2020-21 Program Guidelines
Texas College Work-Study (TCWS)

60×30TX
Texas Higher Education Coordinating Board

Student Financial Aid Programs
Texas Higher Education Coordinating Board
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TEXAS COLLEGE WORK-STUDY PROGRAM

The Texas Higher Education Coordinating Board (THECB) Program Guidelines are intended to support institutions by highlighting requirements that appear in the Texas Education Code (TEC) and Title 19 of the Texas Administrative Code (TAC). When administering this program, institutions should always refer to the applicable statutes and rules. The information provided in this document is to be used solely as a resource and does not supersede the statute and/or rules for this program.

PROGRAM AUTHORITY AND PURPOSE

The Texas College Work-Study (TCWS) Program is authorized by TEC, Chapter 56, Subchapter E, Section 56.073. Rules establishing procedures to administer the subchapter can be found in Title 19 of the TAC, Chapter 22, Subchapter G. The purpose of the TCWS Program is to provide employment to eligible students with financial need. These positions are funded by a combination of state appropriations and funds from employers.

STATE PRIORITY DEADLINE (TEC, SECTION 56.008 and 19 TAC, SECTION 22.6)

The THECB provides a uniform priority deadline for applications that qualify for state-funded financial assistance in an academic year. General Academic Teaching Institutions (GATIs) in Texas (including Lamar State College-Orange and Lamar State College-Port Arthur), as defined in TEC, Section 61.003(3), must publicize and use January 15 as the state priority deadline for identifying eligible students to be given priority in receiving awards through the state financial aid programs. Institutions may define how their students must meet the priority deadline and are encouraged to adopt a policy describing the actions that students must take to meet the deadline.

ELIGIBLE INSTITUTIONS

Any public, private, or independent institution of higher education as defined in TEC, Section 61.003, except a theological or religious seminary institution, is eligible to participate in the TCWS Program.
ELIGIBILITY

ELIGIBILITY REQUIREMENTS

TO RECEIVE A TCWS AWARD, A STUDENT MUST:

✓ Be classified by the institution as a Texas resident
✓ Be registered with Selective Service, or be exempt
✓ Have financial need
✓ Be enrolled at least 1/2 time in a plan leading to a degree or certification
✓ Not be a recipient of an athletic scholarship (i.e., the student is obliged to play an intercollegiate sport as a condition of receiving the scholarship) during any semester TCWS is awarded
✓ Not be enrolled in a seminary or other program leading to ordination or licensure to preach for a religious sect or to be a member of a religious order

ELIGIBLE EMPLOYERS

Participating institutions may enter into agreements with outside employers to participate in the TCWS Program. To be eligible to participate, an employer must:

• Provide part-time employment to an eligible student in non-partisan and non-sectarian activities
• Provide employment that is related to the student’s academic interests, when possible
• Use TCWS Program positions only to supplement and not to supplant positions normally filled by persons not eligible to participate in the program

ADDITIONAL INFORMATION

NON-RESIDENT STUDENTS

Non-resident students are not eligible to receive TCWS even if they are eligible to pay resident tuition.

An affidavit student who can provide the appropriate documentation proving eligibility to be employed in the United States may secure employment through the TCWS Program. This includes Deferred Action for Childhood Arrivals (DACA) recipients.

HOURS OF EMPLOYMENT

TCWS Program participants can only work part-time. Hours worked may vary according to a student’s TCWS award amount and the employer’s definition of a part-time employee (TEC, Section 56.076(a)(1)).
SELECTIVE SERVICE STATEMENT

Male students must be registered with or exempt from Selective Service (SS) in order to be eligible to receive federal or state financial assistance. In accordance with TEC, Section 51.9095, male students must file the required Selective Service Statement of Registration Status (found below) with their institution or other entity granting or guaranteeing financial assistance. This includes grants, scholarships, loans, or other assistance funded by state revenue, including federal funds or gifts and grants accepted by the state.

When is the statement NOT Required?

- When the SS registration is confirmed through the Institutional Student Information Record (ISIR): The ISIR confirmation serves as the student’s official, signed statement because the Department of Education validates registration directly with the Selective Service System (SSS).
- NEW When the SS registration is confirmed through the SSS.gov website: The institution can save the confirmation directly from the website to serve as the student’s official, signed statement on record.
- NEW When the ISIR confirms that a student is under the age of 18: No statement or documentation is needed for the applicable award year, even if the student turns 18 during that year.

When is the statement REQUIRED, including all supporting documentation?

- When the student completes a Free Application for Federal Student Aid (FAFSA) but is flagged “not registered” on the ISIR and SS status cannot be confirmed on the SSS.gov website.
- NEW When the student completes a Texas Application for State Financial Aid (TASFA): The required statement is embedded in the 2020-21 TASFA and must be completed by the student.
- NEW When the student does not complete a FAFSA or TASFA but applies for state financial aid, such as through exemptions or waivers, and SS status cannot be confirmed on the SSS.gov website.

Institutions may collect the required status statement and documentation either electronically or on paper. (English Statement or Spanish Statement)

<table>
<thead>
<tr>
<th>SELECTIVE SERVICE STATEMENT OF REGISTRATION STATUS</th>
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<tbody>
<tr>
<td>Male students must verify their current Selective Service registration status by marking one of the statements below and providing proof of their registration status to their current institution. Failure to do so may result in the loss of eligibility for state financial aid.</td>
</tr>
</tbody>
</table>

- I am under the age of 18 and not currently required to register.

- I am REGISTERED with the Selective Service and:
  - I have already submitted proof of registration to my current institution.
  - Proof of registration is included with this statement.
  - I will submit proof of my registration.

  NOTE: Proof is required to be considered eligible for financial aid.

- I am EXEMPT from registration and:
  - I have already submitted proof of my exemption to my current institution.
  - Proof of my exemption is included with this statement.
  - I will submit proof of my exemption.

  NOTE: Proof is required to be considered eligible for financial aid.

- I am over the age of 18. I am not registered with Selective Service and I am not exempt from registration with Selective Service.

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

Student ID: ___________________________ Signature: ___________________________ Date: _________________

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AWARDING

Institutions must use the TCWS allocation for employment during the nine-month academic year (fall and spring terms). A TCWS award, which includes state and employer matching funds, cannot exceed the student’s calculated need.

⚠️ ALERT: Beginning with the 2020-21 academic year, institutions are no longer required to provide any off-campus positions. House Bill 3808 repealed TEC, Section 56.076(b), which required institutions to ensure that at least 20 percent, but no more than 50 percent, of the employment positions through TCWS are provided by off-campus employers.

SUMMER AWARDS

Institutions may use any reallocated funds for summer awards and those funds must be expended by August 31 of the current fiscal year.

REQUIRED MATCHING

Participating for-profit employers must:

- Provide at least 50 percent of an employed student’s wages and 100 percent of other employee benefits for the employed student.

Participating non-profit employers must:

- Provide at least 25 percent of an employed student’s wages and 100 percent of other employee benefits for the employed student from sources other than federal college work-study program funds, unless institutions are eligible for a waiver of matching funds. Institutions that are eligible for Title III funds from the U.S. Department of Education (ED) are exempt from the TCWS requirement that nonprofit employers provide 25 percent of an employed student’s wages. To qualify for this exemption, institutions must submit a current copy of the Title III eligibility letter to the THECB.

AWARD ADJUSTMENTS

Institutions may be required to make award adjustments in the following circumstances (see NEW 19 TAC, Section 22.11):

- Student officially withdraws from enrollment.
  - The institution will use the general refund policy to determine the amount of financial aid to be reduced.
  - A refund is not owed to the program if a student drops or withdraws after the end of an institution’s refund period.

- Student’s disbursement exceeds his/her eligibility amount.
  - Recalculate eligibility amount.

NOTE: If funds are available after an award has been adjusted, they can be re-awarded to other eligible students at the institution. If the funds cannot be re-awarded, they must be returned to the THECB based on the Timely Distribution of Funds (see 19 TAC, Section 22.2).

OVER AWARDS

If an award has been disbursed and a student receives other assistance that exceeds the student’s financial need, the institution is not required to adjust the award unless the sum of the excess resources is greater than $300 (see NEW 19 TAC, Section 22.11(d)).
PROCESSING FUNDS

ALLOCATION

At the start of the fiscal year, each participating institution’s full allocation of funds will be disbursed. Funds for public universities, Health-Related Institutions (HRIs), and technical institutes will be transferred to each institution’s cost center at the Comptroller’s Office. Funds for community colleges and private/independent institutions will be sent to each institution’s designated bank or other fiduciary institution, via direct deposit or Automated Clearing House (ACH).

RETURNING PROGRAM FUNDS

Unused funds must be returned to the THECB after the end of the spring term. A Return of Funds Form (RFF) must be submitted before any funds are returned to the THECB. This form is available on the Student Financial Aid Programs Information Webpage under Online Resources.

AUTHORITY TO TRANSFER FUNDS

Institutions participating in a combination of TCWS, TEXAS Grant, TEOG, and TEG may transfer up to 10 percent of the institution’s total annual program allocation or $20,000 (whichever is less) between programs within the relevant fiscal year. Transfer requests are submitted online through CONTACT US (select “Financial Aid Question” under Contact Reason). Institutions requesting a transfer of funds must submit a request by July 1, 2021. The Financial Aid Services staff will respond to the institution to provide next steps for the process.
# APPENDIX 1: QUICK REFERENCES

## CONTACT FINANCIAL AID SERVICES

<table>
<thead>
<tr>
<th>By phone: (844) 792-2640</th>
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<tbody>
<tr>
<td>Contact us by completing an <a href="#">online inquiry form</a> and select “Financial Aid Question” as the Contact Reason.</td>
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</table>

## OTHER RESOURCES FOR INSTITUTIONS

<table>
<thead>
<tr>
<th>General program information for institutions</th>
<th><a href="#">Student Financial Aid Programs Information Webpage</a></th>
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<tbody>
<tr>
<td>General loan information</td>
<td><a href="#">HHloans</a></td>
</tr>
<tr>
<td>Texas Program Statutes</td>
<td><a href="#">Texas Education Code</a></td>
</tr>
<tr>
<td>Texas Program Rules</td>
<td><a href="#">Texas Administrative Code</a></td>
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First-time users will be required to create an account for CBPass and then request access to the online **Grant Payment** application.

## AVAILABLE FORMS

<table>
<thead>
<tr>
<th>Directors of Financial Aid must submit a form to add, update, or remove a user’s access to state financial aid web portals through the THECB.</th>
<th><a href="#">System Authorization Form</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>A form is required when returning funds for all state grant, scholarship, Educational Aide Exemption, and loan program funds.</td>
<td><a href="#">Special Programs Online Return of Funds Form</a></td>
</tr>
<tr>
<td>The THECB accepts funds electronically as an Automated Clearing House (ACH) or wire transfer.</td>
<td><a href="#">Electronic Funds Transfer Information</a></td>
</tr>
<tr>
<td>Loan Programs Online Return of Funds Form</td>
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</tbody>
</table>

[^online inquiry form]:online inquiry form