

**2022-23**

**Program Guidelines  
Bilingual Education  
Program**

**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 override the requirements found in the GAA.

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

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## 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, or Spanish in public school districts in Texas with high critical needs.

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## 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

#### **ALERT: Child Support Arrearages**

Per [Texas Family Code, Title 5, Section 231.006](#), a student who is obligated to pay child support and is more than 30 days delinquent is not eligible to receive a state-funded grant or loan.

Institutions determine how to best comply with this state requirement and should work with their legal counsel on questions related to this statutory mandate.

### TO RECEIVE AN AWARD, A STUDENT MUST:

- ✓ be admitted at a participating institution to the Teacher Education Program in Bilingual Education or other comparable program for teacher education in English as a second language or Spanish;
- ✓ have demonstrated financial need, as determined by the completion of a Free Application for Federal Student Aid or Texas Application for State Financial Aid and the institution's financial aid office;
- ✓ successfully pass the State Board for Educator Certification Bilingual Target Language Proficiency Test; and
- ✓ maintain a minimum cumulative 3.0 grade point average.

#### **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 to qualify for eligibility.

See [Attorney General Opinion No. KP-0320 issued July 14, 2020](#).

## ELIGIBILITY



### SELECTIVE SERVICE STATEMENT ([TAC, Title 19, Section 22.3](#))

Under [TEC, Title 3, Section 51.9095](#), an individual must file a statement of their selective service status with the institution confirming registration or exemption.

This statute applies to all state-funded financial aid, as well as “federal funds or gifts and grants accepted by this state.” The statement is required from students receiving federal aid or private donations that pass through the state Treasury or Governor’s office (i.e., Governor’s Emergency Education Relief (GEER)), state-appropriated funds, or institutional funding, which includes programs funded by tuition set-asides, exemptions, and waivers.

#### ALERT: Proof of Selective Service Status No Longer Required

Institutions are no longer required to collect “proof” of registration or exemption from students or to verify the accuracy of the statement against external databases or other resources if conflicting information does not exist (see [Updated Guidance on Statutory Requirements that Impact Financial Aid Memo](#)).

Note: The THECB approved an amendment to TAC, Title 19, Section 22.3 during their quarterly meeting held on April 28, 2022.

Any of the following can be used to meet the statutory statement requirement:

- THECB Selective Service Statement of Registration Status ([English Statement](#) or [Spanish Statement](#))
- Printout from [SSS.gov](#) website
- Institutional Student Information Record (ISIR) if status is available
- THECB Selective Service Statement of Registration Status imbedded in the Texas Application for State Financial Aid (TASFA)

### SELECTIVE SERVICE STATEMENT OF REGISTRATION STATUS

In accordance with [Texas Education Code, Section 51.9095](#), male students must file a Selective Service Statement of Registration Status with their institution or other entity granting financial assistance. For more information about the Selective Service System, visit [sss.gov](#).

Please mark **one** option below:

<input type="checkbox"/> I was born female and not required to register.	<input type="checkbox"/> I was born male and am <b>EXEMPT</b> from registration because: (please briefly explain why you are exempt in the box below.)
<input type="checkbox"/> I was born male and am under the age of 18 and not currently required to register.	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<input type="checkbox"/> I was born male and am <b>REGISTERED</b> with the Selective Service.	
<input type="checkbox"/> I was born male and am over the age of 18. I am not registered with Selective Service and I am not exempt from registration with Selective Service.	

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

Student ID: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Complete and return to the Financial Aid Office at your institution of higher education.*

Selective Service Statement of Registration Status As of 09/28/2021

## ADDITIONAL INFORMATION

### COLLECTION METHOD

The institution has flexibility to create an online, paper, or alternate method to collect the statement as long as it uses the content developed and required by the THECB.

### FREQUENCY COLLECTING THE STATEMENT

If the student’s status will NOT change, the statement collected can be used for subsequent semesters at the same institution.

If the student is NOT registered for selective service, a statement must be collected each time they apply for financial aid or a student loan until the statement indicates registered or exempt.

### MALES AGE 26 OR OLDER

Individuals older than the maximum age at which an individual is required to be registered with the Selective Service System under federal law are not required to complete this status statement.

### RETENTION SCHEDULE

The status statement must be retained in the student’s record based on the retention schedule outlined in the institution’s Program Participation Agreement (PPA).

## 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**

Before the 86th Legislative Session, the rider for the 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, 2022**. The THECB will begin processing funds after **September 1, 2022**. Institutions have *until* the close of business on **August 1, 2023**, 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
- 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

### REPORTING TIMELINE

#### **STOP: Graduate Employment Data**

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

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

# APPENDIX 1

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## GENERAL APPROPRIATIONS ACT, SB 1, 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.

## PROGRAM RULES AND STATUTE

[Senate Bill 1, Article III, Section 48, 87<sup>th</sup> Texas Legislature](#)

## WEBSITES, PORTALS AND GUIDES

General program information for institutions	<a href="#">Student Financial Aid Programs Information Webpage</a>
General college enrollment and financial aid information for students	<a href="#">College for All Texans</a>

## FORMS AND INSTRUCTIONS

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