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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: September 14, 2017

RE: 2017-18 Texas College Work-Study Mentorship Program Final Allocation

This memo is to announce the enclosed final allocation amount for the Texas College Work-Study Mentorship Program and the reporting requirements for fiscal year 2018.

On August 7, 2017, preliminary allocation figures for the Texas College Work-Study Mentorship program were issued to institutions. Institutions were allowed 10 days to review the data and to confirm that the preliminary allocation spreadsheet accurately reflected the data submitted to the Texas Higher Education Coordinating Board (THECB). The review period ended at the close of business on August 18, 2017. Through this process, THECB received no comments disputing the data.

For FY 2018, the Texas College Work-Study Mentorship Program received \$2.75 million. Of that funding, \$2,061,033 will support institutions that participated in the WSMP during FY 2016 and 2017. The balance of the FY 2018 funding will support new institutions that did not participate in the program during FY 2016 and 2017. Disbursements for the program will be issued on or before September 30, 2017.

For questions or concerns regarding this memo, please contact Terri Daniels at (512) 427-6267 or terri.daniels@thecb.state.tx.us.

Enclosed: [2017-18 \(FY2018\) Texas College Work-Study Mentorship Final Allocation Amount](#)

cc: Ken Martin, Assistant Commissioner
Charles W. Puls, Deputy Assistant Commissioner
Jerel Booker, Assistant Commissioner, College Readiness and Success
Terri Daniels, Assistant Director, College Completion
Presidents and Chancellors of Public and Private/Independent Institutions
WSMP Program Directors

FY2018 Texas College Work-Study Mentorship Program Final Allocations

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FICE	INSTITUTION	FY 2018 Institution Allocations	
Public Universities			
003606	Sam Houston State University	\$	66,079.00
003624	Stephen F. Austin State University	\$	42,347.00
003631	Tarleton State University	\$	14,830.00
009651	Texas A&M International University	\$	40,808.00
011161	Texas A&M University - Corpus Christi	\$	116,011.00
003565	Texas A&M University - Commerce	\$	62,310.00
003639	Texas A&M University - Kingsville	\$	86,986.00
003642	Texas Southern University	\$	61,472.00
003615	Texas State University	\$	103,266.00
003646	Texas Woman's University	\$	125,000.00
012826	University of Houston - Downtown	\$	10,566.00
003656	University of Texas at Arlington	\$	125,000.00
009741	University of Texas at Dallas	\$	54,752.00
003661	University of Texas at El Paso	\$	88,543.00
010115	University of Texas at San Antonio	\$	-
011163	University of Texas at Tyler	\$	12,945.00
009930	University of Texas of the Permian Basin	\$	46,875.00
003599	University of Texas - Rio Grande Valley	\$	55,587.00
042421	University of North Texas at Dallas	\$	23,915.00
003652	University of Houston	\$	126,458.00
003594	University of North Texas	\$	175,300.00
003665	West Texas A&M University	\$	65,518.00
Public Community College			
003539	Alvin Community College	\$	6,333.00
003540	Amarillo College	\$	62,498.00
012015	Austin Community College	\$	35,081.00
007287	Brazosport Junior College	\$	12,502.00
004003	Central Texas College	\$	24,886.00
003546	Costal Bend College	\$	6,123.00
009331	Dallas County Community College District	\$	200,250.00
003563	Del Mar College	\$	22,562.00
010387	El Paso Community College District	\$	11,573.00
003570	Grayson County College	\$	13,221.00
010633	Houston Community College	\$	23,263.00
003582	Laredo Community College	\$	16,435.00
011145	Lone Star College System District	\$	168,151.00
003590	McLennan Community College	\$	26,525.00
003593	Navarro College	\$	28,845.00
003558	North Central Texas College	\$	25,304.00

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023154	Northeast Texas Community College	\$	38,168.00
003596	Odessa College	\$	33,366.00
003600	Panola College	\$	8,565.00
003601	Paris Junior College	\$	15,458.00
003609	San Jacinto College Central Campus	\$	75,529.00
031034	South Texas College	\$	20,828.00
003626	Tarrant County College District	\$	83,522.00
003628	Texarkana College	\$	9,136.00
003643	Texas Southmost College	\$	16,882.00
003634	Texas State Technical College Waco	\$	107,135.00
003572	Trinity Valley Community College	\$	17,399.00

Public State Colleges

036273	Lamar Institute of Technology	\$	6,706.00
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Independent Universities and Colleges

003577	Huston-Tillotson University	\$	5,333.00
003598	Our Lady of the Lake University of San Antonio	\$	16,113.00
003602	Paul Quinn College	\$	846.00
003619	Southwestern Adventist University	\$	2,369.00
003616	Southwestern Assemblies of God University	\$	5,250.00
003621	St. Edward's University	\$	11,922.00
003623	St. Mary's University	\$	11,440.00
003636	Texas Christian University	\$	28,975.00
003645	Texas Wesleyan University	\$	46,927.00

GRAND TOTAL	\$	2,749,989.00
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FY2018 Texas College Work-Study Mentorship Program Final Allocations

FY 2018 Texas College Work-Study Mentorship Program Requirements

- The Performing Agency shall ensure that all student mentors/tutors/advisors meet the eligibility requirements to participate in the program;
- The Performing Agency shall pay student mentors/tutors/advisors a minimum of \$10.00 an hour for a maximum of 20 hours per week;
- The Performing Agency shall provide supervision and training to student mentors/tutors/advisors. At a minimum, training must cover the following topics:
 - Overview of *60x30TX* or current Texas Higher Education Plan and the role of the Work-Study Student Mentorship Program;
 - Overview of the College for All Texans and Generation Texas website;
 - Specific information about the communities in which they serve, including demographics and local college-going rates;
 - Personal, public, economic and societal benefits of higher education;
 - Specific information about applying to college including college exploration, the admission process, writing personal essays, and completing financial aid and college application forms; and,
 - Expectations, roles, and responsibilities for student mentors/tutors/advisors.
- The Performing Agency shall submit monthly expenditure reports by the 5th of each month. If the 5th falls on a weekend or holiday, the report will be due on the following Monday.
 - Reports should be emailed to CRI@theccb.state.tx.us.com;
- The Performing Agency shall submit a final expenditure report by September 30.
 - Reports should be emailed to CRI@theccb.state.tx.us.com;
- The Performing Agency shall submit a Program Activity Report in a manner prescribed by THECB on the dates outlined below.

January 15	Activities from the first class date of the fall semester to December 31
June 15	Activities from the first class date of the spring semester to May 31
September 15	Activities from June 1 to August 31

- If the 15th falls on a weekend or holiday, the report will be due on the following Monday;
- The Performing Agency shall provide a 10% match for the funds awarded. Matching funds can include funds for work-study mentor travel, administrative costs, and training for mentors and staff. The matching requirement may be waived for institutions serving low-income/disadvantaged students. A federal waiver from the U.S. Department of Education may serve as documentation for exemption from the matching requirement.