

2021-22 Program Guidelines Toward EXcellence, Access, & Success Grant (TEXAS Grant)



Student Financial Aid Programs
Texas Higher Education Coordinating Board

TABLE OF CONTENTS

TOWARD EXCELLENCE, ACCESS, AND SUCCESS GRANT	1
Program Authority and Purpose (19 TAC, Section 22.225)	1
State Priority Deadline (TEC, Section 56.008 and 19 TAC, Section 22.6)	1
Eligible Institutions (19 TAC, Section 22.227)	1
ELIGIBILITY	2
Initial Eligibility Requirements (19 TAC, Section 22.228 and 22.230)	2
Renewal Eligibility Requirements (19 TAC, Section 22.228 and 22.230)	3
Controlled Substance Restrictions (19 TAC, Section 22.230)	3
Discontinuation of Eligibility (19 TAC, Section 22.230)	4
Hardship Provisions (19 TAC, Section 22.231)	4
Satisfactory Academic Progress (SAP) (19 TAC, Section 22.229)	5
Selective Service Statement (19 TAC, Section 22.3)	6
AWARDING	7
Priority Awarding (19 TAC, Section 22.233)	7
Summer Awarding	7
Semester Maximum (19 TAC, Section 22.234)	8
Priority Model Criteria (19 TAC, Section 22.233)	8
Required Matching (19 TAC, Section 22.234)	9
Over Awards (19 TAC, Section 22.11)	9
Award Adjustments (19 TAC, Section 22.11)	9
PRORATION REQUIREMENT REMOVED	10
PROCESSING FUNDS	11
Requesting and Returning Program Funds	11
Timely Distribution of Funds (19 TAC, Section 22.2)	11
Late Disbursements (19 TAC, Section 22.11)	11
Authority to Transfer Funds (19 TAC, Section 22.11)	11
APPENDIX 1: FREQUENTLY ASKED QUESTIONS	12
APPENDIX 2: QUICK REFERENCES	13



TOWARD EXCELLENCE, ACCESS, AND SUCCESS 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 22.225](#))

The Toward EXcellence, Access, & Success (TEXAS) Grant Program is authorized by [TEC Chapter 56, Section 56.302](#). Rules establishing procedures to administer the program can be found in [Title 19 of the TAC, Chapter 22, Subchapter L](#). The program is funded by appropriations authorized by the Texas Legislature and from any gifts and grants to the program. The purpose of the TEXAS Grant Program is to provide financial assistance to eligible students attending Texas 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 22.227](#))

GATIs (*excluding* Lamar State College-Orange and Lamar State College-Port Arthur) and Health-Related Institutions (HRIs) are eligible to make both initial year (IY) and renewal year (RY) awards from a single allocation.

ELIGIBILITY

INITIAL ELIGIBILITY REQUIREMENTS ([19 TAC, SECTION 22.228](#) AND [22.230](#))

TO RECEIVE AN INITIAL YEAR (IY) 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 applied for any available financial aid assistance
- ✓ have financial need
- ✓ be enrolled at least 3/4 time
- ✓ not have earned a baccalaureate degree
- ✓ be enrolled in a baccalaureate degree program at a public 4-year or HRI institution as a first-time undergraduate and qualify through one of the following four pathways:
 - **High School Graduation Pathway:** Graduation from an accredited public or private high school in Texas and enrollment at an approved institution *prior to the end of the 16th month* after high school graduation. The student must not have **attempted** more than 30 semester credit hours (SCHs) (excluding credits for dual enrollment or by examination).
 - **Associate Degree Pathway:** Enrollment in an eligible institution *prior to the end of the 12th month* after the calendar month in which the student earned an associate degree from a public or private nonprofit Texas institution of higher education.
 - **Honorable Military Discharge Pathway:** Enrollment in an eligible institution of higher education *within 12 months* after being honorably discharged from military service. Enlistment in the military must have occurred within 12 months after graduation from an accredited public or private high school in Texas on May 1, 2013 or later. The student must not have **attempted** more than 30 semester credit hours (SCHs) (excluding credits for dual enrollment or by examination).
 - **TEOG Transfer Pathway:** Completion of at least 24 SCHs with a minimum 2.5 GPA after receiving an IY Texas Educational Opportunity Grant (TEOG) in Fall 2014 or later and transferring to an eligible institution with a minimum 2.5 GPA.
- ✓ 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

HIGH SCHOOL RECIPIENT

Home-schooled students are not eligible for an initial award through the **High School Graduation Pathway**. Only students who graduated from an accredited public or private high school in Texas are eligible for consideration as an initial TEXAS Grant applicant.

PRIVATE HIGH SCHOOL CERTIFICATION

To determine eligibility for a student who graduated from a private high school in Texas, the institution of higher education must receive a certification form from the accredited private high school. This form verifies that the student completed the equivalent of the required high school curriculum. The [private high school certification form](#) is located on the THECB's website.

HIGH SCHOOL TRANSCRIPTS

A student who is eligible through either the **Associate Degree** or **TEOG Transfer Pathway** does not need to have their high school transcript evaluated.

A student who is eligible through the **High School** or **Military Pathway** must have their high school transcript evaluated to determine if certain components of the pathway have been met.

RENEWAL ELIGIBILITY REQUIREMENTS ([19 TAC, SECTION 22.228 AND 22.230](#))

TO RECEIVE A RENEWAL YEAR (RY) 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 3/4 time
- ✓ maintain satisfactory academic progress
- ✓ not have earned a baccalaureate degree
- ✓ be a prior recipient of a TEXAS Grant award who is an undergraduate enrolled at a public institution and who qualifies through one of the following three pathways:
 - is enrolled as an undergraduate at a public 2-year institution and previously received a TEXAS Grant IY award **prior** to fall 2014 at a public 2-year institution
 - is enrolled as an undergraduate in a baccalaureate program at a public 4-year institution or HRI and previously received a TEXAS Grant IY award **prior** to fall 2014 at a public 2-year institution, 4-year public institution, or HRI
 - is enrolled as an undergraduate in a baccalaureate program at a public 4-year institution or HRI and received a TEXAS Grant IY award in fall 2014 or later
- ✓ 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)

CONTROLLED SUBSTANCE RESTRICTIONS ([19 TAC, SECTION 22.230](#))

Institutions are required to collect a controlled substance statement (electronic or paper) from each TEXAS Grant 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 TEXAS Grant.
 ** 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 TEXAS Grant 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 meet **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 TEXAS Grant

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

DISCONTINUATION OF ELIGIBILITY ([19 TAC, SECTION 22.230](#))

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 a baccalaureate degree, whichever comes first.

PATHWAY	IF ENROLLED IN A DEGREE PLAN OF 4 YEARS OR LESS	IF ENROLLED IN A DEGREE PLAN OF MORE THAN 4 YEARS	ATTEMPTED HOURS**	HOURS WHILE RECEIVING GRANT FUNDS
INITIAL RECIPIENT BY: <ul style="list-style-type: none"> • ASSOCIATE DEGREE 	3 years from the first semester awarded	4 years from the first semester awarded	150 SCH	90 SCH No hardship allowed
INITIAL RECIPIENT BY: <ul style="list-style-type: none"> • HIGH SCHOOL GRADUATE • TEOG TRANSFER • MILITARY DISCHARGE 	5 years from the first semester awarded	6 years from the first semester awarded	150 SCH	150 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 as counting toward the student's current program of study.

HARDSHIP PROVISIONS ([19 TAC, SECTION 22.231](#))

A student who is ineligible for a TEXAS Grant based on the requirements for the grade point average (GPA), number of completed hours, or total hours enrolled 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.

 **STOP:** A student enrolled for fewer than six hours CANNOT receive a TEXAS Grant award, regardless of the circumstances, including hardships ([See TAC, Section 22.230\(b\)](#)).

SATISFACTORY ACADEMIC PROGRESS (SAP) ([19 TAC, SECTION 22.229](#))

At the end of the first academic year, a student must meet 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:

- 24 SCHs 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	Institution SAP policy	
END OF 2ND ACADEMIC YEAR AND ALL SUBSEQUENT YEARS	Complete 24 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**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.

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.

FAILING COURSES

The intent of the 24 SCH requirement is to encourage timely progression toward a degree. Since a grade of **F** is not earned toward a degree, it should not be considered when calculating the student's completed hours.

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>	
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 22.233](#))

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.
 - Of eligible applicants not exceeding the Priority EFC, greatest precedence goes to those meeting the **Priority Model** criteria ([TEC, Section 56.303\(f\)](#)) beginning with the lowest EFC ([TEC, Section 56.303\(e\)](#)).
 - Of the remaining eligible applicants that do not meet the Priority Model but do not exceed the Priority EFC, precedence goes to those who demonstrate the greatest financial need, defined as cost of attendance minus the calculated EFC ([TAC, Section 22.1\(14\)](#)).

For similarly situated applicants, the Priority Deadline ([TEC, Section 56.008](#)) is used as an additional determining factor.

Example 1: Two IY students meet both the Priority EFC and the Priority Model criteria. *These two applicants are similarly situated.*

- The student who meets the Priority Deadline would be given priority consideration over the student who did not meet the Priority Deadline.

Example 2: One IY student meets the Priority EFC and the Priority Model criteria but does not meet the Priority Deadline. A second IY student meets the Priority Deadline and the Priority Model criteria but does not meet the Priority EFC. *These two applicants are not similarly situated.*

- The first student has met the two legislative priorities (Priority EFC and the Priority Model) for an IY TEXAS Grant and would thus take precedence over the student who exceeds the Priority EFC.

After all students meeting priority criteria are awarded, remaining funds may be offered to students who meet IY eligibility requirements and qualify through one of the four pathways:

- High School Graduation
- Associate Degree
- Honorable Military Discharge
- TEOG Transfer



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 22.234](#))

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

- The award maximum is \$5,195 per semester.
- A student could receive up to \$15,585 for the 2021-22 award year.
- Target awards are still encouraged (\$2,500 per semester = up to \$7,500).

2021-22 AWARD MAXIMUMS				
Students may be issued a total of 3 awards (Fall, Spring, and Summer) in an academic year.				
INSTITUTION TYPE	YEAR MAX (Fall, Spring & Summer)	SEMESTER MAX	TARGET YEAR MAX (Fall, Spring & Summer)	TARGET SEMESTER MAX
PUBLIC UNIVERSITIES, HRIs	\$15,585	\$5,195	\$7,500	\$2,500

PRIORITY MODEL CRITERIA ([19 TAC, SECTION 22.233](#))

To receive priority consideration for an IY award through the TEXAS Grant program, an eligible student must meet at least **one** high school graduation requirement in **at least two** of the following **four** areas:

ADVANCED ACADEMIC PROGRAM	<ul style="list-style-type: none"> • 12 hours of college credit (dual credit or AP courses) • complete the equivalent of the Recommended or Advanced High School Program* • complete the International Baccalaureate (IB) Program
TSI READINESS	<ul style="list-style-type: none"> • meet the Texas Success Initiatives (TSI) assessment thresholds or qualify for an exemption
CLASS STANDING	<ul style="list-style-type: none"> • graduate in the top 1/3 of the HS graduating class • graduate with a GPA of at least 3.0 on a 4-point scale or the equivalent
ADVANCED MATH	<ul style="list-style-type: none"> • complete at least one math course beyond Algebra II • complete at least one advanced career and technical or technical applications course, as determined by the Texas Education Agency (TEA)
<p>*For additional information on high school graduation requirements, visit the Texas Education Agency website or contact TEA's Curriculum Standards and Student Support Division at curriculum@tea.texas.gov.</p> <p>Resource: Graduation Requirements</p>	

REQUIRED MATCHING ([19 TAC, SECTION 22.234](#))

Institutions are required to cover any tuition and required fees that are not covered by the amount of the TEXAS Grant using other non-loan funds from federal, 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 TEXAS Grant 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.

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:

- 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.
- 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](#).



PRORATION REQUIREMENT REMOVED

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

Proration requirements were removed to provide institutions with 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 the discretion to determine grant amounts for previously prorated circumstances.

EXAMPLE: Semester Maximum = \$5,195

- **Student A:** Student is enrolled less than 3/4 time due to a hardship circumstance:
 - award amount: **\$1 - \$5,195**
- **Student B:** The balance eligible program hours while receiving grant funds is less than the total number of hours the student is enrolled:
 - award amount: **\$1 - \$5,195**

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

- The student is enrolled less than 3/4 time but at least 1/2 time, with an extension of eligibility (due to a hardship circumstance). (Page 8 of the 2020-21 Guidelines)

HARDSHIP PRORATION SCHEDULE

Divide the maximum award for the semester by 12 and multiply by the number of hours enrolled (6-8 hours)

- The balance of either total attempted hours or eligible program hours while receiving grant funds is less than the total number of hours the student is enrolled. (Page 8 of the 2020-21 Guidelines)

BALANCE OF TOTAL ATTEMPTED HOURS (150 SCH)

BALANCE OF ELIGIBLE PROGRAM HOURS (150 OR 60 SCH)

Balance of hours = 6-8 hours: 50% of the maximum award
Balance of hours = 1-5 hours: 25% of the maximum award

PROCESSING FUNDS

REQUESTING AND RETURNING PROGRAM FUNDS

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

- **Requesting Funds:** The 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 only be used 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 TEXAS Grant 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 a student taking fewer than 6 semester credit hours (SCH) be approved by the institution to receive a TEXAS grant award through a hardship decision?

No, a student enrolled in fewer than 6 semester credit hours (SCH) cannot receive a TEXAS Grant award. There are no exceptions or hardship provisions that would allow this rule to be overridden.

2. Do transfer hours count when determining TEXAS Grant renewal eligibility?

Transfer hours are counted only if they are accepted by the receiving institution and are applied toward the student's current program of study.

3. Do institutions count dual credit hours when determining TEXAS Grant 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 can an institution determine if an online virtual high school graduate is eligible to receive an initial TEXAS Grant?

Based on program rules, a student must have graduated from an accredited public or private high school in Texas to be considered eligible for an initial TEXAS Grant award. To determine eligibility, the institution would need to verify its accreditation through Texas Education Agency (TEA) or the Texas Private School Accreditation Commission.

5. How long does an institution have to return TEXAS 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.

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

Yes, institutions can continue prorating awards but are **no longer required**. Institutions now have the discretion to determine grant amounts 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 M [PDF]
Texas Program Rules	Texas Administrative Code 19 TAC, Chapter 22, Subchapter A [PDF] 19 TAC, Chapter 22, Subchapter L [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 Portal 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]
Form for Private High School Certification	Private High School Certification Form [PDF]