

**2024 - 2025**

Program Guidelines

# **Work-Study**

**(Texas College Work-Study and  
Work-Study Student Mentorship Program)**



**Texas Higher  
Education**  
COORDINATING BOARD

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# Texas College Work-Study Program

The Texas College Work-Study Program and the Work-Study Student Mentorship Program guidelines are combined to align with the Texas Education Code and Texas Administrative Code


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 in this document is to be used solely as a resource and does not override the statute or rules for this program.

## State Program Authority and Purpose ([TAC, Title 19, Section 22.127](#))

The Texas College Work-Study Program is authorized by [TEC, Title 3, Chapter 56, Subchapter E, Section 56.073](#), which includes the Work-Study Student Mentorship Program, authorized by [TEC, Section 56.079](#). Rules for administering these programs can be found in [TAC, Title 19, Chapter 22, Subchapter G](#). In these guidelines, the overarching program for Texas College Work-Study will simply be referred to as the “Program” or “TCWS” and the Work-Study Student Mentorship Program will be referred to as “Mentorship Program”.

The purpose of the Program is to provide eligible students with jobs, funded in part by the state of Texas, to enable those students to attend eligible institutions of higher education in Texas and, through a Mentorship Program, to mentor, tutor, or advise college students at participating eligible institutions of higher education or high school students within local school districts and nonprofit organizations.

## State Priority Deadline ([TEC, Title 3, Section 56.008](#) and [TAC, Title 19, Section 22.6](#))

 **ALERT:** The State Priority Deadline was **extended to April 15, 2024**, for the **2024-2025 application year** by the THECB. This is only for the specified application year and will revert to January 15 for future years.

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 (GATIs) 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. The priority deadline is neither a guarantee to receive funding if a student applies by the applicable date for the academic year, nor is it a restriction to those that apply beyond the date. It is a mechanism that is used to evaluate similarly situated students to prioritize limited funding and to encourage students to complete their application timely to increase the likelihood of receiving state funding.

## 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 theological or religious seminary institutions, is eligible to participate in the program.

**NOTE:** Private or independent institutions of higher education offering only professional or graduate degrees are **NOT** eligible to participate in the Mentorship Program.

## Program Eligibility

### Eligibility Requirements ([TAC, Title 19, Section 22.130](#))

**To be eligible for employment in the Program, a student must:**

- ✓ be a Texas resident;
- ✓ be registered with Selective Service or be exempt (see [Selective Service Statement](#));
- ✓ have financial need;
- ✓ be enrolled at least half-time and be seeking 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 awarded;
- ✓ not be enrolled in a seminary or other program leading to ordination or licensure to preach for a religious sect or to be a member of a religious order; and
- ✓ receive appropriate training and supervision, if participating in the Mentorship program.

### Mentorship Training Requirements ([TAC, Title 19, Section 22.130](#))

Participating institutions must ensure that award recipients receive training that covers the following topics:

- Overview of the THECB's strategic plan and the role the recipient will play to help meet the goals and objectives of the plan
- Overview of general knowledge around college access and completion
- Overview of career readiness skills that could be attained during employment
- Personal, public, economic, and societal benefits of higher education
- Specific information about applying to college, including college exploration, the admission process, authoring personal essays, completing the financial aid process, and submitting college application forms

## Additional Information

### Non-Texas Student Residents

Non-Texas resident students are not eligible to receive work-study, 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 Work-Study Program. This includes Deferred Action for Childhood Arrivals recipients.

### 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.

### Publicizing Work-Study Employment Opportunities.

Participating institutions must establish and maintain an online list of work-study employment opportunities available on campus, sorted by department as appropriate, and ensure that the list is easily accessible to the public and prominently displayed on the institution's website.

## Employer Participation Agreement Requirements ([TAC, Title 19, Section 22.129](#) and [22.131](#))

Participating institutions may enter into agreements with off-campus employers or provide on-campus employment. To be eligible to participate, employers 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 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](#) section).

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### For the Mentorship Program

A participating institution must establish a mentorship program designed to improve and increase student access, success, and completion of higher education and provide employed Mentorship Program students with opportunities to gain and strengthen future career readiness skills. Programs must be structured to offer on-campus or off-campus mentoring, tutoring, or advising services. Institutions should make every effort to incorporate services to underrepresented students.

Institutions that implement an **off-campus** program to serve local high school students must partner with school districts and nonprofit organizations through a Memorandum of Understanding (MOU). The MOU agreement details the roles and responsibilities of each participating entity and must be in place before program implementation. The institution must provide a copy of the MOU to the THECB ([sample MOU](#)).

Each mentorship program must provide:

- part-time employment to eligible students as mentors, tutors, or advisors;
  - salary requirements:
    - minimum of \$10 an hour
    - maximum of 20 hours per week
- training as determined by the THECB and participating institutions;
- program oversight; and
- matching funds, including partner match (see [Required Matching](#) section).

### Mentorship Program Activity Examples:

- Provide information to high school students about higher education, including the college selection process, the application process, and financial aid options.
- Assist students in finding and using appropriate resources, such as the [My Texas Future](#) website.
- Assist students in completing the Free Application for Federal Student Aid (FAFSA), the Texas Application for State Financial Aid (TASFA), the ApplyTexas application, or other college applications.
- Assist in special outreach events, such as College Nights or FAFSA Saturdays.
- Assist college students with academic tutoring or mentoring.
- Assist with student interventions focused on increasing completion of degrees or certificates, such as interventions occurring through peer advising or supplemental instruction.
- Establish a student and parent outreach center through community partnerships and provide tools and information to help families make decisions about going to college.
- Encourage and assist students in their interactions with **ADVi** to help guide them through the college process.

## 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, or GEER), state-appropriated funds, or institutional funding, which includes programs funded by tuition set-asides, exemptions, and waivers.

### 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)

\*As of Fiscal Year (FY) 2023-24, registration status is no longer reported on the ISIR. Institutions can use any prior year ISIR that confirms registration to meet the statutory requirement for a student's status.

Institutions are **not** 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](#).

### 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 <b>EXEMPT</b> from registration because: (please briefly explain why you are exempt in the box below.)
<input type="checkbox"/> I was born male and am under the age of 18 and not currently required to register.	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<input type="checkbox"/> I was born male and am <b>REGISTERED</b> 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.	

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

### Allocations ([TAC, Title 19, Section 22.133](#)) and ([TAC, Title 19, Section 22.135](#))

All eligible institutions will be invited to participate in the Texas College Work-Study Program and the Work-Study Mentorship Program before the start of the biennium; those choosing not to participate in one or both programs will be excluded from calculations for the relevant year. Institutions indicating participation in only one work-study program may only use allocated funding for the program in which they indicated intent to participate.

- Allocations will be combined into one single allocation and will be calculated for both years of the biennium.
- Institutions choosing to participate in both the Texas College Work-Study and the Work-Study Mentorship Program must disburse a minimum of 25% of their allocation to students participating in the Mentorship Program.
- Institutions can request funds throughout the academic year, including summer (see [Processing Funds](#) section).

### Awarding Requirements ([TAC, Title 19, Section 22.132](#))

Funds awarded to the employed student are considered financial aid for the academic year in which the funds are earned and, therefore, cannot exceed the student's financial need. In determining who should receive an award, a student's financial need must be calculated. **Financial need** is defined as the cost of attendance (COA) minus the Student Aid Index (SAI) ([TAC, Title 19, Section 22.1](#)).

#### **ALERT: Expected Family Contribution (EFC)** ([TAC, Section 22.1\(13\)](#))

The term "Expected Family Contribution (EFC)" is defined as: "A measure utilized to calculate a student's financial need as regulated and defined by the methodology used for federal student financial aid." The federal methodology for calculating a student's financial need has transitioned from using EFC to the Student Aid Index (SAI). Reflecting this change, the Texas Higher Education Coordinating Board (THECB) will now refer to SAI in all related guidance and documentation.

#### Example 1:

**\$10,000 (COA) – \$3,000 (SAI) = \$7,000 (financial need)**

In this example, the student has financial need and may be eligible for an award up to \$7,000 for the academic year.

#### Example 2:

**\$10,000 (COA) – \$15,000 (SAI) = -\$5,000 (no financial need)**

In this example, the student has no financial need and is not eligible for an award for the academic year.

- **NOTE:** The federal methodology for calculating a student's financial need has transitioned from using Estimated Family Contribution (EFC) to the Student Aid Index (SAI). Reflecting this change, the Texas Higher Education Coordinating Board (THECB) will now refer to SAI in all related guidance and documentation.

## Required Matching ([TAC, Title 19, Section 22.129](#)) and ([TAC, Title 19, Section 22.131](#))

Participating institutions must:

- **For TCWS:** 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.
- **For Mentorship Program:** provide at least **10%** of an employed mentor's wages and **100%** of other employee benefits for the employed student from sources other than federal college work-study program funds.

**NOTE:** School district and nonprofit partners must contribute matching funds (either cash or in-kind) that are **at least equal** to the amount of the institution's contribution. The amount will be determined within the MOU with the participating Mentorship Program institution. The school district and nonprofit partners must provide documentation of their matching funds to the institution.

Participating **Off-Campus Employers:**

**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.

**For-profit** employers must:

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

## Work-Study Title III Exemption

Institutions that are **eligible for Title III funds** from the U.S. Department of Education are **exempt from** the requirement to provide a percentage 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. The THECB will notify institutions on how to submit the letter.

- **NOTE:** School district and nonprofit partners are **exempt** from the matching requirements if the participating Mentorship Program institution is exempt from the 10% match of a Mentorship Program-employed student's wages.

## Processing Funds

Each biennium (the two-year state budget period), funds not requested in the first year will be carried forward by the THECB on behalf of the institution 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.

Institutions can begin submitting requests for funding on **August 15, 2024**. The THECB will begin processing funds after **September 1, 2024**. Institutions have through **August 1, 2025**, to request program funds. An official notification will be sent to institutions on how to request funds.

### Timely Distribution of Funds ([TAC, Title 19, 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.

Work-study funds for which a student is no longer eligible may be disbursed to a different eligible student for whom funds have not yet been requested to meet the timely disbursement requirement

### Authority to Transfer ([TAC, Title 19, Section 22.11](#))

Institutions participating in a combination of either Texas College Work-Study (TCWS) or Work-Study Student Mentorship Program (WSMP) and one of the three state grant programs (TEXAS Grant, TEOG, 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. This threshold applies to the program from which the funds are transferred.

Transfer requests are submitted by the institution to the THECB using the Grant and Aid Processing Platform (GAPP). An official notification will be sent to institutions during the award year. Institutions requesting a transfer of funds must submit a request by **July 1, 2025**.

## Reporting

### Mentorship Program Reporting Requirements

Participating institutions must report to the THECB the progress made by students being assisted through the Mentorship Program. To comply with the Family Educational Rights and Privacy Act (FERPA), participating institutions must have the authority to gather, review, and report to the THECB appropriate data from all partners for evaluation purposes.

### Online Reporting Process

Mentorship Program institutions submit program progress reports and applicable supplemental documents (e.g. Off-Campus MOU) through the Mentorship Institution Online Report Portal. Reporting templates provided in [Appendix 1](#) can be used as a resource.

Each institution designates a Mentorship Institution Online Report Portal account holder who will be responsible for submitting the required program progress reports. Portal account setup, instructions on how the portal functions, and how to submit report data are provided within the [WSMP Institution Online Report Portal Guide](#).

To meet the reporting requirements, institutions must submit an **Annual Program Summary Report** that collects aggregate information. **Reporting** includes each of the following:

- Number of students employed as mentors, tutors, or advisors in the preceding year
- Number of college students from the participating institution receiving mentoring, tutoring, or advising in the preceding year
- Number of high school students receiving mentoring, tutoring, or advising from students of the participating institution in the preceding year
- Information relating to the costs of the program
- Program Overview
- Type of activities implemented
- Off-Campus MOU, if applicable

The table below shows the due dates for the required documents. If the due date falls on a holiday or a weekend, reports are due on the following business day.

Report	Reporting Period	Due Date
Annual Program Summary Report	Sept. 1, 2024 – Aug. 31, 2025	Sept. 5, 2025

## Appendix 1: Quick References

<b>CONTACT FINANCIAL AID SERVICES</b>	
<b>By phone (844) 792-2640</b>	
<b>PROGRAM RULES AND STATUTES</b>	
Texas Program Statutes	<a href="#">Texas Education Code TEC, Chapter 56, Subchapter E</a>
Texas Program Rules	<a href="#">Texas Administrative Code TAC, Title 19, Chapter 22, Subchapter A TAC, Title 19, Chapter 22, Subchapter G</a>
<b>WEBSITES, PORTALS, AND GUIDES</b>	
General program information for institutions	<a href="#">Student Financial Aid Programs Information Webpage</a>
General college enrollment and financial aid information for students	<a href="#">My Texas Future</a>
Grant and Aid Processing Platform (GAPP) Institutions can log into the GAPP to access TEXAS Grant, TEOG, TEG, TCWS, EAE, and Bilingual Education programs	<a href="#">GAPP Login</a> <a href="#">GAPP Help Desk</a> <a href="#">GAPP Account Creation Instructions [PDF]</a>
Reporting program data portal	<a href="#">CBPass Portal</a> <a href="#">WSMP Institution Online Report Portal Guide [PDF]</a>
Secure file transfer and processing portal	<a href="#">MOVEit DMZ Portal</a> <a href="#">MOVEit DMZ User Access Guide [PDF]</a>
<b>FORMS AND INSTRUCTIONS</b>	
Form for adding, updating, or removing a user's access for state financial aid web portals	<a href="#">User Access Form [PDF]</a>
Instructions for returning funds electronically	<a href="#">Electronic Funds Transfer Information [PDF]</a>
Mentorship Program Spreadsheet for compiling data as a resource	<a href="#">Financial Report Template [XLSX]</a>
Mentorship Program Spreadsheet for compiling data to complete Annual Program Summary Report	<a href="#">Annual Program Summary Report Template [XLSX]</a>
Mentorship Program Sample Memorandum of Understanding (MOU) between institution and independent school district	<a href="#">Sample MOU [PDF]</a>