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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: July 20, 2020

RE: 2018-2019 Texas College Work-Study (TCWS) Data Request

The Texas Higher Education Coordinating Board (THECB) compiles an annual Financial Aid Report (FAR) concerning student financial aid at Texas public and private/independent institutions of higher education. The report is created in accordance with [Texas Education Code \(TEC\) section 56.082](#), which calls for the THECB to report the number of Texas College Work-Study (TCWS) students employed by for-profit or nonprofit employers.

To comply with reporting requirements, the institutions on the enclosed list must provide employer status of "for-profit" or "nonprofit" for each TCWS student for the 2018-19 (FY 2019) year. Below is a list of institutions that will need to take action:

Institution List	
ALVIN COMMUNITY COLLEGE	SOUTHWESTERN ADVENTIST UNIVERSITY
BAYLOR UNIVERSITY	SOUTHWESTERN ASSEM OF GOD UNIVERSITY
BRAZOSPORT COLLEGE	ST. EDWARD'S UNIVERSITY
CLARENDON COLLEGE	ST. PHILIP'S COLLEGE
COASTAL BEND COLLEGE	STEPHEN F. AUSTIN STATE UNIVERSITY
DALLAS BAPTIST UNIVERSITY	TAMU HSC
EAST TEXAS BAPTIST UNIVERSITY	TEXAS A&M INTERNATIONAL UNIV
EL PASO COMMUNITY COLLEGE	TEXAS A&M UNIVERSITY
GRAYSON COLLEGE	TEXAS A&M UNIVERSITY AT GALVESTON
HARDIN-SIMMONS UNIVERSITY	TEXAS A&M UNIVERSITY-COMMERCE
HILL COLLEGE	TEXAS LUTHERAN UNIVERSITY
HOUSTON COMMUNITY COLLEGE	TEXAS SOUTHMOST COLLEGE
HOWARD COLLEGE	TEXAS STATE TECHNICAL COLLEGE-WACO
HOWARD PAYNE UNIVERSITY	TYLER JUNIOR COLLEGE
JACKSONVILLE COLLEGE	UNIVERSITY OF HOUSTON
LAREDO COLLEGE	UNIVERSITY OF HOUSTON-CLEAR LAKE
LETOURNEAU UNIVERSITY	UNIVERSITY OF HOUSTON-DOWNTOWN
LONE STAR COLLEGE	UNIVERSITY OF HOUSTON-VICTORIA
LUBBOCK CHRISTIAN UNIVERSITY	UNIVERSITY OF MARY HARDIN-BAYLOR
MCLENNAN COMMUNITY COLLEGE	UNIVERSITY OF NORTH TEXAS
NORTH CENTRAL TEXAS COLLEGE	UNIVERSITY OF TEXAS AT AUSTIN
NORTHEAST TEXAS COMMUNITY COLLEGE	UNIVERSITY OF TEXAS AT DALLAS
NORTHWEST VISTA COLLEGE	UNIVERSITY OF TEXAS AT EL PASO
PALO ALTO COLLEGE	UNIVERSITY OF TEXAS AT TYLER
PARIS JUNIOR COLLEGE	UNIVERSITY OF TEXAS MEDICAL SCHOOL-SAN ANTONIO
SAM HOUSTON STATE UNIVERSITY	UNIVERSITY OF TEXAS PERMIAN BASIN
SAN ANTONIO COLLEGE	UNIVERSITY OF TEXAS-RIO GRANDE VALLEY
SOUTHERN METHODIST UNIVERSITY	

For the above institutions, we created spreadsheets listing students reported as "2-Off-Campus" or "3-Both On-Campus and Off-Campus" on data element #104 of the FY 2019 Financial Aid Database (FAD). To access the spreadsheet, log in to MOVEit and go to the folder location **FADS_OUTPUT**.

To complete the employer status review process for TCWS students:

1. Review your institution's spreadsheet to determine employer status in FY 2019 for each TCWS student.
2. Document employer status as "for" or "non" for each student in the column provided.
3. After your review is complete, upload the revised spreadsheet to the **FADS_OUTPUT** folder in MOVEit by **Aug. 3, 2020**.
4. Send a confirmation of completion email through [CONTACT US](#) (select "Financial Aid Question" as the **Contact Reason**).

For the 2019-20 FAD reporting cycle and beyond, employer status will be an option for all TCWS students on data element #104-Texas College Work-Study Job Location.

If you have questions, send an online inquiry through [CONTACT US](#) (select "Financial Aid Question" as the **Contact Reason**).