

2021-22 Program Guidelines Texas College Work-Study (TCWS)



**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.

NEW: Statutes (TEC) and rules (TAC) periodically change and may affect the links referenced in this document. Copies of statutes and rules used to create these guidelines are available in [Appendix 2](#).

PROGRAM AUTHORITY AND PURPOSE ([19 TAC, SECTION 22.127](#))

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 ([19 TAC, SECTION 22.129](#))

Any public, private, or independent institutions of higher education as defined in [TEC, Section 61.003](#), except a theological or religious seminary institutions, are invited annually to participate in the TCWS allocation process. Those choosing not to participate will not be considered in the allocation calculation for the applicable award year.

ELIGIBILITY

ELIGIBILITY REQUIREMENTS ([19 TAC, SECTION 22.130](#))


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 (see [Selective Service Statement](#))
- ✓ 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 ([19 TAC, SECTION 22.129](#) AND [22.131](#))

Participating institutions may enter into agreements with off-campus employers to participate in the TCWS Program or provide on-campus employment. To be eligible to participate, an employer or the institution must:

- provide part-time employment to an eligible student in nonpartisan and nonsectarian 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
- provide certain wage and employee benefits (See [Required Matching](#))

 **ALERT:** Beginning with the 2020-21 academic year, institutions are **no longer required** to provide any off-campus positions.

ADDITIONAL INFORMATION

NON-TEXAS RESIDENT STUDENTS

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

NON-CITIZEN STUDENTS

A Texas affidavit (non-citizen) 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 ([19 TAC, SECTION 22.3](#))

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).
- **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.
- **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](#).
- **When the student completes a Texas Application for State Financial Aid (TASFA):** The required statement is embedded in the TASFA and must be completed by the student.
- 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](#))

<p>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.</p> <p>For more information about Selective Service System, visit sss.gov.</p>	
<input type="checkbox"/> I am under the age of 18 and not currently required to register.	
<input type="checkbox"/> I am REGISTERED with the Selective Service and, <i>Check the following box that applies:</i> <ul style="list-style-type: none"> <input type="checkbox"/> I have already submitted proof of registration to my current institution. <input type="checkbox"/> Proof of registration is included with this statement. <input type="checkbox"/> I will submit proof of my registration. <p>NOTE: Proof is required to be considered eligible for financial aid.</p>	<input type="checkbox"/> I am EXEMPT from registration and, <i>Check the following box that applies:</i> <ul style="list-style-type: none"> <input type="checkbox"/> I have already submitted proof of my exemption to my current institution. <input type="checkbox"/> Proof of my exemption is included with this statement. <input type="checkbox"/> I will submit proof of my exemption. <p>NOTE: Proof is required to be considered eligible for financial aid.</p>
<input type="checkbox"/> I am over the age of 18. I am not registered with Selective Service and I am not exempt from registration with Selective Service. <p>NOTE: Choosing this option may result in the loss of eligibility for state financial aid.</p>	
<p>I, _____, hereby certify that the Selective Service status statement provided above is true and accurate.</p> <p>Student ID: _____ Signature: _____ Date: _____</p>	

ADDITIONAL INFORMATION

FREQUENCY COLLECTING THE STATEMENT

If the student's status will NOT change, the statement and supporting documentation can be used for subsequent semesters. (Example: The student entered the U.S. after the eligible age to register.)

If the student's status is temporary, the statement must be collected each academic year until the student is registered or determined exempt. (Example: Student is under age 18 but did not complete a FAFSA or TASFA.)

RETENTION SCHEDULE

The status statement and all documentation must be retained in the student's record for 7 years after the date of completion of the award period ([TEC, Section 441.1855](#)).

REPROCESSED ISIRS

If the student's most recent ISIR transaction has been reprocessed by the Central Processing System (CPS) and the registration with the SSS was confirmed, the institution does not need to collect the status statement or any documentation.

AWARDING

A TCWS award, which includes state and employer matching funds, cannot exceed the student's calculated need. Institutions that annually choose to participate in TCWS are provided an allocation of funds for student employment during the applicable academic year.

! ALERT: Beginning with the 2020-21 award year, institutions that do not utilize their original state work-study allocation during the nine-month academic year are permitted by the THECB to use funds for **summer awards**. Institutions may also use funds for summer awards if a reallocation is offered during the academic year. All funds must be expended by **August 31** of the current fiscal year (see [TAC, Section 22.133](#)).

REQUIRED MATCHING ([19 TAC, SECTION 22.131](#))

Participating **for-profit** employers must:

- provide at least 50% of an employed student's wages and 100% of other employee benefits for the employed student

Participating **non-profit** employers must:

- provide at least 25% of an employed student's wages and 100% of other employee benefits for the employed student from sources other than federal college work-study program funds

Participating **Institutions** must:

- provide at least 25% of an employed student's wages and 100% of other employee benefits for the employed student from sources other than federal college work-study program funds

NOTE: Institutions that are eligible for Title III funds from the U.S. Department of Education (ED) are **exempt** from the requirement to provide 25% 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, upon request.



AWARD ADJUSTMENTS AND OVER AWARDS REQUIREMENT REMOVED

In November 2020, TAC provisions pertaining to award adjustments and over awards were updated and no longer pertain to Texas College Work-Study programs.

Language in [19 TAC, Section 22.11 \(d\) and \(e\)](#) was updated to apply to grant programs only. Unlike state grant programs, work-study funds are paid based on hours earned and therefore awards are not eligible for adjustments.

! ALERT: The following sections from the **2020-21** Program Guidelines were removed:

AWARD ADJUSTMENTS ([19 TAC SECTION, 22.11](#))

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 their eligibility amount.
 - Recalculate eligibility.

OVER AWARDS ([19 TAC SECTION, 22.11](#))

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 ([19 TAC, SECTION 22.133](#))

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 (unless summer awarding approved). A [Return of Funds Form \(RFF\)](#) must be submitted before any funds are returned to the THECB.

AUTHORITY TO TRANSFER FUNDS ([19 TAC, SECTION 22.11](#))

Institutions participating in a combination of TCWS or Work-Study Student Mentorship Program (WSMP) and one of the three state grant programs (TEXAS Grant, TEOG, and TEG), may transfer up to **10%** of the institution's total annual program allocation or **\$20,000** (whichever is less) between programs within the relevant fiscal year.

NEW: Institutions participating in both the TCWS and Work-Study Student Mentorship Program (WSMP) may transfer up to 25% between the two programs. This threshold applies to the program from which the funds are transferred.

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, 2022**. The Financial Aid Services staff will respond to the institution to provide next steps for the process.



ALERT NEW: Effective for the 2021-22 award year, the allowable amounts for the Authority to Transfer Funds process have changed as a result of the 87th Legislative Session. Institutions participating in a combination of TCWS or Work-Study Student Mentorship Program (WSMP) and one of the three state grant programs (TEXAS Grant, TEOG, and TEG), may transfer up to **25%** of the institution's total annual program allocation or **\$60,000** (whichever is less) between programs within the relevant fiscal year. Administrative rules for the Authority to Transfer Funds are being updated and will be available in 2022 for [19 TAC, Section 22.11](#).

APPENDIX 1: FREQUENTLY ASKED QUESTIONS

1. Can a student classified as a non-citizen participate in the TCWS program?

Yes, an eligible non-citizen who is classified as a Texas resident by the institution and who is lawfully eligible for U.S. employment may participate in the TCWS program.

2. Can a student work full time when employed through the TCWS program?

No, a student employed through the TCWS program can only work part-time in nonpartisan (non-governmental) and nonsectarian (non-religious) activities.

3. Can unused TCWS funds be rolled over to the following fiscal year?

No, institutions are required to use their TCWS allocation for employment during the nine-month academic year (fall and spring terms). However, there can be an opportunity to transfer a portion of the unused funds to the Work-Study Student Mentorship Program or an eligible state grant program through the Authority to Transfer process.

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, 2022**. The Financial Aid Services staff will respond to the institution to provide next steps for the process.

APPENDIX 2: QUICK REFERENCES

CONTACT FINANCIAL AID SERVICES

By phone: (844) 792-2640

Contact us by completing an [online inquiry form](#) and select "Financial Aid Question" as the Contact Reason.

PROGRAM RULES AND STATUTES

Texas Program Statutes	Texas Education Code TEC, Chapter 56, Subchapter E [PDF]
Texas Program Rules	Texas Administrative Code 19 TAC, Chapter 22, Subchapter A [PDF] 19 TAC, Chapter 22, Subchapter G [PDF]

WEBSITES, PORTALS AND GUIDES

General program information for institutions	Student Financial Aid Programs Information Webpage
General college enrollment and financial aid information for students	College for All Texans
Request and return funds, modify student count, and search student award history	CBPass Grant Payment Portal CBPass Quick Start Guide [PDF]
Secure file transfer and processing portal	MOVEit DMZ MOVEit DMZ User Access Guide [PDF]
Form for adding, updating, or removing a user's access for state financial aid web portals	User Access Form [PDF]
Form for returning program funds	Special Programs Online Return of Funds Form
Instructions for returning funds electronically	Electronic Funds Transfer Information [PDF]