

2022-23 (FY 2023)

**Good Neighbor
Program (GNP)**

**Online Recommendation Form
Instructions**

Student Financial Aid Programs
Texas Higher Education Coordinating Board

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Good Neighbor Program Online Recommendation Instructions

Purpose

The purpose of the **Good Neighbor Program (GNP) Online Recommendation Form** is to provide institutions with a secure method for submitting student recommendations to the Texas Higher Education Coordinating Board (THECB).

Form Access and Quick Tips

- Access the online recommendation form by logging into CBPass: <https://www1.highered.texas.gov/CBPass/>
 - First-time users must register for a CBPass account and request access to the **Good Neighbor Program** application ([CBPass User Instruction Guide](#)).
- All fields marked with an asterisk on the recommendation form are required.
- If required information is omitted or invalid, the system will not allow the form to be submitted until it is corrected.
- If a mistake is made, the user can start over by clicking **Clear Form** at the top of the page.
- After a form is submitted, the form will reset automatically, or the user can log out.
- Once a form is submitted successfully, an email confirmation will be sent automatically.

NOTE: If there is no activity for 20 minutes, the form will time out and any changes made will **NOT** be saved.

Student Priority

Each student should be given a unique priority ranking among **ALL** the students being submitted, regardless of their country. Each institution establishes a method to determine student priority ranking.

NOTE: The institution's information appears automatically based on the user account. If the information is incorrect, contact Financial Aid Services at 844-792-2640 or through [CONTACT US](#) (select "Financial Aid Services" as the Contact Reason).

The screenshot shows the top portion of the recommendation form. At the top right, it says "Good Neighbor Program Recommendation 2022-2023 (FY 2023)". Below this are two buttons: "Logout" and "Clear Form". The form fields include: "Fiscal Year" with a dropdown menu showing "2023"; "FICE Code" with a text input field; "Institution Name" with a text input field; and "Student Priority" with a dropdown menu. The "Student Priority" field has a red asterisk indicating it is required.

Student Identifying Information

- Enter the First and Last Name
- Enter the Date of Birth
- Select either Social Security Number (SSN) or Institutional Student Identification (ID) Number and enter the applicable number.

The screenshot shows the "Student Information" section of the form. It contains the following fields: "First Name:" with a red asterisk and a text input field; "Middle Initial:" with a text input field; "Last Name:" with a red asterisk and a text input field; "Date of Birth:" with a red asterisk, a date picker, and a calendar icon; and "Type of ID:" with a red asterisk and two radio button options: "SSN" and "Institution ID#".

Eligibility Requirements

Is student classified by your institution as a U.S. resident?*

Yes No

The student must be classified as a **non-resident** to qualify. Students classified by the institution as residents do **NOT** qualify but non-residents awarded waivers of non-resident tuition **MAY** qualify.

NOTE: The GNP requires that an applicant be a resident of a country of the Western Hemisphere (other than the U.S. or Cuba). F-1 and J-1 visa holders typically meet this qualification and other non-residents could as well.

If the student has applied for Permanent Resident status in the U.S., or has dual citizenship that includes the U.S., they are **NOT** eligible for an award through this program.

Has student applied for U.S. permanent resident status?*

Yes No

NOTE: Recipients of a Good Neighbor award must plan to return to their home country when they complete their studies.

Please indicate how the student meets the selective service registration requirement for this program by selecting one for the following options:*

- Registered for Selective Service
- NOT registered for Selective Service
- Exempt from Selective Service registration (e.g. has a qualifying valid student visa)

Indicate the student's current selective service status. Visit www.sss.gov to determine if the student is required to register by federal law.

Indicate if the student has any relatives working for the Texas Higher Education Coordinating Board. If **YES**, additional information must be provided.

NOTE: Special consideration **CANNOT** be given to applicants by the institution under any circumstances when determining eligibility or priority.

Does the student have any relatives working for the Texas Higher Education Coordinating Board (THECB)?*

Yes No

Special consideration cannot be given to applicants who are related to employees of the Texas Higher Education Coordinating Board under any circumstances.

Please provide the name of the relative:*

Example

Indicate if the student has previously received a GNP award. If **NO**, proceed to the next question. If **YES**, the student must be meeting the institution's grade point average (GPA) requirement to continue receiving an award, if selected.

Has the student ever received an award through the Good Neighbor Program in a prior year?*

Yes No

Is the student meeting the institution's GPA requirement?*

Yes No

To be eligible for an award, the student must have lived in the Western Hemisphere for at least five years. If the full amount of time is unknown but there is proof on file of at least 5 years residence in the Western Hemisphere, answer 5 years, 0 months.

How long has student lived in Western Hemisphere?

Years* Months*

Country Codes:

Country of Birth*

Citizenship*

Permanent Residence*

Select the appropriate **Country Codes** from the drop-down list. If the student's country is not listed or if any of the countries do not match, they are **NOT** eligible (see [Texas Administrative Code \(TAC\), Title 19, Part 1, Chapter 21, Subchapter U, Section 21.637](#)).

! ALERT: CONTINUING STUDENTS WITH COUNTRY MISMATCH
 If a student received an award through the Good Neighbor Program in a prior year and has a mismatch between countries, their application will be reviewed on a case-by-case basis by the THECB.

Certification

By signing this statement, the Program Officer is certifying that the student meets all program requirements.

Program Officer's Certification

I hereby certify that the student recommended for this exemption has met our institution's basic admissions and academic progress requirements. Furthermore, we have documentation on file that this student meets all program eligibility requirements.

Submitter's Name*

Program Officer

Signature*

Sign

Email Address

Phone Number*

(ex 555-555-5555)

Submit Date

1/25/2022

Privacy Act Notice

Certain information required on the application is made confidential by the Privacy Act of 1974 (5 USC 552a). The requested information is necessary for participation in the Good Neighbor Program, to verify your identity and to determine your eligibility for the program and for any benefits from it. The Privacy Act provides that an agency may continue to require disclosure of an applicant's Social Security Number (SSN) as a condition for granting of a right, benefit, or privilege if the agency required the disclosure prior to January 1975. The Texas Higher Education Coordinating Board has, for years prior to 1975, required the disclosure of the SSN of all applicants for the programs that it administers. The SSN may be used to verify your identity and as an account number (identifier) throughout your participation in the program, in order to make certain that THECB records necessary data accurately. As an identifier, the SSN will be used to determine program eligibility.

Submission Notification

Institutions have until **March 15, 2022**, to submit eligible students. A “Submitted” confirmation email will be sent to the Program Official each time a nomination form has been transmitted successfully.

From: <Laserfiche@thehb.state.tx.us>
Date: Wed, Jan 19, 20XX at 4:10 PM
Subject: Application SUBMITTED - Good Neighbor Program (GNP)
To: <test@test.com>

Dear Reporting Official,

Your 2022-2023 (FY 2023) application for the Good Neighbor Program has been submitted for:

Name: John Doe
Priority: 17

Once all applications are received, any eligible students will be reviewed and you will be notified in a separate email with the students from your institutions that have been selected for 2022-2023 (FY 2023).

If you have questions, please contact Financial Aid Services at 844-792-2640 or submit an online inquiry through [CONTACT US](#) (Select “Financial Aid Question” under the Contact Reason).

Thank you,
Financial Aid Services
Texas Higher Education Coordinating Board

Pending Review Notification

From: <Laserfiche@thehb.state.tx.us>
Date: Wed, Jan 19, 20XX at 3:51 PM
Subject: Application PENDING REVIEW - Good Neighbor Program (GNP)
To: <test@test.com>

Dear Reporting Official,

Your 2022-2023 (FY 2023) application for the Good Neighbor Program has been submitted and is **pending further review** for:

Name: Number one Numbers
Priority: 01

It is recommended that additional applications be postponed from submission until this application has been either approved or rejected. The GNP review process can take up to 2 business days. Once a decision has been made, a separate email will be sent to you.

If you have questions, please contact Financial Aid Services at 844-792-2640 or submit an online inquiry through [CONTACT US](#) (Select “Financial Aid Question” under the Contact Reason).

Thank you,
Financial Aid Services
Texas Higher Education Coordinating Board

If any submission requires additional review by the THECB, the program official will receive a “Pending Review” email notification.

Note: It is recommended that subsequent submissions be *postponed* until a response from the THECB is received to determine if the student was approved or rejected. Submitting applications prior to a response could result in the need to cancel applications to ensure the priority ranking is accurate.

Selection Notification

Once the submission deadline has passed, the ranked nominations will be evaluated through the selection process. A report will be sent via email to each institution indicating the selected recipients that can be given the tuition exemption for the 2022-23 (FY 2023) academic year.

From: <Laserfiche@thehb.state.tx.us>
Date: Wed, Jan 19, 20XX at 3:51 PM
Subject: Good Neighbor Program (GNP) Report of Selected Students
To: <test@test.com>

Dear Reporting Official,

The Texas Higher Education Coordinating Board is pleased to announce that the Good Neighbor Program selection process was completed for all eligible applicants that were submitted. Below are the selected students for the 2022-23 (FY 2023) award year that can be awarded if they meet all other eligibility criteria for the program. **If a recommended student is not listed below, they were not selected for the 2022-23 award year.**

Each institution is responsible for notifying **all students** who submitted a Good Neighbor Program application whether they were selected or not.

****Please note that if eligible applicants were submitted by multiple reporting officials at your institution, each official will receive a separate list of selected students.**

If a selected student does not start school in fall 2022 or becomes ineligible for the award, the institution **must notify the THECB** through [CONTACT US](#) (select “Financial Aid Question” as the Contact Reason) **by October 15, 2022**. The THECB will select the next statewide alternate from that country and notify the appropriate institution.

Institution: Tester University

Priority	Last Name	First Name	Country
01	Sunshine	Sally	Grenada
02	Maryland	Mary	Haiti
09	Juan	Don	Costa Rica
10	Johnson	John	Honduras
11	Tester	Test	Canada

If you have questions, please contact Financial Aid Services at 844-792-2640 or submit an online inquiry through [CONTACT US](#) (Select “Financial Aid Question” under the Contact Reason).

Thank you,
Financial Aid Services
Texas Higher Education Coordinating Board

Resources

CONTACT FINANCIAL AID SERVICES	
Phone: (844)-792-2640	
Contact us by completing an online inquiry form and select “Financial Aid Question” as the Contact Reason.	
OTHER RESOURCES FOR INSTITUTIONS	
General program information for institutions.	Student Financial Aid Programs Information Webpage
Good Neighbor Program	College for All Texans
Texas Program Statutes	Texas Education Code
Texas Program Rules	Texas Administrative Code
Information concerning program processing, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. To receive these communications, interested individuals must subscribe.	GovDelivery
Informational resource to assist institutions with the administration of GNP.	Good Neighbor Program (GNP) Guidelines