

**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](#)).
- Only one GNP official per institution should have access to the GNP form.
- 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 user to submit the form until it is corrected.
- If a mistake is made, the user can choose to start over by clicking **Clear Form** at the top of the page or by updating the individual field.
- After a form is submitted, the form will reset automatically to allow for a new submission, 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 the user will be logged out. 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 the [Contact Us](#) form (select "Financial Aid Services" as the Contact Reason).

Student Identifying Information

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

The screenshot shows a web form titled "Good Neighbor Program Recommendation". At the top, there are "Logout" and "Clear Form" buttons. Below these are several input fields: "Fiscal Year" (text), "FICE Code" (text), "Institution Name" (text), and "Student Priority" (dropdown menu). A section titled "Student Information" contains: "First Name:" (text), "Middle Initial:" (text), "Last Name:" (text), "Date of Birth:" (calendar icon), and "Type of ID:" (radio buttons for "SSN" and "Institution ID#").

Eligibility Requirements

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

Yes No

The student must be classified as a **non-resident** to 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., they are **not** eligible for an exemption through this program.

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

Yes No

Note: Recipients of a Good Neighbor exemption 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.

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

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

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 exemption. If **No**, proceed to the next question.

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

How long has the student lived in Western Hemisphere?

Years * Months *

If **Yes**, the student must be meeting the institution's GPA requirement for financial aid to continue receiving an exemption, if selected.

To be eligible for an exemption, 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 five years residence in the Western Hemisphere, select 5 years, 0 months.

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, Title 19, Part 1, Chapter 21, Subchapter U, Section 21.637](#)).

⚠️ ALERT: Continuing Students with Country Mismatch No Longer Reviewed for Eligibility

The THECB is no longer reviewing students if they received an award through the Good Neighbor Program in a prior year and have a mismatch between countries. Students with a mismatch are no longer eligible.

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*

Email Address

Phone Number*

Submit Date

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 this 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 of each year** to submit eligible students. A "Submitted" confirmation email will be sent to the Program Official each time a recommendation form has been transmitted successfully.

Laserfiche@thecb.state.tx.us
 to iamthestudenteste.r <v>

Dear Reporting Official,

Your 20XX-20XX (FY 20XX) application for the Good Neighbor Program has been submitted for:

Name: First Test
 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 institution that have been selected for 20XX-20XX (FY 20XX).

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

Selection Notification

Once the submission deadline has passed, the THECB will evaluate the ranked recommendation 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.

From Laserfiche@THECB.state.tx.us <laserfiche@thecb.state.tx.us>
 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 20XX-20XX (FY 20XX) 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 20XX-20XX 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 2024 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, 20XX**. 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	Canada
02	May	April	Peru
03	Student	College	Colombia

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
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Appendix: 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
General college enrollment and financial aid information for students	My Texas Future
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 using the Listserv Request Form.	GovDelivery
Informational resource to assist institutions with the administration of GNP	Good Neighbor Program Guidelines [PDF]
Form for adding, updating, or removing a user's access for state financial aid web portals	User Access Form [PDF]