|------------|
| 023154 | Northeast Texas Community College | \$ | 38,168.00 |
| 003596 | Odessa College | \$ | 33,366.00 |
| 003600 | Panola College | \$ | 8,565.00 |
| 003601 | Paris Junior College | \$ | 15,458.00 |
| 003609 | San Jacinto College Central Campus | \$ | 75,529.00 |
| 031034 | South Texas College | \$ | 20,828.00 |
| 003626 | Tarrant County College District | \$ | 83,522.00 |
| 003628 | Texarkana College | \$ | 9,136.00 |
| 003643 | Texas Southmost College | \$ | 16,882.00 |
| 003634 | Texas State Technical College Waco | \$ | 107,135.00 |
| 003572 | Trinity Valley Community College | \$ | 17,399.00 |

Public State Colleges

| | | | |
|--------|-------------------------------|----|----------|
| 036273 | Lamar Institute of Technology | \$ | 6,706.00 |
|--------|-------------------------------|----|----------|

Independent Universities and Colleges

| | | | |
|--------|--|----|-----------|
| 003577 | Huston-Tillotson University | \$ | 5,333.00 |
| 003598 | Our Lady of the Lake University of San Antonio | \$ | 16,113.00 |
| 003602 | Paul Quinn College | \$ | 846.00 |
| 003619 | Southwestern Adventist University | \$ | 2,369.00 |
| 003616 | Southwestern Assemblies of God University | \$ | 5,250.00 |
| 003621 | St. Edward's University | \$ | 11,922.00 |
| 003623 | St. Mary's University | \$ | 11,440.00 |
| 003636 | Texas Christian University | \$ | 28,975.00 |
| 003645 | Texas Wesleyan University | \$ | 46,927.00 |

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|--------------------|--|-----------|---------------------|
| GRAND TOTAL | | \$ | 2,749,989.00 |
|--------------------|--|-----------|---------------------|

FY2018 Texas College Work-Study Mentorship Program Final Allocations

FY 2018 Texas College Work-Study Mentorship Program Requirements

- The Performing Agency shall ensure that all student mentors/tutors/advisors meet the eligibility requirements to participate in the program;
- The Performing Agency shall pay student mentors/tutors/advisors a minimum of \$10.00 an hour for a maximum of 20 hours per week;
- The Performing Agency shall provide supervision and training to student mentors/tutors/advisors. At a minimum, training must cover the following topics:
 - Overview of *60x30TX* or current Texas Higher Education Plan and the role of the Work-Study Student Mentorship Program;
 - Overview of the College for All Texans and Generation Texas website;
 - Specific information about the communities in which they serve, including demographics and local college-going rates;
 - Personal, public, economic and societal benefits of higher education;
 - Specific information about applying to college including college exploration, the admission process, writing personal essays, and completing financial aid and college application forms; and,
 - Expectations, roles, and responsibilities for student mentors/tutors/advisors.
- The Performing Agency shall submit monthly expenditure reports by the 5th of each month. If the 5th falls on a weekend or holiday, the report will be due on the following Monday.
 - Reports should be emailed to CRI@theccb.state.tx.us.com;
- The Performing Agency shall submit a final expenditure report by September 30.
 - Reports should be emailed to CRI@theccb.state.tx.us.com;
- The Performing Agency shall submit a Program Activity Report in a manner prescribed by THECB on the dates outlined below.

| | |
|--------------|--|
| January 15 | Activities from the first class date of the fall semester to December 31 |
| June 15 | Activities from the first class date of the spring semester to May 31 |
| September 15 | Activities from June 1 to August 31 |

- If the 15th falls on a weekend or holiday, the report will be due on the following Monday;
- The Performing Agency shall provide a 10% match for the funds awarded. Matching funds can include funds for work-study mentor travel, administrative costs, and training for mentors and staff. The matching requirement may be waived for institutions serving low-income/disadvantaged students. A federal waiver from the U.S. Department of Education may serve as documentation for exemption from the matching requirement.