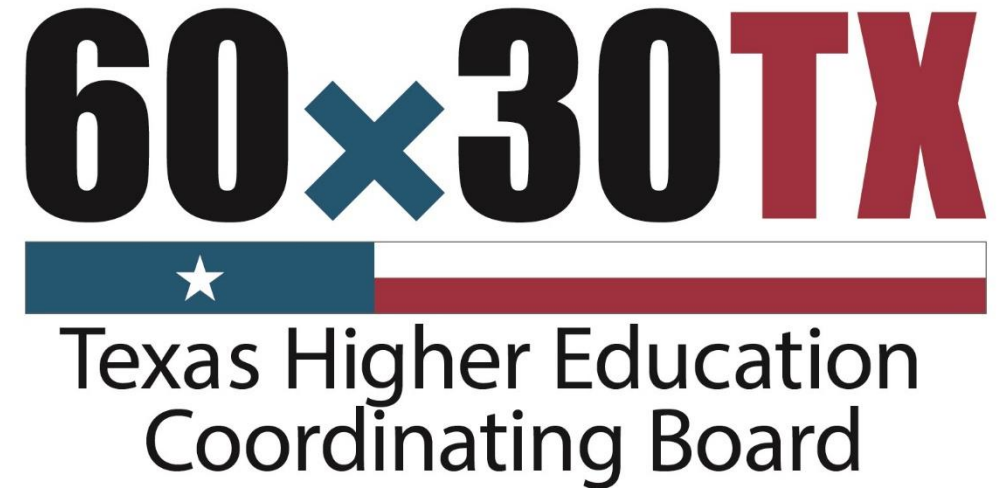


# State Financial Aid Webcast

Leah Smalley  
Student Financial Aid Programs  
August 11, 2020



# WHAT'S NEW

Welcome to 2020-2021

Bilingual Education Program

Exemption - Blind or Deaf Students

COVID-19 New FAQ

Updates, Reminders, Training, & Deadlines

# Welcome to 2020-2021

## Online Resources

### Reports

- [FY 2020 FAD Comprehensive Manual Reporting \[PDF\]](#)
- [FY 2019 FAD Comprehensive Manual Reporting \[PDF\]](#)
- [FY 2018 FAD Comprehensive Manual Reporting Cycle 3 \[PDF\]](#)
- [FY 2019 State Campus-Based Programs Annual Report \[PDF\]](#)

### Forms

- [Authority to Transfer Form \[PDF\]](#)
- [Electronic Funds Transfer \(EFT\) – Wire Information](#)
- [FAD Reconciliation Form \[PDF\]](#)
- [Grants and Special Programs Online Return of Funds Form](#)
  - [Return of Funds Form Instructions \[PDF\]](#)
- [Loan Programs Online Return of Funds Form](#)
  - [Return of Funds Form Instructions \[PDF\]](#)
- Selective Service Statement of Registration Status
  - [English Statement \[PDF\]](#)
  - [Spanish Statement \[PDF\]](#)
- [System Authorization Form \[PDF\]](#)

### Portals

#### MOVEit DMZ

- [MOVEit DMZ Login](#)
- [MOVEit DMZ User Guide \[PDF\]](#)

#### CBPass

- [CBPass Login](#)
- [CBPass Quick Start Guide](#)
- [CBPass Administrator Guide](#)

#### HelmNet (HHLOANS)

- [HelmNet \(HHLOANS\) Login](#)
- [HelmNet Online Reporting Manual \[PDF\]](#)

#### Net Price Calculator (NPC)

- [NPC Administration Login](#)
- [NPC Guidelines 2019-20](#)

# SFAP Webpage Updates

## Program Resources

Institutions can find information to assist with the administration of state financial aid programs through the following program resources:

- [Grant Programs](#)
- [Loan Programs](#)
- [Work-Study & Scholarships](#)
- [Exemption and Waivers](#)
- [Tuition Set Asides](#)

For a comprehensive understanding of all state funded programs download:

- [2020-2021 State Financial Aid Program Guidelines \[PDF\]](#)
- [2019-2020 State Financial Aid Program Guidelines \[PDF\]](#)
- [2018-2019 State Financial Aid Program Guidelines \[PDF\]](#)

## Financial Aid Database (FAD) Report

The FAD Report is to collect data used by the Texas Higher Education Coordinating Board (THECB) to produce an annual statewide Financial Aid Report, determine state aid program allocations, conduct compliance monitoring, and generate additional statewide and institutional reports.

- [FY 2020 FAD Comprehensive Manual Reporting \[PDF\]](#)
  - [FAD Reconciliation Form \[PDF\]](#)
- [FY 2019 FAD Comprehensive Manual Reporting \[PDF\]](#)
- [FY 2018 FAD Comprehensive Manual Reporting Cycle 3 \[PDF\]](#)

## Texas Application for State Financial Aid (TASFA)

To determine eligibility for applicants that do not qualify for federal aid, download the TASFA.

### 2020-21 TASFA

- [2020-21 TASFA Application Instructions \[PDF\]](#)
- [2020-21 TASFA Application Instructions \[PDF\] en Español](#)

### 2019-20 TASFA

- [2019-20 TASFA Application Instructions \[PDF\]](#)
- [2019-20 TASFA Application Instructions \[PDF\] en Español](#)

## Selective Service Statement of Registration Status

In accordance with [IEC, Section 51.9095](#), male students must file the required Selective Service Statement of Registration Status with their institution or other entity granting or guaranteeing financial assistance. This includes grants, scholarships, loans, or other assistance funded by state revenue, including federal funds or gifts and grants accepted by the state.

- [English Statement \[PDF\]](#)
- [Spanish Statement \[PDF\]](#)

## Online Resources

### Coronavirus

The Texas Higher Education Coordinating Board (THECB) is closely monitoring state and national information about the novel coronavirus (COVID-19) and will provide continuous updates for higher education stakeholders. We are also working with officials at Texas institutions of higher education to identify and address specific issues and concerns arising as campuses plan for and respond to coronavirus.

The THECB has created a dedicated webpage for [coronavirus information](#) relevant to higher education stakeholders.

Visit the [Coronavirus Frequently Asked Questions \(FAQs\)](#) webpage to get guidance on: Tuition, Refunds, and Financial Aid.

### Web Portals

To add, update or remove a user's access, submit a [System Authorization Form \[PDF\]](#).

### MOVEit DMZ

- [MOVEit DMZ Login](#)
- [MOVEit DMZ User Guide \[PDF\]](#)

### CBPass

- [CBPass Login](#)
- [CBPass Quick Start Guide](#)
- [CBPass Administrator Guide](#)

### HelmNet (HHLOANS)

- [HelmNet \(HHLOANS\) Login](#)
- [HelmNet Online Reporting Manual \[PDF\]](#)

**CUSTOMER SATISFACTION SURVEY:** Take a moment to provide feedback.

# SFAP Webpage Updates

## Grant Programs

### TOWARD EXCELLENCE, ACCESS AND SUCCESS (TEXAS) GRANT

TEXAS Grant program funds are available to eligible students attending General Academic Teaching Institutions (GATIs) in Texas (excluding Lamar State College-Orange and Lamar State College-Port Arthur). This program is authorized by [TEC Chapter 56, Section 56.302 Subchapter M](#). Rules establishing procedures to administer the program can be found in [Title 19 of the TAC, Chapter 22, Subchapter L](#).

- [FY 2021 TEXAS Grant Guidelines \[PDF\]](#)
- [FY 2020 TEXAS Grant Allocations \[PDF\]](#)
- [FY 2020 TEXAS Grant Guidelines \[PDF\]](#)
- [FY 2019 TEXAS Grant Guidelines \[PDF\]](#)
- [FY 2018 TEXAS Grant Guidelines \[PDF\]](#)

[Private High School Certification Form for Recommended Curriculum \[PDF\]](#)

### TEXAS EDUCATIONAL OPPORTUNITY GRANT (TEOG)

TEOG program funds are available to eligible students attending community colleges, public state colleges (including Lamar State College-Orange and Lamar State College-Port Arthur) and public technical institutes. This 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](#).

- [FY 2021 TEOG Guidelines \[PDF\]](#)
- [FY 2021 TEOG Allocations \[PDF\]](#)
- [FY 2020 TEOG Allocations \[PDF\]](#)
- [FY 2020 TEOG Guidelines \[PDF\]](#)
- [FY 2019 TEOG Guidelines \[PDF\]](#)
- [FY 2018 TEOG Guidelines \[PDF\]](#)

### TUITION EQUALIZATION GRANT (TEG)

TEG program funds are available to eligible students attending a private or independent institution of higher education (See [TEC, Section 61.003\(15\)](#)). This program is authorized by [TEC Chapter 61, Section 61.221](#). Rules establishing procedures to administer the subchapter can be found in [Title 19 of the TAC, Chapter 22, Subchapter B](#).

- [FY 2021 TEG Guidelines \[PDF\]](#)
- [FY 2021 TEG Allocations \[PDF\]](#)
- [FY 2020 TEG Allocations \[PDF\]](#)
- [FY 2020 TEG Guidelines \[PDF\]](#)
- [FY 2019 TEG Guidelines \[PDF\]](#)
- [FY 2019 TEG Engagement Guide \[PDF\]](#)
- [FY 2018 TEG Guidelines \[PDF\]](#)
- [FY 2018 TEG Engagement Guide \[PDF\]](#)

### CBPass Grant Payment Portal

Institutions can login to Grant Payment Portal and request TEXAS Grant, TEOG, and TEG funds.

**NOTE:** If institutions need to return FY 2019 funds a [Grants and Special Programs Online Return of Funds Form](#) must be submitted.

### Grant Award History File Instructions

Institutions can submit an Award History File and receive the most recent report data for state grant recipients.

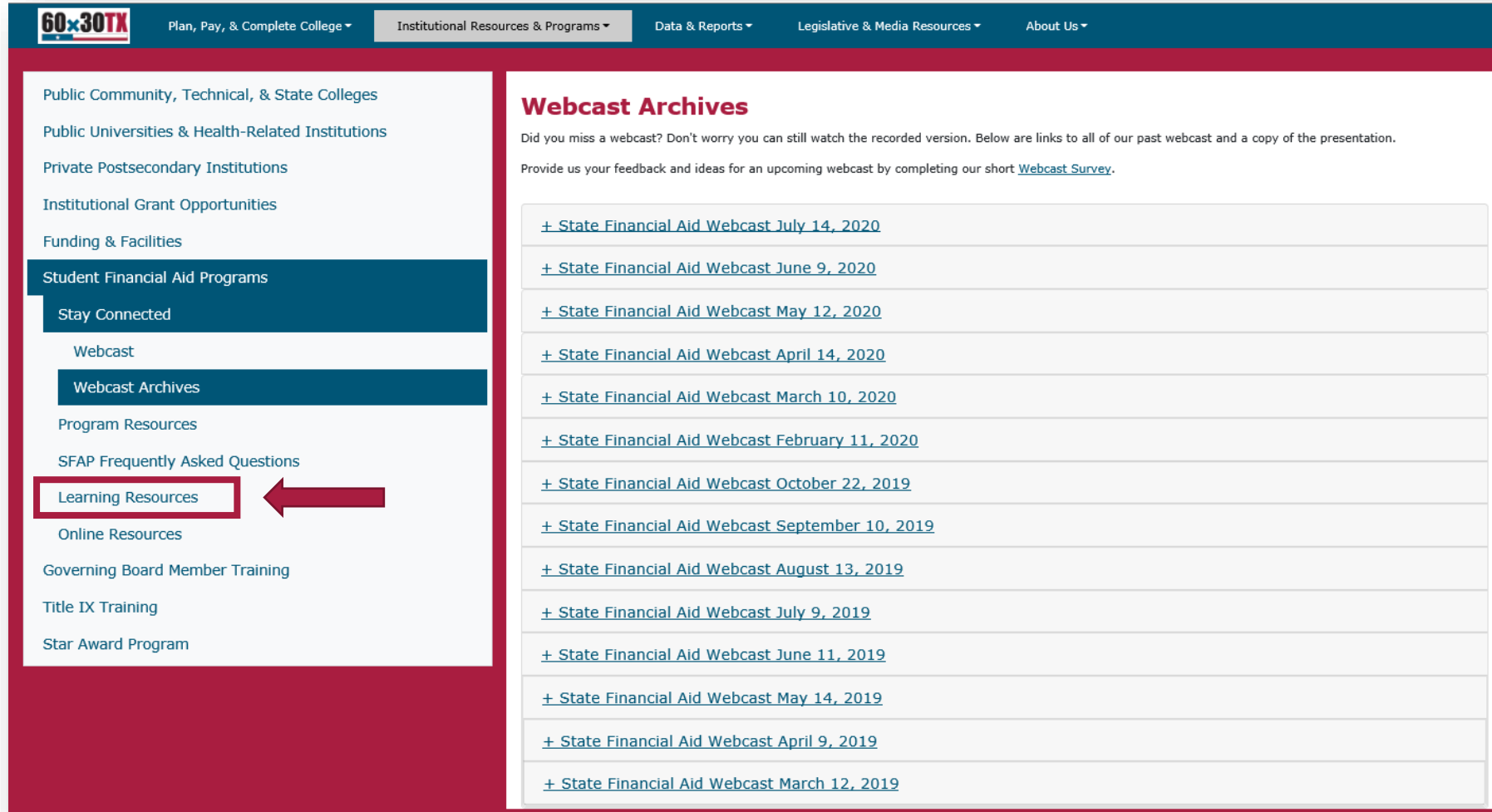
### MOVEit DMZ Web Portal

Access institutional loan files and reports

### Transferring Funds

Institutions participating in a combination of state grants and Texas College Work-Study (TCWS) or Work-Study Student Mentorship Program (WSMP) 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. Institutions wanting to transfer funds must submit an [Authority to Transfer form](#).

# SFAP Webpage Updates



**60x30TX** Plan, Pay, & Complete College Institutional Resources & Programs Data & Reports Legislative & Media Resources About Us

Public Community, Technical, & State Colleges  
Public Universities & Health-Related Institutions  
Private Postsecondary Institutions  
Institutional Grant Opportunities  
Funding & Facilities  
Student Financial Aid Programs  
Stay Connected  
Webcast  
Webcast Archives  
Program Resources  
SFAP Frequently Asked Questions  
**Learning Resources**  
Online Resources  
Governing Board Member Training  
Title IX Training  
Star Award Program

## Webcast Archives

Did you miss a webcast? Don't worry you can still watch the recorded version. Below are links to all of our past webcast and a copy of the presentation.  
Provide us your feedback and ideas for an upcoming webcast by completing our short [Webcast Survey](#).

- [+ State Financial Aid Webcast July 14, 2020](#)
- [+ State Financial Aid Webcast June 9, 2020](#)
- [+ State Financial Aid Webcast May 12, 2020](#)
- [+ State Financial Aid Webcast April 14, 2020](#)
- [+ State Financial Aid Webcast March 10, 2020](#)
- [+ State Financial Aid Webcast February 11, 2020](#)
- [+ State Financial Aid Webcast October 22, 2019](#)
- [+ State Financial Aid Webcast September 10, 2019](#)
- [+ State Financial Aid Webcast August 13, 2019](#)
- [+ State Financial Aid Webcast July 9, 2019](#)
- [+ State Financial Aid Webcast June 11, 2019](#)
- [+ State Financial Aid Webcast May 14, 2019](#)
- [+ State Financial Aid Webcast April 9, 2019](#)
- [+ State Financial Aid Webcast March 12, 2019](#)

# WSMP Webpage Moving to SFAP

On **Aug. 31, 2020**, the current WSMP webpage will be deleted. The information is now available under the SFAP webpage under Work-Study & Scholarships.

**NOTE:** Administrative rules for the Student Mentorship program were updated and moved to Title 19 of the TAC, Chapter **22**, Subchapter **G**.

The screenshot shows the 60x30TX website interface. The top navigation bar includes links for 'Plan, Pay, & Complete College', 'Institutional Resources & Programs', 'Data & Reports', 'Legislative & Media Resources', and 'About Us'. The left sidebar menu lists various categories, with 'Work-Study & Scholarships' highlighted in blue. The main content area is titled 'Work-Study & Scholarships' and contains information about the Texas College Work-Study (TCWS) program, including funding details and links to guidelines and allocations. Below this, there is a section for the 'WORK-STUDY STUDENT MENTORSHIP PROGRAM (WSMP)' with a description of its purpose and a list of 'Program Resources' which includes links to WSMP Guidelines, Allocations, a Financial Report Template, a Data Report Template, and a Sample MOU. The 'Financial Report Template' and 'Data Report Template' links are highlighted with a red box.

**60x30TX** Plan, Pay, & Complete College Institutional Resources & Programs Data & Reports Legislative & Media Resources About Us

Public Community, Technical, & State Colleges  
Public Universities & Health-Related Institutions  
Private Postsecondary Institutions  
Institutional Grant Opportunities  
Funding & Facilities  
**Student Financial Aid Programs**  
Stay Connected  
**Program Resources**  
Exemptions and Waivers  
Grant Programs  
Loan Programs  
Tuition Set Asides  
**Work-Study & Scholarships**  
SFAP Frequently Asked Questions  
Learning Resources  
Online Resources  
Governing Board Member Training

## Work-Study & Scholarships

### TEXAS COLLEGE WORK-STUDY (TCWS)

TCWS program funds are available to eligible students attending public and private/independent institutions of higher education, as defined in TEC Section 61.003(8). This 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](#).

- [FY 2021 TCWS Guidelines \[PDF\]](#)
- [FY 2020 TCWS Allocations \[PDF\]](#)
- [FY 2020 TCWS Guidelines \[PDF\]](#)
- [FY 2019 TCWS Guidelines \[PDF\]](#)

[Grants and Special Programs Online Return of Funds Form](#)

### WORK-STUDY STUDENT MENTORSHIP PROGRAM (WSMP)

The Work-Study Student Mentorship Program (WSMP) is authorized by [Chapter 56, Section 56.079 in Subchapter E of the Texas Education Code](#). Rules establishing procedures to administer the subchapter can be found in [Title 19 of the TAC, Chapter 22, Subchapter G](#).

The purpose of the mentorship program is to provide employment to eligible students with financial need to mentor, tutor, or advise students at participating institutions of higher education or high school students within local school districts and nonprofit organizations. The primary goal of the program is to improve student access, success, and completion of higher education. These student mentorship positions are funded by a combination of state appropriations provided by the Texas College Work-Study (TCWS) Program and matching funds from participating institutions.

#### Program Resources

- [WSMP Guidelines \(FY 2021\) \[PDF\]](#)
- [WSMP Allocations \(FY 2020\) \[PDF\]](#)
- [WSMP Allocations \(FY 2021\) \\*Coming soon\\*](#)
- [Financial Report Template](#)
- [Data Report Template](#)
- [Sample MOU](#)



# Institutional Calendar – Fall 2020

**60x30TX**  
Texas Higher Education Coordinating Board

**Student Financial Aid Programs  
2020-21 (FY 2021) Institutional Calendar  
Fall 2020**

**September 2020**

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**October 2020**

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**November 2020**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December 2020**

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Date** **Description**

09/01 (Tue)	First official day of the state fiscal year 2020-21 (FY 2021)
09/07 (Mon)	THECB Closed – Labor Day
09/15 (Tue)	Monthly Webcast
09/28 (Tue)	First day to submit 2019-20 (FY 2020) FAD Cycle Three
10/01 (Thurs)	2020-21 (FY 2021) FAD available to applicants
10/13 (Tue)	Monthly Webcast
11/10 (Tue)	Monthly Webcast
11/10 (Tue)	THECB is closed - Veterans Day
11/13 (Fri)	Deadline to submit User Access Annual Review
11/26 – 11/27	THECB is closed – Thanksgiving Holiday
12/08 (Tue)	Monthly Webcast
12/11 (Fri)	Deadline to certify 2019-20 (FY 2020) FAD Cycle three
12/24 – 12/25	THECB is closed – Christmas Holiday

For questions, please contact Financial Aid Services through [CONTACT US](#) (select "Financial Aid Question" as the Contact Reason).

**Legend**

Deadline	Alert	Agency Closure	Unstaffed Staff
EAE	Educational Aide Exemption	FAD	Financial Aid Database Report
TEXAS Grant	Toward Excellence, Access, and Success Grant	TCWS	Texas College Work-Study
TEG	Tuition Equalization Grant	TEOG	Texas Educational Opportunity Grant

As of 09/01/2020

## Stay Connected

### Recent Communications

- [07/20/2020 Texas College Work-Study \(TCWS\) FY 2019 Data Request Memo \[PDF\]](#)
- [06/24/2020 Authority to Transfer Funds FY 2020 Deadline Reminder Memo \[PDF\]](#)
- [06/24/2020 Tuition Equalization Grant \(TEG\) Engagement Report FY 2019 Deadline Reminder Memo \[PDF\]](#)
- [06/23/2020 Tuition Equalization Grant \(TEG\) Engagement Guide FY 2020 Memo \[PDF\]](#)
- [06/23/2020 Texas Educational Opportunity Grant \(TEOG\) Revised Allocation FY 2021 Memo \[PDF\]](#)
- [06/23/2020 Tuition Equalization Grant \(TEG\) Revised Allocation FY 2021 Memo \[PDF\]](#)
- [06/23/2020 Toward EXcellence, Access, and Success \(TEXAS\) Grant 10-Day Allocation Data Review FY 2021 Memo \[PDF\]](#)
- [06/23/2020 Texas College Work-Study \(TCWS\) 10-Day Allocation Data Review FY 2021 Memo \[PDF\]](#)
- [06/23/2020 Bilingual Education Program Proposed Allocation FY 2021 Memo \[PDF\]](#)
- [06/23/2020 Educational Aide Exemption \(EAE\) 10-Day Allocation Data Review FY 2021 Memo \[PDF\]](#)

### Webcast

Join the Financial Aid Services (FAS) team for our monthly live informational webcast. Access prior webcast recordings.

### STUDENT FINANCIAL AID PROGRAMS LISTSERV

Subscribe to receive memos, notifications, reminders and announcements through the [GovDelivery listserv system](#).

### CALENDAR OF PROGRAM DEADLINES

Download the Institutional calendar of events and deadlines to know what is coming up throughout the year.

- [Institutional Financial Aid Calendar Summer 2020 \[PDF\]](#)
- [Institutional Financial Aid Calendar Spring 2020 \[PDF\]](#)
- [Institutional Financial Aid Calendar Fall 2019 \[PDF\]](#)

### FINANCIAL AID ADVISORY COMMITTEE

Follow the Financial Aid Advisory Committee and provide the THECB with advice and recommendations regarding the development, implementation, and evaluation of state financial aid programs for college students.



# Requesting Funds 2020-21

- **TEXAS Grant, TEOG, and TEG:** CBPass Grant Payment Portal
- **CAL/TASSP:** HelmNet or Commonline File
- **Bilingual Education Program:** Funds Request Form (PDF)
- **Educational Aide Exemption:** Funds Request Form (PDF)
- **Texas College Work-Study:** Lump-sum payment (no request needed)

# Grant Payment System

Follow these four easy steps to request funds for:  
TEXAS Grant, TEOG or TEG

Step 1. Log in to [CBPass](#) and select **Grant Payment** from MY ACCESS webpage.



App ID	Application Name
139	<a href="#">Financial Aid Data Certification</a>
130	<a href="#">Good Neighbor Scholarship Program</a>
123	<a href="#">Grant Payment</a>
138	<a href="#">Integrated Fiscal Reporting System</a>

Step 2. Select **Request Funds** from navigation bar.



Step 3. Enter **Request Amount** and **Student Count**.

Step 4. Click **Submit Request**.

Total Allocation : \$ XX,XXX,XXX

Total Remaining Allocation: \$ XX,XXX,XXX

Appropriation year:

2020

Program Type:

Grant Program Name

Request Amount:

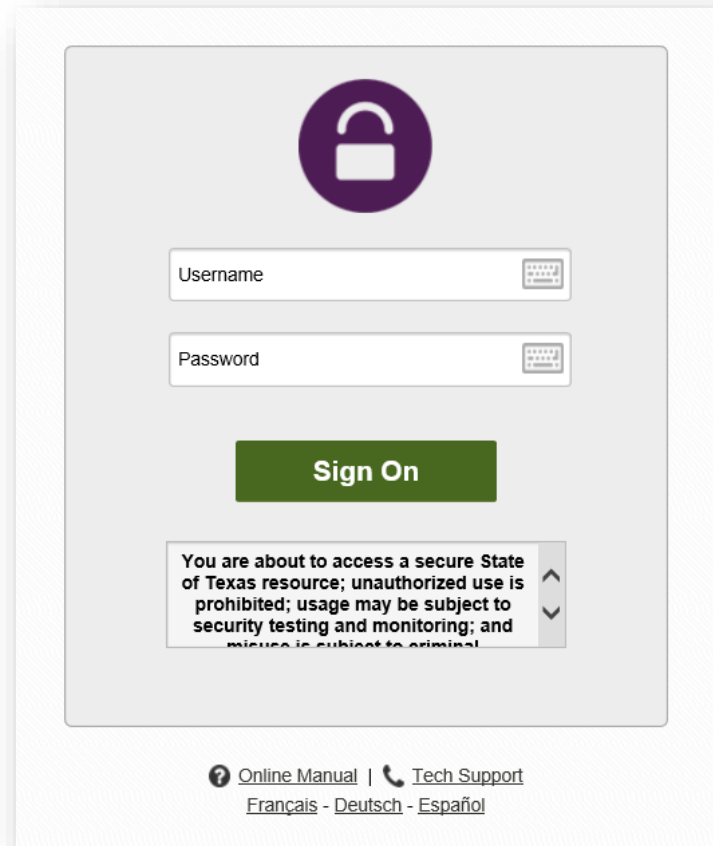
\*Student Count:

Back to Home

Submit Request

# CAL/TASSP Certifications

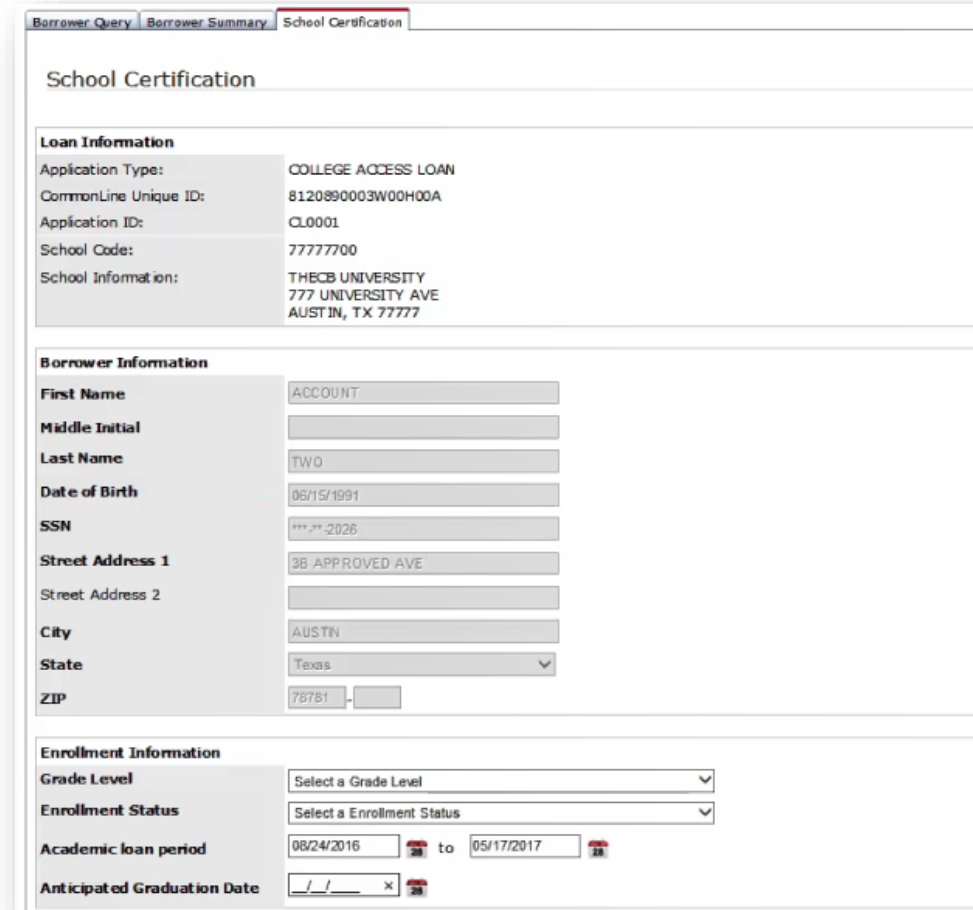
## Commonline file via MOVEit



A login screen for the Commonline file via MOVEit. It features a purple padlock icon at the top. Below it are two input fields: 'Username' and 'Password'. A green 'Sign On' button is centered below the fields. At the bottom, there is a security warning: 'You are about to access a secure State of Texas resource; unauthorized use is prohibited; usage may be subject to security testing and monitoring; and misuse is subject to criminal...'. Below the warning are links for 'Online Manual', 'Tech Support', and language options: 'Français - Deutsch - Español'.

OR

## Manual certification via HelmNet



A manual certification form via HelmNet. The form has tabs at the top: 'Borrower Query', 'Borrower Summary', and 'School Certification'. The 'School Certification' tab is active. The form is divided into several sections: 'Loan Information', 'Borrower Information', and 'Enrollment Information'. Each section contains various fields for data entry.

Loan Information	
Application Type:	COLLEGE ACCESS LOAN
CommonLine Unique ID:	8120890003W00H00A
Application ID:	CL0001
School Code:	77777700
School Information:	THECB UNIVERSITY 777 UNIVERSITY AVE AUSTIN, TX 77777

Borrower Information	
First Name	ACCOUNT
Middle Initial	
Last Name	TWO
Date of Birth	06/15/1991
SSN	***-**-2026
Street Address 1	98 APPROVED AVE
Street Address 2	
City	AUSTIN
State	Texas
ZIP	78781

Enrollment Information	
Grade Level	Select a Grade Level
Enrollment Status	Select an Enrollment Status
Academic loan period	08/24/2016 to 05/17/2017
Anticipated Graduation Date	

# Funds Request Form



## 2020-21 (FY 2021) Educational Aide Exemption Funds Request Form

Date:	FICE Code:	Institution:
Contact Information		
Position	Name	Email
Financial Aid Director		
Reporting Financial Aid Officer		
Business Office Contact		

Current Request		
	Current amount being requested	Number of unique student awards being funded via current request*
Educational Aide Exemption (EAE)		

Year-to-Date Totals		
	Year-to-date amount requested including current request**	Number of year-to-date distinct student awards funded including current request***
Total Educational Aide Exemption Allocation		

\* The count of recipients receiving program funds for the first time this award year via this current request.

\*\* The cumulative total amount of funds requested this fiscal year, including this request.

\*\*\* The cumulative number of award recipients for this fiscal year, including those who will receive funds for the first time this year via this request.

For further clarification on how to complete this form, refer to [EAE Funds Request Form Instructions](#).

To send the completed form:

- Click the SUBMIT button.
- An email with this form attached will open in a new window.
- Enter the six-digit FICE code and file name in the email subject line.
- Example: 012345\_EAE Funds Request Form FY 2021
- Click the SEND button to email the form.



Date:	FICE Code:	Institution:
Contact Information		
Position	Name	Email
Financial Aid Director		
Reporting Financial Aid Officer		
Business Office Contact		

Current Request		
	Current amount being requested	Number of unique student awards being funded via current request*
Bilingual Education Program		

Year-to-Date Totals		
	Year-to-date amount requested including current request**	Number of year-to-date distinct student awards funded including current request***
Total Bilingual Education Allocation		

\* The count of recipients receiving program funds for the first time this award year via this current request.

\*\* The cumulative total amount of funds requested this fiscal year, including this request.

\*\*\* The cumulative number of award recipients for this fiscal year, including those who will receive funds for the first time this year via this request.

For further clarification on how to complete this form, refer to [Bilingual Education Funds Request Form Instructions](#).

To send the completed form:

- Click the SUBMIT button.
- An email with this form attached will open in a new window.
- Enter the six-digit FICE code and file name in the email subject line.
- Example: 012345\_Bilingual Education Funds Request Form FY 2021
- Click the SEND button to email the form.

Forms that can be completed...



## Funds Request Form Instructions Bilingual Education Program

The Bilingual Education Program Funds Request Form (FRF) enables institutions to request program funds throughout the year on an as-needed basis and facilitates reconciliation between an institution's financial aid and business offices and the Texas Higher Education Coordinating Board (THECB). To complete the Funds Request Form, follow these instructions:

### STEP 1: Complete the Contact Information Section

- Date** - the date the Funds Request Form is submitted to the THECB.
- FICE Code** - the institution's six-digit identification code.
- Institution** - the name of the requesting institution.
- Financial Aid Director** - accountable for overseeing the program at the institution.
- Reporting Financial Aid Officer** - assigned to monitor the program.
- Business Office Contact** - responsible for reconciling the program account with the Financial Aid Office.

Date:	FICE Code:	Institution:
Contact Information		
Position	Name	Email
Financial Aid Director		
Reporting Financial Aid Officer		
Business Office Contact		

**NOTE:** If the Financial Aid Director is also the Reporting Financial Aid Officer, enter the same information in both rows.

### STEP 2: Complete the Current Request Section

Enter the current amount of funds being requested and the total number of **unique students** awarded.

- Each award recipient is a **unique student** and is only reported in the **Current Request Section** once per award year regardless of how many disbursements the student is issued.

**Note:** If the institution is requesting funds for **only previously reported students** in the current award year, the **unique student** awards count would be zero.

Current Request		
	Current amount being requested	Number of unique student awards being funded via current request*
Bilingual Education Program		

### STEP 3: Complete the Year-to-Date Totals Section

All elements require a **cumulative total** in this section.

- Total Bilingual Education Allocation** - The total program allocation amount for the current academic year.
- YTD amount requested** - The sum of all the year-to-date funds requested, including the **current** amount being requested on the form.
- Number of YTD distinct student awards** - The total number of **unique students** who have received funds this entire academic year, including the current total requested above on the form.

**NOTE:** The institution should use **only whole dollar amounts** when entering values on the Funds Request Form.

Year-to-Date Totals		
	Year-to-date amount requested including current request**	Number of year-to-date distinct student awards funded including current request***
Total Bilingual Education Allocation		

# User Access to Web Portals



## User Access to Web Portals To Be Completed by Director of Financial Aid

### Section I - Update MOVEit DMZ

**MVEit DMZ** securely collects, stores, manages, and distributes FERPA-regulated information between an institution and the THECB. Authorized personnel can view, download, and submit files. **The designees assigned by the Director (two maximum) will have the authority to reset the password, if needed.**

- If no updates are needed, **leave the designee sections blank.**
- Adding information in the designee boxes below will override any current designees the THECB has on file.
  - To request the current designees, submit an inquiry through [CONTACT US](#) (select "Financial Aid Question" as the Contact Reason).

Job Title	First Name	Last Name	Email	Phone
Authorizing Official	—Auto Fill—	—Auto Fill—	—Auto Fill—	—Auto Fill—
Designee #1				
Designee #2				

### Section II - Request or Update HelmNet Access

**HelmNet** allows authorized personnel to update, certify, and run reports for the state programs CAL, BOT, and TASSP. **Only staff responsible for the administration of these programs certifying state loan applications should be granted access.**

- To request access for a new user, select the **New User** box and enter the user information.
- To update an existing user account, select the **Update** box and enter the updated user information. Then enter the user's prior information in the row below.

**Note: Directors are required to submit updated information for existing HelmNet users to keep THECB records current.**

Job Title	First Name	Last Name	Email	Phone
New User <input type="checkbox"/>				
Update <input type="checkbox"/>				
Prior Information				
New User <input type="checkbox"/>				
Update <input type="checkbox"/>				
Prior Information				
New User <input type="checkbox"/>				
Update <input type="checkbox"/>				
Prior Information				
New User <input type="checkbox"/>				
Update <input type="checkbox"/>				
Prior Information				

## Important Form Updates

- **System Authorization Form is now called:**  
***User Access to Web Portals Form***
- **Checkbox for New Director**
  - MOVEit will be reset if box marked.
- **Layout has changed**
  - Section I: Update **MVEit**
  - Section II: Request or Update **HelmNet** Access
  - Section III: **Remove** HelmNet or CBPass Access

# User Access Form Demo

## Section III - Remove Access to HelmNet or CBPass

Remove access to the HelmNet web portal and the following CBPass applications: Grant Payment Program (GPP); Financial Aid Database (FAD); and the Good Neighbor Program (GNP). **Directors are required to remove a user's access if no longer needed (e.g., a role change, or a staff member's departure).**

Application	System Identifying Information	Removal Reason
GPP <input type="checkbox"/> GNP <input type="checkbox"/>	Email: <input type="text"/>	
FAD <input type="checkbox"/> HelmNet <input type="checkbox"/>	Name: <input type="text"/>	
GPP <input type="checkbox"/> GNP <input type="checkbox"/>	Email: <input type="text"/>	
FAD <input type="checkbox"/> HelmNet <input type="checkbox"/>	Name: <input type="text"/>	
GPP <input type="checkbox"/> GNP <input type="checkbox"/>	Email: <input type="text"/>	
FAD <input type="checkbox"/> HelmNet <input type="checkbox"/>	Name: <input type="text"/>	
GPP <input type="checkbox"/> GNP <input type="checkbox"/>	Email: <input type="text"/>	
FAD <input type="checkbox"/> HelmNet <input type="checkbox"/>	Name: <input type="text"/>	
GPP <input type="checkbox"/> GNP <input type="checkbox"/>	Email: <input type="text"/>	
FAD <input type="checkbox"/> HelmNet <input type="checkbox"/>	Name: <input type="text"/>	

To send the completed form:

Click the **SUBMIT** button:

- An automatic email notification will open in a new window with the completed form attached.
- Add your six-digit FICE code in the subject line. Example: 012345\_File Name
- Be sure to click the SEND email button to submit the report.

If you have questions, contact Financial Aid Services through [CONTACT US](#) (select "Financial Aid Question" as the Contact Reason).

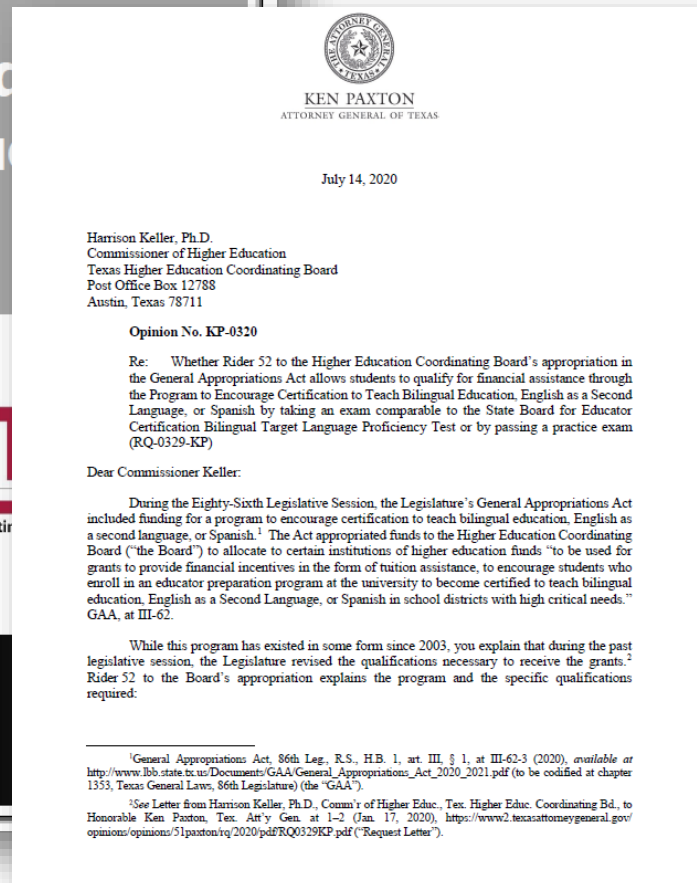
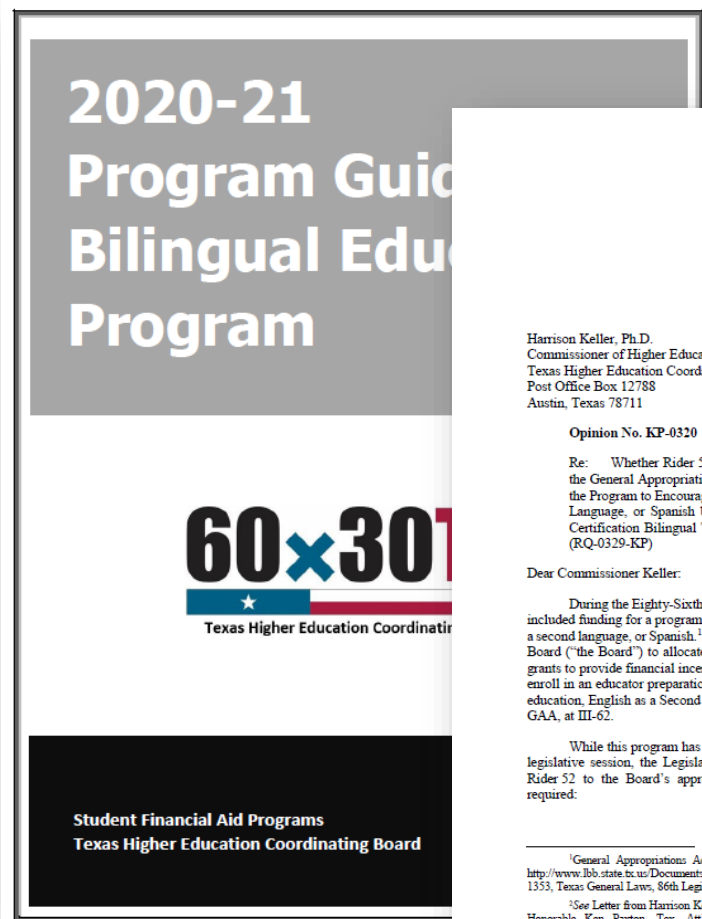
**SUBMIT**

If you are unable to **SUBMIT** this form, save the signed PDF file (.pdf) and email as an attachment to: [Useraccess@highered.texas.gov](mailto:Useraccess@highered.texas.gov)

# Bilingual Education Program Update



# Bilingual Education Program Update



**⚠️ ALERT:** In accordance with the General Appropriations Act of the 86th Texas Legislature, students must successfully pass the State Board for Educator Certification Bilingual Target Language Proficiency Test (BTLPT) and meet all other eligibility requirements to receive a Bilingual Education award. A practice BTLPT with passing scores cannot be accepted in place of the actual BTLPT as a qualifying criterion for determination of eligibility. (See [Attorney General Opinion No. KP-0320 issued July 14, 2020.](#))

# **Exemption for Blind or Deaf Students Fact Sheet**

# Exemption for Blind or Deaf Students Fact Sheet

## Exemptions and Waivers

Texas offers various programs that exempt or waive tuition, fees, and other expenses related to attending public institutions of higher education. Programs offered can be mandatory which require participation while others are optional.

- **Exemptions:** allow special groups of Texas residents or nonresidents to enroll and pay a reduced amount of tuition or fees.
- **Waivers:** allow special groups of nonresidents to enroll and pay a reduced nonresident tuition rate.

All programs mandatory or optional, exemption or waiver apply only to courses for which an institution can receive formula funding.

Formula Funding: is defined as the method used to allocate appropriated sources of funds among institutions of higher education. Formula-funded courses are those that do not depend solely on student tuition and fees to cover their costs.

### BLIND/DEAF STUDENT EXEMPTION

- [Blind/Deaf Student Exemption Fact Sheet](#)

### CHILDREN OF DISABLED OR DECEASED FIREFIGHTERS AND LAW ENFORCEMENT OFFICERS

- [Children of Disabled or Deceased Firefighters and Law Enforcement Officers Guidelines \[PDF\]](#)
- [Eligibility Determination Form \[PDF\]](#)

### EDUCATION BENEFITS FOR CERTAIN SURVIVORS

- [Education Benefits for Certain Survivors Guidelines \[PDF\]](#)

### EDUCATIONAL AIDE EXEMPTION (EAE)

- [FY 2021 EAE Guidelines \[PDF\]](#)
- [FY 2020 EAE Allocations \[PDF\]](#)
- [FY 2020 EAE Guidelines \[PDF\]](#)
- [FY 2019 EAE Allocations \[PDF\]](#)
- [FY 2019 EAE Guidelines \[PDF\]](#)
- [FY 2020 EAE Funds Request Form \[PDF\]](#)
  - [EAE Funds Request Instructions \[PDF\]](#)
- [2020-21 EAE Application \[PDF\]](#)
- [2019-20 EAE Application \[PDF\]](#)
- [Institution Educational Aide Exemption FAQ \[PDF\]](#)
- [Student Educational Aide Exemption FAQ \[PDF\]](#)

# 60x30TX

Texas Higher Education Coordinating Board

# Exemptions and Waivers

## TEC, Section 54.2001 Summary

Texas Education Code (TEC) Section 54.2001 (formerly referred to as 59.2210) was enacted Fall 2014. The statute retroactively applied an across-the-board limitation and (Grade Point Average (GPA) requirement) to Exemptions and Waivers programs found in TEC Chapter 54 Subchapter D. The table below identifies which programs were impacted by TEC, Section 54.2001.

### Table Legend

- M = Mandatory
- \*M = Mandatory waiver if school participates in program.
- O = Optional
- \*O = Optional because no funding available

**Exempt** = Program not subject to TEC, Section 54.2001 provisions.

**Impacted** = Program subject to TEC, Section 54.2001 provisions.

**Excluded** = TEC, Section 54.2001 only applies to programs in Subchapter D of Chapter 54.

**GPA Only** = TEC, Section 54.2001 GPA limit applies; not subject to TEC 54.2014.

**N/A** = TEC, Section 54.2001 does not disrupt the contractual agreement - does not apply

M = Mandatory or O = Optional	E = Exemption or W = Waiver	Program Name	Statute	TEC, Section 54.2001	THECB Rules
O	W	200 Mile waiver	TEC 54.2001	Excluded	Ch. 21, Subch. 20
*M	W	Academics Common Market waiver	TEC 54.2002	N/A	
O	E	Ad Unborn	TEC 54.2003	Excluded	
M	E	Adopted	TEC 54.2007	Exempt	
M	W	Biomedical Medical	TEC 54.2010	Exempt	
O	W	Border County / Ranch residents of neighboring states attending TX institutions	TEC 54.2014	GPA Only	
O	W	Border State residents attending TX institutions	TEC 54.2015	GPA Only	
M	E	Children of Disabled Firefighters/Police Officers	TEC 54.2016	Impacted	Ch. 21, Subch. 1
M	E	Children of Nurse Faculty	TEC 54.2017	Impacted	Ch. 21, Subch. 1
M	E	Children of POWs and MIA	TEC 54.2018	Impacted	
O	W	Citizens of Mexico (Pilot)	TEC 54.2019	Exempt	Ch. 21, Subch. 10
M	W	Citizens of Mexico in Border Counties	TEC 54.2020	Exempt	Ch. 21, Subch. 10
M	W	Citizens of Mexico Public Health	TEC 54.2021	Exempt	

Exemptions and Waivers Summary

1

Exemptions and Waivers Summary

# Exemption for Blind or Deaf Students Fact Sheet

## Exemption for Blind or Deaf Students Fact Sheet

Fact Sheets highlight specific requirements in the Texas Education Code (TEC) and Texas Administrative Code (TAC) in order to assist institutions with the administration of programs.

**Purpose**  
To help enable students who are blind or deaf to attend public colleges or universities in the state of Texas.

**Eligibility Determination**  
Texas residents with a **vision-related disability** (e.g., blindness, significant visual impairment) are determined eligible by Vocational Rehabilitation Services Offices through the Texas Workforce Commission (TWC). Students must contact their **local TWC office** to apply.  
Texas residents with a **hearing disability** who meet certain criteria are determined eligible by Texas Health and Human Services (HHS). To apply, students must submit the Application for Certificate of Deafness for Tuition Waiver (Form 3900) to HHS.  
After eligibility is established, the HHS will issue the student a certification of eligibility letter that he or she must provide to the institution's registrar.

**Eligible Courses**  
Any course for which an institution receives formula funding is eligible (TEC, Section 54.002), even if the course is not included in the student's program of study.  
Formula funding is defined as the method used to allocate appropriated sources of funds. Formula-funded courses are those that do not depend solely on student tuition and fees to cover their costs.

**Required Documentation**

- Certification from the TWC or HHS of status as a blind or deaf person
- A written statement of purpose indicating which certificate, degree program, or professional enhancement is being pursued
- A high school diploma or its equivalent
- A letter of recommendation from a responsible person who knows the applicant and who can serve as a reference (e.g., school principal, public official)

**NOTE:** Institutions have the discretion to determine how a transfer student meets the high school diploma/equivalency requirement.

**Award Amount**  
Institutions must exempt the cost of all dues, fees, and enrollment charges, including fees for correspondence courses, general deposit fees, and student services fees, authorized by TEC, Section 54.003, for every eligible course attempted. Fees or charges for lodging, board, or clothing are not included.

**Resources**

- TEC, Section 54.384—Blind, Deaf Students
- TEC, Section 61.003(8)—Institution of Higher Education
- TEC, Section 54.2001—Continued Receipt of Exemptions or Waivers
- TEC, Section 54.014—Tuition for Excessive Undergraduate Hours

INSTITUTIONAL RESOURCE As of 08/06/2020

## 60x30TX

Texas Higher Education Coordinating Board

### Understanding the FACTS

This exemption may be used at any Texas public college or university, including SouthWest College for the Deaf.

**Eligible students:**

- Are not required to demonstrate financial need.
- Must be registered with Selective Service or be exempt.
- Who meet the enrollment eligibility requirements can receive the exemption while attempting any program of study offered at an eligible institution (i.e., undergraduate, graduate, or doctoral degree).
- Can continue to receive the exemption in subsequent semesters or terms only if the student is meeting the institution's grade point average (GPA) requirement for financial aid.
- May not continue to receive the exemption while enrolled in undergraduate hours considered to be excessive. (TEC, Section 54.014)

### Understanding the PROCESS

1. Student is admitted at an eligible institution.
2. Student submits his or her eligibility certification to the institution's registrar.  
The certification is valid for each semester the eligible student enrolls at the institution.
  - **Certification for Vision-Related Disability**
    - No expiration
  - **Certification for Hearing Disability**
    - No expiration
    - However, if a student needs a copy of the certificate five or more years after the original date of issuance, the student must reapply to HHS for a new certificate of disability.
3. The registrar collects all Required Documentation from the student and verifies enrollment eligibility.
4. Institution verifies each year that the student remains eligible. (Student does not have to reapply each year.)

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<http://reportcenter.highered.texas.gov/agency-publication/guidelines-manuals/blind-or-deaf-students-exemption-fact-sheet/>

# COVID-19 New FAQ

# COVID-19 New FAQ

Plan, Pay, & Complete College ▾Institutional Resources & Programs ▾Data & Reports ▾Legislative & Media Resources ▾About Us ▾

- Public Community, Technical, & State Colleges
- Public Universities & Health-Related Institutions
- Private Postsecondary Institutions
- Institutional Grant Opportunities
- Funding & Facilities
- Student Financial Aid Programs**
- Stay Connected
- Program Resources
- SFAP Frequently Asked Questions
- Learning Resources
- Online Resources
- Governing Board Member Training
- Title IX Training
- Star Award Program

## Student Financial Aid Programs

The Office of Student Financial Aid programs (SFAP) supports institution of higher education with the administration of state financial aid programs. We are committed to expanding financial aid knowledge through excellence in customer service, communication, and training for Texas students, borrowers, and institutions of higher education.

The institutional customer service line (844-792-2640) and the Texas Financial Aid Information Center (888-311-8881) phone line will both be unavailable until further notice.

During these phone closure times, please send online inquiries through [CONTACT US](#) (select "Financial Aid Question" for the Contact Reason) and someone will respond as soon as possible. We appreciate your understanding.

### Stay Connected

Access the Institutional Calendar of Program Deadlines, subscribe to the SFAP listserv, follow the Financial Aid Advisory Committee, view an archive of Financial Aid Services monthly webcast, and download SFAP published memos.

### Program Resources

Find information to assist with the administration of state grants, loans, work-study, scholarships, and exemptions and waivers, and download the Texas Application for State Financial Aid (TASFA).

### SFAP Frequently Asked Questions

Find answers to common questions associated with the administration of state grants, loans, work-study, exemptions and waivers.

### Learning Resources

Request training, view recorded webinars and download presentations and available handouts.

### Online Resources

Download SFAP Report Manuals, access online forms, and log in to SFAP Institutional Web Portals.

## Coronavirus

The Texas Higher Education Coordinating Board (THECB) is closely monitoring state and national information about the novel coronavirus (COVID-19) and will provide continuous updates for higher education stakeholders. We are also working with officials at Texas institutions of higher education to identify and address specific issues and concerns arising as campuses plan for and respond to coronavirus.


The THECB has created a dedicated webpage for [coronavirus information](#) relevant to higher education stakeholders.

Visit the [Coronavirus Frequently Asked Questions \(FAQs\)](#) webpage to get guidance on: Tuition, Refunds, and Financial Aid.

**CUSTOMER SATISFACTION SURVEY:** Take a moment to provide feedback.

<http://www.highered.texas.gov/>

# TEXAS Grant Eligibility without High School Transcript



Plan, Pay, & Complete College  
Institutional Resources & Programs  
Data & Reports  
Legislative & Media Resources  
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## Tuition, Refunds, and Financial Aid Frequently Asked Questions

The Texas Higher Education Coordinating Board (THECB) has received numerous inquiries from higher education institutions regarding compliance with relevant state rules and reporting requirements that may be impacted by the COVID-19 pandemic. The responses below are intended to provide general guidance for institutions from the THECB as it pertains to tuition, refunds, and financial aid during this health emergency. THECB staff will update this guidance as we receive additional inquiries and information. If you have a particular need this general guidance does not address, please contact Mary Smith at [mary.smith@highered.texas.gov](mailto:mary.smith@highered.texas.gov) for assistance. In addition to this guidance, please consult the THECB's [Coronavirus Update for Higher Education](#) page for information on COVID-19 and higher education.

The information on this page is updated regularly.

### Financial Aid

[What flexibility do institutions have regarding the collection of final official high school transcripts to confirm eligibility for TEXAS Grant?](#) (Added 8/6/2020)

In situations where the final official high school transcript is not available, [TEC §56.3042\(a\)](#) provides institutions with flexibility to award TEXAS Grants based on the high school transcript that was available when making the grant offer. [TEC §56.3042\(a-1\)](#) provides similar flexibility in relation to TEXAS Grant recipients whose eligibility is based on completing an associate degree.

In situations where the grant has been disbursed prior to receipt of the final official high school transcript, [TAC Rule §22.234](#) provides institutions with the flexibility to decide whether a student must repay the TEXAS Grant if the final official high school transcript indicates that the student did not meet the basic grant eligibility requirements.

[TEC §56.3042\(d\)](#) outlines the process for how a student who did not meet the basic grant eligibility requirements could regain eligibility by completing an associate degree.



# Updates, Reminders, Training, & Deadlines

# Updates & Reminders

- 2020-21 allocations are still being finalized.
- HelmNet online reporting is now available; instructions are posted on the SFAP webpage.
- TASSP award amount for 2020-21 is **\$10,000**. The deadline for legislators to make a TASSP appointment is **Aug. 31, 2020**; appointed students must complete their TASSP online application by **Oct. 15, 2020**.
- Pre-disbursement changes in HelmNet are currently unavailable and must be submitted through **CONTACT US** for processing.
- THECB academic holds for delinquent borrowers for **state loan or scholarship programs** were **discontinued** Nov. 1, 2019.
- This year the annual update of the Net Price Calculator will occur **Sept. 1, 2020**. Guidance will be released once available.

# Training

- Monthly Webcast – **Sept. 15, 2020**
- Training Series – **October - December**
  - **Proposed Topics:**
    - New Hire Walk-through
    - User Access Annual Review
    - State Loan Processing
    - State Campus-Based Report

# Deadlines

- Financial Aid Database Cycle Two deadline to validate is **Aug. 28, 2020**.
- Comptroller's office closed Sept. 1, 2020.

Students must complete the Loan Acceptance Disclosure (LAD) by Thursday, **Aug. 13, 2020**, in order to receive funds prior to the shutdown.

# Contacting Financial Aid Services

The THECB's customer phone lines are **unavailable** until further notice.

All inquiries must be submitted online through the **CONTACT US** web form.

- Loan reporting requests
- Loan processing changes
- State financial aid program eligibility questions

**NOTE: Loan cancellation requests can be sent for multiple students in one request instead of individual submissions.**

**Texas Higher Education Coordinating Board**

### Contact Us

*An asterisk \* by the field indicates a required field!*

Received From\* INSTITUTION

Institution

Contact Reason\* \*Financial Aid Question

Description\*  4000 characters max

Please do NOT include your full Social Security Number inside the issue description. If you have a question about the status of a new loan application, accounts in repayment, or deferments, please use the last four digits of your SSN instead.

Is this a complaint No ☒ Yes ☐

Contact Preference E-MAIL ☒ LETTER ☐ PHONE ☐

Salutation\* Dr.

First Name\*

Last Name\*

E-mail\*

Phone (10-digit)  Phone Ext

Mail Address

Mail Address2

Mail Address3

City

State -- please select State --  Zip Code (5-digit)

| [Help](#)

# Submitting a CONTACT US

To ensure inquiries are routed correctly, complete these steps:

- Select “**Institution**” in Received From box
- Enter the institution’s full name
- Always select “**Financial Aid Question**” as the Contact Reason

**Texas Higher Education Coordinating Board**

## Contact Us

An asterisk \* by the field indicates a required field!

Received From\*

Institution

Contact Reason\*

Description\*

Please do NOT include your full Social Security Number inside the issue description. If you have a question about the status of a new loan application, accounts in repayment, or deferments, please use the last four digits of your SSN instead.

Is this a complaint No ☒ Yes ☐

Contact Preference E-MAIL ☒ LETTER ☐ PHONE ☐

Salutation\*

First Name\*

Last Name\*

E-mail\*

Phone (10-digit)  Phone Ext

Mail Address

Mail Address2

Mail Address3

City

State

Zip Code (5-digit)

| [Help](#)

# Stay Connected

Subscribe to the SFAP listserv, download SFAP published memos, and view the archive of Financial Aid Services monthly webcasts on the Stay Connected SFAP webpage.

## Stay Connected

### Recent Communications

- [04/06/2020 UPDATE: Selective Service Status Statement Requirement - New Guidance Memo \[PDF\]](#)
- [02/12/2020 Financial Aid Database \(FAD\) Reporting Cycle One 2019-20 \(FY 2020\) Memo \[PDF\]](#)
- [02/10/2020 B-On-Time \(BOT\) Loan Certification Deadline FY 2020 Memo \[PDF\]](#)
- [02/03/2020 College Access Loan \(CAL\) Opt-In/Opt-Out Form 2020-21 \(FY 2021\) Memo \[PDF\]](#)
- [02/03/2020 Texas State Financial Aid Opt-In/Opt-Out Form 2020-21 \(FY 2021\) Memo \[PDF\]](#)
- [02/03/2020 Good Neighbor Program 2020-21 \(FY 2021\) Memo \[PDF\]](#)
- [01/30/2020 Tuition Equalization Grant \(TEG\) Award Amounts for 2020-2021 \(FY 2021\) Memo \[PDF\]](#)
- [01/30/2020 Toward Excellence, Access and Success Grant and Texas Educational Opportunity Grant \(TEOG\) Award Amounts for FY 2020-2021 Memo \[PDF\]](#)
- [01/27/2020 State Financial Aid Resource Update Memo \[PDF\]](#)
- [12/20/2019 Financial Aid Database \(FAD\) Manual for FY 2020 Memo \[PDF\]](#)

### Webcast

Join the Financial Aid Services (FAS) team for our monthly live informational webcast.

### STUDENT FINANCIAL AID PROGRAMS LISTSERV

Subscribe to receive memos, notifications, reminders and announcements through email.

### CALENDAR OF PROGRAM DEADLINES

Download the Institutional calendar of events and deadlines to know what is coming up.

- [Institutional Financial Aid Calendar Summer 2020 \[PDF\]](#)
- [Institutional Financial Aid Calendar Spring 2020 \[PDF\]](#)
- [Institutional Financial Aid Calendar Fall 2019 \[PDF\]](#)

### FINANCIAL AID ADVISORY COMMITTEE

Follow the Financial Aid Advisory Committee and provide the THECB with advice and evaluation of state financial aid programs for college students.

### ARCHIVE MEMOS

Memos 2019 [Expand](#)

Memos 2018 [Expand](#)



Texas Higher Education Coordinating Board  
Office of Student Financial Aid Programs

This list is intended to provide a communication medium devoted to the sharing of information about state-funded programs administered by Texas Higher Education Coordinating Board office of Student Financial Aid Programs. Subscriptions are authorized by the Coordinating Board and are limited to Texas public and private institutions of higher education.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Affiliation/Institution:	<input type="text"/>
Title:	<input type="text"/>
Designated Program (Optional):	<input type="text"/>
Email:	<input type="text"/>
Phone Number:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>

☐ **Subscribe** I understand that my information will be stored and that periodic correspondence will be sent to the e-mail indicated.

☐ **Unsubscribe** I understand that my information will be deleted and I will no longer receive any correspondence from this listserv.

# Contact Information and Feedback

**Email:** [leah.smalley@highered.texas.gov](mailto:leah.smalley@highered.texas.gov)

**Webcast Survey:** <https://www.surveymonkey.com/r/58YRM92>

**Contact Us:** <https://www1.highered.texas.gov/Apps/CRAFT/Home/Create>  
(Select “Financial Aid Question” as the Contact Reason.)

# Questions?