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

FROM: DeChà Reid
Director, Financial Aid Services

DATE: July 19, 2017

RE: 2017-18 (FY 2018) Work-Study Mentorship Program OPT-IN/OPT-OUT Form

The Texas College Work-Study Mentorship Program (WSMP) provides funding to institutions to employ eligible college students to mentor, tutor, and/or advise students at participating institutions of higher education and/or local school districts. The primary goal of the program is to improve student access, success, and completion in higher education. The WSMP is separate and distinct from the Texas College Work-Study Program and is often administered by offices other than Financial Aid (e.g., Department of Curriculum & Instruction, Office of Diversity, Inclusion, & Outreach, Office of Community Engagement, or Student Life).

Beginning with the 2017-18 funding cycle, the Texas Higher Education Coordinating Board (THECB) will invite all eligible institutions to participate in the Work-Study Mentorship Program in order to be included in the allocation calculation process on an annual basis. General rules concerning this program can found in [Chapter 4, Subchapter J](#) of the Texas Administrative Code.

All institutions are required to complete the enclosed Opt-In/Opt-Out form. Participation in the Work-Study Mentorship Program is contingent upon completing the form by **July 28, 2017**. Institutions who do not submit an Opt-In/Opt-Out form by the deadline will not be included in the allocation calculation process for the 2018 Fiscal Year.

If you have any questions, please contact Terri Daniels at (512) 427-6267 or terri.daniels@thecb.state.tx.us.

Enclosed: [2017-18 \(FY 2018\) WORK-STUDY MENTORSHIP PROGRAM OPT-IN / OPT-OUT FORM](#)

cc: Ken Martin, Assistant Commissioner
Charles W. Puls, Deputy Assistant Commissioner
Terri Daniels, Assistant Director, College Completion
2016-2017 WSMP Program Directors