

2021-22 Program Guidelines Texas Educational Opportunity Grant (TEOG)



**Student Financial Aid Programs
Texas Higher Education Coordinating Board**

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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.

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 22.253](#))

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, as defined in [TEC, Section 61.003](#) 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](#) AND [22.258](#))

TO RECEIVE AN INITIAL (IY) AWARD, A STUDENT MUST:	TO RECEIVE AN RENEWAL (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 (See Selective Service Statement) ✓ 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 attempted 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)



ALERT: Priority Expected Family Contribution (EFC)

The **priority EFC** set by the THECB should serve as a method for prioritizing initial year awards for eligible students and is not an eligibility requirement to receive an award. The calculated priority EFC for 2021-22 is **\$6,234**.

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 university in the fall and receives a TEXAS grant award but transfers to a public community college in the spring. A TEOG can be awarded for the spring semester if the student meets the eligibility requirements.

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 attempted SCHs of an associate degree or certificate program.

CONTROLLED SUBSTANCE RESTRICTIONS ([19 TAC, SECTION 22.258](#))

Institutions are required to collect a controlled substance statement (electronic or paper) from each TEOG recipient to confirm eligibility prior to the disbursement of funds. 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 student's 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 they meets **all** other eligibility requirements and **one** of the following conditions exists:

- the student received a certificate of discharge by the Texas Department of Criminal Justice or a correctional facility, or completed a period of probation ordered by a court, and at least two years have elapsed from the date of receipt of discharge or completion of probation
- 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 22.258](#) AND [22.59](#))

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** are 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 from which the student withdraws. Transfer hours (**including dual credit**) and hours for optional internship and cooperative education courses are included if they are accepted by the receiving institution toward the student's current program of study.

HARDSHIP PROVISIONS ([19 TAC, SECTION 22.259](#))

A student who is ineligible for a TEOG award based on grade point average (GPA), completion rate for satisfactory academic progress, or enrollment less than half-time (due to an unforeseen circumstance) 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 22.257](#))

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 percent 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



STOP: Summer Satisfactory Academic Progress (SAP) Requirements

If the student *receives* state grant funding for the summer term(s), institutions **must** include credits attempted for summer coursework when calculating the satisfactory academic progress (SAP).

If a student *does not receive* state grant funding for the summer term(s), a student could take summer coursework to re-establish eligibility if they failed to meet SAP requirements during the last term or semester. Summer coursework (not funded using state grants) should not be used to recalculate SAP if the attempted credits will result in the student losing their eligibility for the fall 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 their 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.

GPA REQUIREMENT

A student who does not meet the GPA requirement at the end of the academic year 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.

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](#))

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.
For more information about Selective Service System, visit [sss.gov](#).

<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, Check the following box that applies: <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. NOTE: Proof is required to be considered eligible for financial aid.	<input type="checkbox"/> I am EXEMPT from registration and, Check the following box that applies: <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. NOTE: Proof is required to be considered eligible for financial aid.
<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. NOTE: Choosing this option may result in the loss of eligibility for state financial aid.	

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

Student ID: _____ Signature: _____ Date: _____

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

PRIORITY AWARDING ([19 TAC, SECTION 22.260](#))

If allocated funds are insufficient to award all eligible students, below is the priority for awarding funds:

- Precedence goes to Renewal Year (RY) students over Initial Year (IY) students.
- Once all eligible RY students have been awarded, precedence goes to eligible IY applicants who do not exceed the Priority EFC.
 - At the time the award is made, highest priority goes to those who demonstrate the greatest financial need, defined as cost of attendance minus the calculated EFC ([TAC, Section 22.1\(14\)](#)).

NEW SUMMER AWARDING

All basic eligibility requirements remain the same for summer terms, including the student's minimum enrollment status. Since summer terms vary in length and in the number of hours a student can enroll, summer terms or modules can be combined to establish the student's enrollment hours for eligibility purposes.

SEMESTER MAXIMUM ([19 TAC, SECTION 22.261](#))

Students receiving a TEOG cannot exceed the **semester** maximum. Students may be issued a total of 3 awards (Fall, Spring, and Summer) in an academic year.

INSTITUTION TYPE	YEAR MAX (Fall, Spring, and Summer)	SEMESTER MAX
PUBLIC STATE COLLEGES	\$6,429	\$2,143
PUBLIC TECHNICAL INSTITUTES	\$9,714	\$3,238
PUBLIC COMMUNITY COLLEGES	\$5,133	\$1,711

ALERT: Enrollment Status at Census Discontinued

A student's enrollment status at census is no longer a determining factor when calculating the award amount (see [Proration Requirement Removed](#)).



PRORATION REQUIREMENT REMOVED

In November 2020, TAC provisions pertaining to proration were removed.

Proration requirements were removed to provide institutions with the flexibility to address the needs of their student population and to eliminate an unnecessary level of complexity in the administration of the program.

Institutions now have discretion to determine grant amounts for previously prorated circumstances.

EXAMPLE: Community College Semester Maximum = \$1,711

- **Student A:** Enrolled in 12 SCH as of the fall census:
 - award amount: \$1 - \$1,711
- **Student B:** Enrolled in 6 SCH as of the fall census:
 - award amount: \$1- \$1,711
- **Student C:** Enrolled in 12 SCH with only 5 hours of TEOG eligibility remaining:
 - award amount: \$1 - \$1,711



ALERT: The following sections related to proration from the 2020-21 Program Guidelines were removed:

- The recipient enrolled in less than full-time as of census date (Page 6 – Program Guidelines 2020-21).

2020-21 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	\$5,961	\$1,711	\$1,490	\$994	\$0
PUBLIC TECHNICAL INSTITUTES	\$8,601	\$2,867	\$2,150	\$1,434	\$0
PUBLIC COMMUNITY COLLEGES	\$4,965	\$1,655	\$1,241	\$828	\$0

- The recipient enrolled in less than half-time due to impending graduation or hardship (Page 7 – Program Guidelines 2020-21).


HARDSHIP PRORATION SCHEDULE	ENROLLED < 6 HOURS
	The maximum award for the semester divided by 12, multiplied by the number of hours enrolled.

- The recipient's balance of eligible or attempted SCHs is less than the number of SCHs the student is taking in the given semester (Page 7 – Program Guidelines 2020-21).

BALANCE OF TOTAL ATTEMPTED HOURS	Balance = 9-12 hours: 75% of max award
BALANCE OF ELIGIBLE PROGRAM HOURS	Balance = 6-8 hours: 50% of the max award
	Balance = 1-5 hours: 25% of the max award

REQUIRED MATCHING ([19 TAC, SECTION 22.261](#))

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:** A **Required Fee**, for the purpose of administering the TEOG Program, includes mandatory fees (required by statute) or discretionary fees (authorized by statute, imposed by the governing board of an institution) and fees that an institution charges to a student as a condition of enrollment at the institution or in a specific course.

NOTE: 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 22.11](#))

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.

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

Institutions may be required to make award adjustments in the following circumstances.

When a student officially withdraws from enrollment:

- The institution must 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.

When a student’s disbursement exceeds their eligibility amount:

- The institution must 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](#).

PROCESSING FUNDS

REQUESTING AND RETURNING PROGRAM FUNDS

Institutions must submit a form online through the [Grant Payment System](#) software application (app) to request or return funds.

- **Requesting Funds:** Institutions can begin submitting requests for funding on **August 2, 2021**. The THECB will begin processing funds *after* **September 1, 2021**. Institutions have *until* the close of business on **August 1, 2022** to request program funds.
- **Returning Funds:** Institutions that submit a return of funds through the Grant Payment System should use the [Electronic Funds Transfer](#) process.

NOTE: Each biennium (the two-year state budget period), 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.

TIMELY DISTRIBUTION OF FUNDS ([19 TAC, SECTION 22.2](#))

Institutions **must** follow these requirements when processing program funds:

- 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.


LATE DISBURSEMENTS ([19 TAC, SECTION 22.11](#))

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. The institution is required to document the reason for a student's late disbursement. All late disbursements must be processed prior to the end of the state's fiscal year, unless granted an extension by the THECB. Under no circumstances should funds be released directly to the student in this situation.

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

Institutions participating in a combination of Texas College Work-Study (TCWS) or Work-Study Student Mentorship Program (WSMP) and TEOG 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.

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 Pell Grant be considered federal non-loan matching funds if the TEOG award amount is not enough to cover the cost of tuition and required fees?

No, institutions must use any non-loan programs from federal, state, institutional or outside sources but Pell grant is excluded as a matching source based on statute and program rule (e.g., Federal Supplemental Educational Opportunity Grant (FSEOG) or Texas Public Educational Grant (TPEG)).

2. Can a student enrolled only in Continuing Education Units (CEU) be eligible for a TEOG award?

No, to be eligible for TEOG funds, a student must be enrolled in courses that lead to an associate degree or certificate program.

3. Do institutions count dual credit hours when determining TEOG renewal eligibility?

Yes, dual credit hours are counted when determining eligibility for a renewal award if they are accepted by the receiving institution and are applied toward the student's current program of study. Dual credit hours are not counted when determining eligibility for an initial award as an entering undergraduate.

4. How long does an institution have to return TEOG Grant funds after determining a student is ineligible?

An institution must return funds to the THECB within 45 calendar days of a student becoming ineligible for the funding, except when the funds can be disbursed to a different eligible student (for whom funds have not yet been requested) within the 45-day period.

NOTE: If funds are disbursed after the end of a student's period of enrollment, the funds must be used to pay the student's outstanding balance at the institution or to make a payment on an outstanding student loan for that period. Under no circumstances are funds to be released to the student.

5. Can an institution continue to prorate awards now that the Texas Administrative Code provisions were removed?

Yes, institutions can continue prorating awards, but it is **no longer required**. Institutions now have the discretion to determine grant amounts (up to the semester maximum) if the student meets all eligibility criteria.

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 P [PDF]
Texas Program Rules	Texas Administrative Code 19, TAC, Chapter 22, Subchapter A [PDF] 19 TAC, Chapter 22, Subchapter M [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]

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]