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Memorandum

To: Directors of Financial Aid
Public and Private/Independent Institutions of Higher Education

From: DeChà Reid, Director III
Student Financial Aid Programs - Operations

Date: April 8, 2025

Subject: 2026-2027 Biennium State Work-Study Programs Intent to Participate

The Texas Higher Education Coordinating Board is required to invite eligible institutions annually to participate in the state's work-study programs. Institutions must indicate their intent to participate to be included in the allocation calculation process. **All institutions are required to complete the enclosed form** indicating whether they intend to participate in either of the state's work-study programs during the 2026-2027 Biennium (Fiscal Years 2025-26 and 2026-27)

Details on how to administer these programs can be found in the Texas Administrative Code (TAC):

- Texas College Work-Study – [TAC, Title 19, Part 1, Section 22.133](#)
- Work-Study Student Mentorship – [TAC, Title 19, Part 1, Section 22.133](#)

The deadline to submit the 2026-2027 Biennium State Work-Study Programs Intent to Participate form is **April 30, 2025**. Institutions that do not submit this form by the deadline will not be included in the allocation calculation process for the 2026-2027 Biennium.

For questions, please call 844-792-2640 or submit an online inquiry through [Contact Us](#) (select "Financial Aid Question" for the subject under Contact Reason).

Enclosed: [2026-2027 Biennium - State Work-Study Programs Intent to Participate Form](#)