## 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/
  - o 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**

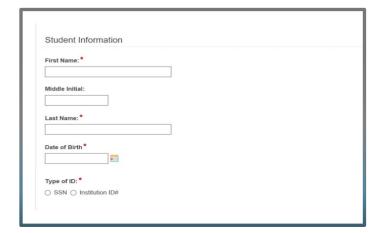
Each student should be given a unique priority ranking among **ALL** the students being submitted, regardless of their country. Each institution establishes a method to determine student priority ranking.

**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 <u>CONTACT US</u> (select "Financial Aid Services" as the Contact Reason).

# Good Neighbor Program Recommendation 2022-2023 (FY 2023) Logout Clear Form Fiscal Year 2023 FICE Code Institution Name Student Priority\*

#### 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.



#### **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.

**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 <a href="https://www.sss.gov">www.sss.gov</a> 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.

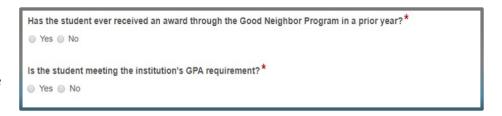
NOTE: Special consideration

CANNOT be given to applicants by the institution under any

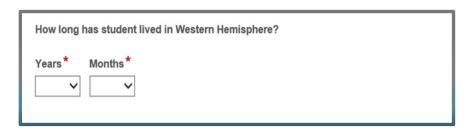
circumstances when determining eligibility or priority.

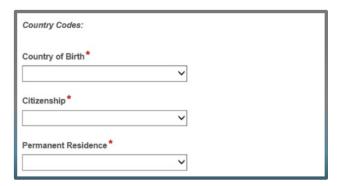
relatives working for the Texas Higher Education Coordinating Board (THECB)?*
t be given to applicants who are related to employees of the Texas Higher Education by circumstances.
f the relative:*

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.



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.





Select the appropriate Country Codes from the dropdown 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.

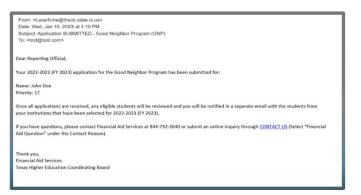
#### Certification

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



#### **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.



#### **Pending Review Notification**

From: <a href="Laserfiche@thecb.state.tx.us">Laserfiche@thecb.state.tx.us">Laserfiche@thecb.state.tx.us</a>
Date: Wod, Jan 19, 20XX at 3:51 PM
Subject: Application PENDING REVIEW - Good Neighbor Program (GNP)
To: <test@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).

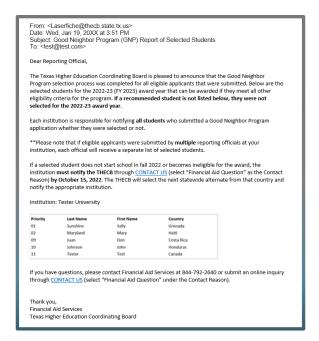
Thank you,
Financial Aid Services
Texas Higher Education Coordinating Board

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.



#### 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 Education Code Texas Program Statutes Texas Administrative Code Texas Program Rules Information concerning program processing, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery GovDelivery system. To receive these communications, interested individuals must subscribe. Informational resource to assist institutions with Good Neighbor Program (GNP) Guidelines the administration of GNP.