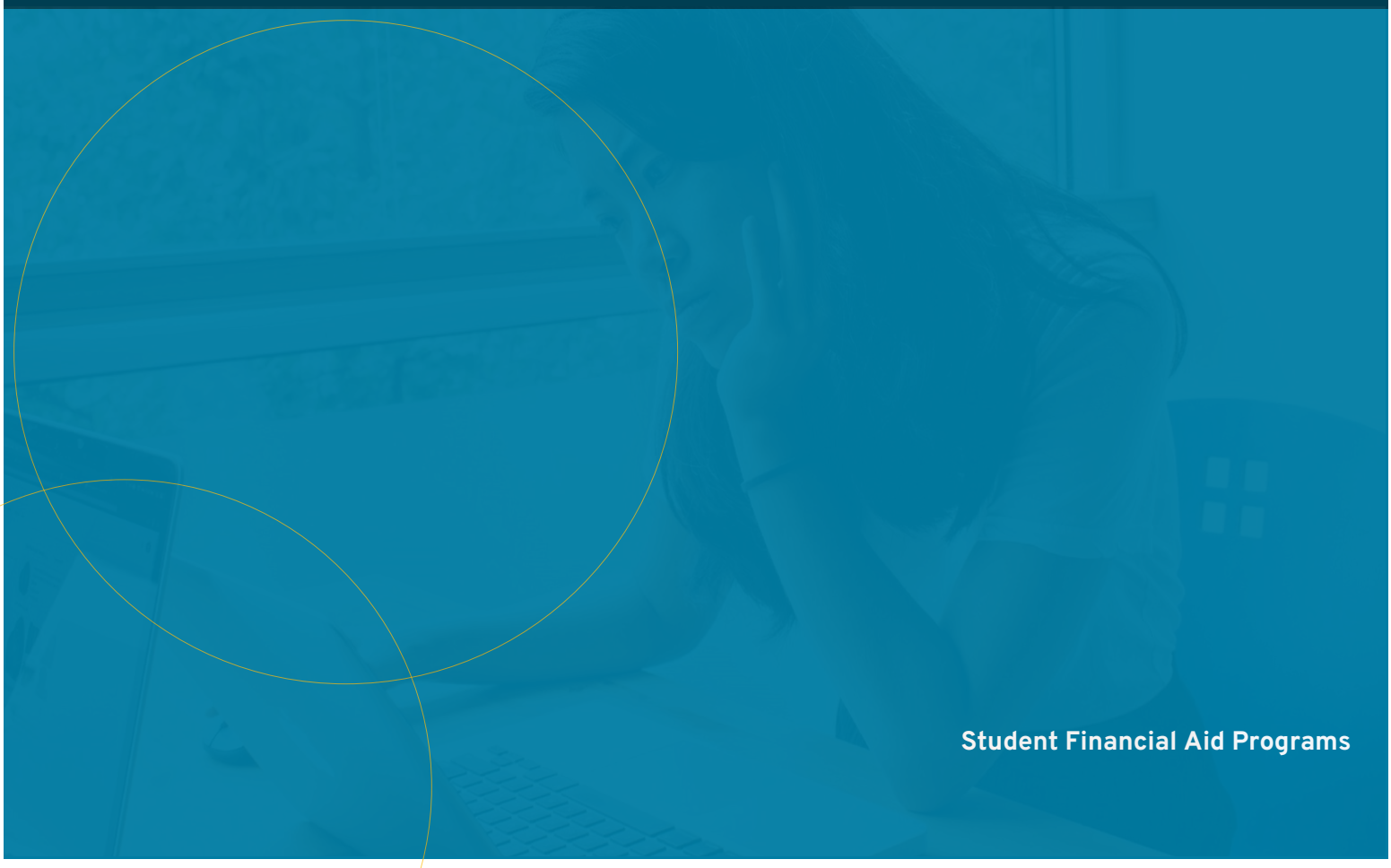
Texas Higher Education
COORDINATING BOARD

Good Neighbor Program (GNP) Online Recommendation Instructions



Student Financial Aid Programs

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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

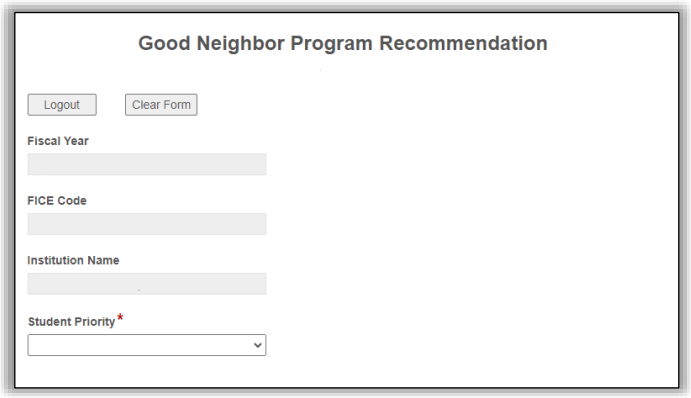
- Access the online recommendation form by logging into CBPass: https://www1.highered.texas.gov/CBPass/
  - First-time users must register for a CBPass account and request access to the **Good Neighbor Program** application (CBPass User Instruction Guide).
- All fields marked with an asterisk on the 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

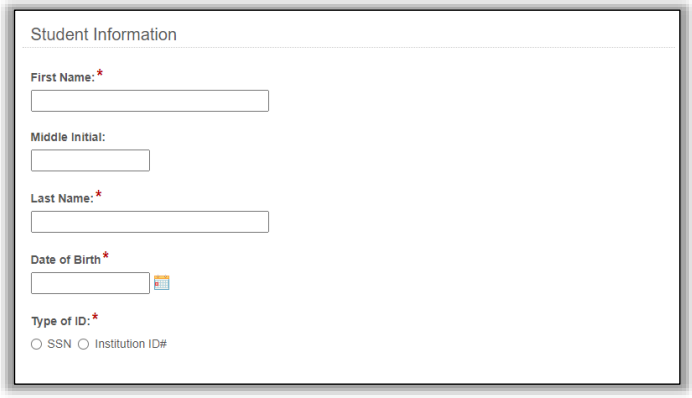
Each student should be given a unique priority ranking among **ALL** the students being submitted, regardless of their country. Each institution establishes a method to determine student priority ranking.

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



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.

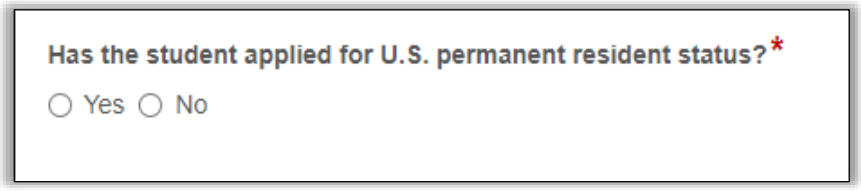


Eligibility Requirements

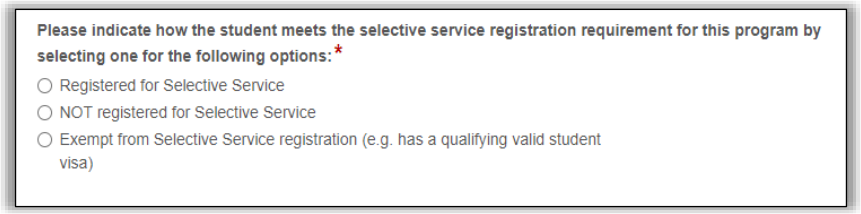
The student must be classified as a **non-resident** to qualify. Students classified by the institution as residents do **NOT** qualify but non-residents awarded waivers of non-resident tuition **MAY** qualify.

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.

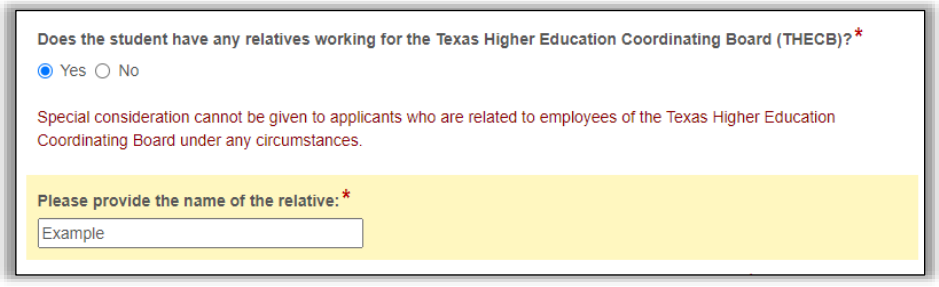


NOTE: Recipients of a Good Neighbor award must plan to return to their home country when they complete their studies.



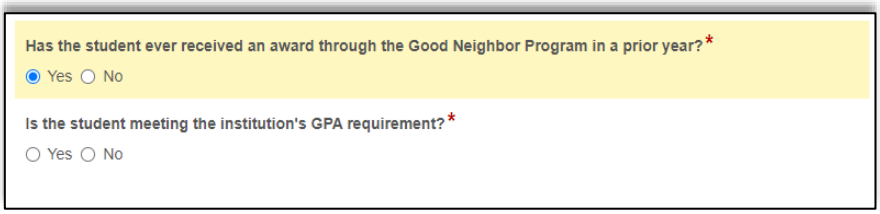
Indicate the student's current selective service status. Visit www.sss.gov to determine if the student is required to register by federal law.

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

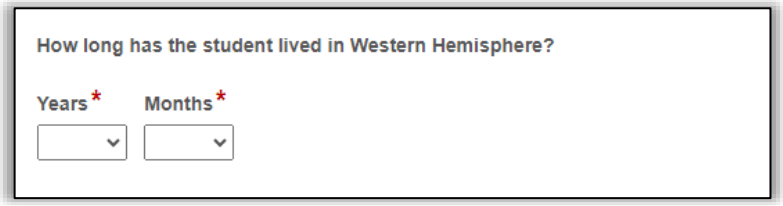


NOTE: Special consideration **CANNOT** be given to applicants by the institution under any circumstances when determining eligibility or priority.

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.



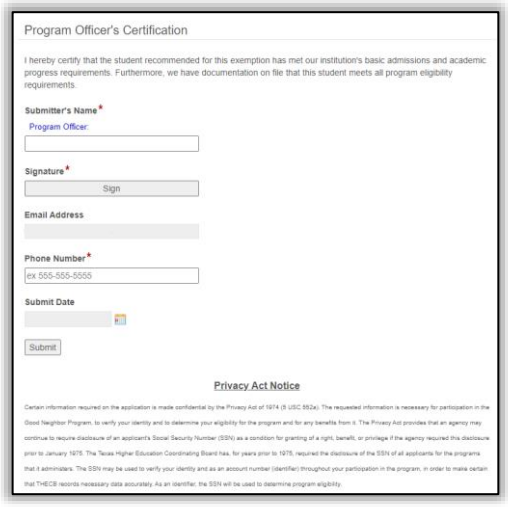
Select the appropriate **Country Codes** from the drop-down list. If the student's country is not listed or if any of the countries do not match, they are **NOT** eligible (see Texas Administrative Code (TAC), Title 19, Part 1, Chapter 21, Subchapter U, Section 21.637).

⚠ **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.

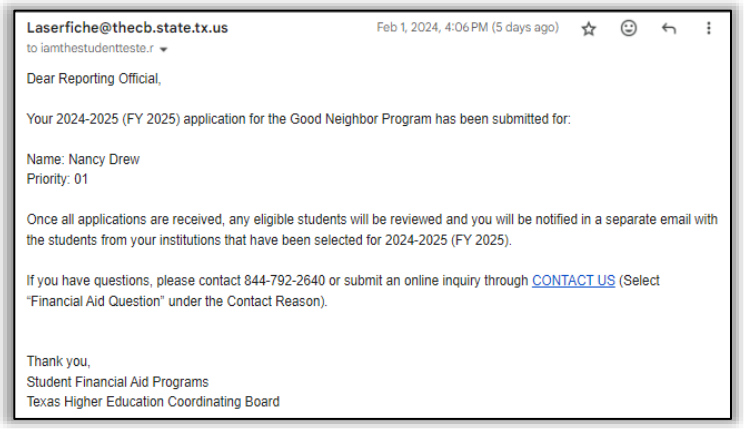
Certification

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



Submission Notification

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



Laserfiche@thecb.state.tx.us Feb 1, 2024, 4:06 PM (5 days ago)
to iamthestudentteste.r

Dear Reporting Official,

Your 2024-2025 (FY 2025) application for the Good Neighbor Program has been submitted for:

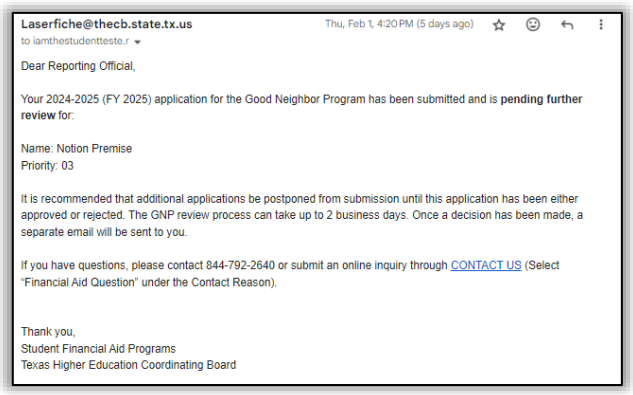
Name: Nancy Drew
Priority: 01

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 2024-2025 (FY 2025).

If you have questions, please contact 844-792-2640 or submit an online inquiry through CONTACT US (Select "Financial Aid Question" under the Contact Reason).

Thank you,
Student Financial Aid Programs
Texas Higher Education Coordinating Board

Pending Review Notification



Laserfiche@thecb.state.tx.us Thu, Feb 1, 4:20 PM (5 days ago)
to iamthestudentteste.r

Dear Reporting Official,

Your 2024-2025 (FY 2025) application for the Good Neighbor Program has been submitted and is **pending further review** for:

Name: Notion Premise
Priority: 03

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 844-792-2640 or submit an online inquiry through CONTACT US (Select "Financial Aid Question" under the Contact Reason).

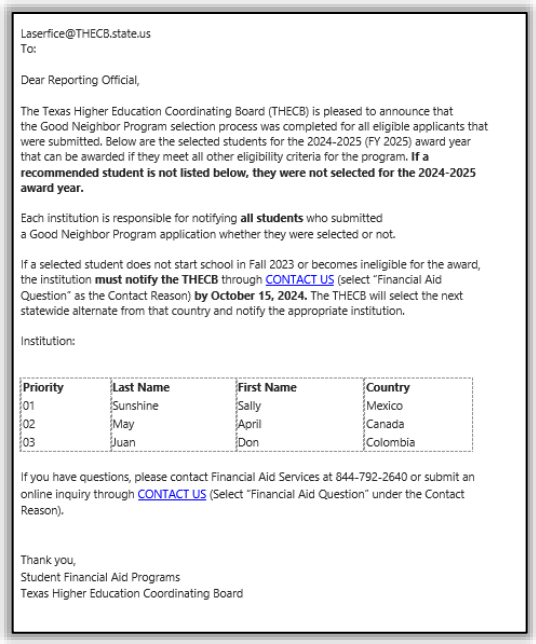
Thank you,
Student Financial Aid Programs
Texas Higher Education Coordinating Board

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 academic year.



Laserfice@THECB.state.us
To:

Dear Reporting Official,

The Texas Higher Education Coordinating Board (THECB) 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 2024-2025 (FY 2025) 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 2024-2025 award year.**

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

If a selected student does not start school in Fall 2023 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, 2024.** The THECB will select the next statewide alternate from that country and notify the appropriate institution.

Institution:

Priority	Last Name	First Name	Country
01	Sunshine	Sally	Mexico
02	May	April	Canada
03	Juan	Don	Colombia

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,
Student Financial Aid Programs
Texas Higher Education Coordinating Board

Quick References

Contact Information	
Phone: (844)-792-2640	
Contact us by completing an online inquiry form and select "Financial Aid Question" as the Contact Reason.	
Other Institutional Resources	
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