Did you know?

- Student ID updates can be done throughout the year by sending a secure email to the program email address that includes the student name, date of birth as well as the old and new ID numbers.

- Student ID Changes have an impact on other state reports such as the CBM and FADB reports. Please work with your school’s registrar’s office to make sure you are consistent in reporting student ID numbers to eliminate any inconsistencies or mismatches.

- **Coming Soon:** A new process to update multiple student ID’s at one time.
Satisfactory Academic Progress (SAP) is the measure used to determine whether a student can receive a renewal award during the current academic year.

Meeting SAP for an award in 2013-14 is based on a student’s academic progress in Fall 2012 and Spring 2013. Summer 2013 courses can be used to regain program eligibility to receive an award in fall 2013.

Important Note: If your school does not consider transfer course work done at another school in your school’s GPA calculation, the CB is ok with your policy; however a student can request to have transfer grades considered in their GPA calculation for the purpose of receiving state aid and the institution is obligated to do so if requested.

Meeting SAP for 2013-14...

**TEXAS Grant:**

**Initial Year:** Based on the institution’s financial aid satisfactory academic progress requirements.

**Renewal Year:**
- 2.5 cumulative GPA;
- Complete 24 Semester Credit Hours in the prior year and
- 75% Completion Rate

**TEOG:**

**Initial Year:** Based on the institution’s financial aid satisfactory academic progress requirements.

**Renewal Year:**
- 2.5 cumulative GPA and
- 75% Completion Rate
Top 10%:
If renewal funding is available and the student has met the March 15 FAFSA/TASFA deadline the student must meet the following SAP requirements:
- Maintain a cumulative GPA of 3.25;
- Complete 30 semester credit hours in the prior year and;
- 75% completion rate

Reminder:
There is no Workforce Bonus funding available for FY2014.

Summer Updates 2013
FY2013 Summer Updates may now be submitted through the SFTP process for each program. The current instructions are located on the GSP Information Website.

This year’s instructions include steps on how to update SAP to “yes” for two different institution records for a student reported by both schools in the same academic year.

GSP is currently working on ways to improve this process.
Overview of the Revised G&SP Information Website

G&SP Information Website Address:

https://www1.thecb.state.tx.us/apps/SpecialPrograms/

You can now access the main menu of the website without an ID or password.
The Cross Reference contains a comprehensive list of the questions, organized by program and publication date.
Requesting Funds Tracking Hours of Eligibility

TEXAS Grant, TEOG, TEG and Top 10 Percent FY13 Year-end Report instructions are now available.

- TEXAS Grant
  - TEXAS Grant FY 2014 Allocation – New (PDF)
  - TEXAS Grant Allocation Methodology FY 2014 – Pending (PDF)
  - TEXAS Grant FY 2014 Guidelines – New (PDF)
  - Private High School Certification Form for Recommended Curriculum (PDF)
  - TEXAS Grant - FY2014 Fund Request Instructions – New (PDF)
  - TEXAS Grant Program Login

FY 2013 Year-end Report Instructions
- TEG FY 2013 Student by Student Year-end Report Instructions (PDF)
- TEG FY 2012 summer Update file instructions (PDF)
- Year-end Secure File Transfer Instructions (PDF)

Currently there is no award History Screen available for Top 10% Scholarship.

TEXAS Grant and TEOG Student Award History Screens are found under “Program Specific Information”.
Send to us an email requesting your ID and password at: Grantinfo@thecb.state.tx.us
Award History Search Screen

Student Award History
Return to the main menu
Return to TEXAS Grant menu

TEXAS Grant
- To view all the students at your institution, click on "View All"
- To view all the students at your institution who have received the award for 125 hours or greater, click on "View"
- To search for a particular student by SSN, enter their SSN and click on "Search by SSN"
- To search for a particular student by Name and Birthdate, enter their First Name, Last Name, and Birthdate (*all three fields are required) and click on "Search by Name and Birthdate".

Students who have received the TX Grant award for 125 hours or greater

Tracking Hours - TEXAS Grant

Eligibility Verification - Search Results

The following students were found according to your search criteria. Search again.

Please Note: The "Number of semesters from 1st award" and "the number of years from 1st award" are updated by the CE as of August 1st of each fiscal year.
Tracking Hours - TEOG

Eligibility Verification - Search Results

The following students were found according to your search criteria. Search Again
Please Note: The "Number of semesters from the 1st award" and "the number of years from 1st award" are updated by the CB as of August 1st of each fiscal year.

<table>
<thead>
<tr>
<th>SSM</th>
<th>Name</th>
<th>FICZ</th>
<th>D.O.B.</th>
<th>Fiscal Year of Last Award</th>
<th>Associate Degree</th>
<th>Completion Rate</th>
<th>Meet GPA</th>
<th>Hours Completed</th>
<th>Semester Initial Award (Fall 2nd Trimester)</th>
<th>Initial Date Awarded</th>
<th>Hours for Fall 2021</th>
<th>Graduation Date of Current Award</th>
<th>Years Initial Award</th>
<th>Years of Current Award</th>
<th>Fiscal Year of Award</th>
</tr>
</thead>
</table>

Top 10 Percent Reimbursement Report

Texas Higher Education Coordinating Board
**Top 10 % Reimbursement**

**10/01/2013**

*Deadline to submit and reconcile both IY and RY Reimbursement Request.*

The following must be completed by the 10/01/2013 deadline in order for the Coordinating Board to process reimbursements:

- ✔ All submitted files must be accepted without errors for awards to be valid and paid.
- ✔ Errors concerning “duplicate” student awards must be resolved in order for the award to be issued. If the “duplicate” error is not resolved, the award is invalid and the student is ineligible.
- ✔ All awards with “ISIR pending verification” must be resolved and updated. If the verification status is not resolved and updated, then the award is invalid and the student is ineligible.

---

**Top 10 % - Program Award Amounts (2013-2014)**

As a result of limited appropriated funds the following changes are effective for the current year award process.

<table>
<thead>
<tr>
<th>Award Type</th>
<th>Max Award</th>
<th>Priority 1 Eligible</th>
<th>Priority 2 Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Year</td>
<td>$1,500</td>
<td>Yes</td>
<td>No Award</td>
</tr>
<tr>
<td>Renewal Year</td>
<td>$2,000</td>
<td>Yes</td>
<td>No Award</td>
</tr>
<tr>
<td>Workforce Bonus</td>
<td>$0</td>
<td>No Award</td>
<td>No Award</td>
</tr>
</tbody>
</table>
Top 10 % - Meeting the Priority Deadline

In order for a student to meet Priority 1 status for an FY14 award, he/she must have completed the 2013-14 FAFSA in time to generate the results in a non-rejected status on or before 3/15/13. As long as a non-rejected ISIR was generated by March 15, it does not matter if a later ISIR transaction was used to determine the student’s aid package and need-component for the program. For TASFA students, the application must have been received on or before the deadline at the institution’s financial aid office.

Students that are selected for verification and are unable to complete the verification process before October 1 will lose eligibility even if they completed the FASFA in time.

Top 10 % Updated Data Elements

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Length</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Character</td>
<td>2</td>
<td>Record Code</td>
</tr>
<tr>
<td>2</td>
<td>Numeric</td>
<td>9</td>
<td>Student ID Number</td>
</tr>
<tr>
<td>3</td>
<td>Character</td>
<td>1</td>
<td>Is the Student ID a SSN?</td>
</tr>
<tr>
<td>4</td>
<td>Numeric</td>
<td>8</td>
<td>Student's Date of Birth</td>
</tr>
<tr>
<td>5</td>
<td>Character</td>
<td>30</td>
<td>Student's Last Name</td>
</tr>
<tr>
<td>6</td>
<td>Character</td>
<td>30</td>
<td>Student's First Name</td>
</tr>
<tr>
<td>7</td>
<td>Character</td>
<td>1</td>
<td>Student's Middle Initial</td>
</tr>
<tr>
<td>8</td>
<td>Character</td>
<td>30</td>
<td>Filler_8 - Street Address Line 1</td>
</tr>
<tr>
<td>9</td>
<td>Character</td>
<td>30</td>
<td>Filler_9 - Street Address Line 2</td>
</tr>
<tr>
<td>10</td>
<td>Character</td>
<td>30</td>
<td>Filler_10 - Street Address Line 3</td>
</tr>
<tr>
<td>11</td>
<td>Character</td>
<td>20</td>
<td>City</td>
</tr>
<tr>
<td>12</td>
<td>Character</td>
<td>2</td>
<td>State</td>
</tr>
<tr>
<td>13</td>
<td>Numeric</td>
<td>9</td>
<td>Filler_11 - Zip Code</td>
</tr>
<tr>
<td>14</td>
<td>Numeric</td>
<td>8</td>
<td>ISIR Process Date</td>
</tr>
<tr>
<td>15</td>
<td>Character</td>
<td>1</td>
<td>ISIR Validation Pending</td>
</tr>
<tr>
<td>16</td>
<td>Numeric</td>
<td>4</td>
<td>Award Amount</td>
</tr>
</tbody>
</table>

In an effort to protect student’s information from possible exposure, the Coordinating Board is no longer collecting student directory information. The following fields are now fillers and must be left blank. Any data reported will cause an error and the file will be rejected.
The request file does not verify SAP eligibility.
A summer Update is not needed to request funds.
Hardship and Professional judgment are identified during year end reporting.

Sample Error notification

From: Mailbot@thecb.state.tx.us [mailto:Mailbot@thecb.state.tx.us]
Sent: Day, Month #, Year Time
To: Institution
Subject: REJECTED ERROR file F:\C:\\ERROR **** *** Top 10% Scholarship Request File

Your file was received and processed. The file produced errors in 12 records. You may retrieve your report from the TexasGrants Output folder at the SFTP site. The name of the report is Top10Renewal20120725S09471ERROR.pdf.

If you have questions, please contact the Grants and Special Programs office at TOPTEN@thecb.state.tx.us or call toll-free (800) 242-03062, option 3, 3, 5 or (512) 427-6340, Austin metro.

******************************************************************************
Top 10 % Reimbursement - Duplicates

If a student is already reported by another institution, you will receive a “Duplicate” warning and the record will not be processed for payment until we receive confirmation of enrollment. The remaining records in the file, if accepted, will be processed for payment.

Sample e-mail to be sent to the Coordinating Board: Confirmation of Enrollment

Subject: Fice Code(#####) Duplicate Confirmation

The following students listed below have been confirmed as enrolled at our institution. Confirmation that a refund will be sent by the paid institution is included.

Student First name, Last Name – DOB ##/##/#### Paid institution Contact:

Question: What if we are unable to confirm that a refund will be sent by the paid institution? Can we still be paid for the “duplicate” students we verified as enrolled at our institution?

Answer: No. Payments for “duplicate” students cannot be issued until we have received confirmation of both enrollment at your institution and a refund from the paid institution.

Top 10 % Reimbursement - Accepted File

Once your file is accepted, an e-mail will be generated notifying you of the total funds that will be processed along with the record count that was accepted for processing.

Sample Accept file notification

Subject: ACCEPTED file FICE##### ******** Top 10% Scholarship Reimbursement Request File

Your file was accepted.

Award Amount: $22000
Record Count: 11

You may retrieve your report from the TexasGrants_Output folder at the SFTP site. The name of the report is ####Top10Response20120726144247ACCEPTED.pdf.

If you have questions, please contact the Grants and Special Programs office at TOPTEN@thebct.state.tx.us or call toll-free (800) 242-3062, option 3, 5 or (512) 427-6340, Austin metro.

****************************************************************

“Duplicate student records” and “Verification Pending” records will be listed in an “Accepted” file, but will not be processed until verification of enrollment is received and/or pending verification is cleared.
Once the payment is processed, a reimbursement report will be sent via SFTP.

Sample Reimbursement Report:

Texas Higher Education Coordinating Board  
Top 10% Scholarship Program  
FICE(#####) Reimbursement Report AY 2014

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Amount</th>
<th>Date Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>############</td>
<td>Last Name, First Name</td>
<td>$2,000.00</td>
<td>08/01/2012</td>
</tr>
<tr>
<td>############</td>
<td>Last Name, First Name</td>
<td>$2,000.00</td>
<td>08/01/2012</td>
</tr>
<tr>
<td>############</td>
<td>Last Name, First Name</td>
<td>$2,000.00</td>
<td>08/01/2012</td>
</tr>
<tr>
<td>############</td>
<td>Last Name, First Name</td>
<td>$2,000.00</td>
<td>08/01/2012</td>
</tr>
</tbody>
</table>

Total Awards: 4  
Total Amount: $8,000