

2021-22

Program Guidelines Bilingual Education Program



**Student Financial Aid Programs
Texas Higher Education Coordinating Board**

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BILINGUAL EDUCATION PROGRAM

The Texas Higher Education Coordinating Board (THECB) Program Guidelines are intended to support institutions by highlighting requirements that appear in the General Appropriations Act (GAA). When administering this program, institutions should always refer to the GAA. The information provided in this document is to be used solely as a resource and does not supersede the requirements found in the GAA.

A copy of the General Appropriations Act, SB1, Article III, Section 48, 87th Texas Legislature used to create these guidelines is available in [Appendix 1](#).

PROGRAM PURPOSE

The purpose of the Bilingual Education Program is to encourage students who enroll in an educator preparation program at a participating university to earn a certification to teach bilingual education, English as a second language (ESL), or Spanish in public school districts in Texas with high critical needs.

ELIGIBLE INSTITUTIONS

The following institutions are eligible to participate in the Bilingual Education Program:

- University of North Texas
- University of North Texas at Dallas
- Texas Woman's University
- The University of Texas at Dallas
- The University of Texas at Arlington
- Texas A&M University - Commerce
- DFW Tech Teach, in consultation with Texas Tech University

ELIGIBILITY

ELIGIBILITY REQUIREMENTS

TO RECEIVE AN AWARD, A STUDENT MUST:

- ✓ Be admitted to a Teacher Education program at a participating institution in Bilingual Education or other comparable program for teacher education in English as a second language (ESL) or Spanish
- ✓ Have demonstrated financial need, as determined by the completion of a Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA) and the institution's financial aid office
- ✓ Successfully pass the State Board for Educator Certification Bilingual Target Language Proficiency Test
- ✓ Maintain a minimum cumulative 3.0 grade point average (GPA)

ALERT: Testing Passage Requirements

The rider in the General Appropriations Act for the Bilingual Education Program **requires** a student to 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. Therefore, 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](#).

SELECTIVE SERVICE STATEMENT ([TEXAS ADMINISTRATIVE CODE \(TAC\), TITLE 19, PART 1, SECTION 22.3](#))

Male students must be registered with or exempt from Selective Service (SS) in order to be eligible to receive federal or state financial assistance. In accordance with [Texas Education Code \(TEC\), Title 3, Section 51.9095](#), male students must file the required **Selective Service Statement of Registration Status** (found below) 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.

When is the statement NOT Required?

- **When the SS registration is confirmed through the Institutional Student Information Record (ISIR):** The ISIR confirmation serves as the student’s official, signed statement because the Department of Education validates registration directly with the Selective Service System (SSS).
- **When the SS registration is confirmed through the [SSS.gov website](#):** The institution can save the confirmation directly from the website to serve as the student’s official, signed statement on record.
- **When the ISIR confirms that a student is under the age of 18:** No statement or documentation is needed for the applicable award year, even if the student turns 18 during that year.

When is the statement REQUIRED, including all supporting documentation?

- When the student completes a Free Application for Federal Student Aid (FAFSA) but is flagged “not registered” on the ISIR and SS status **cannot** be confirmed on the [SSS.gov website](#).
- **When the student completes a Texas Application for State Financial Aid (TASFA):** The required statement is embedded in the TASFA and must be completed by the student.
- When the student does not complete a FAFSA or TASFA but applies for state financial aid, such as through exemptions or waivers, and SS status **cannot** be confirmed on the [SSS.gov website](#).

Institutions may collect the required status statement and documentation either electronically or on paper.

([English Statement](#) or [Spanish Statement](#))

ADDITIONAL INFORMATION

FREQUENCY COLLECTING THE STATEMENT
 If the student’s status will NOT change, the statement and supporting documentation can be used for subsequent semesters. (Example: The student entered the U.S. after the eligible age to register.)
 If the student’s status is temporary, the statement must be collected each academic year until the student is registered or determined exempt. (Example: Student is under age 18 but did not complete a FAFSA or TASFA.)

RETENTION SCHEDULE
 The status statement and all documentation must be retained in the student’s record for 7 years after the date of completion of the award period ([TEC, Title 4, Section 441.1855](#)).

REPROCESSED ISIRS
 If the student’s most recent ISIR transaction has been reprocessed by the Central Processing System (CPS) and the registration with the SSS was confirmed, the institution does not need to collect the status statement or any documentation.

Male students must verify their current Selective Service registration status by marking one of the statements below and providing proof of their registration status to their current institution. Failure to do so may result in the loss of eligibility for state financial aid.
 For more information about Selective Service System, visit [sss.gov](#).

I am under the age of 18 and not currently required to register.

<input type="checkbox"/> I am REGISTERED with the Selective Service and, <i>Check the following box that applies:</i> <input type="checkbox"/> I have already submitted proof of registration to my current institution. <input type="checkbox"/> Proof of registration is included with this statement. <input type="checkbox"/> I will submit proof of my registration. NOTE: Proof is required to be considered eligible for financial aid.	<input type="checkbox"/> I am EXEMPT from registration and, <i>Check the following box that applies:</i> <input type="checkbox"/> I have already submitted proof of my exemption to my current institution. <input type="checkbox"/> Proof of my exemption is included with this statement. <input type="checkbox"/> I will submit proof of my exemption. NOTE: Proof is required to be considered eligible for financial aid.
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I am over the age of 18. I am not registered with Selective Service and I am not exempt from registration with Selective Service.
NOTE: Choosing this option may result in the loss of eligibility for state financial aid.

I, _____, hereby certify that the Selective Service status statement provided above is true and accurate.

Student ID: _____ Signature: _____ Date: _____

AWARDING

Students receiving awards through the Bilingual Education Program are issued grants in the form of tuition assistance.

ALERT: Other Costs Associated with the Program

Prior to the 86th Legislative session, the rider for Bilingual Education Program found in the General Appropriations Act contained the phrase “develop and operate a program” which allowed institutions to dedicate funds for other costs associated with running the program. This language was removed from the rider therefore allocated funding **cannot** be used to cover “other costs associated” with the Bilingual Education Program.

PROCESSING FUNDS

REQUESTING AND RETURNING PROGRAM FUNDS

Institutions can begin submitting requests for funding on **August 2, 2021**. The THECB will begin processing funds after **September 1, 2021**. Institutions have *until* the close of business on **August 1, 2022** to request program funds.

- When requesting funds, eligible institutions must submit a [Funds Request Form \(FRF\)](#).
- A [Return of Funds Form \(RFF\)](#) must be submitted before any funds are returned to the THECB.

REPORTING

Participating institutions are required to submit a report (using a template provided by the THECB) detailing annual information on the following performance measures:

- Bilingual Education Program student graduation rates;
- Passage rates for the Texas Examination of Education Standards Bilingual Education Supplemental exam **or** the English as a Second Language Supplemental exam; **and**
- Graduate employment data at Texas public school districts.
 - Number of Bilingual Education Program students employed after graduation in a Texas public school district
 - Names of Texas school districts employing Bilingual Education Program graduates

STOP: Graduate Employment Data

Institutions **must** establish a process to collect the required public school reporting data on Bilingual Education Program students post-graduation.

REPORTING TIMELINE

The THECB is required to collect Bilingual Education Program data for the 2022-2023 biennium, which includes the 2021-22 (FY 2022) and 2022-23 (FY 2023) award years. ***Report templates and due dates will be sent*** to participating institutions for both the required Biennium and End of Year (EOY) Reports.

APPENDIX 1

GENERAL APPROPRIATIONS ACT, SB1, ARTICLE III, SECTION 48, 87TH TEXAS LEGISLATURE

48. Program to Encourage Certification to Teach Bilingual Education, English as a Second Language, or Spanish.

Out of the funds appropriated above in Strategy C.1.2, Bilingual Education Program, the Coordinating Board may allocate in equal amounts to the **University of North Texas, University of North Texas at Dallas, Texas Woman's University, The University of Texas at Dallas, The University of Texas Arlington, Texas A&M Commerce and DFW Tech Teach, in consultation with Texas Tech University**, to be used for grants to provide financial incentives in the form of tuition assistance, to encourage students who enroll in an educator preparation program at the university to become certified to teach bilingual education, English as a Second Language, or Spanish in school districts with high critical needs.

Any balances on hand at the end of **fiscal year 2022** may be carried over to **fiscal year 2023** for the same purpose. The program shall make awards to qualified students admitted to the Teacher Education Program in Bilingual Education or other comparable programs for teacher education in English as a second language or Spanish.

Qualified students must:

- 1) Have demonstrated financial need, as determined by the completion of a Free Application for Federal Student Aid form and the institution's financial aid office;
- 2) Successfully pass the State Board for Educator Certification Bilingual Target Language Proficiency Test; and
- 3) Maintain a minimum cumulative 3.0 GPA.

The program shall submit a report not later than **January 1, 2023**, to the Texas Higher Education Coordinating Board detailing annual information on the following performance measures:

- a. Student graduation rates from the program;
- b. Passage rates for the Texas Examination of Education Standards Bilingual Education Supplemental exam and/or the English as a Second Language Supplemental exam; and Graduate employment data at Texas public school districts.

APPENDIX 2: 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.

WEBSITES, PORTALS AND GUIDES

General program information for institutions	Student Financial Aid Programs Information Webpage
General college enrollment and financial aid information for students	College for All Texans

FORMS AND INSTRUCTIONS

Form for adding, updating, or removing a user's access for state financial aid web portals	User Access Form [PDF]
Form for requesting program funds	Bilingual Education Funds Request Form (FRF) [PDF]
Form for returning program funds	Special Programs Online Return of Funds Form
Instructions to return funds electronically	Electronic Funds Transfer Information [PDF]