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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: March 12, 2025

Subject: Fiscal Year 2025 State Work-Study Title III Eligibility Letter

Each year, institutions participating in the Texas College Work-Study (TCWS) or Work-Study Student Mentorship Program (WSMP) must submit a Title III Eligibility Letter to the Texas Higher Education Coordinating Board (Coordinating Board) if they are receiving Title III funds from the U.S. Department of Education. The Title III Eligibility Letter allows participating institutions an exemption from providing a certain percentage of an employed student's wages (see [Texas Administrative Code, Title 19, Part 1, Section 22.129](#)).

To determine eligibility for this exemption, all participating institutions must complete these steps:

Step One: Access the [Fiscal Year 2025 \(2024-25\) Title III Eligibility Letter Submission Form](#).

Step Two: Upload the 2024-25 Title III Eligibility Letter (if applicable).

Step Three: Complete all fields on the form and click "submit" to send to the Coordinating Board.

The deadline to submit the letter is April 4, 2025.

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