

2022-23

Program Guidelines

Texas College

Work-Study (TCWS)

**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 relevant statutes and rules. The information provided in this document is to be used solely as a resource and does not override the statute or rules for this program.

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 ([TAC, Title 19, Section 22.127](#))

The Texas College Work-Study (TCWS) Program is authorized by [TEC, Title 3, Chapter 56, Subchapter E, Section 56.073](#). Rules for administering the program can be found in [TAC, Title 19, 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, Title 3, Section 56.008](#) and [TAC, Title 19, Section 22.6](#))

The THECB sets the same priority deadline for all applications that qualify for state-funded financial aid in an academic year. General Academic Teaching Institutions in Texas (*including* Lamar State College Orange and Lamar State College Port Arthur), as defined in [TEC, Title 3, 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 ([TAC, Title 19, Section 22.129](#))

Any public, private, or independent institution of higher education, as defined in [TEC, Title 3, Section 61.003](#), except a theological or religious seminary institution, is 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 ([TAC, Title 19, 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 half-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; and
- ✓ 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 ([TAC, Title 19, 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; and
- provide certain wage and employee benefits (See [Required Matching](#)).

ALERT: Child Support Arrearages

Per [Texas Family Code, Title 5, Section 231.006](#), a student who is obligated to pay child support and is more than 30 days delinquent is not eligible to receive a state-funded grant or loan.

Institutions determine how to best comply with this state requirement and should work with their legal counsel on questions related to this statutory mandate.

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 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, Title 3, Section 56.076\(a\)\(1\)](#)).

ELIGIBILITY



SELECTIVE SERVICE STATEMENT ([TAC, Title 19, Section 22.3](#))

Under [TEC, Title 3, Section 51.9095](#), an individual must file a statement of their selective service status with the institution confirming registration or exemption.

This statute applies to all state-funded financial aid, as well as “federal funds or gifts and grants accepted by this state.” The statement is required from students receiving federal aid or private donations that pass through the state Treasury or Governor’s office (i.e., Governor’s Emergency Education Relief (GEER)), state-appropriated funds, or institutional funding, which includes programs funded by tuition set-asides, exemptions, and waivers.

ALERT: Proof of Selective Service Status No Longer Required

Institutions are no longer required to collect “proof” of registration or exemption from students or to verify the accuracy of the statement against external databases or other resources if conflicting information does not exist (see [Updated Guidance on Statutory Requirements that Impact Financial Aid Memo](#)).

Note: The THECB approved an amendment to TAC, Title 19, Section 22.3 during their quarterly meeting held on April 28, 2022.

Any of the following can be used to meet the statutory statement requirement:

- THECB Selective Service Statement of Registration Status ([English Statement](#) or [Spanish Statement](#))
- Printout from [SSS.gov](#) website
- Institutional Student Information Record (ISIR) if status is available
- THECB Selective Service Statement of Registration Status imbedded in the Texas Application for State Financial Aid (TASFA)

SELECTIVE SERVICE STATEMENT OF REGISTRATION STATUS

In accordance with [Texas Education Code, Section 51.9095](#), male students must file a Selective Service Statement of Registration Status with their institution or other entity granting financial assistance. For more information about the Selective Service System, visit [sss.gov](#).

Please mark **one** option below:

<input type="checkbox"/> I was born female and not required to register. <input type="checkbox"/> I was born male and am under the age of 18 and not currently required to register. <input type="checkbox"/> I was born male and am REGISTERED with the Selective Service. <input type="checkbox"/> I was born male and am over the age of 18. I am not registered with Selective Service and I am not exempt from registration with Selective Service.	<input type="checkbox"/> I was born male and am EXEMPT from registration because: (please briefly explain why you are exempt in the box below.) <div style="border: 1px solid black; height: 60px; width: 100%; margin-top: 5px;"></div>
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I, _____, hereby certify that the Selective Service status statement provided above is true and accurate.

Student ID: _____ Signature: _____ Date: _____

Complete and return to the Financial Aid Office at your institution of higher education.

Selective Service Statement of Registration Status As of 09/28/2021

ADDITIONAL INFORMATION

COLLECTION METHOD

The institution has flexibility to create an online, paper, or alternate method to collect the statement as long as it uses the content developed and required by the THECB.

FREQUENCY COLLECTING THE STATEMENT

If the student’s status will NOT change, the statement collected can be used for subsequent semesters at the same institution.

If the student is NOT registered for selective service, a statement must be collected each time they apply for financial aid or a student loan until the statement indicates registered or exempt.

MALES AGE 26 OR OLDER

Individuals older than the maximum age at which an individual is required to be registered with the Selective Service System under federal law are not required to complete this status statement.

RETENTION SCHEDULE

The status statement must be retained in the student’s record based on the retention schedule outlined in the institution’s Program Participation Agreement (PPA).

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: Institutions that do not disburse their original state work-study allocation during the nine-month academic year are permitted by the THECB to use funds for **summer awards**. All funds must be expended by **August 31** of the current fiscal year (see [TAC, Title 19, Section 22.133](#)).

REQUIRED MATCHING ([TAC, Title 19, 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 are **exempt** from the requirement to provide 25% of an employed student's wages. To qualify for this exemption, an institution must submit a current copy of its Title III eligibility letter to the THECB, upon request.

PROCESSING FUNDS

ALLOCATION ([TAC, Title 19, 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, and technical institutes will be transferred to each institution's cost center at the Texas 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.

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.

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

Institutions participating in a combination of TCWS or Work-Study Student Mentorship Program and one of the three state grant programs (TEXAS Grant, Texas Educational Opportunity Grant (TEOG), and Tuition Equalization Grant (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.

Institutions participating in both the TCWS and Work-Study Student Mentorship Program 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 by the institution to the THECB using an [Authority to Transfer form](#). The form will not be available until Fall 2022. The Financial Aid Services staff will respond to the institution to provide next steps for the process. Institutions requesting a transfer of funds must submit a request by **July 1, 2023**.

 **ALERT:** The allowable amounts for the Authority to Transfer Funds process have changed from 10% to 25% and from \$20,000 to \$60,000 as a result of legislation in the 87th Legislative Session.

Note: The THECB approved an amendment to [TAC, Title 19, Section 22.11](#) during their quarterly meeting held on April 28, 2022.

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 expend their full TCWS allocation for employment by August 31 of the current fiscal year. If an institution does not use their full allocation during the nine-month academic year (fall and spring terms), it can use unexpended funds for summer awards.

There also can be an opportunity to transfer a portion of the unused funds to either the Work-Student Student Mentorship Program or an eligible state grant program through the [Authority to Transfer 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 TAC, Title 19, Chapter 22, Subchapter A [PDF] TAC, Title 19, 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
Secure file transfer and processing portal	MOVEit DMZ MOVEit DMZ User Access Guide [PDF]

FORMS AND INSTRUCTIONS

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]