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Memorandum

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

**From: DeChà Reid
Director III, SFAP Operations**

Date: November 27, 2023

Subject: State Work-Study Title III Eligibility Letter

Each fiscal year, institutions participating in the Texas College Work-Study (TCWS) and Work-Study Student Mentorship Program (WSMP) are required to submit a current copy of a Title III Eligibility letter to the Texas Higher Education Coordinating Board (THECB), if they receive Title III funds from the U.S. Department of Education. The Title III Eligibility letter allows participating institutions to be exempt from providing a certain percentage of an employed student's wages (see [Texas Administrative Code, Title 19, Section 22.129](#)).

To determine if participating institutions qualify for this exemption, all institutions should follow these steps:

Step One: Click [here](#) to access the *Title III Eligibility Letter Submission Form*.

- If the web page is not immediately displayed, copy and paste the following web address into a secure browser:

<https://app.smartsheet.com/b/form/65cc96d937904b1d9c0fae6a9ab8eb08>

Step Two: Upload a current copy of the Title III Eligibility Letter (if applicable).

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

The deadline for submission is **December 11, 2023**.

For questions, please contact Financial Aid Services at (844) 792-2640 or [CONTACT US](#) (select "Financial Aid Question" as the Contact Reason).