



FINANCIAL AID POLICY AND PROCEDURES MANUAL



2024-2025

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ACCREDITATION

Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts and Baccalaureate Degrees. **Contact the Southern Association of Colleges and Schools Commission on Colleges at:** 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Texas College.

The Commission should only be contacted concerning accreditation related matters. All other inquiries should be directed to: Texas College, 2404 North Grand Avenue, Tyler, TX 75702; (903) 593-8311; www.texascollege.edu.

NOTICE of Non-Discrimination

Texas College does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The Vice President of Academic Affairs has been designated to handle student inquiries regarding non-discrimination policies and the Director of Human Resources has the responsibility for faculty-staff concerns in this regard. Contact information is: Texas College, Attn: Vice President of Academic Affairs/Compliance Officer, Office of Academic Affairs/Carter Hall 1st floor, 2404 North Grand Avenue, Tyler, Texas 75702, (903)593-8311 ext. 2704 office, (903)526-4426 fax or Texas College, Attn: Director of Human Resources, Carter Hall, 2nd floor, 2404 North Grand Avenue, Tyler, Texas 75702, (903)593-8311 ext. 2201 office, (903)593-4277 fax.

MISSION STATEMENT

Texas College is a Historically Black College founded in 1894, by a group of CME ministers. Our mission continues to embody the principles of the Christian Methodist Episcopal Church. The College shall prepare students with competencies in critical and creative thinking related to the knowledge, skills, and abilities as defined in areas of study. Additionally, the College shall provide an environment to inspire intellectual, spiritual, ethical, moral, and social development, which empowers graduates to engage in life-long learning, leadership, and service.

CORE VALUES

Academic Excellence - developing a culture of curiosity and creativity that will challenge the frontiers of teaching/learning; stimulate research; raise the level of analytical reasoning and inquiry; and enable students to acquire leadership, human relations, communication, and technology skills.

Integrity - instilling the pursuit of character, honesty, and sincerity of purpose as the moral rubrics upon which the behaviors of our graduates and College family are anchored.

Perseverance - implanting diligence, enterprise, and pride in the application of skills, knowledge, and abilities developed during the course of study at Texas College.

Social Responsibility - promoting in the College community a conscious awareness that we are all stewards of the resources entrusted to our care.

Tolerance - emphasizing openness to divergent points of view, applying an eclectic approach to rational and analytical thinking.

Community Service - encouraging self-extension in service to others as the heart and soul of our educational enterprise.

Vision Statement

Texas College - a creative, culturally diverse, inclusive environment, preparing students who aspire to be purpose-driven, financially secure and marketable leaders.

Historic Beginnings

The College's history states that in the spring of 1894, Texas College was founded by a group of ministers affiliated with the Christian Methodist Episcopal (CME) Church. The founding represented the start of the educational process for a group of disenfranchised individuals in the area of east Texas, City of Tyler.

The Charter as originally issued July 1, 1907, indicates that the name of the corporation was established as “*Texas College,*” with the purpose of an educational institution designed to operate under the supervision care and ownership of the CME Church in America.

The exclusive educational direction was to include the education of youths, male and female, in all branches of a literary, scientific and classical education wherein [all] shall be taught theology, normal training of teachers, music, commercial and industrial training, and agricultural and mechanical sciences.

On June 12, 1909, the name of the college was changed from Texas College to Phillips University. The noted change was associated with Bishop Henry Phillips, as a result of his leadership and educational interests for mankind. The name change was short lived and reportedly lasted until actions for a name reversal occurred in 1910 at the Third Annual Conference of the church. In May 1912, the college was officially renamed Texas College.

The subsequent years of the College were spent with refinements and enhancements of the educational enterprise. The Articles of Incorporation reflect such efforts with modifications and amendments during periods 1909 to 1966.

Today, the College complies with its founding principles in that she remains open to all individuals without discrimination on the grounds of national origin, race, religion, or sex...with the right to offer instruction in the areas of Arts and Sciences, Humanities, Natural Sciences, Social Sciences preparation of teachers and the provision of instructional supports, to those in pursuit of an education.

SECTION I

Introduction

1.1 Introduction to the Policy and Procedures Manual

This policy states the purpose of the Texas College Financial Aid Policies and Procedures Manual (FAPM). The manual is intended to function as an internal control system that governs the day-to-day decisions in the administration of the student financial assistance programs. This manual helps provide consistency in the decision-making processes in Texas College.

The Financial Aid office follows the directive of the Federal Title IV regulations and in conformity with NASFAA, “best practices” will have central location for all its policies and procedures.

To ensure that policies are available to all interested parties this electric manual should supersede our written format. The electric manual houses all federal, state and institutional policies as they affect the administration of financial aid to the Texas College student population.

The manual has been developed in multiple major sections encompassing all the aspects of our role on campus: Office Organization and Management, Student Eligibility, Institutional Eligibility and Administration Capability, Student Consumer Information, Federal Aid Programs, Texas College Aid Programs, Application and Verification, Calculating Awards and Packaging and Fund Management, and Miscellaneous.

Each major section is divided into as many subheadings as are necessary for FAFSA Submission to handle the subject matter within them. For this reason, some sections will be extremely dense. The pagination has been designed with flexibility in mind and with the hope that each page can be easily modified. A searchable alphabetical index at the end should assist in finding material that is less easy to categorize.

Reasons for Documenting Policies and Procedures

- a) Every job has constraints surrounding it, without written policies and procedures, people would be on their own to discover them by trial and error. The organization would become disorganized and its managers would not have the means to direct and coordinate their staff activities.
- b) Policies and procedures enable managers and their subordinates to clearly to understand the individual and group responsibilities including the boundaries within they have to work and the demands upon them to which they can expect to respond.
- c) Policies and procedures set clear boundaries so that everyone knows in advance what response they will get from one other when making decisions.
- d) Policies and procedures create a baseline to which subsequent change can be referred and enable changes in the way things are done.
- e) Policy and procedures enable managers to decide whether a subordinate's action or decision was simply poor judgment or an infringement of the rules. If no rules exist, the subordinate cannot be criticized for using his judgment, however poorly used. If a rule exists, management can establish whether it was accidentally or deliberately broken, for the latter is a disciplinary offense. Without policies and procedures, employees would not know where they stand. Any decision may create an unwanted precedent.
- f) Policies and procedures provide freedom to individuals in the execution of their duties to make decisions within defined boundaries and avoid micromanagement by supervisors. If people are uncertain about the limit of their job, they cannot feel free to act.
- g) Policies and procedures enable management to exercise control by exception rather than every action and decision of their subordinates.

Policies and procedures enable management to control events in advance. Before the action begins, people know the rules and are more likely to produce the right results the first time.

Without policies and procedures, management is forced to control events after they happen. The result may cause employee dissatisfaction and poor customer services.

Alternatively, one has to be on the scene of the event to respond when the situation approaches the limits. This is a costly use of a manager's time.

1.2 Policies and Procedures Development Responsibilities

Policies provides guidelines for the maintenance and updating of the *Texas College Financial Aid Policy and Procedures Manual*. This manual is an evolving document and as such must be constantly revised, corrected and edited. Priority will be given to any new or revised policies adopted by the federal or state level. The issuances of sections of this manual will supersede any earlier policy statements on the same subject.

1.2.1 Responsible Personnel

The Director of Student Financial Aid is charged with the responsibility of maintaining and updating the *Texas College Financial Aid Policy and Procedures Manual*. In the event that the *Director of Student Financial Aid* is not available, the *Vice President of Student Affairs* has full authority to sign off on any changes and/or updates.

1.2.2 Document Methods

The Director of Student Financial Aid is charged with the responsibility to review and amend and approve or reject the proposed policies and procedures developed by Texas College personnel. The *Food of Trustees*, as directed by the Texas College Policy and Procedures Manual approves all policies; all procedures that may affect other areas of the college's administration require approval by *the President's Cabinet, as well*.

Making a correction or sending a new policy:

Any minor correction to a given policy that is currently in the manual should be forwarded to the Director of Student Financial Aid & Scholarships. The following information should be included:

- The policy number
- The error question
- The source you are using to question the error: e.g. a federal regulation, common manual citation, i.e. Texas College.

1.3 Introduction to the Financial Aid Office

Texas College is a certified, eligible, participating institution to operate a federal Title IV Student Assistance Programs. The institution has a fully operating Financial Aid Office.

Texas College
Office of Financial Aid Office
Title IV School Code: 003638
2404 N. Grand Ave
Tyler, TX 75702-1962
Mon.-Fri. 8:00 a.m. – 5:00 p.m.
Phone: 903-593-8300 ext.2299
E-mail: financialaid@texascollege.edu

1.4 Purpose & philosophy of the Financial Aid Office

The primary purpose of financial aid is to assist students who, without such aid, would be unable to attend college. The Texas College recognizes that many students who wish to attend college do not have the financial resources available to pay the cost of higher education. The Office of Financial Aid assists students seeking a degree or certificate by making their educational goals possible financially.

1.4.1 Financial Aid Overview:

The decision to invest in a quality education at Texas College may be one of the most important decisions you and your family will ever make. Texas College offers a variety of financial aid options to students including institutional scholarships, federal and state grants, federal work-study, and federal student loans. Financial Aid is available to most students to assist with paying tuition, housing and fees. Aid can also be used to help pay education-related expenses such as books, rent, food and transportation.

1.4.2 WHO IS ELIGIBLE FOR FINANCIAL AID?

To qualify for most types of Financial Aid, you must satisfy the following:

- Be fully admitted to an eligible degree program;
- Be a U.S. citizen or eligible non-citizen;
- Be enrolled at least half-time. Some students are eligible for Pell Grant for less than half time enrollment;

- Have a High School Diploma or its equivalent (i.e., GED);
- Not be in default on prior federal student loans or in “overpayment” on any prior federal grant;
- Meet Satisfactory Academic Progress standards (See Satisfactory Academic Progress policy); and
- Have a complete Financial Aid file-all documents turned in as necessary FAFSA Submission Summary.

ENROLLMENT REQUIREMENTS	
1 to 5 hours	Less½ time
6 to 8 hours	Half-time
9 to 11	3/4 time
12 and above hours	Full-time

GRADE LEVEL DEFINITIONS	
0-30 credits	Freshman
31-59 credits	Sophomore
60-89 credits	Junior
90-above credits	Senior

SECTION II

ADMINISTRATIVE ORGANIZATION AND OFFICE MANAGEMENT

2.1 Institutional & Divisional Structure

Texas College is a unique institution and has established its own organizational structure, suited to meet its stated purpose and mission.

2.2 Financial Aid Office Structure

The Financial Aid organization has a clearly defined and published organizational structure that clearly delineates the responsibilities for administration of policies. Starting with the highest-ranking official:

- The *Director of Student Financial Aid* Programs, who is responsible for overseeing the entire financial aid operations, reports to the *Vice President of Student Affairs*; and
- The Director oversees the operations, compliance, communications and advising.
- The *Assistant Director of Student Financial Aid* Programs, who is responsible for assisting the Director in overseeing the entire financial aid operations and takes charge in the absence of the *Director*, reports to the *Director of Student Financial Aid*.
- *Financial Aid Counselors*, who advise and communicates to students the necessary FAFSA Submission Summary steps to completing their financial aid.
- *Financial Aid Work Study Students*, who assists the department with answering phone calls, filing and other duties as assigned.

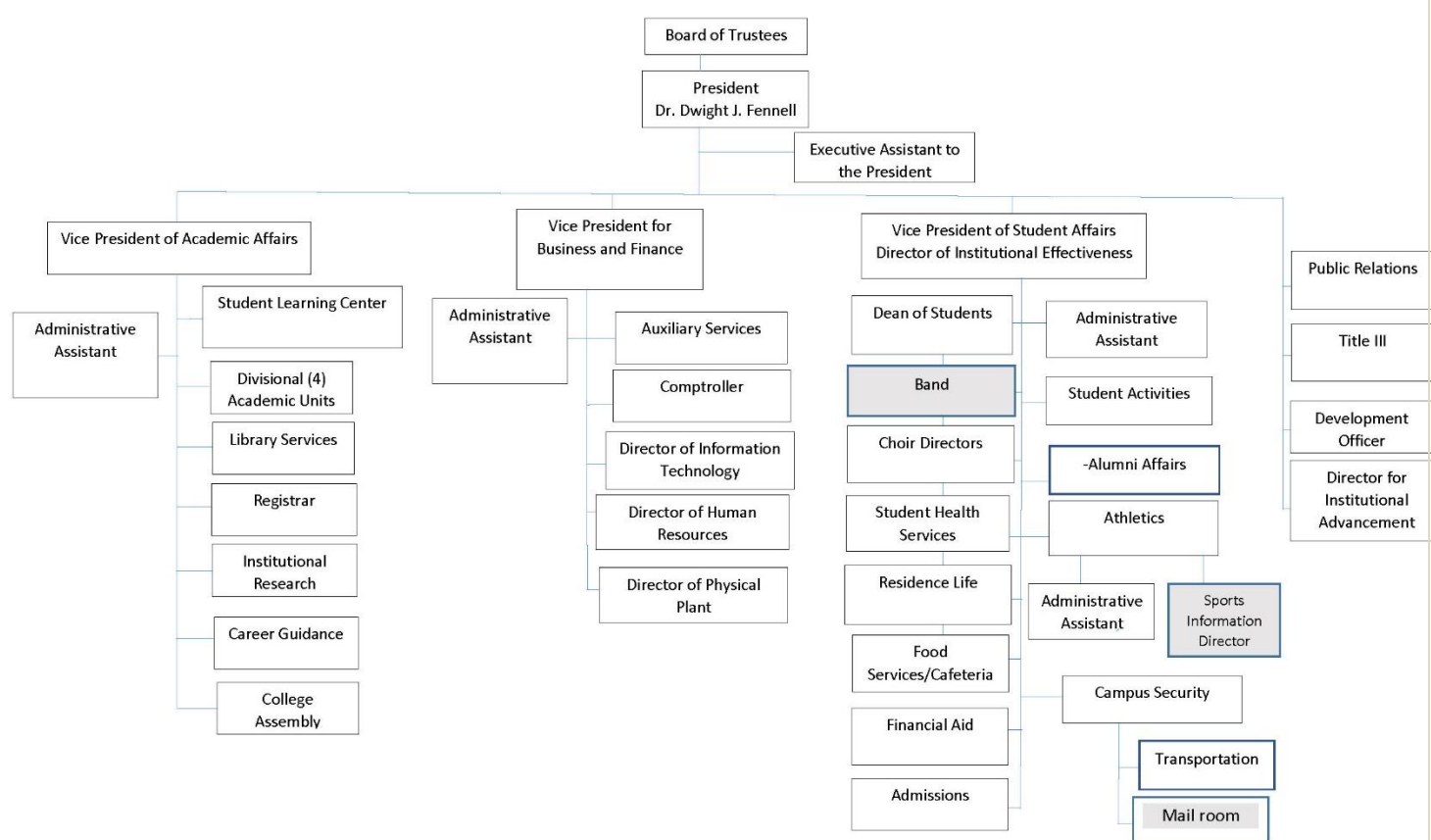
2.3 Position Responsibilities

The Director of Student Financial Aid: administers federal, state and institutional programs, which provide financial assistance to students. The *Director* also assumes fiduciary responsibilities for financial aid allocations to the college. Daily duties include:

- Responsible for providing information to the Department of Education under the federal student loan program. Assists students in the application process and provides certification related to students' applications. May perform research to provide current addresses of student in default condition;
- Assists students in making applications for financial aid programs. Conducts workshops for local high schools, other programs and individuals in subject areas related to financial aid;
- Analyzes individual student financial needs using prescribed methodology. Prepare appropriate forms to disburse aid and documents transactions;
- Counsel students regarding eligibility requirements;
- Evaluate documents (may include interview students);
- Informs student of options available;

- Responds to all students and departmental inquiries;
- Assist students with completion of their financial aid forms;
- Review students periodically for accuracy and completeness;
- Takes appropriate action to correct errors and adjust; and
- Assist with the supervision of work students.

2.4 Texas College Organizational Chart



2.5 Personnel System Access

This policy governs the processing, maintenance and storage of financial aid records for employees of the financial aid office within Texas College and related persons in order to meet general accounting standards and comply with the administrative capability regulations of the Federal Title IV student assistance programs and other student assistance programs administered by Texas College.

Covered Persons

Financial aid of the following classifications of persons may be subject to the provisions of this policy: Full-time and part-time employees of the financial aid office. Student employees and work-study employees of the financial aid office. Dependents of full-time and part-time of the financial aid office. Spouses, parents, and immediate family of full-time and part-time employees of the financial aid office. Any other persons as determined by the College Director of Financial Aid or the supervising Vice-President of the financial aid office to have stake in the operations of the financial aid office.

Processing Financial Aid Applications

Employees of the financial aid office must not use the computing and network resources of Texas College to access educational records of self, dependents, spouse, parents or significant others without direct management supervision.

Processing of financial aid applications for covered persons shall be assigned by the *Director of Student Financial Aid* to protect the integrity of the application process. Financial aid applications for covered persons are subject to unannounced and regular review by the *Director of Student Financial Aid* or other persons assigned by the Texas College to monitor compliance with student assistance programs.

Sanctions

Violators of this policy may be subject to the existing student or employee disciplinary procedures of Texas College. Illegal acts involving Texas College computing resources may also subject users to subpoena and prosecution by commercial enterprises, local, state and/or federal authorities.

The policy governs the processing, maintenance and storage of financial aid records for the employees of the financial aid office and related persons in order to meet general accounting standards and comply with the administrative capability regulations of the federal Title IV student assistance programs and other student assistance programs administered by Texas College.

2.5.1 FAA Access to CPS, NSLDS, COD

This policy governs limited access to computers and networks of the Texas College in order to connect with the Student Aid Internet Gateway (SAIG), Common Origination Disbursements (COD), and National Student Loan Database System (NSLDS) and to the Central Processing System (CPS) of the U.S. Department of Education Federal Title IV Delivery System. The policy supplements the Texas College policies on Electronic Communications.

General Principles

Authorized use of Texas College-owned or operated computing and network resources shall be consistent with the education, research and public service mission of the Texas College and consistent with this policy.

Authorized user of Texas College computing and network resources are defined as those individuals provided a surname and password, for their own use only, through legitimate Texas College processes for assignment of such identification from Information Technology.

An authorized user of Texas College computing and network resources is initiated by entering that individual's username and password. Using another individual's username and password is an unauthorized use.

This policy applies to all Texas College computing and network resources, and external computing and networking resources accessed via Texas College computing network resources.

The Texas College reserves the right to limit access to its networks when applicable campus policies or codes, contractual obligations, or state or federal laws are violated.

The Texas College reserves the right to access and review all aspects of its computing system and networks, including individual login sessions and account files, to investigate performance or system problems, search for viruses and other harmful programs, or determine if a user is violating this policy or state or federal laws.

Accountability

Texas College, *Director of Student Financial Aid*, have Primary responsibility and are accountable to the Texas College Administration for the appropriate use of Government-provided financial aid hardware/software at the college to prevent theft, unauthorized use/disclosure, misuse, denial of services, destruction/alteration of data, and violation of Privacy Act restrictions.

Texas College Office of Business Services/Information Technology will be a conduit for obtaining SAIG enrollment and maintenance of access accounts as authorized and requested by the College's *Director of Student Financial Aid*. As a conduit, IT staff will be responsible for timely processing of access requests a priority need for the Office of Financial Aid.

The U.S. Department of Education or its contracted servicers will provide software support and training. *Director of Student Financial Aid* will be responsible for securing adequate training and monitoring the skills level of their staff.

Acceptable Use

Users must not utilize Government resources for commercial activity or any venture related to personal profit or gain.

Users must not utilize government resources for Behaviors that are unethical or unacceptable for the work environment.

Users must not access educational records of self, depends, spouse, parents, or significant others without direct management supervision. Users must not attempt to access any data or programs on the CPS system for which the user does not have authorization or explicit consent from the owner of the data or program.

Sanctions

Violators of this policy may be subject to immediate suspension of services by Information Technology and to the existing student or employee disciplinary procedures of Texas College. Sanctions may be including the loss of network access and computing privileges. Illegal acts involving Texas College computing resources may also subject users to subpoena and prosecution by commercial enterprises, local, state and/or federal authorities.

2.5.2 Code of Conduct

No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.

1. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
2. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publically disclosed. Borrowers will not be auto-assigned to any particular lender.
3. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.
4. No amount of cash, gift, or benefit more than the minimum amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution; (including service on advisory committees or Foods beyond reimbursement for reasonable expenses directly associated with such service).
5. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
6. Institutional award notifications and/or other institutionally provided materials shall include the following:
 - a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges;
 - b. Clear identification of each award, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan;
 - c. Standard terminology and definitions, using NASFAA's glossary for FAFSA Submission of award letter terms; and
 - d. Renewal requirements for each award.

7. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."
8. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

2.6 Frequent Contact Information

Director of Student Financial Aid
Glass Building
2404 N. Grand Avenue
Tyler, Texas 75702
903-593-8311 ext. 2241

2.6.1 Faculty and Staff Directory

<https://www.texascollege.edu/directory>

2.6.3 Resources

<https://www.texascollege.edu/>

2.6.2 Third Party Servicers

Inceptia-
NSLP- Nebraska Student Loan Program
1300 O Street
Lincoln, NE 68508

National Student Clearinghouse
2300 Dulles Station Boulevard
Herndon, VA 20171

BM Technologies, Inc.
115 Munson Street
New Haven, CT 06511

Campus Partners
2400 Reynolds Road
Winston-Salem, NC 27106

Navient
P.O. Box 9635
Wilkes-Barre, PA 18773

Nelnet Business Solutions, LLC
121 South 13th Street
Lincoln, NE 68508

Project Success-Trellis
301 Sundance Parkway
Round Rock, TX 78681

Transworld Systems, Inc.
500 Virginia Dr.
Fort Washington, PA 19034

VeriTax
30 Executive Park - Suite 200
Irvine, CA 92614

Wright International Student Servicer
6405 Metcalf Avenue, Suite 504
Shawnee Mission, KS 66202

2.7 General Financial Aid Office Administration

Texas College is certified as an eligible participating institution for the Federal Title IV Student Assistance Programs.

2.7.1 Accommodations for Disabilities

The Academic Office at Texas College offers a variety of accommodations for students with disabilities or special requirements. Services are coordinated to fit individual needs and may include:

- Sign language interpreting;
- Computer-aided real-time translation (CART) services;

- Note taking services;
- Reader/scribe services;
- Use of assistive technology;
- Loan of specialized equipment such as audio tape recorders and talking calculators; and
- Providing large-print materials.

Academic and advisement services, testing arrangements, registration, and information and referral services are available.

Students requesting services are responsible for providing current educational or psychological/medical documentation from a qualified professional verifying disability and need for services. New students are encouraged to contact the Disability Services Office at least one month before classes begin.

Students with disabilities attending college have a right to appeal decisions concerning physical and academic accommodations by submitting a written petition to the designated Americans with Disabilities Act (ADA) Compliance Officer.

Additional Resources:

[Campus maps and buildings](#)

[Accommodation Request](#)

2.7.2 Appointments with Staff

Students and/or parents may request an appointment with staff during normal business hours. They may contact us by email or phone at 903-593-8311 ext. 2299
financialaid@texascollge.edu

2.8 Confidentiality of Student Records

Texas College, as a private entity, is governed by the Texas Public Information Act, which requires disclosure of information by a private body—unless the law specifically protects that information. In general, the classification given to information is a shorthand way of determining how the information is to be handled and protected by Texas College officials. The Information Security Officer must review the information classification scheme annually.

According to the Texas Administrative code § 202.71, institutions of higher education are responsible for defining all information classification categories except the confidential information category, which is defined in Subchapter A of § 202.1, and establishing the appropriate controls for each category.

These classifications are defined to ensure understanding and consistency in their application. The information classification scheme must be used throughout Texas College.

The following general categories of information serve to provide guidance for users or recipients in understanding how information is handled and protected by Texas College.

Category 1- Public Information

This information is public and law requires its disclosure. Examples of public information include but not limited to:

- Texas College's Internet Website contents for general viewing;
- Reports pertaining to public fund expenditures;
- Texas College policy statements;
- Election information, including fund expenditures;
- Texas College policy statements;
- Election information, including candidates' application and campaign finance reports; and
- Press releases.

Student Directory information not marked private:

The following information is public unless the student has requested non-disclosure (If a directory privacy flag has been requested see CATEGORY II- Internal Information)

- a) Name;
- b) Home address;
- c) Home telephone number;

- d) E-mail address;
- e) Field of study;
- f) Photograph;
- g) Date and place of birth;
- h) Date of attendance;
- i) Enrollment status (i.e., full or part time, graduate or undergrad);
- j) Type of award received (i.e., academic, technical, tech-Prep, or Continuing Ed.);
- k) Degrees, certificates and other honors and awards received;
- l) Participation in officially-recognized activities;
- m) Weight and Height of members of athletic teams;
- n) Student classification; and
- o) Name of the most recent previous institution attended.

Employee Information Not Marked Private:

The following information is public unless the employee has requested non-disclosure of the items an asterisk. (If a directory privacy flag has been requested of the item with the asterisk, see CATEGORY II – Internal Information) (Note by law, these asterisked items are non-disclosable for a campus peace officer.)

- a) Name;
- b) Home address*;
- c) Home telephone number*;
- d) E-mail address;
- e) Gender;
- f) Ethnicity;
- g) Job title;
- h) Salary;
- i) Dates of employment; and
- j) Any information that reveals family members of an employee*.

Category II – Internal Information

This information is generally considered only for internal use by Texas College officials as needed for their job function and is not disclosable to the public unless required by law. Examples of internal information include but not limited to:

- Internal memorandums or e-mails;
- Internal meeting minutes;
- Internal (intranet) websites;
- Business procedures;
- Student ID;
- Employee ID;

- Driver's license number; and
- Personal records excluding information categorized as confidential.

Student Directory information Marked Private:

The following information is marked private by the student's request for non-disclosure (If a directory privacy flag has not been requested see CATEGORY I – Public Information)

- Name;
- Home address;
- Home telephone number;
- E-mail address;
- Field of study;
- Photograph;
- Date and place of birth;
- Dates of attendance;
- Enrollment status (i.e., full or part time, graduate or undergrad);
- Degrees, certificates and other honors and awards received;
- Type of award received (i.e., academic, technical, tech-prep, or continuing ed.);
- Participation in officially recognized activities;
- Weight and height of members of athletic teams; and
- Name of the most recent previous institution attended.

Employee Information Marked Private:

The following information is marked private by the employee's request for non-disclosure (If a directory privacy flag has not been requested of the items with an asterisk see CATEGORY I – Public Information) (Note: By Law, these asterisk items are non-disclosable for a campus peace officer.)

- Home address*;
- Home telephone number*; and
- Any information that reveals family members of an employee*.

Category III – Confidential Information

This information is private and requires protection with the highest levels of security, as prescribed by applicable laws, regulations and standards including, but not limited to FERPA, GLB, HIPAA, PCI Data Security Standards, USA PATRIOT ACT and Texas Administrative Code Information Security standards for Higher Education. This information is available to Texas College officials on a need-to-know basis (based on applicable laws, regulations and standards).

Examples of private sensitive information include but not limited to:

- W-4 and W-2 forms;
- Information that would give advantage to a competitor or bidder, and audit working documents;
- Credit/charge/debit/access device card numbers and security code;
- Social Security numbers;
- All student records information, including grades;
- Certain personnel records information, such as bank account/routing numbers and beneficiary information;
- Certain medical and health benefit information, including medical records protected by HIPAA; and
- Passwords.

2.9 Records Management & Retention

Hard copy or of current financial aid records of covered persons should be stored separately from other student records until the financial audit for the year covering those records has been completed. If records are stored in digital, film, or some other electronic media format, those records do not have to be stored separately but must be secured as described in paragraph III (B) below.

Hard copy of current financial aid records of covered persons should be kept in a secure place with authorized access.

Records stored in digital, film, or some other electronic format should be protected to prevent covered persons from deleting or over-writing financial aid records of interest.

Computerized financial aid records of covered persons should be reviewed periodically, but no less than once each semester by the *Director of Student Financial Aid*.

The *Director of Student Financial Aid*, or other persons assigned by Texas College to monitor compliance with student assistance programs subject financial aid records of covered persons to unannounced and regular review.

2.10 Information Sharing & the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy (FERPA) is a federal law that protects students. Also known as, the Buckley Amendment, this law gives the students four rights.

- The right and inspect and review educational records;
- The right to seek the amendment of education records;
- The right to consent to the disclosure of education records; and

- The right to file a complaint with the *FERPA Office in Washington, D.C.*

Students are notified of their rights each year by publication in the college catalog. The policy is also published on the college website.

Educational Records

Educational records are those records, files, documents or other materials, which contain information directly, related to a student and any employee or an agent of the college maintains that. Employment records relating to college students who are employees because of their status as a student are also considered educational records.

Educational Records DO NOT Include:

Records made by college personnel that are the sole possession of the maker and not revealed to any other person;

- Records maintained by college police for law enforcement purposes;
- Counseling and medical records;
- Alumni records;
- Employment records relating to an individual who is employed by the college not because of their status as a student;
- Records of individuals who have applied to the college, but have not attended; and
- Directory information.

Directory Information

Certain information, known as directory information, may be released without the student's consent. Directory information at Texas College is defined as:

- Student name;
- Home address;
- Home telephone number;
- Date of attendance;
- Degrees and awards received;
- Field of study;
- Photograph;
- Enrollment status, (i.e., full or part time);
- Type of awards received (i.e., Academic, technical or continuing ed.);
- Participation in official recognized activities;
- Participation in officially recognized sports;
- Weight and Height of members of athletic teams;
- Student classification; and

- Names of the most recent previous institution attended.

Students can request that their directory information be kept confidential.

Currently enrolled students may withhold disclosure of directory information, except name and verification of enrollment status, by submitting written notified to the Admission/Registrar office. Forms are available at the office upon request. Such notification will prevent disclosure of designated information and will prevent the listing of student's name in the college directories.

Request to withhold directory information will remain in effect until the individual withdraws the request.

2.10.1 Internal Disclosure

Sharing Education Records within the College

Information in student's educational records should be shared within the college only among appropriate school officials having legitimate educational interest in the records.

Who are School Officials?

- College instructors, advisors, researchers, counselors, placement personnel, deans, department chairs administrative officials responsible for some part of the academic operation or one of the supportive services;
- Support staff and student personnel employed to assist university officials in the management of educational records;
- A person, company or agency with the college has contracted for a service;
- Advisors of officially recognized organizations;
- Coaches; and
- Members of official college committees (including student members), a person or company with whom Texas College has contracted.

What is legitimate Educational Interest?

Legitimate educational interests are essential to the general processes of higher education including teaching, research, public service, as well as those directly supporting activities such as advising, general counseling, discipline, career services, financial assistance, academic assistance activities, essential learning activities such as cooperative education

and international study programs, and co-curricular activities including varsity and intramural sports and all recognized student organizations.

2.10.2 External Disclosure

Disclosure of Educational Records

Generally, the college must have written, signed and dated permission from the student before releasing information from the student's records.

Directory information is the only information that the college may disclose freely, but it is not required to do so. A student may request that their directory information be not disclosed.

Under certain "*official*" circumstances, confidential (non-directory) education records can be released without a student's consent. Educational records may be disclosed, without prior consent, within the secured offices of the college.

Parental Rights

At the post-secondary level, parents have no inherent rights to inspect a student's educational records. The right to inspect is limited solely to the student. At Texas College, information from the student's record may be released to parents only with the written consent of the student, with the exceptions noted on the FERPA scenarios.

2.10.3 Authorization Consent Form

For the of securing the student's records, no personal information shall be disclosed to any family members (immediate or non-immediate), friends, colleagues, and any third party without the student written consent. The student must complete the Texas College Financial aid proxy form and list the appropriate person(s) to whom he or she wishes the school to disclose information.

The person(s) that the student granted access will have access to all the student's financial aid and student account records including but not limited to financial aid awards, disbursement amounts, disbursement dates, financial information, personal information, and other confidential information.

SECTION III

APPLICATION PROCESS

3.1 Application Process

Students must re-apply for Financial Aid each year. Access the Free Application for Federal Student Aid (FAFSA) visit www.studentaid.gov.

STEP 1: Apply for Admissions to Texas College. You do not have to complete the admissions process prior to applying for Financial Aid, but you must be an admitted student prior to being disbursed Financial Aid funds. You may apply for admissions to the college by visiting www.texascollege.edu and click the “Admissions” tab.

STEP 2: Complete the Free Application for Federal Student Aid Financial Aid applications for the academic year (Fall, Spring, and Summer) are accepted from January 1 through June 30 of the following year. A FAFSA must be completed for each academic year you want to be considered for Financial Aid. Electronic applications may be submitted may be submitted online at www.studentaid.gov. Our school code is 003638.

IRS Data Retrieval Tool (IDR): Students and parents are strongly urged to use the IRS Data Retrieval Tool on the Free Application for Federal Student Aid (FAFSA). By, using this tool allows to the direct data from fields on your federal tax return to be transferred to your financial aid application.

The FAFSA on the web Pre-Application Worksheet is helpful to:

- Inform you of the documents you will need to fill out the FAFSA on the Web;
- Familiarize yourself with the kinds of questions you’ll need to answer; and
- Familiarize your parents with the required information. (You will need to provide information about your parent (s) if you are a dependent student-as determined by FAFSA.).

Your FAFSA will not be considered VALID, and we cannot prepare an award for unless you sign your FAFSA. If you do not have a username and password, you may apply for one at www.studentaid.gov.

Alternatively, you may print the signature page, sign it and mail it when you transmit your FAFSA online (please be aware, this will delay the processing of your FAFSA).

If you are a dependent student (dependency status is determined as you complete the FAFSA), a parent signature is also necessary on your FAFSA. A parent will need a separate username and password to sign your FAFSA electronically. (If your parent already has a username and password, they can use it to sign your FAFSA.

Keep Your Username and Password Safe. You Can Use It To:

- Electronically sign your FAFSA each year;
- Correct your FAFSA information online;
- Review your FAFSA Submission Summary information as soon as your FAFSA is processed;
- Review personal financial aid history information maintained in the National Student Loan Data System (NSLDS) www.nslds.ed.gov;
- Complete your Master Promissory Note;
- Complete Loan Entrance Counseling; and
- Complete Teach Grant Requirements.

STEP THREE: Review Your FAFSA Submission Summary (FAFSA SUBMISSION SUMMARY)

Within one to two weeks of completing the FAFSA, your FAFSA SUBMISSION SUMMARY will be sent to you electronically. If you did not provide a valid email address on your FAFSA, your FAFSA SUBMISSION SUMMARY will be mailed to you. The FAFSA SUBMISSION SUMMARY is a listing of the information you reported on your FAFSA. Please read your FAFSA SUBMISSION SUMMARY carefully. If you need to make corrections to any of the information, please follow the instructions or stop by the Financial Aid Office located in the Glass Building for assistance. Make sure to keep your FAFSA SUBMISSION SUMMARY for your records.

STEP FOUR: Turn in All Other Required Documents to The Financial Aid Office.

You can check your status online through your JICS account to see if additional documents are required, if you failed to use the IRS Data Retrieval tool (IDR) when completing your FAFSA, you may need to submit a copy of your IRS Tax Return Transcript. (We cannot accept copies of tax returns completed by you or outside agencies.)

Texas College Priority FAFSA Deadlines

- Fall June 1
- Spring October 1
- Summer March 1

In order to have your financial aid awarded before classes begin students should have their processed FAFSA and all necessary documents to the Financial Aid Office by the

priority deadline. If the date falls on a weekend, the deadline is extended until the next business day. If the priority date is missed, students should apply as soon as possible to be considered for Financial Aid that is still available (such as Pell Grants, Direct Federal Loans, and Direct Plus Loans parent loans).

Verification:

The FAFSA processing center determines who is selected for verification. If selected, the student is notified on the FAFSA Submission Summary (FAFSA SUBMISSION SUMMARY) they receive from the processor. The Financial Aid Office also, has the authority to select files for verification if there appears to be a conflict of information. If a student's application has been selected for verification by the processor of Financial Aid, the student will be notified and must submit additional documents. A letter will be sent informing students about the requirements needed to complete their financial aid process.

Copies of tax returns may no longer be accepted. Students and parents must either link to the IRS to retrieve their tax data while filing the FAFSA (or when making corrections) or contact the IRS to request an IRS tax transcript. If you do not have copies of your W-2's you can ask for a W-2 transcript.

If Selected, Federal Verification Regulations Require the Following:

- Federal Financial Aid cannot be disbursed until verification is completed;
- Verification may result in corrections that change your award amounts;
- Direct Student Loans cannot be certified until verification is complete;
- The Financial Aid Office may require other documentation on a case-by-case basis for a certain data element, such as child support, proof of separation or divorce, Social Security/SSI benefits, Veterans Benefits, or any other items deemed necessary;
- Corrections must be made for information that is not accurate, which could affect your ability to receive aid. The Financial Aid Office will send your application for corrections electronically if the correction is due to verification; and
- The student online must make all other corrections. If you are unsure if your information needs to be corrected, please contact the Financial Aid Office.

Award Information:

When all required steps are complete, your Financial Aid file will be processed. You will receive and Financial Aid Award Letter via mail with instructions on completing your

requirements to accept your awards and complete your federal loan requirements. Your Financial Aid award is based on:

- Demonstrated financial need as defined by the FAFSA results;
- Cost of attendance using the enrollment plan you specified (full time, half time etc.); if your enrollment changes, your award will change;
- Grade level (freshman, sophomore, etc.); and
- Award Adjustments (examples: over awards, decrease/increase in enrollment).

*If you withdraw from classes prior to the date of census, your Financial Aid award will be recalculated based on your new enrollment and you may have to repay funds to federal grant and direct loan programs.

ATTENDANCE:

Students must have recorded attendance in classes in order to receive financial aid funding. Your Financial Aid award will be recalculated based only on the classes you have started attendance in and this may result in you owing money to Texas College.

Student must also attend class at least 60% of the semester in order to be eligible to keep the Financial Aid they have received. If you do a total withdrawal prior to 60% completion for each semester, you may be required to repay funds.

Summer Financial Aid

Financial Aid is available during summer sessions for eligible students. Summer financial aid awards are based on financial aid funds remaining from the Fall and Spring semesters. If you were enrolled full time for both Fall and Spring semesters at any institution you may not have financial aid funding remaining for the summer session. Please visit the Financial Aid Office to determine your Summer Financial Aid eligibility.

What is Financial Need?

When a type of Financial Aid is based on financial need, generally it is referring to the federal definition of financial need. To determine a student has federally defined financial need, the Free Application for Federal Student Aid (FAFSA) must be completed. The federal processor takes the information from the FAFSA and determines a student's Student Aid Index or SAI. This is the number used by schools to determine a student's financial need at their school. Federal financial need is defined by subtracting a school's Cost of Attendance minus a student's SAI. The difference is a student has federally

defined financial need. The SAI will be constant regardless of which school the student chooses to attend. The cost to attend the school is what will determine the financial need.

Cost of Attendance (minus) Student Aid Index (SAI) = Federally Defined Need Schools use the federally-defined financial need as a starting point in determining what types and amounts of aid a student may qualify for. Schools try to fill as much of a student's financial need as possible.

In some instances, Financial Aid can exceed a student's financial need depending on what type of aid a student qualifies for (for example, applying for unsubsidized loans). However, a student's overall Cost of Attendance (COA) limits most aid.

3.1.1 Admissions Application

Texas College has an open-door admissions policy to ensure that every person has the opportunity to get a college education.

To take classes for college credit, you must first complete the TC application for admissions. Apply early to make sure you have plenty of time to visit with an advisor, complete assessment testing and plan your course schedule.

Visit <http://www.texascollege.edu/Admissions/requirements.cfm>.

If you are an international student, you **must** contact an international student advisor at the college you wish to attend to apply for admissions. All other students can apply in one of three ways:

1. Online

Apply online using the website <http://www.texascollege.edu/Admissions/>. JICS is a Texas College web service that lets you personalize information, view classes, grades and conduct business online.

Please note: if you were formally enrolled as a Texas College credit student but have not registered within the past year, you must submit an updated admissions application.

2. By mail or fax

Print the application, fill it out, and mail or fax it to the admissions office.

3. In Person

Drop by the admissions/register's office and complete an admissions application in person.

What you will need

- Completed application;
- Your official high school transcript, a copy of your diploma or a copy of your GED certificate;
- Official college transcripts, if you have already attended another college. Have your transcript sent directly to Texas College you wish to attend. Many Texas College courses have prerequisites that must be met before registering. As a result, students who have not submitted transcripts may be not be able to register for all desired classes; and
- Proof of bacterial meningitis vaccination (Some exemptions apply).

You may also be asked to provide document documentary evidence of your residency status. The amount of tuition charged based on where you live.

3.1.2 Financial Aid for Credit Courses

If you will be taking classes for college credit:

Step 1: Complete a Texas College Admissions Application

Step 2: Complete the Free Application for Federal Student Aid (FAFSA). You must be a US citizen or eligible noncitizen to apply for federal aid.

If you are a not a citizen you are not eligible for federal aid.

The Free application for Federal Student Aid is required for almost all Texas College financial aid programs, the most of the college financial aid offices provide computers and help for completing the Free Application for Federal Student aid.

Your eligibility for a financial aid award can be determined:

- After Texas College received the results of your FAFSA data;
- After you have been admitted to the Texas College; and
- After you have submitted, any additional documents requested to the Financial Aid Office at the college you plan to attend.

If awarded, the specific package will be determined by the year need, as defined by the Free Application for Federal Student Aid data you submitted, and the financial aid funds available at the college you plan to attend.

Most financial aid programs have limited funds, so it is important to apply and submit required documents as early as possible. Limited funds are awarded on a first-come, first-served basis.

You will be notified by mail or email when you have an award. You may also view posted financial aid awards, account summaries and other helpful personal information in E connect, Texas College secure online services (requires login).

How to apply for financial aid:

1. Complete your FAFSA ([click here](#)). Be sure to include Texas College's school code, **003638**.
2. Be sure you have completed your Admissions application for New and Transfer Students ([click here](#)).
3. Sign your Master Promissory Note (MPN) and complete Entrancing Counseling (EC) ([click here](#)).
4. Respond to any correspondence from Office of Financial Aid at Texas College.
5. Once all requested items below have been completed, we will process an Award Letter to complete your registration.
6. Contact us at financialaid@texascollge.edu or by phone at (903) 593-8311 ext. 2299.

3.2 Deadlines

When applying for financial aid, deadlines are critical and often confusing.

You may complete the Free Application for Federal Student Aid (FAFSA) any time after October 1 prior to the award year, but no later than June 30 of the following year.

Texas College sets up priority dates to make sure that if your qualifying types of financial aid, an award will be processed before the 1st day of classes.

- If you plan to attend fall only, or fall and spring semesters: the priority deadline for submitting the FAFSA application is April 1. If you plan to attend only the spring semester: the priority deadline for submitting the FAFSA application is October 1;
- If you plan to attend the Summer term: The priority deadline for submitting your FAFSA application is March 1;
- Students who meet these deadlines will be notified by the start of the semester of their eligibility and approval of financial aid; and

- If these deadlines are missed, the student will be expected to make payment arrangements with the business/cashier's office using personal resources at the time of the registration (a payment plan is available).

Late aid applications will be processed for aid as it becomes available after registration closes.

Most scholarship programs have individual deadlines that must be met in order to be considered for an award from a particular scholarship program

Note: Program deadlines may supersede the general deadlines given above. Deadline information can be accessed here.

www.texascollege.edu

3.3 Verification Document Assignment, Collection and Tracking

If your FAFSA application is selected for verification by the U.S Department of Education, you will receive an introductory email at the email address you provided on the FAFSA.

Please note the deadline for submitting these documents is within 30 days from the date of you creating your student account registration. Failure to provide the requested documents could result in the delay or denial of financial aid.

What Happens Next?

Upon receipt of all required documents, Texas College will begin the verification process. Students will be notified via email or text if there are any questions or if any additional documentation is required. Once verification has been completed, the student will receive an email letting them know their account has been verified.

For students not selected for verification:

- Email notification of missing or incomplete items will be sent to students email on file with admissions and their FAFSA application.
- Student and/or parent (if dependent) will email mail documents to the FAO for processing.
- Documents are received and updated with the student financial aid module PowerFaid for tracking purposes and scanned into the FAO secure data folder, housed by Texas College.

- Completed documents are reviewed within 3 weeks of submissions. Incomplete documents will be flagged and communication notices will be sent every 3 weeks.
- After review and students file is marked complete, a financial aid notification or award letter will be emailed for the student to review and accept via email or mail in.

No aid will be processed or disbursed without a complete admissions file, enrollment of classes, billing of classes and acceptance of aid.

3.3.1 Updated Verification Requirements

The Department's long-term goal is for a customized approach to verification. A menu of potential verification items for each award year will be published in the Federal Register, and the items to verify for a given application will be selected from that menu and indicated on the FAFSA SUBMISSION SUMMARY/ISIR. Those output documents will continue to include only one verification flag to show students who were selected, and they will need to verify all the FAFSA items below that apply to them.

On July 8, 2022, we published a [Federal Register notice \(Vol. 87, No. 130 p. 40826\)](#) announcing the 2023–2024 Free Application for Federal Student Aid (FAFSA) verification items for applicants selected by the Department as well as the acceptable documentation for those items.

As specified in the Federal Register notice, the 2024-2025 Verification Tracking Groups, FAFSA items that may be verified, and the acceptable documentation for those items are the same as those in the 2022-2023 award year. In addition, the [Electronic Announcement \(EA\)](#) published on January 15, 2022, provides the COVID-19 flexibilities and waivers relating to verification. The COVID-19 flexibilities are intended to be utilized only when necessary due to an inability of an applicant to meet normal verification requirements due to circumstances related to COVID-19. Any additional flexibility will be announced in a future publication.

In completing the verification requirements for the 2022 Income Information can be found at [2024-2025 Verification Requirements](#); to include:

See the [July 8, 2022, Federal Register Notice](#) for the verification items for 2023–2024. There were no changes from items required for 2022-2023:

- Adjusted gross income (AGI)

- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Income earned from work
- Household size Number in college
- Identity/statement of educational purpose
- Copies of the required verification documents electronically. This may occur by uploading a photo of the documents (including from a smartphone), PDF, or other similar electronic document through a secure portal at the institution, by email, etc.
- An electronic signature using a stylus or finger to sign the statement, or an image of the individual's signature affixed to the statement in lieu of obtaining a wet signature.
- [Verification tracking groups](#)

Students who are selected for verification will be placed in one of the following groups to determine which FAFSA information must be verified.

V1—Standard Verification Group. Students in this group must verify the following if they are tax filers:

- Adjusted gross income
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Household size
- Number in college

Students who are not tax filers must verify the following:

- Income earned from work
- Household size
- Number in college

V4—Custom Verification Group.

- Students must verify identity/statement of educational purpose (SEP).

V5—Aggregate Verification Group.

- Students must verify identity/SEP in addition to the items in the Standard Verification Group (V1).

Groups V2, V3, and V6 are reserved for future use by the Department.

*The verification flag will have a value of “Y,” and next to the SAI will be an asterisk referring to a comment in the student section of the FAFSA SUBMISSION SUMMARY that tells applicants they will be asked by their schools to provide documentation. A verification Policies and procedures **34 CFR 668.53 Verification and PJ 34 CFR 668.53(c)** tracking flag will be set on the applicant’s Institutional Student Information Record (ISIR) to indicate placement in one of the 2023–2024 verification tracking groups.*

School -selected verification

In some cases, you, not the CPS, will select a student for verification. You must verify any information you have reason to believe is incorrect on an application. Also, you may at your discretion require a student to verify any FAFSA information and provide reasonable documentation according to consistently applied school policies. In either case you may, but are not required to, include any of the CPS verification items not already included.

Whether you do that or not, students with these applications are considered selected for verification and, as with CPS-selected applications, all other verification requirements, such as deadlines, allowable tolerances, and interim disbursement rules, apply. When schools choose to verify an item other than those the Department selects, they may delay disbursing Title IV aid until verification is completed if the school-selected item can affect the student’s Title IV eligibility, such as an item about dependency status. But schools cannot delay disbursing Title IV funds when the item has no bearing on Title IV aid, for example, if the school is verifying home equity to determine student eligibility for school or state aid.

Reporting results for groups V4 and V5

You must report the verification results of identity for any student for whom you (1) receive an ISIR with tracking flag V4 or V5—as selected by the CPS, not your school—

and (2) request verification documentation. You report this information on the FAA Access to CPS Online website: select the Identity Verification Results option from the main menu, enter your school identifiers, the award year, and the student identifiers.

For the 2023–2024 award year, you will then enter one of the following numeric codes that most applies:

- 1-Verification completed in person, no issues found
- 2-Verification completed remotely, no issues found
- 3-Verification attempted, issues found with identity. (You did not receive acceptable documentation for the SEP or identity.)
- 5-No response from applicant or unable to locate

You are required to report results no more than 60 days following your first request to the student for documentation of identity. Inaccurate and untimely reporting may subject your school to findings because of your annual compliance audit or a program review. If there is a change in a result you have already submitted, you can submit the new code using the above process and must make that change within 30 days of becoming aware that a change occurred.

The most recent submission will supplant prior award year submissions. Because the FAA Access website does not store a list of these verification results for you to retrieve, we recommend you print and keep the confirmation page for your records. Instead of using this individual method, you can submit verification results by uploading a flat file with the data for up to 2,000 students. Each record must contain only the nine-digit SSN, the two-character name ID, and the appropriate numeric result code from above.

Each line of data must contain only one record. Do not use hyphens, empty lines, or spaces (unless the student does not have a last name, in which case enter two spaces).

This is an example of two records reported via the flat file:

111223333BE1
222334444OL5

Verification for confined or incarcerated students

The Consolidated Appropriations Act, 2022 added section 484(t) to the Higher Education Act of 1965, as amended (HEA) to formally establish Pell Grant eligibility for confined or incarcerated students, if they are enrolled in a prison education program as defined under the HEA.

The Department is currently in the process of establishing regulations to implement the statutory requirements, which will be effective July 1, 2023. Note: Numeric codes 4 and 6 are not valid for 2022-2023 and beyond. These codes were used to report issues with high school completion status, which is no longer a required verification item. For more information regarding the implementation of the removal of high school completion status beginning with the 2023.

For the 2023-24 award year, a confined or incarcerated student as indicated through the new incarcerated applicant flag will only be required to verify their identity and statement of educational purpose if selected for Verification Tracking Group V4 or V5. In addition, institutions are not required to verify a confined or incarcerated student selected under Verification Tracking Flag V1. *See GEN-22-09 for additional information on verification requirements for confined or incarcerated students.*

Verification exclusions

There are times when you don't need to verify a student's application. You are, however, still required to resolve conflicting information (except when a student dies during the award year or when he or she is no longer enrolled and will not re-enroll; see Chapter 5). You should document the basis for the verification exclusion. Other information not excluded must still be verified according to all other requirements.

- **You don't have to verify FAFSA information of a student in the following situations: *Death of the student.*** You don't have to continue verification if you made an interim disbursement and the student died before verification was completed. You cannot make any additional disbursements, except for FWS funds already earned, to any of the student's beneficiaries. You cannot originate or disburse his or her Direct Subsidized Loan or consider any interim disbursement you made of Pell or FSEOG funds or provisional FWS employment to be an overpayment.
- ***Not an aid recipient.*** The student won't receive Title IV aid for reasons other than a failure to complete verification. This includes being ineligible for that aid and withdrawing without receiving it.
- ***The applicant is eligible to receive only unsubsidized student financial assistance.*** However, students selected for V4 or V5 verification should complete it in accord with the answer to DOC-Q18 on the [verification Q and A page](#).
- ***Applicant verified by another school.*** The student completed verification for the current award year at another school before transferring. His or her FAFSA data

must be the same as it was at the previous school, and you must get a letter from that school stating that it verified the student's application and providing the transaction number of the pertinent valid ISIR.

- **Post enrollment.** The student was selected for verification **after** ceasing to be enrolled at your school, he or she does not intend to reenroll for the award year, and no further (including late) disbursements will be made.

Unless you have reason to believe it is inaccurate, you don't have to verify the reported FAFSA information of the **parents of a dependent student** if any of the following apply (including in cases where there is only one parent):

- Both parents are mentally incapacitated.
- Both parents or the custodial parent has died.
- They are residing in a country other than the United States and can't be contacted by normal means.
- They can't be located because the student does not have and cannot get their contact information.

Unless you have reason to believe it is inaccurate, you don't have to verify the reported FAFSA information of the **spouse of an independent student** if any of the following apply:

- The spouse has died.
- spouse is mentally incapacitated.
- The spouse is residing in a country other than the United States and can't be contacted by normal means.
- The spouse can't be located because the student does not have and cannot get his or her contact information.

Verification following disasters.

The Dear Colleague Letter (DCL) [GEN-17-08](#) gives general guidance for awarding aid in federally declared disasters. It states that the Secretary will not enforce the verification requirements during the award year for applicants whose records were lost or destroyed because of a disaster if the school has tried to preserve and reconstruct any records. The school must document when it does not perform verification for this

reason and use status code “S” when reporting the disbursement of Pell Grants to affected students.

Also, the requirement for dependent students to submit a statement signed by a parent regarding household size and number in college is waived if the parents cannot provide the signature due to the disaster. The school must note why no parent was able to provide the statement.

Schools that experience a local disaster (rather than a federally declared one) that affects Title IV administration should consult their [regional school participation division](#).

Refer to the resources for higher education institutions on the Department’s [Coronavirus webpage](#) for guidance pertaining to the on-going COVID-19 national emergency, including various verification flexibilities.

3.3.2 Verification of Identity/Statement of Educational Purpose

Students should appear in person at your school and present a valid, unexpired, government-issued photo identification (ID) such as a U.S. passport, a driver’s license, or other state-issued ID. “Unexpired” means the ID has not expired at the time it is checked, even if it will expire before the end of the award year.

A valid government-issued photo identification is Household size documentation 34 CFR 668.57(b) Number in college documentation 34 CFR 668.57(c) one issued by the U.S. government, any of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, a federally recognized American Indian and Alaska Native Tribe, American Samoa, Guam, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

You must maintain an annotated copy of that ID that includes the date it was received and the name of the person your school authorized to receive it. The school may determine which of its staff is authorized to review an applicant’s identity. We recommend that the person(s) be full-time staff and the school keep a record of who they are. Note that an ID issued by a state university or college is not sufficient for this purpose. Nor is a military ID since 18 U.S. Code § 701 prohibits it from being photocopied.

Students must also sign (it must be a “wet” signature) a statement of educational purpose that certifies who they are and that the federal student aid they may receive will only be used for educational purposes and for the cost of attending the school for the 2023–2024 year. Unlike the other suggested text provided in GEN-22-09, the text for the “Statement of Educational Purpose” is not suggested—you must use the exact language given (the student’s identification number is optional though if collected elsewhere on the same page as the statement). After examining the statement, you may convert it into an electronic record. You must keep that or the original for at least the required Title IV record retention period.

A student who is unable to appear at your school must go to a notary public and sign the statement of educational purpose.

He or she must then submit to your office that statement (again, with the “wet” signature), a certification from the notary that he or she appeared before the notary and presented a government-issued photo ID confirming his or her identity, and a copy of the same ID. Currently the Department does not authorize the use of online notary services as an alternative to traditional, in-person notary services.

The **REAL ID Act** affects people entering certain restricted areas where identification is required: federal facilities, nuclear power plants, and federally regulated commercial airplanes. Because there are currently no restrictions under the act on agencies accepting an ID that is not compliant with the act (typically one marked “not for federal identification”) for other purposes, such an ID is acceptable for verification of identity/statement of educational purpose. It must be a government-issued ID that has not expired and includes the student’s photo and name.

3.3.4 System Reporting Requirements

Because this change to the verification policy is occurring mid-year, there will still be many 2024-2025 Central Processing System (CPS) transactions selected for verification.

Even if verification is no longer required, institutions must report a valid Verification Status Code for every student selected for verification by the CPS. Institutions should report a “V” (if verification was completed) or an “S”; “blank” is not an acceptable verification status code, except in the case when a student is selected after he or she is no longer enrolled at your institution.

When Verification Is Still Required

Institutions must still verify Identity/Statement of Educational Purpose when the applicant is selected for verification under Verification Tracking Flag “V4” and “V5,” unless a student is excluded from verification as provided under 34 CFR 668.54(b). These exclusions are outlined in Chapter 4 of the [2024-2025 Application and Verification Guide](#).

Please note that Verification Tracking group V5 includes a combination of the verification of income/tax information (which is waived under this notice) as well as Identity/Statement of Educational

3.3.5 Changes for the 2024-2025 Award Year and Beyond

The Department is currently working on developing guidance and policy for potential updates that may come with significant changes in the FUTURE Act and FAFSA Simplification Act. We will consider what adjustments, if any, need to be made to verification and inform institutions of any changes.

We thank institutions for their cooperation and continued role in safeguarding the integrity of the Title IV programs and in preventing improper payments.

Sincerely,

Annmarie Weisman,
Deputy Assistant Secretary for Policy, Planning, and Innovation

SECTION IV

TYPES OF FINANCIAL AID

Types of Financial Aid Available:

Texas College financial assistance program includes institutional grants and scholarships, federal and state programs, federal loans, federal and state work-study and external resources.

Institutional Scholarships:

Texas College scholarships awarded to students based on academic achievement, athletic abilities, talent and financial need. Students need to apply for admissions and file a FAFSA to be considered for this type of aid. For a description of scholarships and scholarship application go to www.texascollege.edu, this information is located under the Admissions and Financial Aid tab.

Federal Pell Grant:

This grant is awarded to undergraduate students who are admitted to and enrolled in a degree-seeking program. The application (FAFSA) for this grant is accepted throughout the academic year. Award amounts are determined through a mandated federal formula that considers the Student Aid Index (SAI) and enrollment status of the student. Students can receive this grant up to the equivalent of 12 full time semesters (approximately 144 credits).

Federal Supplemental Equal Opportunity Grant (SEOG):

SEOG grants are awarded to undergraduate students based on demonstrated financial need. Only students who are eligible for a Federal Pell Grant can be considered for this funding source. These grant funds are extremely limited and are awarded on a first-come first-served basis. Submitting your aid application early is recommended if you want to be considered for SEOG funds.

Federal Teacher Education Assistance for College and Higher Education Grant Program (TEACH):

The *TEACH* grant program provides grants up to \$3,772 per year to students (\$15,088 total for four-year programs) who intend to teach in a high-need field in a public or private elementary or secondary school that serves students from low-income families. As a recipient of a TEACH grant, you must teach for at least four academic years within eight calendar years of completing the program of study for which you have received a TEACH grant. If you do not fulfill this obligation, the grant turns into a loan. For more information on this program, please go to www.studentaid.ed.gov/grants.

State Grants:

Texas College participates in the state of Texas Tuition Equalization Grant (TEG). This grant is available to Texas residents or non-residents who are National Merit Finalists, not receiving athletic scholarships, and who are enrolled at private, non-profit colleges and universities in Texas. TEG is based on your financial need. **Applicants must register for Selective Service unless they are exempt.** You may apply for **TEG** by completing your FAFSA or TASFA application.

To be eligible for an additional TEG beyond the first year, students who received their first TEG award in 2005 or later must meet their institution's academic progress requirements. To receive an award beyond their second year in the program students must:

1. Complete at least 24 hours per year;
2. Complete at least 75 percent of the hours attempted in the most recent academic year; and
3. Maintain and overall GPA of 2.5 or greater.

Loans:

The Federal Direct Student Loan is a non-credit based student loan that is funded by the U.S. Department of Education. Students enrolled in 2 or 4-year degree seeking programs can apply for these loans.

There are three basic types of Direct Loans: subsidized and unsubsidized that students can apply for and Direct PLUS loans that parents may apply for to assist students. The subsidized and unsubsidized loans have the same fixed interest rate, which is determined each year on July 1st. Students must meet Financial Aid eligibility criteria to be considered for Federal Direct Student Loans.

Subsidized Loans:

Subsidized Loans are need-based loans where the government pays the interest while the student is in the deferment period. Once, in repayment, the student is responsible for paying the interest on the loan as well as the principal amount borrowed. Your need is based on information collected from the Free Application for Federal Student Aid (FAFSA).

Unsubsidized and PLUS Loans:

With these loans, the Government does not pay the interest on behalf of the student. Instead, the borrower is responsible for all the interest that accrues and capitalizes from the time the loans disburse. Though it is non-need-based aid, the amount of the unsubsidized loan combined with other aid cannot exceed the student's total estimated cost of attendance. The parent on behalf of the student must take out Parent Loans (PLUS). Parents apply by going to the www.studentaid.gov website and clicking the PLUS request link.

How to apply for loans:

- Students should complete the FAFSA for the current aid year;
- Make sure all required documents have been submitted to the Financial Aid Office;
- Email the office that you accept your financial aid after reviewing your award letter to the Financial Aid Office;
- Students must complete the Loan Entrance Counseling, Financial Aid Awareness, and Master Promissory Note by visiting www.studentloans.gov;
- Students and/or parents should contact the Financial Aid Office to let us know they are interested or have applied for a PLUS loan; and
- For PLUS loans, parents will determine how they want the loan funds to be disbursed after fees are paid (to the student or the parent).

Note: A dependent student whose parent has been denied a PLUS loan during the current aid year may be eligible to receive Federal Direct Student Loans at the independent student level with proof of AND Loan denial. A PLUS Loan Letter of Denial is only valid for one year.

DEADLINE FOR LOAN REVISION REQUEST:

- Fall -November 28
- Spring -April 20
- Summer -July 1

If dates fall on a weekend, the deadline will be the next business day. Students awarded loans must complete the Loan Entrance Counseling, Financial Aid Awareness, and Master Promissory Note. Information about completing this process is located in your Financial Aid Award Letter. Students may go to www.studentloans.gov to complete the process once notification has been received. You will need your FAFSA username and password to log onto this website.

Federal Work Study (FWS):

The *FWS* Program provides funds for part-time employment to help needy students to finance the costs of post-secondary education. Hourly wages are no less than federal minimum wage. Students apply through FAFSA. Work-study funding may be used on or off campus. Funds are limited, so students are encouraged to apply early. Students are awarded on a first-come first-served basis. Students receiving work-study funds must attend a mandatory work-study orientation each semester prior to the start of work. Receiving an award does not guarantee a work-study job.

SECTION V

FILE REVIEW

5.1 Verification

5.1.1 Selection of Applicants to be Verified

Texas College will verify, all applications selected by the Central Processing System (CPS) with a V1, V4 and/or V5 status. Please refer to *Section 3.3 Verification Document Assignment, Collection and Tracking* for more information on verification requirements and updates.

Texas College will also exercise the authority, under 34 CFR 668 .54, to verify the application information of any student who applies for federal aid even if the application was not selected by the CPS. The school-selection criteria will be applied fairly and consistently to all applicants.

Some students may be excluded from verification:

- A. Applicants who died during the award. (Regardless of conflicting information);
- B. Applicants who are legal residents (or dependence of parents who are legal residents) of the Commonwealth of the North Mariana Islands, Guam, American Samoa;
- C. Applicants who are citizens of (and dependents of parents who are citizens of) the Republic of the Marshall Islands, the Federated states of Micronesia, or the Republic of Palau;
- D. Incarcerated students;
- E. Dependent students whose parents reside outside the United States and that cannot be contacted by normal means of communication (exclusion is applicable to parental information only);
- F. Applicants who are immigrants and arrived in the United States during either the calendar year of the award year;
- G. Applicants whose parents addresses (ES) is unknown and cannot be obtained (exclusion is applicable to parental information only);
- H. Dependent applicants when both parents are deceased are physically or mentally incapacitated (exclusion is applicable to parent to information only);
- I. Applicants who will not receive Title IV assistance for reasons other than the applicant's failure to verify the information on the application;
- J. Transfer students who completed verification at a previous school and the current school obtains the correct information/data;
- K. Applicant spousal information when the spouses deceased, mentally or physically incapacitated or residing in a country other than the United States and cannot be contacted by normal means, or the spouse's whereabouts are unknown;

- L. Serving on active duty during a war or other military operation or national emergency;
- M. Performing qualifying national guard duty during a war or other military operation or national emergency; and
- N. residing or employed in an area declared a disaster area by any federal, state, or local official in connection with the national emergency

5.1.2 Acceptable Documentation and Forms

Acceptable Documentation and Forms Includes Please refer to *Section 3.3 Verification Document Assignment, Collection and Tracking* for more information on verification requirements and updates.:

- Verification worksheets published by the Department of Education;
- IRS income tax transcripts;
- IRS form 4868-tax extension;
- W-2s;
- A tax income documentation (e.g., Statement confirming child-support received, all untaxed income reported on US individual tax returns, excluding schedules, W-2 forms for contributions to retirement plans, etc.);
- IRS schedules; and
- Other forms needed as determined by Texas College.

5.1.3 Data Elements to be Verified,

Please refer to *Section 3.3 Verification Document Assignment, Collection and Tracking* for more information on verification requirements and updates.

Data elements to be verified includes:

- A. Adjusted gross income (AGI);
- B. US taxes paid;
- C. Household size;
- D. Number of family members enrolled at least half time in
- E. a post-secondary educational institution;
- E) Untaxed income; and
- F) Any institutionally selected data elements.

Certain data elements may be excluded from verification, this includes:

- Household size or number in college does not have to be verified if output documents is received within 90 days of applicant/parent signing it;
- Number of family members in the household or the amount of child support received by an applicant selected for verification does not need to be verified if it is the same as that verified by the institution in the previous award a year;
- Enrollment of family members at least half time in postsecondary education student institutions does not have to be verified if they are enrolled at the same institution as the applicant, and the institution verifies their enrollment status from its own records; and
- Untaxed income and benefits need not be verified if the applicant or the applicant's spouse or, in the case of a dependent student, the applicant's parents received untaxed income or benefits from federal, state, or local government agency determine their eligibility for that income or those benefits by means of financial needs test.

Verification Detailed process:

1. Texas College receives ISIR from Department of Education with specified data elements from ISIR data element selected for verification;
2. Texas College loads ISIR into Powerfaids.
3. Texas College contacts students and/or parent of any missing or incomplete information on their FAFSA.
4. Students/parents submits documentation to Texas College by email or mail:
5. The image is electronically attached to the student records for student review.
6. Images of documents (e.g., Tax return).
7. Take photos of document with a camera phone and upload them;
8. Texas College performs a compliance review of each student's verification.
9. If ISIR corrections are needed, Texas College will submit using FAA access to CPS online;
10. Texas College will confirm files that are compliant and send an export of the students file with field information needed to mark the students file as completed; and
11. Texas College will monitor a sample of students:
 - a. Status;
 - b. Images of documents provided;
 - c. Notifications sent; and
 - d. File review reject notes and required information.

5.1.5 Treatment of Tax Filing Extensions

If any of the persons required reporting information on the FAFSA will file but had not filed a tax return at the time of the application, they would have used an estimated AGI on the FAFSA. At the time of verification, the necessary tax return should have been filed and must be used for verification.

If a return has not been filed by then and I finally staged was granted by the IRS, Texas College shall except as an alternative, copies of the W-2 forms and either a copy of the IRS form 4868 (application for automatic extension of time to file US individual income tax return which automatically grants taxpayer a six-month extension beyond April 15 deadline) or a copy of the IRS approval of an extension beyond the automatic six-month extension in addition, the student must submit a copy of the tax returns when filed. A student who fails to submit a copy of the file tax return all or alternative documents before the deadline for verification is ineligible for FSA finds and is required to repay any a dispersed.

5.1.6 Student Notification of Verification Changes

In the event that the subsequent ISIR transactions are received into Powerfaids and a change student/parent income or any change that would affect the SAI, the file will be sent to Verification Gateway to perform another review of the file.

After the first disbursements are transmitted to the student's account, all ISIR records are locked to the current transaction. Subsequent ISIR records for locked files are reported out of this list.

This list will be reviewed by Texas College's financial aid office to determine the reason for the new transaction and if the new transaction affects the eligibility or verification status of the current ISIR transaction being used by Powerfaids.

If the new ISIR transaction affects the student's eligibility for subsequent disbursements of aid within the award year, the file will be unlocked and the new transaction loaded and processed according to the regular application processing procedures.

5.1.7 Verification Deadline

The Texas College requires the submission of completed and filed tax return information for the purpose of verifying data fields on the ISIR records selected by the federal CPS for verification only tax information documents approved in the current year after AES application and verification guide will be accepted for use in the verification procedures.

If an approved copy or transcript of a completed and filed tax return is not submitted by the required deadline date of the 15th day after the date of the document request are missing information notification, the verification process will be suspended. The college financial aid office will not accept filing extensions granted by the IRS (IRS form 4868-application for automatic extension of time to file US individual income tax return) as alternative documentation.

In compliance with the federal Title IV regulations, a federal Pell applicant selected for verification must complete the process within the deadlines published in the Federal Register, but no longer than 120 days after the students last day of enrollment within the award period. In addition to all the verifying documentation, the Texas College must also have a filed the students valid ISIR (one with all verification errors corrected) by the verification deadline. If the valid ISIR is not received or verification documents are not received by this deadline, the student forfeits Pell eligibility for the award year.

Applicants for federal aid other than Pell (FWS, SEOG and Federal Direct loans) must submit all verification documentation and have a valid ISIR (one with all verification errors corrected) on file with the Texas College no later than the last day of enrollment within the award period. If the valid ISIR is not received or verification documents are not received by this deadline, the student forfeits eligibility for all other federal Title IV aid.

In the situation where a student is subject to penalties under the return of title IV funds (Return of Funds) policy, aid applications that are still incomplete beyond the verification deadlines described above will not be considered in determining "aid that could have been dispersed". The student will not be eligible for post-withdrawal or retroactive disbursement of a payment that are dependent on the need analysis of an application incomplete beyond the verification deadline.

5.2 Database Matches, Reject Codes, and C-Codes Clearance

Texas College uses the ***Powerfaids FAMS*** software to process and administer student financial aid. Codes are developed and updated annually to identify ISIR records that contain comment codes related to failed CPS database matches, reject codes, and "C" comment codes.

These rules are tied to bookmarks in the systems communication management system that requires resolution before affected students can be awarded or before awards can be paid to the student's accounts. The *Director of Financial Aid* at Texas College are responsible for coordinating the developments of the *Powerfaids* rules in coordination with IT support staff for financial aid programming.

If a C-code and/or reject code appears on the student's output document, it will trigger a system flag for which the student and/or FAA must resolve before Title IV can be paid out.

5.2.1 U.S. CITIZENSHIP AND ELIGIBLE CATEGORIES Social Security Administration (SSA)

A student must be one of the following to be eligible to receive federal student aid:

- A U.S. citizen or national; or
- A citizen of the Freely Associated States: The Federated States of Micronesia, the Republics of Palau, and the Marshall Islands. (These students can only receive aid from some of the FSA programs and do not have an A-number/ARN, see "Citizens of the Freely Associated States" section later in this chapter); or
- A U.S. permanent resident or other eligible noncitizen.

The Department of Education matches all applications with the Social Security Administration (SSA) on U.S. citizenship status. If the status cannot be confirmed, the student must provide documents proving U.S. citizenship, citizenship of the Freely Associated States, or eligible noncitizen status in order to be potentially Title IV aid-eligible. If the student provides an alien registration number (ARN) on the FAFSA, their record is also sent to Department of Homeland Security (DHS) to check noncitizen immigration status. The results of both matches appear on the Institutional Student Information Report (ISIR), and a failed match with either agency will produce a "C code" on the student's ISIR.

A student's U.S. citizenship (or eligible noncitizen) status only needs to be checked once for the award year; if the status is eligible at that time, it remains so for the rest of the award year (with the exception of parolees and VAWA prima facie cases; see the "Third Step Verification (Formerly Form G-845)" section below).

If a parent wants to take out a PLUS loan for a dependent undergraduate student, both the parent and the student must be a U.S. citizen, national or eligible noncitizen

All applications are matched with SSA records to verify U.S. citizenship status, name, date of birth, and Social Security number (SSN) (see Chapter 4). The Central Processing System (CPS) will reject the application for insufficient information if name, date of birth or SSN is not provided.

The student's match result is reported in the "SSA Citizenship" field on the FAFSA SUBMISSION SUMMARY, and on the Match Flags section of the FAFSA SUBMISSION SUMMARY and ISIR.

If the student leaves the citizenship question on the FAFSA blank, the CPS will still attempt the citizenship match with the SSA. If there is a complete match with the student's SSN, name, date of birth, and U.S. citizenship, the CPS will report the student to be a U.S. citizen

5.2.2 Citizenship Error

To be eligible for a SA funds a student must be a US citizen or natural; or a US permanent resident or other eligible noncitizen; or a citizen of the Federated States of Micronesia, the republics Palau, and the Marshall Islands (the students can only receive aid from some of the FSA programs).

If a comment indicating the students citizenship status does not match the (DHS) records, then the student must provide the school with satisfactory documentation.

If I student whose status is a US citizen provide satisfactory documentation to verify his/her US citizenship, no other confirmation is needed.

If the student his status is eligible noncitizen provides documentation to verify his/her citizenship status and the data does not match, then the application must be resubmitted to the CPS for corrections.

If the student resubmits his/her application with the verified name and the application is rejected, that I paper confirmation (G-845) will be submitted for the verification.

Acceptable Documentations for Citizens

Student's birth certificate showing that he/she was born in:

- United States; or
- Puerto Rico (on or after January 13, 1941); or
- Guam, the US Virgin Islands (on or after January 17, 1970); or
- American Samoa, Swain's Island, or the Northern Mariana Islands
- Certificate of citizenship (N-560 or N-561); or
- Certificate of naturalization (N-550 or N-570); or
- US passport (current or expired). In the case nationals who are not citizens, the passport will be stamped "noncitizen national";
- Wallet size passport card; or
- Form FS-240 (consular report of birth abroad), FS-545 (certificate of birth issued by Foreign Service posts), or the DS-1350 (certificate of report of birth).

Acceptable Documentation for Eligible Noncitizens

- **Lawful permanent residents**-noncitizens who are legally permitted to live and work in the US permanently. Will have a permanent resident card (form I-551 since 1997) or resident alien card (form I-551 before 1997). Both forms are referred to colloquially as "green cards," though they have changed colors over the years. Chapter 2—U.S. Citizenship & Eligible Noncitizens. Possessors of the older Alien Registration Receipt Card (Form I-151, issued prior to June 1978) should have replaced it with a newer card, but for receiving Title IV funds, it is acceptable as evidence of permanent residence. In general, students whose LPR card has expired may still be considered lawful permanent residents for FSA eligibility purposes; therefore, if they submit expired documentation, submit it to SAVE and base eligibility on the response;
- Permanent residents may also present an Arrival/Departure Record (Form I-94) or the Departure Record (Form I-94A), with the endorsement "Processed for I-551. Temporary Evidence of Lawful Admission for Permanent Residence. Valid until Employment Authorized." This is used at land border ports of entry.
- If available, an I-551 (also known as a "green card") is preferable to establish LPR status. The form will have an ARN annotated on it and is acceptable if the expiration date has not passed;
- **Conditional entrants** are refugees who entered the U.S. under the seventh preference category of P.L. 89-236 or whose status was adjusted to lawful permanent resident alien under that category. Students may have an I-94 with a stamp displaying "Section 203(a) (7)" and indicating that the person was admitted to the U.S. as a conditional entrant;

- Because DHS stopped using this category after enacting the Refugee Act on March 31, 1980, you should not disburse Title IV funds if the student has an I-94 with conditional entrant status granted after that date;
- Refugee (RE) status continues unless revoked by DHS. Refugees are required to apply for Lawful Permanent Residency (LPR) status after one year, and continue to be refugees even after the grant of LPR status. In September 2015, CBP automated the refugee process. A refugee will have an electronic I-94 showing “RE” as the class of admission and “DS” as the “admit until” date. The refugee travel letter provided by the Department of State will be annotated with a stamp showing admission under Section 207 of the Immigration and Nationality Act (INA). While the form is now automated, a refugee may be in possession of an older paper I-94 or I-94A form or be provided a paper form upon request. The paper forms I-94 or I-94A is annotated with a stamp showing admission under Section 207 of the Immigration and Nationality Act (INA). They may also have the old Refugee Travel Document (Form I-571) or the newer U.S. Travel Document annotated with “*Refugee Travel Document Form I-571* (Rev. 9-2-03).”;
- **Persons granted asylum** could apply for permanent residence after one year. Asylee status continues unless revoked by DHS or until permanent resident status is granted. Asylees will have an I-94 or I-94A with a stamp showing admission under Section 208 of the INA. They may also have the same travel documents described for refugees. Asylees who leave the U.S. for an extended amount of time without USCIS approval forfeit their current immigration status; therefore, it may be difficult for them to be considered an eligible noncitizen for FSA purposes;
- **Persons paroled into the U.S. for at least one year** must provide documentation of their parole status (such as an I-94) and it must have a stamp indicating that the student has been paroled into the U.S. for at least one year, with a date that has not expired (Title IV funds cannot be disbursed after the document has expired).

They also must provide evidence (such as having filed an Application to Register Permanent Residence or Adjust Status [I-485] or being the named alien relative from a petitioner, I-130) from the DHS that they are in the U.S. for other than a temporary purpose and intend to become a citizen or permanent resident. DHS will usually respond to the filing of an I-485 with an I-797 and a parolee must provide this I-797 or any other immigration document from DHS showing the student is in the U.S. for other than a temporary purpose and intends to become a citizen or LPR. If the student does not submit an I-797, send his alternative documentation to SAVE and ensure that the SAVE response is “Parolee Expires” or “Parolee-Indefinite” and that the SAVE comments indicate

“Application Pending I-485.” (Form I-485 is an application for Lawful Permanent Resident status). Note that one particular type of paroles, Advance paroles, are never considered potentially eligible for Title IV aid;

- **Conditional Entrants**-had to have entered the US prior to the enactment of the refugee act of 1980. Students may have an I-94 with the stamp display "section 203 (a) (7)" and indicating that the person was admitted to the United States as a conditional entrant. Because the processor of the DHS stops using this category after March 31, 1980, you should not disburse, asked SA funds if the student has an I-94 with conditional entrant's status grants after that date;
- **Victims of human trafficking** have the same eligibility for federal benefits as refugees under the Victims of Trafficking and Violence Protection Act, though the Department of Health and Human Services (HHS), rather than the DHS, is responsible for certifying this status. Because of this, these students will not pass the DHS match, and the normal paper third-step confirmation does not apply. These individuals may have an I-94 with a T1, T2, T3, or T COA code for principal, spouse, child, or parent, respectively.

You must instead review the student's certification or eligibility letter from the HHS and call the Office on Trafficking in Persons at 1-866-401-5510, as noted on the letter, to verify its validity and confirm that the eligibility has not expired. You must note the date, time, and results of the call and retain a copy of the letter. If the student applies for federal student aid in a subsequent year at your school, you must call again to ensure that the student's status is still in force.

The spouse, child, or parent of a trafficking victim might be eligible for aid. They will not have a certification letter but will have a T-visa (e.g., T2 or T3). They will also likely fail the DHS match; if so, you must call the same office as noted above, verify the validity of the T-visa as well as the victim's certification letter, note the time and results, and save a copy of both documents;

Battered immigrants-qualified aliens are victims of domestic violence by their U.S. citizen or lawful permanent resident (LPR) spouses or parents. They may, with their designated children, be eligible under the Violence against Women Act (VAWA) for federal public benefits, including federal student aid. Note that both men and women may be approved as victims under VAWA.

These applicants can indicate on the FAFSA that they are eligible noncitizens, though they will not pass the automated DHS match. Instead, they will need to obtain and provide you with documentation based on their case type: self-petition, prima facie, suspension of deportation, or cancellation of removal.

Check the student's documentation carefully. If the immigration documents match the description below for an approval of petition or a prima facie case, the student should be considered an eligible noncitizen. Third-step verification through the **SAVE** system is not required.

Procedures for clearing citizenship conflict for students who left the citizenship question on the FAFSA blank:

1. Student applies for FAFSA (www.studentaid.gov);
2. ISIR is sent to Texas College to be uploaded into the Powerfaids system;
3. ISIR is flagged for citizenship error. This is due to the student not answering the citizenship question on the FAFSA;
 - a. **ISIR error comment:** you did not indicate on the FAFSA that you are a US citizen or an eligible noncitizen. To receive federal student aid, a student must be 1) A US citizen (or US national) or 2) An eligible noncitizen, such as a US permanent resident or a resident of certain Pacific Islands, or as determined by the United States Department of Education;
4. Error flag consisting of anyone or more of the codes below will populate in Powerfaids. The C codes will have to be resolved by the student;
5. Students will be notified through the Texas College's communications module to make corrections;
6. To clear the C code, student will have to correct FAFSA to indicate whether he or she is a (A) US citizen, (B) eligible noncitizen, or (C) neither;
7. Once we receive the corrected ISIR and a successful match has been conducted, the (C) flag will automatically be cleared. FA administrator must not clear these types of code since they require a correction;
8. Student will go through the normal packaging process if all other requirements are met. These codes are not to be cleared on CRI under any conditions since they require FAFSA/CPS correction from the student/FA administrator. After a correction has been made and once the new ISIR comes in, the open CRI code will automatically be cleared; and
9. If we receive the corrected ISIR and it is still flagged with citizenship error, you must follow the procedures clearing citizenship conflict for US citizens are eligible noncitizens below to resolve the conflict.

Procedures for clearing citizenship conflict for students who are either naturalized US citizens or eligible noncitizens:

1. Student applies for FAFSA (www.studentaid.gov) ;
2. ISIR is sent to Texas College to be uploaded into Powerfaids student module;
3. If selected for verification, file will go through the normal verification process to submit all required verification documentation.
4. ISIR is flagged for citizenship error.

ISIR error comment: the US citizenship and immigration services (US EIS) of the department of homeland security did not confirm that you are a noncitizen (item 14) in an immigration status associated with the requirements of eligibility for the financial aid assistance for which you have applied. You must submit proof to your school that you are in the required non-citizenship immigration status. If you do not submit proof within 30 days, are no longer if your school allows, you may not be eligible for federal student aid;

1. An error flag consisting of any one or more of the codes below will populate in Powerfaids. These C-codes will have to be resolved;
2. The student will be notified through the Texas College communications module.

Texas College student notification: review and/or correct items on your FAFSA. If you filled this information is correct, please provide a copy of your citizenship documentation to your college financial aid office for validation. See the "making corrections to your FAFSA" section;

- To clear the C code, a) student will have to correct the FAFSA if the answer was an error, or b) student will have to provide satisfactory documentation;
- If the student makes corrections and the new ISR is still flagged for citizenship, he or she must submit satisfactory supporting documentation. See section 4.2.2 above for a list of acceptable documentation; and
- Review supporting documentation that the student submitted. Make sure it meets the regulatory requirements.

Acceptable documentations include:

- If student is an eligible noncitizen and failed to provide an alien registration number (are in) or number was entered in error on the FAFSA, student will have to correct.
- If after correcting the ISIR is still flagged for citizenship, the FAA administrator must submit a G-845 paper confirmation to verify the citizenship status. Note that the G-845 is only for eligible noncitizens. US citizens does not require a G-845 confirmation, they just need to provide proof of US citizenship;

- If student is a US citizen but provided an alien registration number, student will have to correct since this presents conflicting information. The student can only have one status. If a US citizen, no alien registration number must appear on the FAFSA;
- If the student's true citizenship status is displayed on the ISIR and you it is still flagged for citizenship, student will have to provide satisfactory supporting documentation.

If applicable, student will provide the required documentation:

In person

FAO will thoroughly be examined documentation and if satisfactory will scan into paper wise. If not satisfactory, documents will not be accepted.

Mail/electronic

Financial Aid Office will examine documentation it is satisfactory will scan into financial aid beaker folder and updated as Received in Powerfaids. If documents are not satisfied, contact student to request additional documentation. File will remain Incomplete for processing the until student will furnishes additional sufficient supporting documentation.

Once corrected and/or communication error flag has been cleared, student will go through normal packaging process if all other requirements are met, if not resolved, student remains ineligible.

5.2.3 Selective Service

On December 27, 2020, the *FAFSA Simplification Act* (Act) was enacted into law as part of the *Consolidated Appropriations Act, 2022*. The Act makes many important changes to the *Higher Education Act of 1965* (HEA) and the Free Application for Federal Student Aid (FAFSA®). Two changes referred to by this DCL include amending Sec. 484 of the HEA to remove:

- The requirement that male students register with the Selective Service before the age of 26 to be eligible for federal student aid under Title IV of the HEA (Title IV); and
- Suspension of eligibility for Title IV aid for drug-related convictions that occurred while receiving Title IV aid.

For additional details about this change and its implementation,

see [Dear Colleague Letter GEN-21-04](#) on the Knowledge Center.

5.2.4 Academic Qualifications *HEA Sec. 484(d), 34 CFR 668.32(e), COD Technical Reference*

To receive Title IV funds, a student must be qualified to study at the postsecondary level. A student qualifies if she:

- Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- Has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate;
- Has completed homeschooling at the secondary level as defined by state law; •Has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education; or
- •Has completed one of the ability-to-benefit (ATB) alternatives and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.

A student may self-certify on the FAFSA that he has received a high school diploma or high school equivalency certificate or that she has completed secondary school through homeschooling as defined by state law.

If a student indicates that he has a diploma or high school equivalency certificate, your school isn't required to ask for a copy (except as noted below), but if your school requires a diploma for admission, then you must rely on that copy of the diploma or high school equivalency certificate and not on the student's certification alone.

Awards submitted to the Common Origination and Disbursement (COD) system for all students require a Student Eligibility Code (previously Ability to Benefit Code), to report how the student (including graduate and 1–13 Chapter 1—School-Determined Requirements FSA HB Jun 2022, CFR DCL professional students) is qualified to study at the postsecondary level (e.g. by obtaining a high school diploma or its recognized equivalent). For more detail on submitting the appropriate Student Eligibility Code, see the Common Origination and Disbursement (COD) Technical Reference on the Knowledge Center.

Checking the Validity of a High School Diploma

E-Announcement July 23, 2019, 34 CFR 668.16(p)

If Texas College or the Department of Education has reason to believe that the high school diploma is not valid or was not obtain from an entity that provides secondary school education, Texas College will evaluate the validity of the high school completion.

Students who indicate on the FAFSA that they graduated high school must provide a copy of the high school transcript indicating graduation. For students who completed their secondary schooling outside the United States, comparable documents can include a copy of the high school diploma or a professionally evaluated transcript indicating that it is equivalent to a U.S. high school diploma.

Procedures for clearing ATB conflicts for:

1. Student applies for the FAFSA;
2. ISIR is to Texas College to be uploaded in the Powerfaids system;
3. Powerfaids student module performs the edit checks for the reported HS information on the admissions application and HS ISIR information; and
4. Student will be notified through the Texas College communications module to provide required documentation.

Texas College Student Notification: you must provide an official high school transcript indicating graduation, written statement of homeschooling completion or GED certificate from an accredited agency or school, to your college financial aid office to determine eligibility.

- To clear the comment code error, student will have to provide satisfactory documentation. Acceptable documents include:
- High school transcript indicating graduation (this can be from a foreign school if it is equivalent to a US high school diploma);
- Recognize equivalent of a high school diploma, such as a general education development (GED); or
- Statement of homeschool certification at a secondary level.

Ability-To-Benefit (ATB) Alternatives & Eligible Career Pathway programs (ECPP)

Students may become eligible for Title IV aid through the ATB alternatives in one of two ways. If a student first enrolled in an eligible postsecondary program prior to July 1, 2012, the student may enroll in any eligible program and can become eligible through one of the ATB alternatives. However, if a student first enrolled in an eligible postsecondary program on or after July 1, 2012, the student may only become eligible through one of

the ATB alternatives if the student is enrolled in an “eligible career pathway program” (see below for more details about eligible career pathway programs). An ATB student need not be enrolled concurrently in both the eligible postsecondary program and the component for attaining a high school diploma or its recognized equivalent.

The ATB alternatives include:

- Passing an independently administered Department of Education approved ATB test (see chart at the end of this section); or
- Completing at least six credit hours or 225 clock hours that are applicable toward a Title IV-eligible degree or certificate offered by the postsecondary institution (neither remedial nor developmental coursework count toward this requirement. The coursework must demonstrate that the student has the ability to benefit from the postsecondary program in which the student is enrolled or intends to enroll, but need not be applicable to the specific degree or program in which the student is enrolled; or
- Completing a state process approved by the Secretary of Education. Note: to date, the Secretary for the states of Washington and Wisconsin has approved state processes.

5.2.5 Bachelor Degree Error

According to the department of education regulations, a student must be enrolled in undergraduate course of study to receive a Pell grant. Such as, a student who earned a baccalaureate degree or a first professional degree, even from unaccredited schools, is not eligible to receive a Pell grant.

Note that in some cases a student who has are not a baccalaureate degree or a 1st professional degree may be eligible for Pell if he or she is pursuing certain types of teaching certification.

Graduate or professional student definition For Title IV student eligibility purposes, a graduate or professional student is defined as a student who is enrolled in a program or course above the baccalaureate level or in a professional program and has completed the equivalent of three academic years of full-time study, either prior to entering the program or as part of the program itself. In addition, a student who is receiving Title IV aid as an undergraduate student cannot be considered a graduate/ professional student for that same period of enrollment. For more detail, see 34 CFR 668.2(b).

Foreign Degree

In some cases, a student will present a bachelors or professional degree from a foreign school. Students in this category are usually not eligible for a Pell grant. But because of a foreign degree is sometimes not equivalent to US degree, the student can have his or her degree professionally evaluated by third-party specializing in degree evaluation if the student provides written documentation that the foreign degree is not equivalent to a bachelor's degree awarded in the United States, then the student can be classified as one that does not currently hold a bachelor's degree and may be eligible for a Pell grant.

Completed Requirements but No Degree

Occasionally a student will complete all the requirements for a bachelor's degree but will continue to take undergraduate courses without officially receiving the degree or filing for graduation if Texas College determines that the student did complete a bachelor's program (regardless of whether the student accepted the degree), then the student is no longer eligible for to receive a Pell grant.

Procedures for Clearing bachelor's degree Conflicts:

- 1) Student applies for FAFSA;
- 2) ISIR is sent to Texas College to be uploaded into the Powerfaids system:
 - You are currently not eligible for financial aid because you have indicated you have a bachelor's degree;
 - You are working on a degree beyond a bachelor's degree, or you failed to answer the question on the FAFSA;
 - The number of hours required for a bachelor's degree exceeds the maximum number of attempted hours allowed for the satisfactory academic progress;
- 3) An error flag consisting of any one or more of the codes below will populate. These C codes will have to be resolved;
- 4) Student will be notified through the Texas College communications module.

Texas College Notification:

If you have not received a bachelor's degree by July 1, 2023, please update your FAFSA. See the "making corrections to your FAFSA" section. If the information you reported on your FAFSA is correct, your financial aid eligibility at the Texas College has expired. You cannot request a reinstatement of eligibility unless your transferred hours plus your Texas College hours are less than 150% of your programs required hours. See the Texas College satisfactory academic progress for more information.

- 5) If student answered the FAFSA in error and he or she truly does not have a bachelor's degree, student will have to make corrections. Once corrections are made and the new corrected ISIR has been received, he or she will go through

normal packaging process if all other requirements are met. C-code must not be cleared manually.

If Student Does Have a Bachelor's Degree:

If student really has a bachelor's degree, he or she is not eligible for a Pell grant. Student may apply for work-study. He or she may also apply for federal direct loans but will have to complete an extensive loan form in order to do so. If the student claims to have a bachelor's degree from a foreign school, the student has the option to have it professionally evaluated by a third party specializing in degree evaluation;

Once evaluated, student must submit documentation to Texas Financial Aid Office:

In Person: Financial Aid Office will thoroughly examine documentation and if satisfactory will scan endpaper wise. If not satisfactory, documents will not be accepted.

Mail/Electronic: Financial Aid Office will examine the documentation and if satisfactory will scan into paper wise document imaging as 'new'. If documents are not satisfactory, contact student to request additional documentation. File will be scan is 'denied' until student can furnish additional significant supporting documentation.

- File will have to be worked within 3 weeks of receipt. Review the documentation submitted for accuracy.
- It is from a credible agency or organization that specializes in degree evaluation in the United States;
- Specifically states the US equivalent of the student's foreign degree;
- If it the states that the student's foreign degree is equivalent to a US bachelor's degree, student remains ineligible for Pell and SEOG grants. C code must not be cleared.;
- If the evaluation states that the students for degree is not equivalent to a US bachelor's degree, student remains. C code can be cleared; and
- These codes will only be cleared on CRI if student is submitting satisfactory documentation that will be marked as 'received'.
- Once code flag has been cleared, student will go through normal packaging process if all other requirements are met.

5.2.6 NSLDS Name/DOB Match Error

To help you identify students with problems such as defaulted loans or overpayments, the CPS matches the student against the NSLDS database to obtain her financial aid history.

You must resolve any conflicts between NSLDS and other information you have about the student before disbursing Title IV funds (for example, if NSLDS shows that a student isn't in default, but you have documentation showing that she is in default).

The results of the NSLDS match are provided on the FAFSA SUBMISSION SUMMARY and ISIR (also referred to as “output documents”) on the NSLDS Financial Aid History page. As with other matches, a “C” next to the student’s Student Aid Index (SAI) indicates problems that must be resolved. See Appendix B of the ISIR Guide for the complete tables of NSLDS match results.

If the student indicates that the ISIR information displays the correct name and/or date of birth, student must submit satisfactory supporting documentation to the Texas College campus financial aid office.

Acceptable documents include:

- Official birth certificate (to verify name or DOB)
- US passport (to verify name and DOB)
- Social Security card (to verify name)

5.2.7 Drug Eligibility Error

On December 27, 2020, the *FAFSA Simplification Act* (Act) was enacted into law as part of the *Consolidated Appropriations Act, 2022*. The Act makes many important changes to the *Higher Education Act of 1965* (HEA) and the Free Application for Federal Student Aid (FAFSA®). Two changes referred to by this DCL include amending Sec. 484 of the HEA to remove:

- The requirement that male students register with the Selective Service before the age of 26 to be eligible for federal student aid under Title IV of the HEA (Title IV); and
- Suspension of eligibility for Title IV aid for drug-related convictions that occurred while receiving Title IV aid.

For additional details about this change and its implementation, see [Dear Colleague Letter GEN-21-04](#) on the Knowledge Center.

Texas College student notification: you can answer item number 23 on your FAFSA SUBMISSION SUMMARY by going to www.studentaid.gov and see "this item by calling 1-800-433-3243 for more information.

1. To clear the C code, a) student will have to correct the FAFSA if the answer was an error, or b) call the phone number provided on the FAFSA SUBMISSION SUMMARY.
2. If the student made an error in answering, he or she must correct on the FAFSA.
3. Once the new correction ISIR comes back and is uploaded into PowerFaid, the C code will automatically be cleared. At this time student will go through normal packaging process if all other requirements are met.
4. Student will provide the required documentation.

Access Federal Loan Alert Error

A student who has reached his or her aggregate limit is no longer eligible to receive additional loans. Once the loans are repaid, in full or in part, the student may apply for additional Stafford loans.

The maximum outstanding total subsidized and unsubsidized student loan debt is:

- \$31,000 for a dependent undergrad student;
- \$57,500 for an independent undergrad student (or a dependent undergrad student whose parents do not qualify for the plus loans);
- No more than \$23,000 of this aggregate amount may be in the form of subsidized loans; and
- The maximum loan amounts above represent any outstanding amounts borrowed in the form of Stafford loans are supplemental loans for students' program (this discontinued SLS program).
- If the student has any consolidated loans, the outstanding amount of the consolidation loan represents any underlying Stafford or SLS loans that were paid off by the consolidation loan is the counted towards the aggregate Stafford loan limits.

Procedures for Clearing Excess Federal Loan Alert Conflicts:

1. Student applies for FAFSA;
2. ISIR is sent to Texas College and is uploaded into the Powerfaids system;
3. ISIR is flagged for excess federal loan error.

ISIR error comment: The National Student Loan Data System (NSLDS) found your reported Social Security number (SSN) (item 8) on their database, but your name (item 1 and 2) and date of birth (item 9) did not match. Therefore, this saw our does not contain the financial aid history does associated with your reported SSN;

1. An error flag consisting of any one or more of the codes below will populate in Powerfaids. The C codes will have to be resolved;
2. Student will be notified through the Texas College communications module.

Texas College Student Notification: if your SSN and date of birth are correct, you should contact the SSA to make sure that the correct their records. The SSA can be contacted by calling 1-800-772-1213 or by visiting www.SocialSecurity.gov.

You must provide proof of your date of birth to your college financial aid office, in the form of an official birth certificate or U.S. passport;

1. To clear the C code, A) student will have to correct the FAFSA if the answer was an error, or B) student will have to provide satisfactory documentation;
2. If the student made an error in answering the name or date of birth, he or she must correct on the FAFSA. Once the new corrected ISIR comes back and is uploaded into PowerFaids the comment code error will automatically be cleared.
3. At this time student will go through the normal packaging process if all other requirements are met;
4. If the student indicates that the ISIR information displays the correct name and/or date of birth, student must submit satisfactory supporting documentation to the Texas College campus financial aid office.

Acceptable documents include:

- Official birth certificate (to verify name and date of birth);
- U.S. passport (to verify name and date of birth); and
- Social Security card (to verify name);

Student will provide the required documentation:

In Person

Financial Aid Office will thoroughly be examined documentation and if satisfactory will scan into paper wise. If not satisfactory, documents will not be accepted.

Mail/electronic

Financial Aid Office will examine documentation and if satisfactory will scan into paper wise document imaging as 'new'. If documents are not satisfactory, contact the student to request additional documentation. File would be scanned as denied until the student can furnish additional significant supporting documentation.

Once comment code error has been cleared, student will go through normal packaging process if all other requirements are met if not resolve student remains ineligible

5.3 Review of Subsequent ISIR Transactions-Post-Screening

Post screening—changes after initial match

Once you receive the financial aid history through NSLDS, you are not required to check for changes to the data before disbursing funds to the student. However, if you learn from NSLDS or another source that the student was not or is no longer eligible, you must not disburse any more Title IV funds and must help make sure the student arranges to repay the aid for which he/ she was not eligible.

NSLDS uses a post screening process to let you know when there are significant changes (such as a defaulted loan or an overpayment) to a student's financial aid history.

If post screening identifies changes that may affect the student's eligibility, the CPS will generate new output documents so schools that are listed for receipt of the student's FAFSA information will automatically be notified. Items that have changed since the last transaction are marked on the output document with a “#” sign, and the reason code for the post screening will be given.

To help you identify when NSLDS data has changed, the document will include an NSLDS transaction number in the “FAA Information” section with the other match flags. This is the number of the last transaction on which NSLDS data changed, so if you receive an ISIR on which that number is higher than the one on the ISIR you used to determine the student's eligibility, you must review the NSLDS data on the new ISIR to be sure there are no changes affecting the student's eligibility (be aware of the Pell Lifetime Eligibility Used (LEU) limits and codes; for more on Pell LEU, see Volume 3, Chapter 3). There will be post screening codes (see The ISIR Guide for the list) to help determine what changed.

5.4 Federal Work Study Supervisor's Guide

Requesting FWS

Supervisors will complete and submit the vacancy request form to the campus financial aid office. The following information is required:

- Name and department;
- Supervisor's name and contact information; and
- Number of student workers needed.

Interview

Division/Department will contact the student to schedule an interview and will notify the campus financial office once a selection has been made.

If benefits both you and your potential student employee to discuss the following during the interview.

- Description of job duties;
- Experience and skills needed to perform the job;
- Work ethic, personal conduct address code expected;
- Hours of operation and students schedule of weekly hours.
- Training and mentoring provided; and
- Expected date by which you will have made a hiring decision and start date.

Please note that employment laws that protect interviewees also apply to work-study students. Questions pertaining to age, religion, politics, health/wellness, and race/national origin should be avoided.

Hiring

Notifying the student of your hiring decision within 7 days to ensure timeliness. Notify the financial office as soon as the student accepts the position.

Students will then be contacted to set a date and time for orientation to complete paperwork for the financial office and payroll setup. Student employees are paid by the hour. The hourly rate is \$10 and hour.

Holidays, snow days and sick days are not to be counted as hours worked. Student employees should not be paid for lunch or break periods.

Overtime is not authorized for federal work-study student employees and any overtime work will be at the individual department or organization's expense.

Please remember the following guidelines for student eligible to work:

- Students must be enrolled at least 6 hours (half time) for fall/spring at least 3 hours for summer semesters;
- Federal work-study funding will be canceled if the student drops below minimum required hours;
- Students may only work up to 20 hours per week; and
- Students can only earn up to the award amount.

HR Payroll Setup

The following documents are required from the student at the time the higher/rehire paperwork is completed.

Direct Deposit Documents

Student employees are also paid monthly through direct deposit. To set up, student must provide:

- Bank mobile for payroll direct deposit set up at www.refundselection.com

Social Security Card

All employees are required to show their original Social Security card for payroll purposes. No copies are accepted! If you have misplaced or lost your card, contact the Social Security Administration (www.ssa.gov) to obtain a new one.

I-9 Documentation

Proof of employment eligibility is required by the Department of homeland security and need is needed to confirm the student's eligibility to work in the United States. Documents include but are not limited to permanent resident card, US or foreign passport with I-551 stamp, employment authorization card.

Employment Term

Due to the limited availability of funding and satisfactory academic progress requirements, work-study employment is only approved for one semester.

At the end of each semester, the financial aid office will evaluate each student to make sure funding is available. At the same time, students must also meet satisfactory academic progress at the end of each semester to continue in the program.

Students who work passed their allotted budget and/or failed to meet satisfactory academic progress policy were result in automatic cancellation of work-study award and termination from the program.

Orientation/Training

It is usually good practice to provide orientation and training to your student's employee so that they can perform necessary FAFSA Submissions task to your satisfaction. It benefits both you and the student to establish a formal training program and to keep the lines of communication open and clear from the start.

Spending enough time discussing the following prevent future confusion:

- Attendance and performance standards;
- College facilities and equipment;
- Safety and health practices;
- Training;
- Confidentiality of records and files. (FERPA statement, specifically);
- System access and security procedures;
- Work schedule and procedures for recording hours worked and completing timesheets;
- Workplace dress code;
- Office/telephone etiquette; and
- No homework policy (student employees are not allowed to study nor do homework on the job in less they are fulfilling a role for the worksite at the same time, such as answering phones).

Timesheets

When can a student employee start working?

Students can only start working wants they have been cleared by the Financial Aid Office. No exceptions. If student start working without clearance from both departments, the Department/Division will be responsible for paying the student from their Division Budget.

When our timesheets do?

Timesheets are to be submitted to the Financial Aid Office by the 1st of each month. If students or supervisors are not available to sign the timesheet, it should still be submitted by the due date to meet the deadline but will not be processed for payment until both parties' sign.

Who is responsible for keeping track of hours worked and remaining hours?

The student is responsible for logging his/her time and the supervisor is responsible for monitoring and ensuring that all the information on the timesheet is accurate. The supervisor should keep track of the weekly hours being recorded to ensure that the student will not go over budget.

Who must sign the student's employee timesheet?

Both the student employee and the supervisor are required to sign the timesheet in order for it to be processed. If the first level supervisor is not available, the second level supervisor or department head is authorized to sign. Signature must be legible. Any timesheet that is missing either the student employee or supervisors' signature will be rejected and return to the student, resulting in delay in payment.

Are student employees required to take a lunch break?

All student employees are entitled to have a 30-minute lunch break after working five consecutive hours. If a student, employee works eight or more hours, he/she is entitled to a one-hour lunch break.

Termination

The Financial Aid Office must be notified in writing, as soon as this decision is made. Student employees may choose to write a letter of appeal addressed to the Financial Aid Director in order to participate in the Work Study program in the future. Examples of reasons for immediate dismissal:

- Theft or destruction of supplies/equipment/college property;
- Three consecutive absences without prior notice;
- Of violation of FERP Act;
- Trespassing on worksite after hours;
- Long distance phone calls charged to office phone; and
- Falsification of timesheets.

SECTION VI

STUDENT BUDGETS

6.1 Various Student Populations

Cost of attendance for students engaged in a program of **study by correspondence** must include tuition and fees and, if required, books, course materials, supplies, and equipment. A school may also include an allowance for travel, housing, and food costs incurred specifically for a period of residential training.

The cost of attendance for **confined or incarcerated students** may only include:

- Tuition and fees
- Books, course materials, supplies, and equipment
- The cost of obtaining a license, certification or a first professional credential

The cost of attendance for students enrolled **less than half-time**:

- Must include any components (tuition and fees; books, course materials, supplies, and equipment; and transportation) normally applied to students who are enrolled less than half-time, along with any other components (disability expenses, etc.) that are not expressly prohibited for less than half-time students (e.g., miscellaneous personal expenses).
- May also include an allowance for living expenses, including food and housing costs, for up to three semesters, or the equivalent, with no more than two semesters being consecutive.

For students receiving all or part of their instruction by means of **distance education**, no distinction may be made with respect to the mode of instruction in determining costs. For example, an institution may not eliminate the transportation cost component for a distance education student.

6.2 Cost of Attendance

The cost of attendance (COA) is an estimate of the student's total education expenses for enrollment period. The figure and components are adjusted annually by Texas College's financial aid (based on Food approval), to set a limit on the total of aid that a student may receive for purposes of the campus-based programs, and Direct Loan Program and other aid. It is one of the basic components of the Pell grant calculation.

An average cost of expenses, for students in the same enrollment level, is used to determine the COA rather than actual expenses since all students will have different varying amounts of expenses. For example, for tuition and fees components, Texas

College will have the same average amount for all full-time students instead of figuring the actual tuition and fees for each individual student. Texas College will also use a different standard cost of different categories of students, such as a cost of attendance for dependents on-campus versus Independent student's off-campus. All students are awarded based on the cost of a COA comprised of allowable costs based on their academic workload

6.2.1 Allowable General Cost

The types of costs that may be included are the same for all FSA programs. The cost of attendance, based on the student's enrollment status, for the campus-based Direct Loan programs is the students cost for the period for which the aid is intended. On the other hand, the cost of attendance used for Pell grants and Iraq and Afghanistan service grants is always the full-year cost for a full-time student.

For students attending less than or more than an academic year, the COA will be prorated up or down to bring the figures to match the full year is cost.

According to HEA section 472, only the following are to be included as COA:

Tuition and fees—An amount normally assessed a student carrying the same academic workload, as determined by the institution.

Books, course materials, supplies, and equipment—An allowance for books, course materials, and equipment, which must include all such costs required of all students in the same course of study, including a reasonable allowance for the rental or upfront purchase of a personal computer, as determined by the institution.

Transportation—An allowance, as determined by the institution, which may include transportation between campus, residences, and place of work.

Miscellaneous personal expenses—An allowance, as determined by the institution, for a student attending the institution on at least a half-time basis.

Living expenses—An allowance for food and housing costs, as determined by the institution, to be incurred by the student attending the institution on at least a half-time basis, including—

- A standard food allowance that provides the equivalent of three meals each day, regardless of whether a student chooses institutionally owned or operated food

services (i.e., board or meal plans). Institutions must provide an allowance for purchasing food off campus for a student that does not elect institutionally owned or operated food services.

- Housing allowances for students residing in institutionally owned or operated housing with or without dependents must be based on the average or median amount assessed to such residents for housing charges, whichever is greater.
- Housing allowances for students living off campus must include rent or other housing costs.
- For dependent students living at home with parents, institutions must include a reasonable standard allowance for living expenses that is not zero.
- For students living in housing on a military base or for which they receive a basic allowance under section 403(b) of title 37, United States Code, institutions must include a reasonable allowance for food on-campus or off-campus but cannot include housing costs.
- For all other students, institutions must include a reasonable allowance based on expenses incurred by such students.

The amount of the allowance will be based on the number of such dependence and will not exceed reasonable cost in the community for the type of care provided.

6.2.2 Other Allowable Cost

Study abroad expenses—An allowance for reasonable costs, as determined by the institution, for a student in a study abroad program approved for credit the types of costs that may be included are the same for all FSA programs. The cost of attendance, based on the student's enrollment status, for the campus-based Direct Loan programs is the student's cost for the period for which the aid is intended. On the other hand, the cost of attendance used for Pell grants and Iraq and Afghanistan service grants is always the full-year cost for a full-time student.

For students attending less than or more than an academic year, the COA will be prorated up or down to bring the figures to match the full year is cost.

According to HEA section 472, only the following are to be included as COA, [Refer to Cost of Attendance budgets](#):

Tuition and fees:

This allowance is for the tuition and fees normally assessed for a student carrying the same academic workload. It includes graduation fees, if incurred while the student is still enrolled and when required by the program and paid by all students.

The tuition and fees allowance may also include costs of attending a required conference, but only if these costs are included in the standard cost of the program for which the conference is required. Including these costs does not require exercising professional judgment, as they will be included as a cost of the program for all students in the program.

See “Additional COA Considerations” later in the chapter for information on certain limitations that apply when determining what may be included in the tuition and fees component.

Books and Supplies,

This includes all such costs required of all students in the same program, including a reasonable allowance for the rental or upfront purchase of a personal computer that the student will use for study for the enrollment period, and for equipment needed for instruction by telecommunications. The allowance for purchase of computer may include costs for a computer purchased prior to the enrollment period (for example, a computer that a student bought in the summer for use in the fall term).

Inclusion of books and supplies as part of the tuition and fees COA component.

If the requirements described under “Institutional Charges” in *Volume 4, Chapter 2* are met, the cost of books, course materials, equipment, and supplies may be included as part of the tuition and fees component of the COA.

Students must be able to obtain books and supplies by the seventh day of the payment period

If a student could have received a disbursement of Title IV funds 10 days before the beginning of a payment period, and if the disbursement would have created a credit balance (see *Volume 4, Chapter 2* for information on early disbursements and Title IV credit balances), then by the seventh day of the payment period a school must provide a way for eligible students to obtain or purchase the books and supplies for the payment period. For more detail, see “Special provisions for books and supplies” in *Volume 4, Chapter 2*.

Transportation:

The transportation allowance may include costs incurred by a student for transportation between school, residence, and place of work (including costs associated with operating and maintaining a vehicle used for such transportation), and other costs for transportation that are required as part of a student's program of study (for example, transportation to conferences or medical residency interviews). However, the transportation allowance may not include costs for the purchase of a vehicle.

Living expenses (food and housing):

Food and housing allowance for students who are enrolled at least half time.

For all students who are enrolled on at least a half-time basis, schools **must** include in their COA an allowance for living expenses, including food and housing (formerly known as "room and board"). The food and housing allowance is based on the student's situation, as described below.

- For **students who choose institutionally owned or operated food services** (e.g., board or meal plans), a standard allowance provides the equivalent of three meals per day.
- For **students who do not choose institutionally owned or operated food services**, a standard allowance for purchasing food off campus provides the equivalent of three meals per day.
- For **students who reside in institutionally owned or operated housing**, standard allowances (one for students with dependents, and one for students without dependents) based on the greater of the average or the median amount assessed to such students for housing charges.

Food and housing allowance for less-than-half-time students

For less-than-half-time students, schools **may** include an allowance for food and housing in the COA for a limited period. For these students, the COA may include (at the option of the school) a food and housing allowance for up to three semesters or the equivalent, with no more than two semesters or the equivalent being consecutive at any one school. If a school chooses to include a food and housing allowance in the COA for less-than-half-time students, the allowance is based on the student's living situation, as described above for students who are enrolled at least half-time.

Refer to additional [food and housing](#) information here.

Dependent Care Expenses:

For students with dependents, this allowance covers actual costs expected to be incurred for dependent care during periods that include but are not limited to class time, study time, field work, internships, and commuting time for the student. The amount of the allowance should be based on the number and age of the student's dependents and should not exceed reasonable cost in the community for the type of care provided. Because students are often unaware of this allowance, schools should explain the availability of the dependent care allowance when counseling students and tell them how to request that an allowance for dependent care be included in their COA.

See "Documentation of exceptional expenses" later in the chapter for guidance on documenting dependent care costs.

Miscellaneous and Personal Expenses:**6.2.2 Other Allowable Cost****Obtaining a First Professional License or Certificate:**

For students who are enrolled in a program that requires such professional licensure or certification. This allowance may only be provided one time per student per eligible academic program. Examples of allowable costs include fee charged to take a licensing exam, cost for applying for in obtaining the license or certification, and, at the discretion of the school, costs incurred in traveling to a residency interview for a medical student. Under this provision, the cost may be incurred during and not after the period of enrollment, even if the exam is after the end of the period.

Study Abroad Programs:

For a student enrolled in a study abroad program approved for credit by the student's home school, the COA includes reasonable costs associated with such study as determined by the home school. For example, the COA for a student who is a U.S. citizen, studying at a foreign school may include visa/passport costs.

Student with a Disability:

An allowance for expenses related to the student's disability. These expenses include special services, personal assistants, transportation, equipment, and supplies that are reasonably incurred and not provided by other agencies.

Student Engaged in Work Experience:

If through a cooperative education program, an allowance for reasonable costs associated with such employment.

Loan Fees:

For students receiving Direct Loans or loans under any other federal student loan program, the COA includes fees required to receive the loans (for example, the loan fee for a Direct Loan). Fees for non-federal student loans may not be included. You may use either the actual loan fees charged to the student, or an average of fees charged to borrowers of the same type of loan at your school.

6.3 How Budgets are Derived and Updated

Budget models will be subdivided into specific budgets based on tuition rates and length of enrollment period. Tuition the rates are in state.

For purposes of calculating cost of attendance for various budget links, the standard academic year is considered to be 30 (32) weeks in length. This includes enrollment in both the fall and spring semesters, in which 12 (12) hours is considered full-time enrollment status.

Cost of Attendance (COA) Figures:**Direct Costs:**

- Tuition-based on 12-18 hours per semester; 6 hours for summer;
- Tuition - \$342 per hour, determined by the Board of Trustees;
- Fees-based on mandatory fees for full-time enrollment, determined by the Board of Trustees;
- Housing - \$467 month based on 9-month calendar; and
- Food- \$400 per month based on 9-month calendar.

Indirect Costs: The indirect costs outlined in the COA budget include but are not limited to items such as Housing and Food, books and supplies and other living expenses. The following is how the indirect costs are determined.

- The credentials offered by Texas College;
- Localized costs of housing for off-campus students and students at home with parents;
- Distance to campus;

- Marital status;
- Number of dependents;
- Field of study; and
- Cost of food, gas, childcare (if applicable), and other household/dormitory items

Please note: Financial Aid Administrators are permitted to adjust the Cost of Attendance for students with the Professional Judgement process. The indirect costs are estimated based on these components, as well as suggested guidelines outlined by National Association of Student Financial Aid Administrator and Texas Higher Education Coordinating Board.

[See Additional Cost of Attendance components here.](#)

6.4 Annual Budget and Components:

2024-2025 Component	Semester	9 months	Summer add- on one Term	Summer/ Fall/Spring Budget
Tuition (\$342/hr.)	4104	8208	2052	10260
Fees (\$75/hr.)	900	1800	450	2250
Books/Supplies	600	1200	300	1500
Housing With-Parent Dependent	2100	4200	1500	5700
Food With-Parent Dependent	2100	4200	1500	4100
Housing On-Campus Dependent	2100	4200	1500	5700
On-Campus Dependent	1900	3600	1500	4100
Housing Off-Campus Independent	2100	4200	1500	5700
Food Off-Campus Independent	1900	3600	1500	4100
Housing With-Parent Independent	2100	4200	1500	5700
Food With-Parent Independent	1900	3600	1500	4100
Personal Expenses (All)	750	1500	375	1875
Transportation (All)	750	1500	375	1875

Budget Adjustment for Summer Enrollment:

Summer supplements may be added to standard budgets according to a calculated or pro-rata portion of the standard components.

6.5 Budget Appeals

Texas College recognizes that the standard budgets do not always reflect legitimate cost of education for some students. The *Director Financial Aid* is authorized to use professional judgment to adjust the standard budget on a case-by-case basis upon the student's written appeal and with adequate documentation.

SECTION VII

SATISFACTORY

ACADEMIC PROGRESS

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) is the term used to denote a student's successful completion of coursework toward a degree. Students who fall behind in their coursework or fail to achieve minimum standards for a grade point average and completion of classes may lose their eligibility for all types of federal and state aid (includes grants, work-study, direct and plus loans).

Satisfactory Academic Progress components:

- Annual Evaluation Satisfactory Academic Progress evaluations will be completed at the end of each academic year and cannot take place until final grades are posted. This review will determine eligibility for the upcoming summer, fall and/or spring semester;
- Every student who applies for financial aid must be meeting Satisfactory Academic Progress, regardless of whether they are a first-time applicant or have received financial aid in the past. Any financial aid assistance offered for the year ahead is subject to cancellation if the minimum standards of satisfactory academic progress were not met the prior year;
- Incoming freshman and new transfer students will be considered for financial aid for one academic year prior to the evaluation of Satisfactory Academic Progress. At the end of the first academic year of attendance at Texas College, all students will be evaluated based on the standards of their academic level;
- Students who transfer to Texas College will not be evaluated until they have completed two semesters; and
- How is SAP Reviewed?

(There are three measures Qualitative, Quantitative, and Maximum Time Frame):

In calculating/reviewing SAP, credit hours and grades attempted towards your chosen major/program will be considered. Grades included, but are not limited to: courses passed, courses failed, courses in which the student withdraws, repeated courses, transfer/accepted courses, remedial coursework and courses for which the student did not receive financial aid

Quantitative Measure/Pace of Progression:

In calculating the quantitative measure, we measure the Pace of Progression in which the student is progressing. The calculation is completed by dividing the total major/program credit hours earned by the cumulative major/program hours attempted.

- (Example: total attempted credit hours for major/program= 43 and total credit earned hours = 24. As a result, the calculation would be $24/43 = 55\%$. The student only has 55% completion rate, which does not meet SAP);
- SAP will be met if the student is achieving the appropriate cumulative GPA (see cumulative grade point average table) and;
- The Pace of Progression is equal to 67% or higher and the student has not reached 150% maximum period allowed from their degree program. (See maximum hour table below); and
- As an example, the following table shows the minimum number of credits a student must complete with an A, B, C, or D on a cumulative basis to be eligible for federal/state financial aid.

Maximum Hours Allowed:

The total attempted credit hours must not exceed 150% of the U.S. Department of Education approved length of the student's major/program. Students may receive federal student aid if they have attempted below 150% of the maximum federal student aid credit hours approved in their major/program. In order to determine the total numbers of credit hours approved for the program, multiply the total numbers of program credit by 1.50.

- (Example: If the degree program requires/approved 120 credit hours for the length of the program, multiply 120 credit hours $\times 1.50 = 180$. The maximum allowable attempted credit for the program in this example = 180 hours); and
- Credit hours attempted includes ALL credit hours pursued, earned, dropped, and failed. All pursued, earned, dropped and failed credit hours are counted as attempted credit hours even if the student did not receive financial aid.

Financial Aid Suspension:

Students who fail to meet the standards at the end of the academic year will be ineligible for financial aid beginning the next semester of attendance. A student will be automatically ineligible for financial aid when they receive grades of "F" in all courses attempted. In evaluating satisfactory progress, a grade of "I" will be considered and "F".

Students who pre-register before grades are evaluated and who use financial aid to defer tuition and fees; may owe a financial aid repayment if they do not maintain satisfactory academic progress and become ineligible for financial aid once grades are posted and reviewed. Financial Aid Suspension does not prevent a student from enrollment but it does prevent receiving aid.

However, the student should be aware that the college's policies for academic eligibility and financial aid eligibility closely mirror one another. Both are measures of satisfactory academic progress intended to encourage behavior, which leads to academic success.

Probation: (per regulations must be reviewed at the end of each semester):

A student will be placed on financial aid probation if their Satisfactory Academic Progress appeal is approved. During the probationary period, a student remains eligible to receive financial aid funding.

During the probationary term, a student must maintain the required cumulative GPA and completion rate. Failure to attain the required GPA and/or the rate of completion will result in the suspension of financial aid eligibility. If you do not attain the required GPA and/or completion rate but successfully follow the academic plan, you may submit a subsequent appeal showing you have met the terms of your academic plan.

Submitting an Appeal to the Financial Aid Office:

Students who do not meet *Satisfactory Academic Progress (SAP)* standards may have the right to submit an appeal. The financial aid committee will respond in writing with the results of the appeal and explain the requirements a student must meet to re-establish eligibility for state/federal financial aid by the established deadline.

Submitting an appeal does not guarantee the student will regain financial aid eligibility. Applying for Reinstatement: If a student fails to meet the SAP requirements and does not have, mitigating circumstances to appeal. The student may apply for reinstatement after completing the following requirements:

- Enrolling in at least six credit hours of courses required for their degree program;
- Pay his/her tuition and fees without the use of state/federal financial aid;
- Complete all attempted courses with at least a "C" or better. (Grades of W, I, D, or F, do not qualify for re-instatement) Once the student has met all three requirements, the student may submit an appeal form based on the semester's final grade report; and
- All requests for reinstatement will be reviewed and the Financial Aid Appeals Committee will decide.

Appeal without an Academic Plan:

The Financial Aid Appeals Committee will determine if a student is able to meet the **Satisfactory Academic Progress** requirements by the end of each semester. If it is determined the student is able to meet Texas College's SAP requirements, the student may submit a Financial Aid Appeal. If the Financial Aid Appeal is approved, the student will be placed on probation. A probationary status means the student is eligible for financial aid for one academic year.

In order to meet the Satisfactory Academic Progress requirements, the student must earn the appropriate cumulative **GPA** (see Cumulative Grade Point Average Table), and maintain a 67% completion rate for all attempted courses not to exceed 150% (Pace of Progression) of the degree program.

Appeal with an Academic Plan:

1. Must adhere to plans requirements and is reviewed at the end of each semester. Students' who submit a Financial Aid Appeal and are deemed by the student's academic department that SAP requirements would not be met by the end of the semester; the student must submit a Financial Aid Appeal with their Academic Plan;
2. The student must adhere to the Academic Plan to ensure they will meet Texas College's SAP requirements by the end of each semester without exceeding 150% of the degree program;
3. The student must submit a signed copy of the Academic Plan along with the Financial Aid Appeal. If the appeal is approved, the student will be placed on Probation with an Academic Plan. A probationary status means the student is eligible for financial aid as long as the student adheres to the Academic Plan;
4. Students, who are following an Academic Plan, will need to meet with their faculty advisor each semester prior to registering for classes. Please note: If the Financial Aid Appeal is approved, the Academic Plan requires 75% successful completion; and
5. The student cannot have any drops, withdrawals, and the student must maintain the required GPA (see Cumulative Grade Point Average Table).

How to Submit a Financial Aid Appeal:

Students failing to meet the minimum SAP requirements with extenuating circumstances may submit a Financial Aid Appeal with supporting documentation to the Financial Aid Appeals Committee. Examples of extenuating circumstances are but not limited to:

- Prolonged illness, medical conditions, or injury to student or immediate family member;
- Death of an immediate family member; and

- Extenuating circumstances beyond the student's control Examples of Supporting Documentation are but not limited to:
- Physician's letters and hospitals records (must include dates of illness and recovery time),
- Death certificate or obituary
- Court documents or police reports
- Letters from a third party such as attorneys, professional counselors etc., on his/her letterhead.

The student must provide the following in order to submit a ***Financial Aid Appeal***:

- Complete the ***Financial Aid Appeal*** form. Submit a letter that includes the following:
- Why the student failed to meet the SAP requirements (For example: personal illness);
- What has changed in the student's situation that will allow the student to demonstrate progress by the next SAP evaluation (For example; recovered from illness); and
- What are the mitigating circumstances in which you are appealing based upon, along with supporting documentation.

If the Financial Aid Appeal is approved, and SAP requirements are attainable by the end of the semester. The student will be placed on "Probation" and will be eligible for financial aid the corresponding semester. SAP will be reviewed at the end of the semester of eligibility. If the student is not meeting SAP requirements, the student is no longer eligible for state/federal aid. The student must attend Texas College for one semester at his/her own expense and meet all SAP requirements.

SECTION VIII

Professional Judgment

8.1 Professional Judgement Authority and Individuals Who May Exercise It

The Higher Education Act of 1965 (HEA) provides the authority for the financial aid administrator to exercise discretion in a number of areas when a student has special or unusual circumstances. This authority is known as **Professional Judgment (PJ)**. It allows the financial aid administrator to treat a student individually when conditions exist that differentiate that student from a class of students. PJ decisions must be made on a case-by-case basis as the result of examining an individual student's unique circumstances.

8.2 Circumstances for Which Professional Judgement Adjustments are Allowed and Resulting Actions Taken

The *Director of Financial Aid* can exercise discretion in certain areas when a student's family has special or unusual circumstances that are not adequately addressed by need analysis, regulations, or legislation. ED does not regulate PJ. The HEA explicitly authorizes the Director of Financial Aid to exercise PJ in the following areas:

- Dependency status (dependent to independent only),
- Certain data elements used to calculate the Student Aid Index (SAI),
- Cost of attendance (COA),
- Satisfactory academic progress (SAP),
- Unsubsidized Stafford Loan eligibility for dependent students whose parents have ceased supporting the student financially, will not support the student in the future, and refuse to complete the FAFSA,
- Denial or reduction of Direct Loan eligibility.

Policies

The following circumstances might trigger the use of PJ and the adjustments that are allowed:

- Elementary or secondary tuition paid by the family (adjust either SAI data element or COA component).
- Unusually high medical or dental expenses not covered by insurance not accounted for in the Income Protection Allowance calculation in the need analysis formula (adjust SAI data element or COA component).
- Unusually high child-care or dependent care expenses (adjust either SAI data element or COA component).

- Unemployment of a dependent student's parent or an independent student (adjust SAI data element or COA component).
- Cases where a student or a student's family member is a dislocated worker (adjust SAI data element or COA component.)
- Natural disasters impacting a family's income or assets (adjust SAI data element).
- Conversions of traditional IRAs to Roth IRAs (adjust SAI data element)
- Abusive family relationships (adjust dependency status).
- Changes in a student's housing status resulting in homelessness (adjust dependency status, SAI data element, or COA component).
- Various mitigating circumstances affecting a student's academic progress.
- Indication that the student does not intend to repay a student loan (reduce or deny loan amount requested).

Texas College never uses Professional Judgement for the following:

- An independent student cannot be made dependent.
- Changes cannot be made to the Federal Methodology need analysis formula.
- No new cost components may be added to the COA.
- Costs incurred after students are no longer enrolled (e.g., graduate school admissions tests) cannot be added to COA.

8.4 Professional Judgement Documentation

Texas College has the authority to request supplemental information beyond that which is reported on the FAFSA and to collect other documentation, which supports a well-informed, well-reasoned PJ decision. This is important because the special circumstances, upon which a PJ decision is based, as well as any actions taken because of that decision, must be thoroughly documented in the student's file. If Texas College decides that a student's situation does not warrant special consideration, this decision must also be noted and maintained in the student's file.

SECTION VIII

INSTITUTION REFUNDS

9.1 Institutional Refund Components

34 CFR Section 668.164 (e) states whenever Title IV funds exceed the amount of tuition and fees, Housing and Food, and other authorized charges the institution assessed the student, the institution must pay the resulting credit balance directly to the student or parent no later than 14 calendar days after the credit balance occurred. The Business Office is committed to follow the following procedure to ensure student credit refunds are issued to the students within 14 calendar days:

Each Friday the Business Office determines if students have credit balances; Once it has been determined that students have credit balances, check request refund forms are submitted to the Dean of Enrollment Management and the Director of Financial Aid for approval and verification of funds to be disbursed.

Upon receiving approval from the Dean of Enrollment Management and the Director of Financial Aid, the refund request for are forwarded to the Accounts Payable Office for the refunds to be generated. The following Friday refunds are issued to students via Bank Mobile.

The Business Office issues student refunds each Friday after 12:00 PM. Students should monitor their account via their JICS portal, the cashier will not disclose whether you have a refund or not. Any changes or charges made to your student account once refunds are issued are the responsibility of the student. These changes or charges may include the following: student tuition, Housing charges, fines or a reduction in financial aid.

Policies

The ***Refund Policy*** of the Texas College is based upon state regulations and on the fact that student tuition and fees provide only a fraction of the cost of offering educational opportunities. When a student enrolls in a class, he or she reserves a place, which cannot be made available to another student until he, or she officially drops the class. In addition, a student's original enrollment represents a sizeable cost a sizeable cost to Texas College, whether or not he or she continues in that class.

Therefore, refunds will be made only under the following conditions:

A student who officially withdraws from semester-length courses for which credit hours are awarded in the institution shall be refunded, as soon as practicable, a percentage of collected tuition and mandatory fees according to the following schedule:

Fall or Spring semester:

1. Prior to the first-class day 100%;
2. During the 1st through the 15th class days 70%;
3. During the 16th through the 20th class day 25%; and
4. Twenty-first class day and thereafter None

Summer semester:

1. Prior to the first-class day 100%;
2. During the 1st through the 5th class days 70%;
3. During the 6th through the 7th class day 25%; and
4. Eighth class day and thereafter none.

In applying the refund schedules above, refunds are calculated based upon net charges for hours “dropped” and “added” if occurring prior to the official reporting date.

9.2 Institutional Refund and Repayment Appeals

Policies

A student may appeal a refund decision to the refund petitions committee at the campus.

- a. Refund petitions, accompanied by an explanation of any extenuating circumstances, shall be submitted to the refund petitions committee on the campus; and
- b. If the committee approves the petition, the student shall be notified and shall receive a refund of tuition and fees according to the appropriate schedules in this policy.

A student must submit a request for refund before the end of the semester or summer session, for which the refund is requested, otherwise the request is barred. Mandatory fees shall include, but not be limited to, student activity fees, laboratory fees, private lesson fees, physical education activity fees, registration fee, technology fee, and other mandatory fees. The college academic calendar shall specify the last day for withdrawal with refund. A student who withdraws from the institution prior to the first-class day may be assessed a nonrefundable \$15 fee as provided by THECB regulations.

SECTION X

RETURN OF TITLE IV FUNDS

10.1 Process Overview

The federal government mandates that students who withdraw from all classes may only keep the financial aid (federal “Title IV” grant and loan assistance) they have “earned” up to the time of withdrawal. The college and/or the student must return funds that were disbursed in excess of the earned amount to the federal government.

Texas College returns unearned funds received from Federal student assistance program accounts or lenders in accordance with the Federal Title IV student assistance regulations, as amended, under 34 CFR, section 688.22(d) of the Reauthorization of the Higher Education Act of 1965, with rules of the THECB, and with TC policies.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during semester, or quits attending, but fails to officially withdraw, the student may be required to return the unearned part of the funds, which were received to help pay educational expenses for the semester. Liability for return of Federal Title IV funds will be determined according to the following guidelines:

- a. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy;
- b. If the student completely withdraws from all classes before completing 60% of the semester, a *pro-rated* portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining;
- c. If all eligible aid was not already disbursed to the student before the student withdrew, the **earned** portion of aid will be paid to the student as a post-withdrawal disbursement;
- d. If the student does not officially withdraw from classes, and stops attending all classes, a *pro-rated* portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs.; and
- e. If the college is unable to document the last date of attendance, one-half of all federal aid received during the semester must be returned to the federal aid programs.
- f. For a student who stops attending class officially or unofficially, the last date of a student’s attendance in each class will be used to calculate how much of his/her financial aid was earned for the semester.
- g. Students who withdraw from all classes and receive all a grade W are considered an official withdrawal.

- h. Students who receive financial aid, and stop attending classes, never start attending classes, or fail to withdraw for classes due to never attending classes, are considered an unofficial withdrawal.
- i. Students who receive a grade of “F” in all classes for the semester; and students who are withdrawn/dropped from all courses based on unexcused absences are also considered an unofficial withdrawal.

Return of Federal Title IV funds will be disbursed according to statutory regulations. Worksheets provided by the U.S. Department of Education or calculations produced through the ***Powerfaids Return of Funds*** subroutine will be used to determine the amounts and order of return.

If a student’s share of a *federal grant* return amount exists, the student will be notified and allowed 45 days from the date of determination to return the funds to the business office of the college for deposit into the federal program’s accounts. If the student does not return the amount owed within the 45-day period, the amount of overpayment will be reported to the U.S. Department of Education (USDE) via the National Student Loan Database (NSLDS) and the student will be referred to the USDE for resolution of the debt. *For federal direct loans, those funds are returned under the terms of the loan.*

Procedure:

1. Determine the student’s withdrawal date;
2. Determine the percentage of aid earned;
3. Determine the amount of aid earned;
4. Determine the amount of aid unearned;
5. Determine the school and student shares of unearned aid and
6. Allocate unearned aid.

If disbursed aid exceeds earned aid:

1. Determine the amount of unearned aid by subtracting earned aid from disbursed aid;
2. Distribute the responsibility for returning unearned aid between the school and the student;
3. If unearned funds must be returned, allocate unearned aid to programs from which student was funded; and
4. Return the institution’s share and any funds repaid by the student *as soon as possible or no later than 45 days after the date of determination that the student is a withdrawal* or refer the overpayment to Department of Education.

If earned aid exceeds disbursed aid:

1. Determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid;
2. If a post-withdrawal disbursement is due, determine the sources from which it will be funded and credit any grant portion towards allowable and/or authorized unpaid charges;
3. Offer and obtain the students, or parents in the case of a parent PLUS, authorization to credit the loan portion of the post-withdrawal disbursement towards allowable and/or unpaid charges;
4. Directly disburse to the student any amount of a post-withdrawal disbursement of grant funds, which is not credited toward allowable and/or authorized unpaid charges; and
5. Offer student (or parent PLUS borrower) any portion of the post-withdrawal disbursement of loan funds not credited towards unpaid charges and make the post-withdrawal disbursement if the offer is accepted.

10.2 Determining Last Date of Attendance

1. For purposes of implementing the Return of Federal Title IV Funds (***Return of Funds***) policy, the term “withdraw” used herein will refer only to complete withdrawal from enrollment in Texas College;
2. The Last Date of Attendance (LDA) for students who officially withdraw will be the date entered into by the Registrar as the official date of withdrawal according to the Official Withdrawal Policy of Texas College;
3. The LDA for students who stop attending class but do not officially withdraw from their classes will be the documented last date of attendance, or the mid-point of the semester when no documentation exists.
In the case where a student receives a grade of “F” in all subjects, that student will be subject to ***Return of Funds*** policy as an unofficially withdrawn student;
4. The last date of official withdrawal is set at approximately the 75% completion of the semester;
5. During the first 75% of the semester, The Registrar will notify the Director of Financial Aid any student who has officially withdrawn from the semester. All withdrawals prior to the 60% completion of the semester will be processed for RETURN OF FUNDS calculation according to the LDA entered in the Powerfaids system;
6. At the end of each semester after grades have been posted, the Office of Financial Aid will query the Powerfaids system to identify TIV recipients who receive a

grade of “F” in all subjects. The office of Financial Aid will attempt to determine that each student began attendance and continued to attend class beyond the 60% mark of the semester. If attendance cannot be documented beyond the 60% mark of the semester, the Office of Financial Aid will perform a ***Return of Funds*** calculation;

7. The Date of Determination for ***Return of Funds*** purposes will be the earlier of the official withdrawal date or a written notification that the student is no longer attending classes. If no official withdrawal or notification of non-attendance is received, then the date of the end of the semester query will be the Date of Determination. The end of semester query will occur as soon as the semester grades are posted but no later than 30 days after the end of the enrollment period; and
8. In cases where the student is unable to officially withdraw from Texas College due to military call-up, accident, or death, an attempt will be made to determine an official LDA for that student (i.e., service orders, accident report, and death certificate). In the event an LDA cannot be documented beyond 50% completion of the semester, a ***Return of Funds*** calculation will be made at that percentage.

10.3 Identification and Calculation

1. For purposes of implementing ***the Return of Federal Title IV Funds (Return of Funds)*** policy, the term “withdraw” used herein will refer only to complete withdrawal from enrollment in Texas College;
2. The Financial Aid Office will be responsible for calculating and processing ***Return of Funds*** transactions in compliance with the Return of Federal Title IV Funds policy;
3. Texas College’s Financial Aid Office will use the Return of Title IV software that has been provided by the U.S. Department of Education to calculate and to determine the proper distribution of returned funds when applicable;
4. After the last day to officially withdraw from the semester (75% complete), the Director of Financial Aid will print a cumulative report of all completed withdrawals for the semester to verify compliance with the Return of Title IV policy;
5. At the end of each semester, after grades are posted, the Director of Financial Aid will print a report of students who did not officially withdraw, who received Federal Title IV awards, but who earned zero (0) semester credit hours (all “F’s” or all “F’s and W’s”). Established ***Return of Funds*** procedures for Determining Last Date of Attendance will be used to determine which of these students will have the ***Return of Funds*** calculation performed;

6. The Financial Aid Office will complete a Return of Title IV worksheet within thirty (30) days of determination that the student is a withdrawal (either official or unofficial).
7. The college's share of funds to be returned will be returned to the Department of Education as soon as possible, but no later than 45 days after the date of determination that the student withdrew. The student's record in Powerfaids will be adjusted to show the Return of Funds and to complete the accounting cycle;
8. The Financial Aid Office will notify the student of the amount that was returned by the college and the amount that the student must return (student share), if applicable. Students will be allowed forty-five (45) days to return the funds to the college for repayment to the program account;
9. If a student fails to return the unearned student share of *the federal grant* funds within the allotted time, the Office of Financial Aid will report the overpayment to NSLDS and the student will be referred to the U.S. Department of Education; and
10. The Financial Aid Office will charge the student's account for the college's share of funds returned. Regular collection policies of Texas College will apply to these charges.

10.4 Post-Withdrawal Disbursements

Post Withdrawal Disbursements (PWD) applies to *federal grant and loan* students who drop out of school after attending at least 1 day of class. A student **may** qualify for the remaining portion of their loan. *Procedures include:*

1. *Disbursement of grant funds within 45 days after the withdrawal date of determination, and can be applied to allowable charges without the student's permission.*
2. *Offering loans to the student within 30 days of the date of determination, allowing the student at least 14 days to respond. If the student (or parent in the case of PLUS loans) does not respond to the notice, allowing the school to apply the loan funds to allowable charges, the school must return the loan funds to the Department. If the student (or parent in the case of PLUS loans) does respond, the school must disburse the PWD loan funds within 120 days of the date of determination.*

10.5 R2T4 Resulting in a Credit Balance

If a credit balance results after an R2T4 is calculated, the funds will be disbursed to the student as soon as possible and no later than 14 days from the date of calculation.

SECTION XI

Student Consumer Information Requirements

11.1 Federal Student Consumer Information Requirements

11.1.2 Financial Aid Information

Texas College publishes, through its main website, financial information to enrolled and prospective students.

Texas College maintains their individual financial aid website to provide current and prospective students information

The information includes but not limited to:

- A description of all available financial aid programs;
<https://www.texascollege.edu/office-of-bradmissions/financial-aid/texas-college-financial-aid/>
- Student eligibility requirements <https://studentaid.gov/h/understand-aid/how-aid-works>
- The terms and conditions of loans students receive under the Direct loan program;
www.studentaid.gov

Certain information about awarded financial aid, specifically:

Work Study Requirements <https://www.texascollege.edu/work-study-request>

Method and frequency of financial assistance disbursements to students
<https://www.refundselection.com/refundselection/#/welcome/continue>

Criteria for continued eligibility under each program www.texascollege.edu/financialaid/federalprograms.cfm

Standards of satisfactory academic progress; www.texascollege.edu/financialaid/federalprograms.cfm

Criteria by which the student who has failed to maintain satisfactory academic progress may re-establish eligibility for financial assistance; and
www.texascollege.edu/financialaid/federalprograms.cfm

The exit counseling information the institution provides and collects from the student borrower under the Direct Loan programs. www.studentaid.gov

11.1.3 Completion or Graduation Rate

<https://www.texascollege.edu/graduation-rate-report/>

11.1.4 Annual Security Report

Texas College is responsible for the construction, compilation, maintenance, and distribution of the annual security report to the current and prospective students.

<https://www.texascollege.edu/office-of-brstudent-affairs/security/>

11.1.5. Timely Warning and Emergency Notifications

<https://www.texascollege.edu/about-brtexas-college/emergency-response-plan/>

11.1.6 Student-Athletic Program

<https://www.tcsteersathletics.com/>

All coeducational institutions of higher education that participate in any Federal student financial aid program and have intercollegiate programs must provide information concerning their intercollegiate athletic programs under the Equity in Athletic Disclosure Act of 1994, section 360B of Public Law 103-382. This Act and accompanying federal regulations requires that the students, prospective students and the public make intercollegiate athletic information available for inspections.

The college website or physical education office can provide this information upon request. <https://www.texascollege.edu/about-brtexas-college/equity-in-athletics-disclosure-act/>

11.2 State-Required Consumer Information

<https://www.texascollege.edu/about-brtexas-college/consumer-information/>

11.3 Accrediting Agency Consumer Information

Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts and Baccalaureate Degrees. **Contact the Southern Association of Colleges and Schools Commission on Colleges at** 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Texas College.

The Commission should only be contacted concerning accreditation related matters. All other inquiries should be directed to Texas College, 2404 North Grand Avenue, Tyler, TX 75702; (903) 593-8311; www.texascollege.edu.

11.4 Title IX and Sexual Harassment/Sexual Assault Policy

<https://www.texascollege.edu/about-brtexas-college/title-ix-and-sexual-harassmentassault-policy/>

11.5 Title IV Loan Counseling

Entrance Counseling

Prior to receiving the first disbursement of a Direct Subsidized, Direct Unsubsidized Loan, and Federal Family Education Loan or Direct Unsubsidized Loan, the student must undergo entrance counseling unless the student has received a prior Direct Subsidized Loan, Direct Unsubsidized Loan, and Federal Family Education Loan.

Exit Counseling

Borrowers must complete a loan exit counseling session during the last semester before transferring or leaving the college that awarded the student loans. You must complete the loan exit counseling online at website or at the U.S. Department of Education's National Student Loan Data System (NSLDS) website.

Federal regulations require the college to ensure that each borrower has been provided information about repayment benefits and obligations. Therefore, the college may withhold grades, transcripts, diplomas and other academic records until exit counseling has been completed and proof of the completed and proof of the complete counseling session has been submitted to the college.

Note: Graduating student borrowers are strongly encouraged to complete their counseling requirement during the final half of the last semester to avoid any delays in getting transcripts released for work or for transfer to a university.

Plus (Parent Loan) Loan Counseling

PLUS, Credit Counseling is required if the U.S. Department of Education has informed you that you have an adverse credit history and you have obtained an endorser or documented to the satisfaction of the U.S. Department of Education that there are extenuating circumstances related to your adverse credit history.

PLUS, Credit Counseling can also be completed voluntarily at any time. If PLUS Credit Counseling is completed voluntarily, and you are determined to have an adverse credit history by the U.S. Department of Education within 30 days of PLUS Credit Counseling completion, your PLUS Credit Counseling requirement will be considered fulfilled.