



Texas Higher Education Coordinating Board

FY 2017

**Texas College Work-Study
(TCWS)**

End-of-Year (EOY) Report

Texas College Work-Study

End-of-Year (EOY) Report

Purpose

The purpose of the **Texas College Work-Study (TCWS) End-of-Year (EOY) Report** is to collect data concerning appropriated program funds. The TCWS EOY Report provides the state with a means of analyzing resources.

Calendar Dates

The dates for processing the report are as follows:

- **April 26, 2017** – First possible date to submit the EOY Report.
- **July 20, 2017** – Deadline to certify the EOY Report.

Report Submission

- For auditing purposes, all submitted reports must be saved as a PDF with the following naming convention:

FICE TCWS-EOY Current Date

Example: 001234 TCWS-EOY 06-26-2017.pdf

- Email the completed report to: TCWS@theccb.state.tx.us

The email subject line must be in the following format:

FICE TCWS-EOY Current Date

Example: 001234 TCWS-EOY 06-26-2017

Field Descriptions

Field Name	Description
State Funds Awarded	
(A) Total State Allocation	Total 2016-17 TCWS allocated amount deposited by THECB into the institution's account, including reallocated funds. Manual entry on worksheet
(B) State Funds Used/Earned: 1. Through Non-Profit Employers 2. Through For-Profit Employers	Total State funds used/earned by students working for non-profit and for-profit employers. Manual entry on worksheet
(C) Total Awarded	The total amount of state funds used/earned. Auto-calculated on worksheet: $B1 + B2 = C$
(D) Balance Owed to THECB	The balance of funds that were not used/earned owed to THECB. (Any funds that have not yet been returned to THECB should be submitted using the return of funds process). Auto-calculated on worksheet: $A - C = D$
Matching & Excess Funds	
(E) Excess Funds Awarded	The total contributed institutional funds used that exceeded the state allocation (if applicable). Manual entry on worksheet
(F) Employer Matching Funds Paid 1. Non-Profit Employers 2. For-Profit Employers	Total funds matched by employer. The non-profit employer match is (25%) and the for-profit employer match is (50%) of earnings. <ul style="list-style-type: none"> An institution eligible for a federal work-study matching requirement waiver is also exempt from the matching requirement for the TCWS program. Institutions must provide a copy of the current waiver from the Department of Education to the THECB. Manual entry on worksheet
(G) Total Matching Funds	The total amount of matching funds used/earned. Auto-calculated on worksheet: $F1 + F2 = G$
(H) Actual Amount Paid	Total excess funds, matching funds and state funds used/earned in 2017. Auto-calculated on worksheet: $C + E + G = H$
TCWS Financial Aid Database (FAD) Report Program Totals	
(I) Total Student Awarded	Total number of individual students issued TCWS funds.
(J) Amount Reported on FADs	To reconcile the FADs Report to the EOY Report, each student's earnings must be rounded to the nearest dollar. Example: 1,000 students paid * \$2,500.50 each (rounded to the nearest dollar = \$2,501.00) <ul style="list-style-type: none"> Actual Amount Paid (H) = 2,500,500 (1,000 * \$2,500.50) Amount Reported (J) = 2,501,000 (1,000 * \$2,501.00)
(K) Difference Between Actual Amount Paid vs. Amount Reported	The difference reported to account for the rounding of each student award. Auto-calculated on worksheet: $J - H = K$
Job Location Breakdown	
(L) Positions Location 1. On-Campus 2. Off-Campus	Number of positions located on-campus and off-campus held by students receiving state funds. Manual entry on worksheet
(M) Total Job Positions	Total number of positions held on-campus and off-campus. Auto-calculated on worksheet: $L1 + L2 = M$
(N) Percentage of Total Positions Held Off-Campus	Total number of off-campus positions divided by the sum of the on-campus and off-campus positions. Auto-calculated on worksheet: $L2 / M = N$

TCWS FY 2017 EOY Report

Institution: _____ **FICE/OPEID:** _____ **Date:** _____

State Funds Awarded	
(A) Total Allocation	\$ _____
(B) State Funds Used/Earned	
1. Through Non-Profit Employer	\$ _____
2. Through For-Profit Employer	\$ _____
(C) Total State Funds Awarded B1 + B2 = C	\$ _____
(D) Balance Owed to THECB A - C = D	\$ _____

TCWS Financial Aid Database (FAD) Report Program Totals	
(I) Total Students Awarded	_____
(J) Amount Reported on FADs Each student's earnings must be rounded to the nearest dollar.	\$ _____
(K) Difference Between Actual Amount Paid vs. Amount Reported J - H = K	\$ _____

Matching & Excess Funds	
(E) Excess Funds Awarded	\$ _____
(F) Employer Matching Funds Paid	
1. Through Non-Profit Employer	\$ _____
2. Through For-Profit Employer	\$ _____
(G) Total Matching Funds Awarded F1 + F2 = G	\$ _____
(H) Actual Amount Paid C + E + G = H	\$ _____

Job Location Breakdown	
(L) Positions Location	
1. On-Campus	_____
2. Off-Campus	_____
(M) Total Job Positions L1 + L2 = M	_____
(N) Percentage of Total Positions Held Off-Campus L2 / M = N	% _____

Certification Statement

I hereby certify that the information included in this End-of-Year Report is accurate to the best of my knowledge and is based on the institution's 2016-17 TCWS records.

Director of Financial Aid: _____ Email Address: _____ Phone Number: _____

Reporting Official: _____ Email Address: _____ Phone Number: _____

Additional Resources

THECB CONTACT INFORMATION	
Contact THECB's Financial Aid Services Team	Toll-Free (844) 792-2640
FOR PROGRAM SPECIFIC QUESTIONS, EMAIL:	
Texas College Work-Study (TCWS)	TCWS@thecb.state.tx.us
General information on: exemption and waivers, state loan programs and other questions or topics	GrantInfo@thecb.state.tx.us
OTHER RESOURCES FOR INSTITUTIONS	
General program information for institutions	Student Financial Aid Programs Information Website
Texas Program Statutes	Texas Education Code
Texas Program Rules	Texas Administrative Code
Information concerning program processing, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. In order to receive these communications, interested individuals must subscribe.	GovDelivery
AVAILABLE FORMS	
Top 10% Scholarship, TEOG, TEG, TCWS, Top 10% Scholarship, BOT, CAL, TASSP, EAE	Return of Funds Form