

2019-20

Program Guidelines

Texas Educational

Opportunity Grant

(TEOG)



Student Financial Aid Programs
Texas Higher Education Coordinating Board

TABLE OF CONTENTS

TEXAS EDUCATIONAL OPPORTUNITY GRANT	1
Program Authority and Purpose (19 TAC, Section 22.253).....	1
State Priority Deadline (TEC, Section 56.008 and 19 TAC, Section 22.6).....	1
Eligible Institutions (19 TAC, Section 22.255)	1
ELIGIBILITY	2
Eligibility Requirements (19 TAC, Section 22.256).....	2
Selective Service Statement (19 TAC, Section 22.3)	3
Controlled Substance Restrictions (19 TAC, Section 22.256).....	4
Discontinuation of Eligibility (19 TAC, Section 22.256).....	4
Hardship Provisions (19 TAC, Section 22.257)	5
Satisfactory Academic Progress (SAP) (19 TAC, Section 22.256)	5
AWARDING	6
Required Matching (19 TAC, Section 22.260).....	6
Over Awards (19 TAC, Section 22.260).....	6
Late Disbursements (19 TAC, Section 22.261).....	6
PRORATION.....	7
PROCESSING FUNDS.....	7
Requesting Program Funds.....	7
Returning Program Funds.....	8
Authority to Transfer Funds (19 TAC, Section 22.265)	8
APPENDIX 1: QUICK REFERENCES.....	9



TEXAS EDUCATIONAL OPPORTUNITY GRANT

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 ([19 TAC, SECTION 22.253](#))

The Texas Educational Opportunity Grant (TEOG) Program is authorized by [TEC, Chapter 56, Section 56.402](#). Rules establishing procedures to administer the program can be found in [Title 19 of the TAC, Chapter 22, Subchapter M](#). The program is funded by appropriations authorized by the Texas Legislature. The purpose of the TEOG Program is to provide financial assistance to eligible students attending Texas two-year public institutions of higher education.

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 22.255](#))

Community colleges, public state colleges and public technical institutes are eligible to make initial year (IY) and renewal year (RY) awards. Each eligible institution will have a single allocation each fiscal year to make both IY and RY awards.

ELIGIBILITY

ELIGIBILITY REQUIREMENTS ([19 TAC, SECTION 22.256](#))

TO RECEIVE AN IY AWARD, A STUDENT MUST:	TO RECEIVE AN RY AWARD, A STUDENT MUST:
<ul style="list-style-type: none"> ✓ Be classified by the institution as a Texas resident ✓ Be registered with Selective Service, or be exempt ✓ Have applied for any available financial aid assistance ✓ Have financial need ✓ Be enrolled at least 1/2 time as an undergraduate student in an associate degree or certificate program at a 2-year institution ✓ Not have accumulated more than 30 semester credit hours (SCH) (excluding credits for dual enrollment or by examination) ✓ Not have earned an associate or baccalaureate degree ✓ Not be concurrently receiving TEXAS Grant ✓ Not have been convicted of a felony or crime involving a controlled substance or under the law of any jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety Code (Texas Controlled Substances Act) 	<ul style="list-style-type: none"> ✓ Be classified by the institution as a Texas resident ✓ Be registered with Selective Service, or be exempt ✓ Be a previous TEOG initial award recipient ✓ Have financial need ✓ Be enrolled at least 1/2 time as an undergraduate student in an associate degree or certificate program at a 2-year institution ✓ Maintain satisfactory academic progress ✓ Not have earned an associate or baccalaureate degree ✓ Not be concurrently receiving TEXAS Grant ✓ Not have been convicted of a felony or crime involving a controlled substance or under the law of any jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety Code (Texas Controlled Substances Act)

ADDITIONAL INFORMATION

TEOG AND TEXAS GRANT IN THE SAME AWARD YEAR

A student may receive a TEOG and TEXAS Grant award during the same award year, if both awards are not received for the same semester or term.

Example:

Student attends a public community college in the fall and receives a TEOG award but transfers to a public university in the spring. A TEXAS Grant can be awarded for the spring semester.

GED

A student who received a GED can be considered eligible for a TEOG if the student is admitted for enrollment as an entering student in the first 30 SCHs of an associate degree or certificate program.

 **ALERT NEW: Priority Expected Family Contribution (EFC)**

The **priority EFC** set by the THECB should only serve as a method for prioritizing IY awards for eligible students, and is not an eligibility requirement to receive an award. The calculated priority EFC for 2019-20 is **\$5,875** ([See 19 TAC, Section 22.256\(a\)\(8\)](#)).

SELECTIVE SERVICE STATEMENT (19 TAC, SECTION 22.3)

In accordance with [TEC, 51.9095](#), male students may not receive financial assistance without filing a **Selective Service Status Statement** with their institution or other entity granting or guaranteeing the assistance. Financial assistance includes grants, scholarships, loans or other assistance funded by state revenue, including federal funds or gifts and grants accepted by the state.

When is a statement NOT required?

A **Selective Service Status Statement** is not required when a student’s registration is confirmed on the Institutional Student Information Record (ISIR). The confirmation on the ISIR will serve as the student’s signed statement since the Department of Education validates registration directly with the Selective Service System (SSS) through a database match for male students who complete the Free Application for Federal Student Aid (FAFSA).

When is a statement required?

- For a male student that completes a FAFSA but is flagged “not registered” on the ISIR, the institution must determine the student’s status.
 - If the student is **registered**, the institution must collect the status statement and proof of registration which can be used for subsequent semesters.
 - If the student is **exempt**, the institution must collect the status statement and proof of exemption based on the student’s circumstances. The institution can determine what additional documentation to collect to verify the exemption.
- For a male student that does not complete a FAFSA, the required status statement and back-up documentation must be collected by the institution to verify the current selective service status if the individual is applying for any state financial aid.

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 (e.g., the individual entered the U.S. after the eligible age to register).

In the event the student’s status could change, the statement must be collected each academic year until the male student is registered or determined exempt (e.g., student is under 18).

METHOD FOR COLLECTING THE STATEMENT

The institution has discretion to determine how to collect this required status statement, which can be done electronically or on paper (e.g., online form, signed award letter, etc.).

RETENTION SCHEDULE

The status statement and all documentation must be retained in the student’s record and be made available if requested during a program review or audit. Each status statement collected must be retained with the student’s records for 7 years after the date of completion for the applicable award period (See [TAC, Section 22.4\(a\)\(2\)\(A\)](#)).

REPROCESSED ISIRS

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

Required Statement of Selective Service Status

Are you currently registered for Selective Service, as required by federal law?

- Registered (Proof of registration required) Not Registered Exempt (Documentation required)

I, _____, hereby certify that the selective service status provided is true and correct. I understand that I must provide documentation, if requested by my institution, and that I may be required to complete a new statement for each academic year for continued eligibility.

Student Signature

Date

CONTROLLED SUBSTANCE RESTRICTIONS ([19 TAC, SECTION 22.256](#))

Institutions are required to collect a statement (electronic or paper) from each TEOG recipient prior to the disbursement of funds confirming eligibility in regard to the controlled substance restrictions of the program. This statement must be retained with the student’s records at the institution and be made available if requested in the course of a program review or audit. Each statement must be retained for 7 years after the students completion of the award period (See [TAC, Section 22.4\(a\)\(2\)\(A\)](#)).

The institution has the flexibility to determine the wording of the statement and the frequency with which it is collected. A **sample** statement is provided below:

Statement of Student Eligibility

Have you ever been convicted of a felony or an offense under Chapter 481, Health and Safety Code (Texas Controlled Substances Act), or under the law of another jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety Code?

___ Yes* ___ No**

* If your answer is yes, contact the financial aid office to determine your eligibility to receive a TEOG.
** If your answer is no, it is your responsibility to inform the financial aid office if this status changes at any time while attending the institution.

I hereby certify that the information I have provided in this statement is true and correct. I understand that if I fail to provide accurate information, I may be required to reimburse the institution and penalties may be imposed. I also understand that it is my responsibility to inform the financial aid office if my status concerning this statement of eligibility changes at any time while attending this institution.

Student Signature _____ Date _____

A student is not eligible to receive a TEOG award if convicted of a felony or an offense under the law in any jurisdiction involving a controlled substance as defined in [Chapter 481, Health and Safety Code](#) (Texas Controlled Substances Act), unless he or she meets **all** other eligibility requirements and **one** of the following conditions exists:

- A certificate of discharge by the Texas Department of Criminal Justice or a correctional facility has been issued or the student completed a period of probation ordered by a court, A certificate of discharge by the Texas Department of Criminal Justice or a correctional facility has been issued or the student completed a period of probation ordered by a court, and at least two years have elapsed from the date of the receipt, or completion; **or**
- The student has been pardoned or the record of the offense has been expunged from the student’s record and therefore the student has been released from the resulting ineligibility to receive a TEOG.

NOTE: Institutions should consult with their legal counsel concerning questions about individual cases.

DISCONTINUATION OF ELIGIBILITY ([19 TAC, SECTION 22.256](#))

Unless an extension of eligibility (due to a hardship circumstance) is granted, a student’s eligibility ends if any of the following maximums have been met, or the student earns an associate degree, whichever comes first.

TIME LIMIT	ATTEMPTED HOURS**	HOURS WHILE RECEIVING GRANT FUNDS
4 years from the first semester awarded	75 SCH	75 SCH (no hardship allowed)

****Attempted hours** is defined as every course in every semester for which a student has been registered as of the official census date. This includes, but is not limited to repeated courses, courses the student drops or those that the student withdraws from. For transfer students, the transfer hours and hours for optional internship and cooperative education courses are included if they are accepted by the receiving institution towards the student's current program of study (See [19 TAC, Section 22.254](#)).

HARDSHIP PROVISIONS ([19 TAC, SECTION 22.257](#))

A student who is ineligible for a TEOG award based on grade point average (GPA) or completion rate for satisfactory academic progress, or enrollment less than half-time may be deemed eligible under a hardship provision. Each institution must adopt a hardship policy and have the policy available for public review. All hardship decisions must be documented in the student’s record and be available for submission to the THECB, upon request.

SATISFACTORY ACADEMIC PROGRESS (SAP) ([19 TAC, SECTION 22.256](#))

At the end of the first academic year, a student must meet the SAP requirements set by the institution to be eligible for a first RY award.

At the end of the second academic year, and all subsequent years, a student must have completed 75% of total attempted hours and have a minimum 2.5 cumulative GPA or its equivalent.

The chart below reflects these requirements, which must be monitored to ensure compliance.

ACADEMIC YEAR	SAP REQUIREMENTS	
END OF 1ST ACADEMIC YEAR	Institutional SAP policy	
END OF 2ND ACADEMIC YEAR AND ALL SUBSEQUENT YEARS	Complete 75% of attempted SCH in the most recent academic year	2.5 cumulative GPA on a 4-point scale or its equivalent

NOTE: A student who does not meet the GPA requirement at the end of a spring term may appeal to have courses taken at other institutions included in the GPA calculation. In this case, all grade points previously earned must be included in the overall GPA calculation. If the resulting GPA meets or exceeds the program's academic progress requirement, an otherwise eligible student may receive an award in the following term.

ADDITIONAL INFORMATION

MAXIMUM HOURS OF ELIGIBILITY

While a hardship exception may be granted to allow an award in excess of 75 attempted semester credit hours (SCH), the total number of hours *paid for* with TEOG funds cannot exceed 75 SCH.

FIRST YEAR APPEALS

If a student completes the first year on academic warning, probation, or on an approved plan, the student can be considered meeting SAP, if the institution’s policy includes such provisions. However, at the end of the second year, the student must meet the program SAP requirements for continued eligibility, unless deemed eligible by the institution under a hardship provision.

AWARDING

If allocated funds are insufficient to allow awards to all eligible students, first priority must be given to students that are eligible for an RY award (See [19 TAC, Section 22.258](#)).

In determining who should receive an IY TEOG award, an institution must give highest priority to students who demonstrate the greatest financial need at the time the award is made (See [19 TAC, Section 22.259](#)).

Beginning in the 2018-19 award year, the reallocation process was eliminated. Institutions have until the close of business on **August 1** to request grant funding (or the first working day thereafter if it falls on a weekend or holiday). Extending the award year through August allows institutions to award students attending the summer terms, if otherwise eligible. Students may be issued a total of 3 awards (Fall, Spring, and Summer) in an academic year.

TEOG Semester Maximum

Students receiving a TEOG cannot exceed the **semester** maximum for fall, spring, and summer.

- Awards for each semester are still based on the student’s enrollment status at census.

TEOG 2019-20 AWARD MAXIMUMS					
INSTITUTION TYPE	AWARD MAXIMUM PER YEAR	SEMESTER MAXIMUM BASED ON ENROLLMENT ON CENSUS DATE			
		FULL-TIME	3/4 TIME	1/2 TIME	< 1/2 TIME
PUBLIC STATE COLLEGES	\$8,814	\$2,938	\$2,204	\$1,469	\$0
PUBLIC TECHNICAL INSTITUTES	\$8,982	\$2,994	\$2,246	\$1,497	\$0
PUBLIC COMMUNITY COLLEGES	\$4,908	\$1,636	\$1,227	\$ 818	\$0

REQUIRED MATCHING ([19 TAC, SECTION 22.260](#))

Institutions are required to cover the cost of tuition and required fees that exceed the TEOG award amount using other non-loan funds from federal (excluding Pell grants), state, institutional, or outside sources. Funds used for this purpose are frequently referred to as “matching funds”.

⚠️ ALERT: Institutions are required to match funds for all TEOG recipients, regardless if the student is charged in-district or out-of-district tuition and fees.

OVER AWARDS ([19 TAC, SECTION 22.260](#))

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.

LATE DISBURSEMENTS ([19 TAC, SECTION 22.261](#))

Funds that are disbursed after the end of a student’s period of enrollment must be used either to pay the student’s outstanding balance for the period of enrollment, or to make a payment on an outstanding loan received during that period of enrollment. Under no circumstances should funds be released directly to the student in this situation.

PRORATION

All TEOG award amounts must be prorated in relation to the student’s enrollment status as of the census date of a regular semester (See [19 TAC, Section 22.260](#)).

Award amounts must also be prorated in one of the following situations:

- Student is enrolled less than half-time with an extension of eligibility (due to a hardship circumstance).

HARDSHIP PRORATION SCHEDULE	ENROLLED < 6 HOURS

- The balance of eligible hours is less than the number of hours taken in the given term or semester:

BALANCE OF TOTAL ATTEMPTED HOURS	Balance = 9-11 hours: 75% of max award
	Balance = 6-8 hours: 50% of the max award
BALANCE OF ELIGIBLE PROGRAM HOURS	Balance = 1-5 hours: 25% of the max award

PROCESSING FUNDS


REQUESTING PROGRAM FUNDS

When requesting funds, institutions must submit a [Funds Request Form \(FRF\)](#). This form is available through the secure Coordinating Board Pass System (CBPASS) portal on the Student Financial Aid Programs (SFAP) Information Webpage.

Institutions will have until the close of business on **August 1** (or the first working day thereafter if it falls on a weekend or holiday) to request program funds (See [19 TAC, Section 22.262](#)).

Each biennium, funds not requested in the first year can be carried forward for use in the second year. Any funds not requested in the second year of the biennium become available for redistribution as determined by the THECB.

NOTE: Funding that has been allocated for use in the second year of a biennium cannot be requested in advance during the first year.

 **DEFINITION:** A biennium is the two-year state budget period.

ADDITIONAL INFORMATION

PRORATING AN AWARD

Listed below are 2 examples of how to calculate a prorated TEOG award.

Example One:

Student A is enrolled in 5 SCHs for the fall semester at ABC Community College and has an extension of eligibility due to an undue hardship circumstance. The prorated award should be calculated as:

- $\$1,636/12 = \136
- $\$136 \times 5 = \680

The prorated award for Student A = \$680

Example Two:

Student B is enrolled in 12 SCHs for the fall semester at XYZ State College but has only 8 SCHs of TEOG eligibility left. The prorated award should be calculated as:

- Maximum award for the semester = \$2,938
- $\$2,938 \times 50\% = \$1,469$

The prorated award for Student B = \$1,469

RETURNING PROGRAM FUNDS

A [Return of Funds Form \(RFF\)](#) must be submitted and approved before any funds are returned to the THECB. This form is available on the SFAP Information Webpage under **Online Resources**.



STOP: TIMELY DISTRIBUTION OF FUNDS ([19 TAC, Section 22.2](#))

- Institutions have **3** business days after receiving the funds to apply the funds to a student’s account.
- Institutions have **6** business days after receiving the funds to return undisbursed funds.
- Institutions have **45** calendar days from the date a student becomes ineligible to return disbursed funds.
- Institutions have **120** calendar days to return funds after a student has notified the institution of a decision to cancel the award.

AUTHORITY TO TRANSFER FUNDS ([19 TAC, SECTION 22.265](#))

Institutions participating in TEOG and Texas College Work-Study (TCWS) 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. Institutions requesting a transfer between programs must submit an online inquiry by the deadline listed below through [CONTACT US](#) (select the “Financial Aid Question” option in the drop-down selection under Contact Reason). The Financial Aid Services staff will respond to the institution to provide next steps for the process.

TRANSFER FROM:	TRANSFER TO:	AUTHORITY TO TRANSFER REQUEST DEADLINE DATE
TEOG	TCWS	JANUARY 18
OR		
TCWS	TEOG	JUNE 14

Funds can only be transferred from a grant to TCWS or vice versa, never from a grant to a grant.

APPENDIX 1: 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.	
OTHER RESOURCES FOR INSTITUTIONS	
General program information for institutions	Student Financial Aid Programs Information Webpage
General loan information	HHloans
Texas Program Statutes	Texas Education Code
Texas Program Rules	Texas Administrative Code
Information concerning programs, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. To receive these communications, interested individuals must subscribe.	GovDelivery
AVAILABLE FORMS	
An online form is required to request grant program funds.	Funds Request Form
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.	System Authorization Form
A form is required when returning funds for all state grant, scholarship, Educational Aide Exemption, and loan program funds.	Grants and Special Programs Online Return of Funds Form Loan Programs Online Return of Funds Form
CALENDAR	
Institutional Calendar	