Program Authorization and Purpose

The Texas College Work-Study (TCWS) Program is authorized by Chapter 56, Subchapter E of the Texas Education Code. Rules establishing procedures to administer the subchapter can be found in Chapter 21, Subchapter M of the Texas Administrative Code. The program is funded by appropriations authorized by the Texas Legislature. The purpose of the TCWS Program is to provide eligible financially needy students with jobs, funded in part by the State of Texas, to enable those students to attend eligible public or private institutions of higher education in Texas.

State Priority Deadline

Beginning with the 2013-14 application period, the General Academic Teaching Institutions (GATI’s) in Texas (public universities, Lamar-Orange, and Lamar-Port Arthur) must publicize and use March 15 as the state priority deadline for identifying eligible students to be given priority in receiving awards through the state financial aid programs. Institutions have the flexibility to define what it means to meet the priority deadline at their institution.

Allocations

Each eligible institution will receive an annual allocation of state funds appropriated for the TCWS Program. Earnings from this allocation are subject to employer matching requirements (see the Matching Requirements below). All state funds must be used for student earnings.

Student Eligibility Requirements

To receive an award through the TCWS Program, a student must:
- Be a Texas resident;
- Enroll at least half time in a degree plan leading to a degree or certification;
- Show financial need;
- Be registered with Selective Service, or be exempt;
- Not be a recipient of any form of athletic scholarship during the semester(s) he/she is receiving TCWS; and
- Not be enrolled in a seminary or other program leading to ordination or licensure to preach for a religious sect or to be a member of a religious order.

Award Amount

The amount of a TCWS award (including state and employer matching funds) to a student cannot exceed the student’s calculated need. If, after an award has been accepted, a student receives assistance which would result in an over-award, an institution is not required to adjust the student’s TCWS award unless the sum of the over-award is greater than $300.

Matching Requirements

Nonprofit employers must provide 25% of the student’s earnings and 100% of other employee benefits. “For-profit” employers must provide 50% of the student’s earnings and 100% of other employee benefits.

An institution eligible for a waiver of the Federal Work-Study matching requirement is also eligible for such a waiver under the Texas Work-Study Program. To qualify, institutions must provide the Grants and Special Programs Office with a copy of the current waiver authorization for Title III or Title V funds. If an approved waiver is submitted, the institution’s total available earnings will equal the state funded allocation.
Eligible Employers

To be eligible to participate, an employer must:
- Provide part-time employment to an eligible student in nonpartisan and nonsectarian activities;
- Provide, insofar as practicable, employment that is related to the student's academic interests; and
- Use Texas College Work-Study Program positions only to supplement and not to supplant positions normally filled by persons not eligible to participate in the program.

Disbursement of Funds

Initial Allocations:
- Public universities, health-related institutions or technical colleges - allocations will be transferred to the institution’s cost center at the Comptroller’s Office.
- Public community colleges or independent institutions - allocations will be sent to the institution’s designated bank or other fiduciary institution via direct deposit.

Reallocations:
- Institutions will submit a Progress Report according to the program schedule below, indicating amounts encumbered (awarded, but not yet necessarily disbursed), amount to be released, and additional funds requested.
- Institutions have until February 20, 2015 or the first business day thereafter, to obligate all of their funds. Any funds that have not been disbursed or reported as encumbered via the Progress Report as of the close of business on this date will be swept by the Coordinating Board for reallocation to other institutions.

Authority to Transfer Funds

Institutions participating in a combination of the TEXAS Grant, TEOG, TEG, and TCWS Programs may transfer up to 10% of the institution’s total annual program allocation or $20,000 (whichever is less) to one of the other programs indicated in a given fiscal year. To exercise this authority, the institution must contact the Grants and Special Programs Office.

Program Schedule

If the specified date falls on a weekend, the first business day thereafter is the due date.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1, 2014</td>
<td>First day of the fiscal year – the earliest date allocations may be requested/used for payments in the fiscal year.</td>
</tr>
<tr>
<td>February 20, 2015</td>
<td>Deadline for submitting Progress Report and obligating all originally allocated funds. Institutions will lose claim to any funds not spent or encumbered by this date. Institutions with zero balances may request additional funding and receive a share of funds for reallocation.</td>
</tr>
<tr>
<td>December 1, 2015</td>
<td>Financial Aid Database Report due - includes student-by-student data to be reconciled to year-end report data.</td>
</tr>
</tbody>
</table>

Additional Program Information

Distribution List: Information concerning program processing, procedures, allocations, etc. will be communicated to institutions through the G&SP distribution list. To subscribe, go to [http://lists.state.tx.us/mailman/listinfo/txgsp-l](http://lists.state.tx.us/mailman.listinfo/txgsp-l).

Program Contact Information: Grants and Special Programs
Grantinfo@thecb.state.tx.us
512-427-6340 (Austin metro) 1-800-242-3062 (outside Austin metro)

GSP Information Website: [https://www1.thecb.state.tx.us/apps/SpecialPrograms/](https://www1.thecb.state.tx.us/apps/SpecialPrograms/)

Texas Education Code (Statute): [http://www.statutes.legis.state.tx.us/](http://www.statutes.legis.state.tx.us/)


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