



CLARENDON COLLEGE

2020-2021

Financial Aid Policy Handbook

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CLARENDON COLLEGE

www.clarendoncollege.edu

SECTION 1 PHILOSOPHY OF STUDENT FINANCIAL AID AT CLARENDON COLLEGE

1.1 Clarendon College Mission

Clarendon College is a comprehensive community college committed to teaching and learning and to providing equal access to opportunities that assist in the holistic development of its constituents and community. In pursuit of that mission, the College provides academic transfer programs, workforce education programs, student services, developmental education courses, continuing education/ community service courses, and diverse cultural enrichment opportunities.

Clarendon College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees.

SACS - COC
1866 Southern Lane
Decatur, Georgia 30033-4097,
Telephone Number 404-679-4501

1.2 Financial Aid Mission

The purpose of Financial Aid at Clarendon College is to assist students in meeting the cost of attending Clarendon College and to help provide financial assistance to any student who might be denied a college education because of insufficient funds. Although the primary responsibility for financing an education rests with the student and his or her family; Clarendon College understands that many students will require financial assistance, and is committed to helping students achieve their educational goals.

1.3 Policy Development

1.3.1 Responsibility for Institutional Policy Development

The Director of Financial Aid is responsible for establishing Institutional policy development surrounding the delivery of financial assistance. Policy development adheres to Federal and State laws and regulations as well as to the mission of Clarendon College. Financial Aid policy is reported to and approved by the Vice President of the Pampa Center and Financial Aid/Registrar and/or the President of the Institution and Board of Regents when appropriate.

▪ **Institutional Principles of Financial Aid**

- A. The purpose of any Financial Aid program - institutional, governmental, or private - should be to provide monetary assistance to students who can benefit from further education but who cannot do so without such assistance. The primary purpose of a collegiate Financial Aid program should be to provide financial assistance to accepted students who, without such aid, would be unable to attend that college.
- B. Each college has an obligation to assist in realizing the national goal of equality of educational opportunity. Clarendon College, therefore, should work with secondary schools, community groups, and other educational institutions in support of this goal.
- C. The college should utilize budgets that realistically reflect the student's cost of attendance.
- D. Parents of dependent students are expected to contribute according to their means, taking into account their income, assets, number of dependents, and other relevant information. Students themselves are expected to contribute from their own assets and earnings including borrowing against future earnings.
- E. Financial Aid should be offered only after determination that the resources of the family are insufficient to meet the student's educational expenses. The amount of aid offered should not exceed the amount needed to meet the difference between the student's total educational expenses and the family's resources.
- F. The amount and type of self-help expected from students should be related to the circumstances of the individual.
- G. Because the amount of financial assistance awarded reflects the economic circumstances of students and their families, Clarendon College will refrain from any public announcement of the amount of aid offered and encourage students and others to respect the confidentiality of this information.
- H. All documents, correspondence, and conversations between and among Financial Aid applicants, their families, and Financial Aid officers are confidential and entitled to the protection and adherence to the Family Educational Rights and Privacy Act (FERPA).

1.3.3 Operating Policies

The following operating policies are designed to assure that the FAO is effective in carrying out its responsibilities:

- A. All students must apply for financial assistance each academic year by submitting appropriate application forms to the FAO.
- B. All funds available to Clarendon College for financial assistance shall be administered through the FAO. The selection of students to receive certain designated scholarships and athletic awards shall be submitted by the responsible department to the FAO for processing. When

funds or awards for students are received from outside sources by other offices (such as the Business Office or Student Services) that office will be required to notify the FAO.

- C. The FAO shall maintain adequate records to ensure proper administration of aid funds. This includes ensuring that aid given is not in excess of need and or the cost of attendance and that aggregate awards do not exceed total expenditures of funds under each program.
- D. Selection of students to receive Financial Aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability or marital status.
- E. Many awards are made on a first-come/first-served basis. Priority consideration for aid is given to students whose files are complete by August 1 of each academic year.
 - 1. Fall Semester August 1
 - 2. Spring Semester November 1
 - 3. Summer Semester May 1
- F. All students applying for aid are required to apply annually for Federal and/or State assistance by completing the FAFSA or TASFA.

1.3.4 Student Scholarship Committee

Responsibilities of the Student Scholarship Committee:

- 1. To determine criteria for the establishment of endowed and general scholarships
- 2. To determine eligibility criteria for all scholarship recipients
- 3. To select recipients from eligible applicants for general and endowed scholarships
- 4. To serve as appeal body for review of Financial Aid decisions
- 5. To review the effectiveness of Clarendon College's student scholarship program
- 6. To make recommendations to the President.

The composition of the Committee includes faculty and administration from Clarendon College, including a financial aid office representative.

SECTION 2 ADMINISTRATIVE ORGANIZATION OF THE FINANCIAL AID OFFICE

2.1 Organizational Charts

Below is the organizational structure for the CC Financial Aid Office.

Board of Regents	
President	Director of Financial Aid
Assistant Director of Financial Aid	
Financial Aid Assistant	

2.2 Division of Responsibility between the Financial Aid and the Business Offices

There exists a clear and separate division of responsibility for the administration of Financial Aid programs which are divided between the FAO, and the Business Office. In order to maintain this division, each office is accountable for the following responsibilities. Neither office exercises substantial control over the other.

2.2.1 The Financial Aid Office is responsible for the following:

- A. Collect supporting documentation for the determination of aid eligibility.
- B. Determine student eligibility for financial assistance.
- C. Award Federal, State, and Institutional aid in compliance with laws, regulations, and policies.
- D. Award scholarships, third party assistance and tuition exemptions.
- E. Notify students of aid eligibility.
- F. Compile and complete all institutional, State and Federal reports.

2.2.2 The Business Office is responsible for the following:

- A. Maintain and disburse accurate receipts.
- B. Collect payments for student accounts.
- C. Disburse funds to students.
- D. Provide expenditure reports by program, when requested

SECTION 3 GENERAL FINANCIAL AID OFFICE ADMINISTRATION

3.1 Office Location and Information

The Clarendon College Financial Aid Office is located in the Student Services Office on the Clarendon Campus. A Financial Aid representative is also available at the Pampa and Childress Centers. The normal business hours are Monday through Thursday, 8:00 a.m. to 4:30 p.m. and Friday 8:00 a.m. to 4:00 p.m. Summer business hours Monday through Thursday, 7:30 a.m. to 5:00 p.m. and closed on Friday. The main telephone number is (806) 874-3571. The preferred way to reach the financial aid staff is by email. Email addresses are available on the website. General email is all.financialaid@clarendoncollege.edu.

3.2 Distribution of Forms

General Financial Aid forms are distributed through the student portal application and also from the FAO located in the Student Services Office in Clarendon, Pampa or Childress. Most forms are also available on the Clarendon College Financial Aid webpage.

Students are encouraged to apply using FAFSA on the Web at www.fafsa.ed.gov, or by using the myStudentAid mobile app featuring myFAFSA, or by completing a TASFA application. TASFA applications can be found on the CC website. Students without internet access may contact the Financial Aid Office or 1-800 4FED AID and request a paper copy of the FAFSA. These forms are used to apply for Federal and/or State Student Financial Aid, such as grants, loans and work-study. The Clarendon College FAO also uses this information to award non-Federal student aid.

3.3 Personnel Policies

The personnel policies of staff members are outlined in the following document:

The Clarendon College Personnel Handbook which is available from the Clarendon College webpage.

3.3.1 Performance Evaluations

Performance evaluations are conducted on an annual basis. Forms are completed by each employee's immediate supervisor(s).

3.3.2 Absence Approvals

All requests for absences must be submitted in Green shades to the employee's immediate supervisor.

3.4 RECORDS MANAGEMENT

All files that are shredded have to be logged in logbook located in the Registrar's office.

3.4.1 Confidentiality of Records

In compliance with the Family Educational Rights and Privacy act of 1974 (FERPA), CC does hereby publish its policy regarding the implementation of this act. The Family Educational Rights and Privacy

Act (FERPA) afford students certain rights with respect to their educational records. These rights are listed below.

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decided not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student servicing on an official committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of Education concerning alleged failures by CC to comply with the requirements of FERPA.

Disclosure may be made to authorized representatives of the US Department of Education, the Office of Inspector General, State and local education authorities and accrediting organization. These officials may have access to education records as a part of an audit or program review, or to ensure compliance with FSA program requirements.

Areas in which student records are maintained include the following: admission and academic records, Admissions/Student Services Office; Financial Aid records, Financial Aid Office; financial records, Business Office; advising, disciplinary and placement records, Admissions/Student Services Office.

Directory information is information which may be released to the general public without the written consent of the student. A student may request that all or any part of the directory information be withheld from the public by making a written request to the Admission and Records Office during the first 12 class days of a Fall or Spring 16 week semester. This request will apply only to the current enrollment period; therefore, the student must file a written request from each subsequent enrollment. The following is to be included as directory information: name, date and place of birth, current and permanent address (including email address), telephone listing, major and minor fields of study, enrollment status (full-time, part-time), classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, all previous educational agencies or institutions attended, and photographs.

Work-study students employed within the Financial Aid Office are informed that their position within the FAO is a security sensitive position and that information is to remain confidential.

When a student reaches the age of 18 or begins attending CC, FERPA rights transfer from the parent to the student. FERPA does not recognize spouses; therefore, spouses have no rights to a student's educational or Financial Aid records. Parent and/or spouses can obtain non-directory information only with the written consent of the student. Students do have the ability to waive his or her rights under FERPA and allow individuals access to their Financial Aid records. A student must submit a written release of information for any additional information to be released to any other person or agency. The student's release must contain:

1. Date of request
2. Student's Social Security Number
3. Student's signature
4. Specific contact name or agency
5. Summary of information which may be released.

A FERPA release form is available from the Financial Aid Office.

SECTION 4 PRIORITY DEADLINES

A priority deadline is the date an eligible student must meet to be reasonably assured of receiving financial assistance for the upcoming semester. If the student has submitted all appropriate processed forms (application and any other required forms) to the Financial Aid office by the priority deadline, he/she has reasonable assurance of receiving aid in time to enroll for the coming semester. All forms MUST be fully and accurately completed. Any incorrect or incomplete forms will delay the awarding process.

SECTION 5 SATISFACTORY ACADEMIC PROGRESS POLICY

As required by federal and state student financial aid regulations, Clarendon College must monitor satisfactory academic progress to determine initial and/or continued financial aid eligibility.

- Qualitative Requirement: Students must maintain a cumulative grade point average of 2.0 or better on a 4.0 scale.

For the purpose of this policy, grades of “A”, “B”, “C”, and “D” are considered making satisfactory academic progress.

Grades of “F”, “W”, and “I” are considered as *not* making satisfactory academic progress.

- Quantitative/Pace of Progress Requirement: students must successfully complete 67% of attempted courses.
- Maximum Time Frame for Financial Aid Recipients: Students may receive financial aid up to 150% of the published credit hour length of their declared program. For example, 150% of a 60 credit hour AS degree is 90 credit hours. Time frame is measured by the number of credit hours attempted.
 - Students are expected to complete their degrees or certificates within a reasonable time frame. Taking extra courses not required in a student’s degree plan may exhaust financial aid eligibility prior to completion of a degree or certificate.
 - Developmental/remedial course work is not included in the maximum time frame of 150% nor is the cumulative grade point average included in the qualitative requirement. Students can receive financial aid up to 30 hours of developmental/remedial coursework.
 - Students who enroll in courses that are not part of their degree plan are not included in the determination of enrollment status and are not eligible for financial aid, with the exception of developmental/remedial courses.
 - Transfer credits are counted as attempted and earned credits in the evaluation of the pace of progress and in the maximum time frame.
 - Students can appeal the 150%/Pace satisfactory academic progress requirement

Failure to attend class does not automatically constitute withdrawal from a class. Should a student decide to withdraw, he or she can complete a withdrawal form for the Office of Student Services to officially withdraw from Clarendon College. Failure to officially withdraw from a class will result in a grade of “F”. Students are responsible for understanding and monitoring their own satisfactory academic progress. Although the Financial Aid Office attempts to notify students of their financial aid status, failure to receive notice does not affect the calculated status and is not a reason to appeal.

- Period of Evaluation: Satisfactory academic progress is evaluated at the end of each term of enrollment. The evaluation is based on a student’s earned cumulative grade point average and the cumulative percentage of successfully completed courses.

- Financial Aid Warning: Students who do not achieve satisfactory academic progress as defined by this policy are immediately placed on Financial Aid Warning and are eligible to receive financial aid for the next term of enrollment. Students placed in a warning status are notified by email or mail.
- Financial Aid Suspension: Students who are in a Financial Aid Warning status and do not make satisfactory academic progress in the following term of enrollment are placed on Financial Aid Suspension. Students on Financial Aid Suspension are not eligible to receive financial aid for their next term of enrollment. Students placed in a suspension status are notified by email or mail.
- Financial Aid Suspension for Maximum Time Frame: Students who reached 150% credit hour length of their program are immediately placed on Financial Aid Suspension. A change of a program does not extend the length of the time frame.
- Financial Aid Suspension for Inability to Meet Program Requirements within Time Frame: If determined by the Financial Aid Office that a student cannot possibly raise their grade point average or rate of course completion within the maximum time frame, the student is immediately placed on Financial Aid Suspension.

Unless placed on academic suspension by the Registrar's Office, students are allowed to continue enrollment without the benefit of financial aid until he or she meets the requirements of this policy.

- Financial Aid Appeal Process:

A student who is placed on Financial Aid Suspension has the right to submit a Suspension Review Request form to the Financial Aid office for consideration. Upon review of the form, the financial aid office will notify the student by email or mail of the decision to either grant the appeal or not.

A student may request a review by the Vice President of Student Affairs, Vice President of Academic Affairs, and the Vice President of Administrative Services (Committee). This request must be typed, dated, signed and include documentation that confirms the reason for the appeal. The decision made by the three mentioned Vice Presidents would be final.

Reasons that may be acceptable for an appeal:

- Serious illness or accident on the part of the student
- Death, accident, or serious illness in the student's immediate family
- Other unusual extenuating circumstances

Re-entry upon Acceptance of an Appeal: Students who re-enter based on an accepted appeal are awarded financial aid for their next term of enrollment and are placed on Financial Aid Probation status for that term. If at the conclusion of the term the student is not making

satisfactory academic progress in accordance with this policy, the student is placed on Financial Aid Suspension.

- Students that are not able to reach the minimum financial aid standards in one semester may be placed on an Academic Plan. To be eligible for an Academic Plan the student must be able to come in to financial aid compliance before completing his/her program. The student should indicate that he/she understands the requirements of the Academic Plan. The financial aid office will review the students' progress at the end of each term and if continuing as required will be approved for the next semester. If the student does not meet the requirements he/she will go back on financial aid suspension.

- Repeated Courses: Per Volume 3, page 3-36 of the 19-20 Student Aid Handbook...
 - You may count towards enrollment status and award Title IV funds to a student who is repeating, for the first time only (i.e., one repetition per class), a previously passed course in a term-based program, including when the student is retaking a passed class due to failing other associated coursework...
 - A student may be repeatedly paid for repeatedly failing the same course (normal SAP policy still applies to such cases). If a student withdraws before completing the course that they are being paid Title IV funds for retaking then that is not counted as their one allowed retake for that course. However, if a student passed a class once and then is repaid for retaking it and fails the second time, that failure counts as their paid retake and the student may not be paid for retaking the class a third time. If your school has a policy that requires students to retake all of the coursework for a term in which a student fails a course, any courses retaken that were previously passed in this case will not be eligible for Title IV aid.

A grade of Incomplete "I" must be made up within the next long semester, or it becomes a grade of "F". For financial aid purposes, the grade of "I" will count as an "F" until the "I" is replaced with a letter grade.

- Transfer Students: Prior to the awarding for financial aid, students who attended other colleges are required to submit academic transcripts to the Financial Aid Office, regardless if the student received financial aid at their prior college. Clarendon College will count accepted transfer credits that apply toward the new or current program in the maximum timeframe calculation.

SECTION 6 RETURN TO TITLE IV POLICY

A student may find it necessary to completely withdraw from all their courses in their current term of enrollment. Prior to completing and submitting a withdrawal form, it is highly recommended for the student to discuss the consequences of their decision with their academic advisor and with the Financial Aid Office, if the student is a federal financial aid recipient. Students who withdraw or cease to participate in academic related activity, such as attending classes, may owe financial aid funds to the college and/or the U. S. Department of Education as determined by the Return to Title IV Funds (R2T4) calculation.

The requirements for the disbursement and refund of Title IV aid is separate for the college's refund policy. As a result, a student may still owe funds to Clarendon College to cover unpaid institutional charges.

6.1 Determination of Withdrawal Date

Official Date of Withdrawal: It is the date when a student:

- *Began* the college's withdrawal process
- Provided a written or oral "official" notice to a designated school official in an official capacity. The designated office for notification is the Office of Student Services. The college is required to document the written or oral notification of withdrawal

If there are two dates of notification, the college uses the later of the two dates.

Unofficial Date of Withdrawal: It is the date the college determines to be the last date of academic related activity or attendance. If the date cannot be documented, the date of unofficial withdrawal is the mid-point or 50% of the term unless the last date of attendance is found in the CAMS attendance records. Summer (12 week, Summer 1 and Summer 2) is considered a term.

If the student did not notify the college due to circumstances beyond their control, the unofficial withdrawal date is the date related to that circumstance. Examples: Illness, accident, grievous personal loss, etc.

Student Earns all F's for the Term: Should a student not pass at least one course for the term, the college must assume an unofficial withdrawal and perform a R2T4 calculation using the unofficial withdrawal date as the mid-point of the term unless the last date of attendance is found in the CAMS attendance records Summer (12 week, Summer 1 and Summer 2) is considered a term.

6.2 R2T4 Calculation

Regardless of the reason for withdrawal, Clarendon College is required by federal student financial aid regulations to utilize the R2T4 calculation to determine the amount of federal financial aid a student has earned up to the date of withdrawal in a student's current term of enrollment. Students who withdraw after the 60% point of the term earn 100% of their financial aid; however, the R2T4 calculation must be processed.

At Clarendon College, the types of Title IV aid disbursed to students and included in the calculation are:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Direct Loans, including the Direct PLUS Loan
4. Other Federal Aid

State aid and institutional scholarships and grants are not included in the calculation.

Earned Title IV Aid: The amount of earned Title IV funds is in proportion to the date of withdrawal up to 60% of the term. For example: A student who was enrolled for 20% of the term has earned 20% of the federal aid. These funds are not returned.

Unearned Title IV Aid: The percentage of Title IV aid that is unearned, aid to be returned, is equal to the number of calendar days remaining in the term in which the withdrawal happens, divided by the total number of calendars in the term. For Example: If a student was enrolled for 20% of the term, 80% of the aid must be returned to the Title IV programs by the college and if determined, by the student as well.

A calculation is required if the student has documented last date of academic related activity or attendance is past 60% of the term. The R2T4 calculation is required to determine if the student is eligible for a post-withdrawal disbursement.

6.3 Post-Withdrawal Disbursement

A post-withdrawal is determined at the time of the R2T4 calculation. If the results determine that the college has disbursed *less* aid than the student has earned, a post-withdrawal disbursement of Title IV is required. The college is required to provide a written notification of the post-withdrawal disbursement within 30 days of the date of determination of withdrawal.

Clarendon College is required to notify the student of the post-withdrawal disbursement. If the disbursed amount is in the form of a Direct Loan, the student has the option to either accept or refuse some or all of the disbursement, which will result in less debt the student must repay. The deadline for a response from the student is within 14 days of the notification.

If the post-withdrawal disbursement is in the form of a grant, Clarendon College may use all or a portion of the aid to be applied to tuition and fees.

6.4 Return of Title IV Financial Aid to the Federal Aid Programs

The amount of unearned aid to be returned is a shared responsibility between the college and the student.

Clarendon College's Portion of Funds to be returned: The College's portion of aid is returned to the Title IV aid programs in the following order:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Direct Parent PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other Federal Aid

Student's Portion of Funds to be returned: The amount of financial aid the student is required to return is considered an overpayment of financial aid.

Should the R2T4 calculation determine a portion of Title IV to be returned is a Direct Loan, the student is not required to immediately return the aid *but* is required to repay the loan per the terms of the promissory note.

If the calculation determines a portion of the student's share includes a grant, the amount of the grant is reduced by 50%. If the result is \$50 or less, the student is not required to return the aid. However, if the result is more than \$50, the student is required to repay the aid within 45 days of notification of the overpayment. A student can make payment arrangements with the Clarendon College Business Office or with the U. S. Department of Education to repay the amount of the overpayment. If payment is not received within 45 days, the college is required to report the non-payment of aid to the U. S. Department of Education which will result in the ineligibility of future federal financial aid until the overpayment is paid in full.

6.5 Unclaimed Title IV Credit Balance

Uncashed/Unclaimed Title IV Credit Balance PELL, DL, FSEOG
See Vol 4 of the 19-20 Financial Aid Handbook

1. Request Outstanding Transactions Report from business office accountant every 45-60 days. Per the VP of Administrative Services, the business office can pull online activity at any time if needed.
2. Determine if the unclaimed credit balance is Title IV. (Pell, DL, FSEOG, FWS).
3. There are specific guidelines for FWS in the handbook. Vol 4 page 56.
4. Contact the student and recommend that the check be cashed ASAP or determine if it should be reissued.
5. Title IV (FSA) funds can never escheat to a state or revert to the school or third party.
6. Per Vol 4, page 56 of the financial aid Handbook: "The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check. All unclaimed credit balances must be returned—there is no *de minimis* amount."
7. The order in which Title IV funds must be returned is basically the same as an R2T4.
8. Vol 4, page 95/106: "...the school must make the appropriate adjustment to the student records in COD." "All returns of FSA grants and Direct Loan funds previously disbursed (unclaimed credit balances) should be made through G5." If the loan award year has been closed on COD, contact COD concerning how to make the correction.
9. If necessary you will make appropriate changes to the FISAP. The FISAP balances with PELL, FSEOG and Federal Work Study. If you are within the current FISAP year and it is between Oct 1 and Dec 15 you can make corrections to the FISAP. After those dates see #10.
10. Vol 4, Page 109-110 offers guidance on correcting a prior year FISAP. A change request must be submitted to eCB for approval. For questions you can call 1-800-848-0978 and speak with the Campus Based staff.
11. Vol 4, Page 108: "...note that for Pell funds from a prior award year, a school may not use the funds for an eligible student in the current year."

12. Financial Aid and Billing should reconcile with COD & FISAP as required. You may need to request reconciliation files through COD. It is to your benefit to stay on top of this requirement.
13. There is guidance in Vol 4 on page 105-113 for correcting the G5 and returning the funds.

SECTION 7 STUDENT CONSUMER INFORMATION

Federal regulations require that CC provide student consumer information. The regulations distinguish information that must be given to be enrolled versus prospective students, to current versus prospective employees, to prospective student-athletes, and to parents, coaches, guidance counselors, and the general public. The staff in the FAO recognizes that in order to understand the complications of Financial Aid, accurate and timely dissemination of information to consumers is vital. Several policies have been implemented to ensure appropriate dissemination is achieved.

7.1 Financial Aid Information

Student consumer information concerning Financial Aid information is readily available to enrolled and prospective students through the following:

1. The CC webpage
2. The CC Student Handbook
3. The CC Catalog

Additional information is available at the Department of Education webpage.

7.2 TYPES OF FINANCIAL AID

Financial Aid funds may be categorized into four basic sources: Federal, State, institutional, and private. Because private sources are variable, they are excluded from the following list. Only Federal, State, and Institutional sources for CC are listed below.

A. Federal

- Federal Pell Grant
- Direct Loan Program (Subsidized and Unsubsidized only)
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)
- Federal Work-Study Program (FWSP)
- Federal Parent Loan for Undergraduate Students (PLUS)

B. State

- Texas Public Education Grant (TPEG)
- State College Work-Study (SCWS)
- Top Ten Percent Scholarship Program (TTP)
- Toward Excellence Access & Success Grant (TEXAS Grant) Renewals Only

Texas Educational Opportunity Grant (TEOG)
State Scholarships
State Tuition Exemptions

C. Institutional

Athletic
Judging Team Scholarships
Academic and General Institutional Scholarships
Foundation Named and Endowed Scholarships
Leadership Scholarships

7.3 PROCEDURES AND FORMS REQUIRED TO APPLY

The procedures and forms required to apply for Financial Aid are published in the CC Catalog and on the CC webpage. Aid is awarded on a first-come, first-served basis using a priority deadline and the availability of funds. Students who complete their files after this priority date may receive limited funding, depending on the availability of funds, and may not be guaranteed Financial Aid at registration to assist with their institutional costs.

There are many forms which may be required to evaluate student aid eligibility. For programs based on financial need, the following is required:

FAFSA and/or TASFA completed by student with CC listed in the school section of the application. This application generates a Student Aid Report (SAR) and an Institutional Student Information Record (ISIR).

Additional documents are requested to complete processing of the aid request. This process is called verification. Notification of these additional required documents will be sent to students through a status letter. Additional information may include, but is not limited to, the following:

1. Proof of citizenship.
2. Proof of selective service registration.
3. Verification of Marital Status.
4. Verification form (independent and dependent).
5. Copy of Federal IRS Tax Transcript (parent and student or spouse).
6. Statement of non-tax filer (parent and student or spouse).
7. Official Proof of High School graduation or its equivalent.
8. Official Academic Transcripts from all post-secondary institutions attended.
9. Other documents as requested.

7.4 STUDENT ELIGIBILITY REQUIREMENTS

Student eligibility requirements are also listed in the CC Catalog.

To be eligible to receive Federal assistance, a student must:

1. Be enrolled as a regular student (degree or certificate seeking) in an eligible program of study.
2. Be a U.S. citizen, U.S. national, or U.S. permanent resident or non-citizen who resides in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status). If the SSA does not confirm the student's citizenship with the data match, the student can establish citizenship by submitting documentary evidence of that status to CC within 30 days of notice to produce such evidence. Failure to provide such evidence of eligibility could result in denial of Financial Aid.
3. Have a high school diploma or its recognized equivalent.
4. Maintain satisfactory academic progress. A copy of the Satisfactory Academic Progress Policy is included in the CC Catalog.
5. Not be in default on any loan or owe a repayment on a Federal Pell Grant, ACG, FSEOG, or State Grant or have made satisfactory repayment arrangements.
6. Provide a valid Social Security Number. If the SSA does not verify the student's social security number on the FAFSA, or CC has reason to believe that the social security number is inaccurate, the student can provide evidence to CC, such as the student's social security card. If students complete their FAFSA with an incorrect SS number, they are required to complete a new FAFSA so a correct identifier can be established.
7. Register with Selective Service (if required). If the Selective Service does not confirm through the data match that the student is registered, the student can establish that he is registered, is not, or was not required to be registered, has registered since the submission of the FAFSA or may provide the Director of Financial Aid documentation detailing why he is not registered.
8. Demonstrate financial need.
9. Not have a conviction for violating any Federal or State drug possession or sale law. Effective Fall 2006, a student is ineligible only if the conviction occurred during a period of enrollment for which the student was receiving Title IV financial assistance.
10. Have not obtained loan amounts that exceed annual or aggregate loan limits made under any title IV, HEA loan program.

7.5 Criteria for Selecting Recipients and Determining Award Amounts

Selection of Financial Aid award recipients is made on a first-come, first-served basis. Funds will be awarded until they are depleted. Students completing the application process after the funds are depleted will be awarded additional funds if money becomes available at a later date. These awards will be made to currently enrolled students according to the date on which their file was completed and the student's current enrollment status.

7.6 RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID

As a recipient of Financial Aid, there are certain rights and responsibilities of which students should be aware.

Students have the right to know:

1. The Financial Aid programs available at CC.
2. The application process which must be followed to be considered for aid including deadlines for submitting applications.
3. The cost of attendance.
4. The refund policies.
5. The criteria used to select recipients and calculate need.
6. How financial need is determined.
7. The criteria used to determine the amount of a student's award.
8. The Financial Aid Satisfactory Academic Progress requirements.

Students are responsible for:

1. Completing all forms accurately and by the published deadlines.
2. Submitting information requested by FAO staff in a timely manner.
3. Keeping the FAO informed of any changes in address, name, marital status, financial situation, or any change in student status.
4. Reporting to the FAO any additional assistance such as scholarships, loans, fellowships, and educational benefits.
5. Notifying the FAO of a change in enrollment status.
6. Maintaining Satisfactory Academic Progress.
7. Re-applying for aid each academic year.

8. Read and understand forms the student is responsible for signing.

7.7 Cost of Attendance

A description of the tuition and fees for attendance is published in the CC Catalog. A complete budget outlining the cost of attendance may be obtained from the FAO.

7.8 Person(s) Designated to Provide Financial Aid Information

The names of Financial Aid personnel are listed on the CC website. Only information published, provided, or referred by FAO staff is valid. Any additional information should be verified with staff from the FAO.

SECTION 8 STUDENT APPLICATION FOR FINANCIAL AID

Students must apply for Financial Aid each academic year (fall through summer). The school year begins with the fall semester. No other application is acceptable for determining a student's eligibility. Priority consideration for receipt of Financial Aid funds administered by the FAO shall be given to students who submit all required documentation by the assigned deadline or until the funds are depleted. The CC FAO will not request from or charge any student a fee for processing or handling any application, form or data required to determine a student's eligibility for, and amount of, Title IV program assistance. Beginning with the 17-18 school year students/parents will use prior prior year tax information on the FAFSA. The FAFSA will now be available to students beginning in October and for the 20-21 school year will use 2018 tax information.

8.1 APPLICATION PROCESS

Students begin the application process when the FAO receives a copy of his/her SAR. Once the FAO receives the student's ISIR electronically from the CPS, they will begin processing the file and requesting any additional documentation. Files are processed in date order paperwork received. Status letters are sent to students informing the student of documents or information which still needs to be submitted. The status letter will include the appropriate documents needed. If a student submits an incomplete document, it is returned for completion. If a student doesn't submit the required information the application will become inactive and no further correspondence is sent. When the student submits all the required documentation, FAO staff will resume processing and reviewing the student's file. Once the student's file is considered complete it becomes eligible for packaging. The FAO does not package awards until all documents have been received and the file has been verified.

8.2.1 Independent Student Status

The EFC from an independent student takes into account only the income and asset value of the student and spouse if applicable; the parent's financial information is not included. Students are automatically considered independent if they meet the following criteria:

1. At least 24 years old
2. Married

3. Enrolled in a graduate or professional course of study.
4. Determined to be an orphan or a ward of the court or were a ward of the court until age 18.
5. They have legal dependents (other than a spouse) for whom they provide more than half of that dependent's support. Legal dependents comprise of children of the student (including those who will be born before the end of the award year) who receive more than half their support from the student, and other persons (except spouse) who live with and receive more than half their support from the student as of the FAFSA signing date and will continue to do so for the award year.
6. A veteran of the U.S. Armed Forces.
7. Students who are currently serving on active duty in the US Armed forces for purposes other than training.

Aid Administrators have the authority to make students who do not meet the above criteria independent under special circumstances using Professional Judgment. This Dependency Override must be documented and a copy of the documentation must be maintained in the student's file. Since family circumstances can change from year to year, students must apply each year for this override. Examples of special circumstances include but are not limited to:

1. Unsafe home environment.
2. Social service, police or legal intervention.

The FAA will adjust the student's dependency status thru FAA Access. Students will not be allowed a dependency override because the mother/father refused to assist with their education or provide the necessary tax returns or other documentation. Students will not be allowed a dependency override because they have not lived with their parents the last year or because their parents do not claim the student on their tax return(s).

8.2 FORMS

There are many forms which may be required to evaluate student aid eligibility. However, a student need only submit the Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA) listing CC's school code (003554) to begin the first step in applying for aid.

Additional documents may be requested to complete processing of the aid request. Notification of these additional required documents is sent to students through email and located on the student portal. Below are documents which may be required.

1. Completed FAFSA/TASFA application - a need analysis document published by the Department of Education. Information is sent to the Central Processing Center (CPS) for an analysis of the expected family contribution (EFC). Students receive a Student Aid Report (SAR), which shows the results of the analysis. Federal and/or State aid may only be awarded based on the official results of the FAFSA and/or TASFA.

2. Students qualifying for State residency under House Bill 1403/Senate Bill 1528 are eligible to apply for State Financial Aid only. To apply for State aid, the Student must complete the TASFA application and make an appointment with the Director of Financial Aid to determine benefits available.
3. Student Aid Report (SAR) - students are not automatically required to submit their SAR. However, an Aid Administrator may request the document to verify conflicting information.
4. Direct Loan Program Master Promissory Note (MPN) Students who wish to receive a Federal Stafford Loan must apply for a loan using the Department of Education's application process at <https://studentloans.gov> before his/her loan will be certified.
5. Federal Tax Returns - Federal Income Tax returns are requested if The Department of Education flags it for Verification. Dependent students must submit their IRS Tax Transcript and their parent's IRS Tax Transcript. Independent students must submit their IRS Tax Transcript and their spouse's if applicable. W-2's may need to be presented upon request.
6. Verification Worksheet - a document which collects data and/or verifies information submitted by the student on his/her FAFSA/TASFA. Dependent students must obtain their parents' signature.
7. Income Verification for students or parents who did not file a Federal Income Tax Return.
8. Professional Judgment/Special Circumstances form – a document that a student completes when they feel their changing situation warrants professional judgment by the Financial Aid Director.
9. Verification of Separation or Divorce – a document which verifies that a married student or parent is separated or divorced and living separately from his/her spouse.
10. Proof of Dependent Support – a document which a student submits when Independent status is requested due to the birth of a child.
11. Any other form/documentation deemed necessary to complete the student's file.

SECTION 9 STUDENT BUDGETS

Student budgets are an important component in the Financial Aid process. Standard full-time (15 hours per Fall/Spring semesters) student budgets reflecting the CC average student population cost of attendance at a modest, but adequate standard of living are used to award Financial Aid. Special budget considerations are approved by the Financial Aid staff on a case-by-case basis.

The Federally-mandated basic components used to derive a student budget are as follows:

Tuition and Fees

Books and Supplies

Room and Board

Transportation

Personal and Miscellaneous Expenses

Average costs are used. Students were surveyed and the average costs were determined by analyzing data provided by students. However, on a case by case basis, the FAA may exercise professional judgment and use actual costs and/or modify expense components.

For students who are enrolled less-than-half-time, costs are prorated to the number of credit hours they are enrolled and only costs for tuition and fees, books and supplies and transportation expenses may be included as part of the cost of attendance.

For students who are enrolled in all online courses, the costs for transportation are excluded.

Upon request, Aid Officers may review, and if appropriate, adjust a student's budget. Students must submit supporting documentation.

Examples of changes to standard budgets include, but are not limited to:

- A. Child care - the cost of child care for students with dependent children may be added to a standard budget.
- B. Special needs - disabled students or students with special problems may be allocated funds to cover reasonable costs associated with disabilities or problems that are not already covered by other resources.

Once this process is complete, which includes verifying the student is degree seeking and has met admission requirements, the documents received date is entered in the CAMS system. Entering this date should prevent any future ISIR transactions from uploading into CAMS and over-riding the ISIR for which the student's award was based.

SECTION 10 VERIFICATION

Verification is the process of confirming the accuracy of student reported data on his or her FAFSA. All Clarendon College students selected for verification by the DOE are verified.

10.1 Conflicting Information

If at any time during the verification or file review process, CC FAO staff obtains or discovers conflicting information, FAO staff has full authority to require whatever documentation is necessary to resolve the conflicting information. FAO staff is required to investigate any discrepancies.

10.2 Verification Documentation Collection Procedures

Required documentation items are identified and receipt date is maintained within the CAMS system. When documents arrive, Financial Aid personnel enter a receipt date in CAMS beside the document name.

10.2.1 Verification Process

When all required documents are received, Financial Aid personnel will compare the verification documentation to the information originally reported on the FAFSA. If the verification process shows that the entire student's information is correct and there are no outstanding issues or conflicting information, the student's file will be considered complete. If verification revealed errors or inconsistencies, the FAO staff will make corrections or update information by submitting the ISIR for corrections via FAA Access. Therefore, verification is complete when the FAO has corrected any errors or has shown that the information is correct. In addition, the FAO must also have on file the final and valid ISIR showing the official EFC. Once this is finished and it is determined admission requirements are met, the student is considered complete and ready to be packaged. These files are routed to the Director of Financial Aid for packaging.

10.2.2 Failure to Comply

Students must complete the process or forfeit Federal student aid eligibility. Students who fail to submit verification documents never become complete; therefore, aid is not awarded for these students.

10.2.3 Notification of Verification to Applicants

Students are notified that they are selected for verification on the Student Aid Report (SAR) or ISIR. In addition, the email sent to each student indicates to the student he/she has been selected for verification by requesting the student to complete the verification forms located on their student portal.

10.3 Verification of Data Elements

CC systematically verifies only those data elements required by the Federal government. However, Aid Administrators are free to ask for additional information if further investigation is needed to resolve a discrepancy.

Students who are selected for verification will be placed in one of the five following groups. The group determines which FAFSA information must be verified for the student.

Standard Verification Group. Tracking flag V1. Students in this group must verify the following if they are tax filers: AVG-78

- 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
- High school completion status

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

Custom Verification Group. Tracking flag V4. Students must verify high school completion status and complete the identity/statement of educational purpose form with a copy of their photo ID.

Aggregate Verification Group. Tracking flag V5. Students must verify high school completion status and identity/statement of educational purpose (SEP) in addition to the items in the Standard Verification Group.

Reporting results for groups V4 and V5 You must report the verification results of identity and high school (HS) completion status for any student for whom you receive an ISIR with tracking flag V4 or V5—as selected by the CPS, not your school—and 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 year, and the student identifiers. You will then enter one of the following numeric codes that most applies:

- 1—Verification completed in person, no issues found
- 2—Verification completed using notary, no issues found
- 3—Verification attempted, issues found with identity. (You received acceptable documentation of high school completion, but you did not receive the SEP or documentation of identity or the latter was unacceptable.)
- 4—Verification attempted, issues found with HS completion. (You received the SEP and acceptable documentation of identity, but you didn't get HS completion documentation or it was unacceptable.)
- 5—No response from applicant or unable to locate
- 6—Verification attempted, issues found with both identity and HS completion

SECTION 11 CLOCK HOUR PROGRAMS/CLOCK TO CREDIT HOUR CONVERSION

Currently there are no programs paid under clock hours at CC

Programs measured by clock hours are subject to the clock to credit hour conversion. The conversion determines the amount of financial aid a student may receive within a term of enrollment.

11.1 Definition of a Clock Hour

According to the U.S. Department of Education, a clock hour consists of:

- A 50 to 60 minute class, lecture, or recitation in a 60 minute period;
- A 50 to 60 minute faculty-supervised laboratory, shop training, or intern ship in a 60 minute period; or
- 60 minutes of preparation in a correspondence course.

11.2 Clock hour to credit hour conversion

To calculate the conversion:

1. Review a student's schedule for the term and compare it to the course summary for each class. The course summary lists each class by course prefix and number, course name, course type, weekly lecture and weekly lab hours, extended hours, total hours for the course, and the number of credit hours associated with each course.
2. Determine the total of clock hours associated with each class and divide that number by 37.5.

Example A: $\frac{\text{Total clock hours for the spring semester is } 608}{37.5} = 16.21$ credit hours

In this case, the cost of attendance is based off of 16 credit hours or full-time.

Example B: $\frac{\text{Total clock hours for the spring semester is } 416}{37.5} = 11.09$ credit hours

Though according to the course schedule, the student is registered for 14 credit hours, we can only award aid for three-quarter time enrollment.

3. Rounding – the result is not rounded up or down.

11.3 Awarding Aid

For Pell Grant recipients who fall under Example B, enter in the Financial Aid Award Detail Entry, in the Reference blank "CL/CR Conversion" and lock the award.

SECTION 12 FEDERAL PROGRAMS

The Federal programs in which the FAO participates are listed in Section 5.2 above. The Federal Supplemental Educational Opportunity Grant Program, and the Federal Work-Study Program are referred to as campus-based programs because although funded primarily with Federal dollars, the institution is able to determine how these funds should be awarded to students.

12.1 FEDERAL PELL GRANT

The Federal Pell Grant is an entitlement program.

12.1 Purpose of Program

The Federal Pell Grant program is federally funded with the purpose of helping financially needy students meet the cost of post-secondary education. This program is centrally administered by the Federal government and is typically the foundation of a student's aid package.

12.1.2 Determining Eligibility

The FAO uses the Pell award as the foundation of the student's Financial Aid package. Therefore, students requesting financial assistance during their enrollment are required to establish Federal Pell Grant eligibility before additional determination of funds eligibility is made and/ or awarded.

To pay a student a Pell Grant, CC must have appropriate documentation of the student's eligibility. CC must have received an output document (one with an EFC) while the student is still enrolled for the award year, but no later than the deadline as published by the Department of Education (ED). Students who submit an eligible SAR or have electronic Pell data submitted to CC after the end of an enrollment period for which the student met all the necessary criteria, will receive a retroactive (late) award provided the student had a SAR with an official EFC by his/her last date of attendance. Regulations prohibit a school from making a late disbursement to a student for whom the school did not have a valid SAR/ISIR by the deadline established by ED.

Students are notified of the estimated amount of their Pell Grant based upon full-time status, indicating the award amount will decrease if enrolled less than half-time, through an award letter.

A student's initial calculation is the first calculation of a student's Federal Pell Grant. This initial calculation is based upon full-time enrollment and occurs at the time the student is initially packaged. In certain cases, CC may have to recalculate a student's Pell Grant after the initial calculation or disbursement, to account for changes to the student's costs, EFC or enrollment status.

A student's Pell eligibility is determined by his or her enrollment on the census date. If a student drops, withdraws from or adds a class before the census date, the student's enrollment status will be adjusted and the student's Pell grant recalculated based upon any changes in enrollment status through that census date. Recalculations will include both increases and/or decreases in enrollment up to the census date of the student's last class. For students who complete their file after the semester is completed, their award will be based on their final enrollment status and will include only courses completed (includes earned Fs, in progress and incompletes), and dropped classes or withdrawals will not be included in determining enrollment status.

If the EFC changes due to corrections, updating, or an adjustment, and the EFC change would change the amount of the Pell award, CC must recalculate the Pell award for the entire award year. If as a result of this recalculation, the student has received more than his or her award amount, then the student has received an overpayment. In some cases, CC may be able to adjust an award by reducing or canceling later payments for the student in the same award year.

CC must recalculate a student's Pell Grant each semester based on the enrollment status for that semester. CC must recalculate a student's Pell Grant each semester based on the enrollment status for that semester on the semester census date after drops are processed at the end of the day

The summer semester(s) are treated as a trailer. Students who do not use their entire Pell allocation during the fall and spring semesters may use the balance during the following summer semester.

12.1.3 Payment

The student's anticipated Federal Title IV awards can be applied toward the student's tuition and fees and dorm charges. The student may also provide written authorization to charge their books and supplies (purchased in the CC bookstore or MBS online bookstore), prior year institutional charges, or any other educationally related cost to their Financial Aid account. Students purchasing books and supplies in the bookstore acknowledge the authorization on the bookstore order form. For any prior year charges or other educationally related items the student must complete the authorization in the financial aid office.

12.1.4 Student Eligibility

Students must meet the eligibility requirements described in Section 5.5. A student's EFC calculation is determined only through the Central Processing System of the Department of Education using the Federal Methodology need analysis formula.

12.1.5 Amount of Federal Pell Grant

The amount of Federal Pell Grant for which a student is eligible is determined using the Expected Family Contribution (EFC), the student's enrollment status, and the corresponding cost of education from the Federal Pell Grant Eligibility Chart published by the Department of Education.

12.1.6 Disbursement Procedures

Pell Grant funds are disbursed to students only after an official/valid EFC from the Department of Education has been received and the student's file is considered complete.

12.2 FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The FSEOG is a gift program for students who demonstrate financial need.

12.2.1 Purpose of Program

The FSEOG program is federally funded for the purpose of helping the financially needy students meet the cost of post-secondary education. This program is administered by the institution; however, FSEOG funds are awarded only to Pell Grant recipients with the lowest family contribution. In addition, an eligible recipient must be an undergraduate student. A student who has earned a bachelor's degree or first professional degree is NOT eligible to receive an FSEOG. The FSEOG award is based on the student's enrollment status and will adjust accordingly.

12.2.2 Determining Eligibility

In order to determine a student's eligibility for a Federal SEOG, they must meet the same requirements as Pell Grant recipients. Federal FSEOG awards are made on a first-come, first-served basis using the student's validation complete date until the allocation is depleted.

If additional funds become available, the FAO will review currently enrolled students to determine who is eligible. The FAO will determine when the allocation was originally depleted during the packaging process and then use the validation complete date to determine eligibility. The student's original date of application will be used in instances where the amount available is not sufficient to award to all students with the same validation complete date.

12.2.3 Amount of Award

The regulated maximum amount of FSEOG is \$4,000 and the minimum is \$100. However, the Clarendon College FAO self-imposes minimum and maximum awards to ensure that the greatest number of students have an opportunity to receive a portion of the FSEOG allocation. Awards are made at 400.00 but adjusts according to enrollment status (300.00 for $\frac{3}{4}$ time, 200.00 for $\frac{1}{2}$ time or less)

12.3 FEDERAL WORK-STUDY PROGRAM (FWS)

The FWS program provides employment positions for undergraduate students who demonstrate financial need. These earnings assist students with educational expenses.

12.3.1 Objectives and Purpose of the Program

The objectives and purpose of the FWS program are to provide:

1. A source of Financial Aid to undergraduate students who demonstrate financial need.
2. Work experience which enhances the participants' education whenever possible.

12.3.2 Selection of students

The purpose of the Federal college work-study program is to provide part-time jobs to students to help meet financial need. CC supports the concept of the Federal college work-study programs in an effort to provide self-help in meeting demonstrated financial need. Every effort is made to assign students to work-study jobs in their major and/or interest area. Students should apply for work-study by completing an application for work-study employment in the FAO. The student/supervisor is responsible for scheduling interviews with supervisors/students in which they are interested.

Students are allowed to work during periods of non-enrollment (i.e., vacations, breaks, summer session prior to June 30) provided sufficient work-study allocations exist. Typically, FWS Program funds are not awarded for summer terms; however, the Director may approve summer work-study if funds are available.

No student shall be denied work or subjected to different treatment on the basis of race, color, religion, gender, national origin, physical handicap, disability, sexual orientation, or age.

12.3.3 FWS fund transfers

At the discretion of the Director, 25% of FWS funds may be transferred to the FSEOG account. In addition, 10% of FWS funds may be carried forward or back to the next or last academic year's work-study account.

12.3.4 Job Classifications

Job classifications are established by the supervisors of each department at CC. Normally students are awarded an average of 15 hours per week making minimum wage or more.

12.3.5 Placement Procedures

Placement is at institution or student's request based on the needs of each department and based on skills and/or qualifications of the student.

12.3.6 Notification of award and employment placement procedures

The student and his/her supervisor receives a work-study contract detailing the amount of their award, dates of employment, the number of hours they are allowed to work, the wage rate, their supervisor, location of their employment and position.

12.3.7 Student placement

If the student is hired, the student must complete the necessary employment forms in the Financial Aid office.

12.3.8 Supervision

Employers are instructed to maintain adequate supervision of student with regard to attendance and quality of job performance. A work schedule must be agreed upon each semester by the student and the supervisor which is not in conflict with the student's class schedule.

12.3.9 Time Sheets

Students receive time sheets from their supervisor. After completion of the time sheet, the student's work hours are checked and signed by the department supervisor. The supervisor returns the time sheet to the FAO who reviews and then forwards to the Payroll Office for payment processing. Time sheets are now within the Green Shades system. Students and supervisors are trained on the process for entry and approval.

12.3.10 Recordkeeping

Records concerning compensation for student employment are maintained in the Payroll Office and the FAO.

12.3.11 Payment Procedures/Frequency

Students are issued a paycheck from CC monthly for hours worked documented on the student time sheet. All students are paid at least the Federal minimum wage.

12.4 FEDERAL SUBSIDIZED AND UNSUBSIDIZED STAFFORD DIRECT LOAN PROGRAM

There are two types of loans in the Stafford program: subsidized and unsubsidized. The difference is the subsidized loan is a need based program and the Federal government pays the interest during in-school status, grace periods and authorized deferment periods. As a result, subsidized loans are advantageous because they don't cost as much to repay. The unsubsidized is not need based and the borrower is responsible for paying the interest during these loan periods, although payments of principal are not due until after the close of the borrower's grace period. Both programs provide low interest deferred payment loans to students to assist with their educational expenses.

12.4.1 Purpose of the Program

Direct Loans have the same basic terms and conditions as FFEL Program loans, but they offer additional benefits, such as an Income Contingent Repayment plan and Public Service Loan Forgiveness. This ability to borrow helps students meet the cost of post-secondary education. This program is administered by the institution and the Department of Education. Stafford Loan recipients must be enrolled at least half-time.

12.4.2 Determining Eligibility

In order to determine eligibility for any Federal Financial Aid program, students must file a Free Application for Federal Student Aid (FAFSA) and/or the Texas Application for Student Financial Aid (TASFA) and have the results sent to CC. The FAO must have an official EFC before eligibility for any fund may be determined. In addition, the student must have supplied any other requested documentation to the FAO and his or her application must be validated. A Stafford Loan is awarded to a student, once the student completes a student loan request, and after the student's eligibility for Federal Pell Grant and other Financial Aid has been evaluated.

Students are notified of the amount of their Stafford Loan eligibility and disbursement date by receiving notification that their loan has been certified.

12.4.3 Certification of Loan Applications

Loan certification will not be completed until:

1. Data from the NSLDS is received.
2. Documentation of dependency status is on file.
3. Verification is complete.
4. All other financial assistance is reported.

5. Financial Aid application has been processed and is complete.

Stafford loans will not be awarded after the last day to receive a “W” for any semester. These dates are published in each semester’s class schedule.

The CC FAO uses a standard academic year (fall through spring) with summer as a trailer when certifying loans. The minimum loan period is a single academic semester. A loan period cannot exceed a 12 month period. However, a student can have more than one loan in an academic year up to the annual loan limit.

Student or parent borrowers must apply through Department of Education Direct Loan system. Beginning with the 17-18 award year Direct Student Loans will automatically package to the students account. The student will be required, through the student portal, to accept or decline the loan. If a student wants to decrease the loan award he/she must advise the financial aid office in writing. If a student wants a review for a loan increase, he/she must visit the financial aid office for review and explain why the increase is being requested.

12.4.4 Returning Funds to Department of Education

The FAO is responsible for returning funds to the Department of Education if the student is not registered, if the institution cannot document student's attendance in any class, or if the disbursement is received after student has ceased to maintain eligibility.

12.4.5 Maximum Awards

For loan purposes, a student’s classification will be determined by the number of hours completed towards his or her selected degree or certificate. A student’s classification will not be re-evaluated until the beginning of the next academic year (fall through summer). Once the student has reached the annual loan limit, he or she cannot receive another loan until he or she begins another academic year.

A student can receive a subsidized loan and an unsubsidized loan for the same enrollment period as long as the annual loan limits are not exceeded.

A dependent undergraduate student (excluding students whose parents cannot borrow PLUS Loans (a parent loan)), each year can borrow up to:

- \$5,500 (for loans first disbursed on or after July 1, 2008) if a first-year student enrolled in a program of study that is at least a full academic year. No more than \$3,500 of this amount can be in subsidized loans.
- \$6,500 (for loans first disbursed on or after July 1, 2008) if completed the first year of study and the remainder of the program is at least a full academic year. No more than \$4,500 of this amount can be in subsidized loans.

An independent undergraduate student (and dependent students whose parents have applied for but were unable to get a PLUS Loan (a parent loan)), each year can borrow up to:

- \$9,500 (for loans first disbursed on or after July 1, 2008) if a first-year student enrolled in a program of study that is at least a full academic year. No more than \$3,500 of this amount may be in subsidized loans.
- \$10,500 (for loans first disbursed on or after July 1, 2008) if completed the first year of study and the remainder of the program is at least a full academic year. No more than \$4,500 of this amount may be in subsidized loans.

12.4.6 Disbursement Procedures

Stafford Loan proceeds are released in multiple disbursements. Stafford Loan funds will be sent to CC via electronic funds transfer (EFT) and applied to the student's account. Once a student's account is credited and if there is a refund, the business office will mail a refund check to the student, or credit the student's debit card. Student are notified before disbursement in case they decide they may not need it.

12.4.7 Pre-loan Counseling

Borrowers must complete entrance loan counseling and testing before receiving a loan. Rights and responsibilities are addressed. Students will be directed to complete this Federal requirement at www.studentloans.gov. Students may forward questions, comments and/or concerns to Financial Aid personnel who will answer and/or reply.

12.4.8 Exit Loan Counseling

Exit loan counseling is required before the student ceases at least-half-time-enrollment. Students who fail to meet this requirement will be contacted by mail. Exit counseling is available online at www.studentloans.gov

12.4.9 Report to Lender

The Financial Aid Office electronically submits the Student Status Confirmation Report (SSCR) through the National Student Loan Clearinghouse.

12.5 Academic COMPETITIVENESS GRANT – REMOVED DUE TO NON-FUNDING

12.6 PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

The Federal PLUS is a fixed interest loan created by the Federal government to help creditworthy parents pay for their dependent student's education beyond high school. Federal PLUS loans are not restricted to a student's financial need. The Department of Education will perform a standard credit check with a national credit bureau before approving the loan. If approved, the parent is responsible for paying the principal amount of the loan and all interest that accrues from the date of disbursement until the loan is paid in full. Repayment begins within 60 days after the loan is fully disbursed. The loan amount may not exceed the dependent student's cost of attendance minus other Financial Aid awarded for the loan period. If a student's parents cannot obtain a PLUS loan, the student is allowed to borrow additional unsubsidized Stafford money. The student must be enrolled at least half-time to receive a

PLUS loan. To determine a student's eligibility for a PLUS loan, the student must complete a FAFSA. In addition a complete Financial Aid file is required before a PLUS loan will be certified. Interested students must complete a PLUS certification/authorization and PLUS request forms.

SECTION 13 STATE FINANCIAL AID PROGRAMS

The FAO also participates in various State Aid Programs. The Financial Aid Director is responsible for verification of student eligibility and reporting for the programs listed below:

13.1 LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP (LEAP) – REMOVED DUE TO NON-FUNDING

13.2 LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP (SLEAP) – REMOVED DUE TO NON-FUNDING

13.3 TEXAS PUBLIC EDUCATION GRANT (TPEG)

13.3.1 Purpose of the Program

The TPEG program is a grant program allowing Public colleges or universities in Texas to make TPEG awards from their own resources. Only in-state (Texas) colleges or universities may participate in the program. Only public colleges or universities participate in the program.

13.3.2 Determining Eligibility

TPEG is open to undergraduates who are resident or non-resident students with financial need as demonstrated by the FAFSA. Prior to awarding the Texas resident or non-resident will have a complete Financial Aid file and Admissions file. Students not registered for selective service may be asked for a selective service status letter and/or an appeal letter. The selective service element is determined by the FAO. If declined the student may appeal the FAO decision to the Executive Vice President of Academics and Student Affairs.

Incarcerated students during the Second Chance Pell Experiment will be reviewed individually and may not have completed all financial aid documents at the time of award determination.

The business office representative provides the November report to the Co-Board. Prior to that time if additional funds are available the following consideration may be used:

If a prior year has remaining TPEG funds, the funds can be used to cover R2T4 charges due CC after considering current year unpaid balances that may qualify for TPEG.

Prior year will be considered as follows:

Balances up to 400.00 will be reviewed first.

Balances of 401.00 to 800 will be reviewed second.

Balances in excess of 800 will be considered on an individual basis.

13.3.3 Payment

Recipients will be selected during the fall, spring and summer semesters of each award year.

13.3.4 Amount of Award

Clarendon College FAO self-imposes minimum and maximum awards to ensure that the greatest number of students have an opportunity to receive a portion. Current awards are made at 400.00 but adjusts according to enrollment status (300.00 for $\frac{3}{4}$ time, 200.00 for 1/2 time or less). Additional award amounts may be considered to assist students.

13.4 TEXAS COLLEGE WORK-STUDY PROGRAM (SWS)

The SWS program provides employment positions for undergraduate students who demonstrate financial need. These earnings assist students with educational expenses.

13.4.1 Objectives and Purpose of the Program

The objectives and purpose of the SWS are to provide:

1. A source of Financial Aid to undergraduate students who demonstrate financial need.
2. Work experience that enhances the participants' education whenever possible.
3. Cannot be receiving an athletic scholarship

13.4.2 Selection of students

The purpose of the State college work-study program is to provide part-time jobs to students to help meet financial need. CC supports the concept of the State college work-study programs in an effort to provide self-help in meeting demonstrated financial need. Every effort is made to assign students to work-study jobs in their major and/or interest area. Students should apply for work-study by completing an application for work-study employment in the FAO. The student/supervisor is responsible for scheduling interviews with supervisors/students in which they are interested.

Students are allowed to work during periods of non-enrollment (i.e., vacations, breaks, summer session prior to June 30) provided sufficient work-study allocations exist. Typically, SWS funds are not awarded for summer terms; however, the Director may approve summer work-study if funds are available.

13.4.3 Job Classifications

Job classifications are established by the supervisors of each department at CC. Normally students are awarded an average of 15 hours per week at minimum wage or more. No more than 20 hours a week.

13.4.4 Placement Procedures

Placement is at institution or student's request based on the needs of each department and based on skills and/or qualifications of the student.

13.4.5 Notification of award and employment placement procedures

The student and his/her supervisor receives a work-study contract detailing the amount of their award, dates of employment, the number of hours they are allowed to work, the wage rate, their supervisor, location of their employment and position.

13.4.6 Student placement

If the student is hired, the student must complete the necessary employment forms in the Financial Aid office.

13.4.7 Supervision

Employers are instructed to maintain adequate supervision of student with regard to attendance and quality of job performance. A work schedule must be agreed upon each semester by the student and the supervisor which is not in conflict with the student's class schedule.

13.4.8 Time Sheets

All students that are hired for a work-study position must go through green shades training on how to submit an online timesheet. After completion of the monthly time sheet, the student's work hours are checked and electronically approved by the department supervisor. Once submitted by both student and supervisor, HR will complete the payroll process and notify Financial Aid of how much each student was paid per month.

13.4.9 Recordkeeping

Records concerning compensation for student employment are maintained in the Payroll Office and the FAO.

13.4.10 Payment Procedures/Frequency

Students are issued a paycheck from CC monthly for hours worked documented on the student time sheet. All students are paid at least the Federal minimum wage.

13.5 TOWARD EXCELLENCE, ACCESS AND SUCCESS GRANT

13.5.1 Program authorization and PURPOSE

The Toward EXcellence, Access, & Success (TEXAS) Grant Program is authorized by Chapter 56, Subchapter M of the Texas Education Code. Rules establishing procedures to administer the subchapter can be found in Chapter 22, Subchapter L of the Texas Administrative Code. The program is funded by appropriations authorized by the Texas Legislature from various revenues and gifts to the program. The

purpose of the TEXAS Grant Program is to provide grants of money to enable eligible students to attend public institutions of higher education in this state.

13.5.2 STATE PRIORITY DEADLINE

Though all institutions are encouraged to do so, the General Academic Teaching Institutions (GATI's) in Texas (public universities, Lamar-Orange, and Lamar-Port Arthur) are required to publicize and use March 15 as the state priority deadline for identifying eligible students to be given priority in receiving awards through the state financial programs. Institutions have the flexibility to define what it means to meet the priority deadline at their institution

13.5.3 ALLOCATIONS

Beginning in 2014-15, public community, technical, and state colleges will no longer be eligible to make initial year (IY) TEXAS Grant awards to students at their institutions. These institutions may make renewal year (RY) awards to eligible students who received an IY award prior to fall 2014 through their institution or another public 2-year institution. These institutions will not receive an allocation for IY or RY awards. Funding for RY awards will be provided on an as-needed basis.

Public universities and Health-Related Institutions (HRI's) will continue to be eligible to make IY and RY awards at their institutions. HRI's will receive an allocation only for RY awards, and additional renewal funding will be provided on an as-needed basis. Public universities will receive a single allocation from which they are to make both initial and renewal awards.

Eligible renewal students should be given ample time to apply for and receive awards through the single allocation. The institution should establish a cut-off date for holding funds for renewal students. This cut-off date cannot be earlier than the state priority deadline of March 15.

Allocations dedicated for initial year students at the public universities must first be used for students meeting the priority model requirements by the priority deadline. If funds remain for IY awards after all eligible priority students who met the priority deadline have been awarded, the balance of allocated funds for IY students can go to students who met the basic IY requirements by the priority deadline. If funds remain for IY awards after all priority deadline eligible students have been awarded, then the balance of allocated funds for IY students can go to students who met the basic or priority model requirements after the priority deadline.

13.5.4 BASIC INITIAL YEAR (IY) STUDENT ELIGIBILITY REQUIREMENTS – FUNDS NOT AVAILABLE

13.5.5 RENEWAL YEAR (RY) STUDENT ELIGIBILITY REQUIREMENTS – FUNDS NOT AVAILABLE

13.5.6 AWARD AMOUNTS FOR 2018-2019 (NO LONGER HAVE ANY TEXAS GRANT RECIPIENTS)

13.5.9 TEXAS PRIVATE HIGH SCHOOL CERTIFICATION

For determining eligibility of students graduating from a private high school in Texas, the private high school must submit a certification that the student has completed the equivalent of the required

Recommended High School Curriculum. The certification is located at <http://www.theccb.state.tx.us/UAP> on the Coordinating Board website.

13.5.10 ADHERING TO PROGRAM CONTROLLED SUBSTANCE RESTRICTIONS

Institutions are required to collect a statement (electronically or on paper) from each TEXAS Grant recipient prior to the disbursement of funds confirming eligibility in regards to the controlled substance restrictions of the program. This statement must be retained with the student’s records at the institution and be made available if requested in the course of a program review or audit.

As long as a statement can be produced to prove a recipient’s eligibility for a given award period, the institution has the flexibility to determine the wording of the statement and the frequency with which it is collected. The institution can require all TEXAS Grant recipients to complete the statement every year they receive a TEXAS Grant award. The institution can also choose to collect the statement at least once from each TEXAS Grant recipient at the institution and word the statement in such a way to indicate that by signing, the student agrees that it is his/her responsibility to inform the institution if his/her status changes in the future. By choosing the second option, the institution can limit the statement required each year to initial or incoming recipients at the institution.

To ensure compliance, the TEXAS Grant Statement of Student Eligibility document is first entered on the document tracking screen in CAMS as incomplete. Once the document is received, it is marked as complete.

If the student indicated that he or she was not convicted of a felony or offense under Chapter 481, health and Safety Code (Texas Controlled Substances Act), the award will be applied to the student’s account. Should the student indicate that he or she was convicted, the award cannot be applied to the student’s account.

It is recommend that institution consult with their legal counsel concerning individual situations as they pertain to the conviction of a felony or an offense under Chapter 481, Health and Safety Code (Texas Controlled Substances Act), or under the law of another jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety Code.

13.5.1 SATISFACTORY ACADMEIC PROGRESS (SAP) – GPA AND COMPLETION RATE

Each recipient’s GPA and completion rate must be monitored to ensure compliance as outlined below. Student status information is available to assist institutions with monitoring this requirement via the G&SP Information Website.

GPA	End of Initial Year	Institution’s SAP Policy
	End of Subsequent Years	Minimum 2.5 cumulative GPA*
COMPLETION RATE	End of Initial Year	Institution’s DAP Policy
	End of Subsequent Years	75% successful completion of attempted hours for the year and successful completion of 24 hours for the year**

* Since the GPA requirement is cumulative, eligibility can be regained in the fall for a spring award, or

summer for a fall award.

** Since the completion rate is for the year, eligibility can be regained in the summer for a fall award.

13.5.12 SATISFACTORY ACADEMIC PROGRESS (SAP) – MAXIMUM TIME FRAME

Each recipient’s maximum time frame must be monitored to ensure compliance as outlined below:

<p>Recipients Entering as High School Graduates</p>	<p>Maximum time frame for receiving the grant if first of:</p> <ul style="list-style-type: none"> a) 5 years from the start of the semester in which the student received the first award if in a degree plan of 4 years or less; b) 6 years from the start of the semester in which the student received the first award if in a degree plan of more than 4 years; c) 150 SCH attempted while receiving the grant; or d) Completion of a Baccalaureate degree
<p>Recipients Entering with an Associate’s Degree</p>	<p>Maximum time frame for receiving the grant is the first of:</p> <ul style="list-style-type: none"> • 3 years from the start of the semester in which the student received the first award in in the degree plan of 4 years or less; • 4 years from the start of the semester in which the student received the first award if in a degree plan of more than 4 years; • 90 SCH attempted while receiving the grant; OR • Completion of a Baccalaureate degree

13.5.13 Texas Grant and TEOG Hardship Policy

In the event of a hardship, a student has the right to submit an appeal to receive their TEXAS Grant or TEOG. The request must be submitted in writing and must explain the reason for the request. Reasons that may be considered include:

1. A showing of a severe illness or other debilitating condition that may affect the student’s academic performance.
2. An indication that the student is responsible for the care of a sick, injured, or needy person that the student’s provision of care may affect his or her academic performance.
3. The student requires less than number or hours required for eligibility (9 for TEXAS Grant, 6 for TEOG) to complete their degree plan.

Supporting documentation may be required. The student’s request will be reviewed and a determination made within 30 business days of submitting all requested documentation. Submitting an appeal does not guarantee any adjustments can or will be made.

13.5.14 Requesting Texas Grant Funds

Requests for funds must be made by using the Funds Request Form (FRF), which will be updated and available for FY21 activities starting August 1, 2020.

Funds Requests

Requests for funds may be made periodically as needed for current, immediate disbursements.

- Funds received by the institution must be disbursed to students' or applied to students' accounts within five business days of receipt by the college's banking institution.
- Data submitted via the funds request form (available via the G&SP Information Website) will be tracked to monitor fund utilization for the fiscal year. Accuracy is important. This information is used to provide quarterly reports to the Legislature and in the allocation of funds for the following year.
- Requests will be processed and funds issued within three working days of the date of the request is received.
- A message will be sent to the institution's TEXAS Grant contact person's email address to confirm the receipt of the institution's submission and to acknowledge that the request has been processed. If a message verifying the submission is not received within three days, contact THECB at TEXASGrant@theeb.state.tx.us or resubmit the request.

Clarendon College's financial aid office requests funds after census has been confirmed for the fall and spring semesters.

Refunding Program Funds

Funds received and not disbursed to an eligible recipient within 5 business days of receipt must be returned to the Coordinating Board. Funds that are discovered to have been issued to an ineligible recipient as a result of inaccurate data or other cause must be refunded to the Coordinating Board unless another eligible recipient can be awarded and disbursed the funds prior to the end of the current fiscal year and within 5 business days of the discovery.

Retroactive or Late Disbursements

Funds that are disbursed after the end of a student's period of enrollment must either be used to pay the student's outstanding balance from his/her period of enrollment at the institution, or to make a payment against an outstanding loan received during that period of enrollment. Under no circumstances should funds be released directly to the student in this situation.

13.5.15 Authority to Transfer Funds

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

13.5.16 Program Schedule

If the specific date falls on a weekend or holiday, the first business day thereafter is the due date.

8/3/2020	First day of the fiscal year – the earliest date institutions may submit Funds Requests to the CB and the first date the CB can submit vouchers to the State Comptroller’s Office for the new year.
2/20/2020	Deadline for requesting funds. Institutions lose claim to any funds not requested by this date. Also the deadline for institution with zero balances to request additional funding if any funds are available for reallocation.
5/15/2020	Earliest date to submit Year-End Report.
7/15/2020	Year End Report due – includes student-by-student data. (Awards made via the priority model will be noted as such on the Year-End Report.
12/1/2020	Financial Aid Database Report due – includes student-by-student data to be reconciled to the year-end-report data.

Source: The Coordinating Board: TEXAS Grant Program Institution Guidelines for 2020-2021

13.6 TOWARD EXCELLENCE, ACCESS AND SUCCESS GRANT II (TEOG)

13.6.1 Purpose of the Program

The Texas Educational Opportunity Grant (TEOG) Program is authorized by Chapter 56, Subchapter P of the Texas Education Code. Rules establishing procedures to administer the subchapter can be found in Chapter 22, Subchapter M of the Texas Administrative Code. The program is funded by appropriations authorized by the Texas Legislature. The purpose of the TEOG Program is to provide grants of money to enable eligible students to attend two-year public institutions of higher education in Texas.

13.6.2 State Priority Deadline

Institutions eligible to participate in the TEOG Program are encouraged to publicize and use the March 15 state priority deadline for identifying eligible students to be given priority in receiving awards through the state financial aid programs. Institutions have the flexibility to define what it means to meet the priority deadline at their institution.

13.6.4 Allocations

Each eligible institution will have a single allocation from which it is to make both initial and renewal awards. Eligible renewal students should be given ample time to apply for and receive awards through the single allocation. The institution should establish a cut-off date for holding funds for renewal students. This cut-off date cannot be earlier than the state priority deadline.

13.6.5 Initial Year (IY) Student Eligibility Requirements

To receive an initial award through the TEOG Program, a student must:

- Be enrolled at least half-time as an entering undergraduate student in the first 30 hours (or its equivalent) of an associate’s degree or certificate program at an eligible institution (excluding credits for dual enrollment or by examination);
- Be classified by the institution as a Texas resident;
- Have a 9 month EFC of no more than \$6,047

- Have applied for available financial assistance;
- Have not been convicted of a felony or crime involving a controlled substance;
- Be registered with Selective Service, or be exempt; and
- Not be concurrently receiving a renewal TEXAS Grant.

13.6.6 Renewal Year (RY) Student Eligibility Requirements

To receive a renewal award through the TEOG Program, a student must:

- Be enrolled at least half-time as an undergraduate student who previously received an initial TEOG award and has not yet been granted an associate’s or baccalaureate degree;
- Be classified by the institution as a Texas resident;
- Have a calculated financial need;
- Have applied for available financial assistance;
- Have not been convicted of a felony or crime involving a controlled substance;
- Be registered with Selective Service, or be exempt;
- Not be concurrently receiving a renewal TEXAS Grant; and
- Maintain satisfactory academic progress (see the Satisfactory Academic Progress sections below) – student status information is available to assist institution with monitoring this requirement via the GSP Information Website (see Additional Program Information below).

13.6.7 Award Amounts for 2019-2020

Effective with the 2019-20 award year, award amounts must be prorated in relation to the student’s enrollment status as of the census date for the semester. The maximum award amounts based on this required proration are below:

Institution Type	AWD Max/Year	Award Max Per Semester Based on Census Date Enrollment			
		AWD Max/Sem	Full-Time (12 or more SCH’s)	Three-Quarter Time (9-11 SCH’s)	Half-Time (6-8 SCH’s)
Public State	\$5961	\$5961	\$1987	\$1490	\$994
Public Community Colleges	\$4965	\$4965	\$1655	\$1241	\$828
Public Technical Colleges	\$8601	\$8601	\$2867	\$2150	\$1434

IY awards can only be made to students whose EFC’s are \$6,047 or less (9-month EFC). RY awards can be made to eligible students with EFC’s higher than \$5,875 as long as the student has a calculated need. A TEOG award cannot exceed the student’s calculated need.

Award amounts must be prorated if the student is in one of the following situations:

1. Has an approved hardship and is enrolled less than ½-time (see the section Hardship Provisions below); or
2. Has fewer than 6 hours remaining of the 75 SCH limit.

The proration schedule is as follows for a hardship approval:

	Enrolled 6 Hours or More	Enrolled Less Than 6 Hours
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Student Hardship Approved	Max eligibility=the max award amt based on enrollment (see the chart above)	Max eligibility=the maximum award for the semester divided by 12 & multiplied by the number of hrs enrolled (see the chart above)
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The proration schedule is as follows for a student with fewer than 6 hours remaining of the 75 SCH limit:

Nearing 75 Hour Limitation	Balance of Hours=6 Hours or More	Balance of Hours=Fewer Than 6 Hours
	Max eligibility=the maximum award amt based on enrollment (see the chart above)	Max eligibility=25% of a maximum award amt for the semester (see the chart above)

13.6.8 Required Matching

TEOG is intended to cover an eligible student’s cost of tuition and fees for the award period. Since the annual maximum award amounts (see above) are based on state tuition and fee averages, the allowed award amount might not cover the student’s actual tuition and fees for the award period. In this situation, additional non-loan aid must be matched with the grant to cover the costs of the student’s tuition and fees up to the student’s calculated need, whichever comes first.

Required Matching

Institutions are required to cover the cost of tuition and required fees in excess of the TEOG award amount, with other available sources of financial aid excluding loan or Pell grant. Matching non-loan aid may include any non-loan program funds awarded to the student from federal, state, institutional, or outside sources.

13.6.9 Adhering to Program Controlled Substance Restrictions

Institutions are required to collect a statement (electronically or on paper) from each TEOG recipient prior to the disbursement of funds confirming eligibility in regards to the controlled substance restrictions of the program. This statement must be retained with the student’s records at the institution and be made available if requested in the course of a program review or audit.

As long as a statement can be produced to prove a recipient’s eligibility for a given award period, the institution has the flexibility to determine the wording of the statement and the frequency with which it is collected. The institution can require all TEOG recipients to complete the statement every year they receive a TEOG award. The institution can also choose to collect the statement at least once from each TEOG recipient at the institution and word the statement in such a way to indicate that by signing, the student agrees that it is his/her responsibility to inform the institution if his/her status changes in the future. By choosing the second option, the institution can limit the statement required each year to initial or incoming recipients at the institution.

13.6.10 Satisfactory Academic Progress (SAP) – GPA and Completion Rate

Each recipient’s GPA and completion rate must be monitored to ensure compliance as outlined below.

GPA	End of Initial Year	Institution's SAP Policy
	End of Subsequent Years	Minimum 2.5 cumulative GPA*
COMPLETION RATE	End of Initial Year	Institution's SAP Policy
	End of Subsequent Years	75% successful completion of attempted hours for the year and successful completion of 24 hours for the year**

* Since the GPA requirement is cumulative, eligibility can be regained in the fall for a spring award, or summer for a fall award.

** Since the completion rate is for the year, eligibility can be regained in the summer for a fall award.

13.6.11 Satisfactory Academic Progress (SAP) – Maximum Time Frame

Each recipient's maximum time frame must be monitored to ensure compliance. The maximum time frame for receiving the grant is the first of:

- 4 years from the start of the semester in which the student received the first award through the program;
- 75 SCH attempted while receiving the grant; or
- Completion of an associate's degree.

13.6.12 Hardship Provisions

In the event of a hardship or for other good cause, an otherwise eligible student may be allowed to receive an award while:

- enrolled for an equivalent of less than half-time,
- with a GPA below SAP requirements, or
- with a completion rate below SAP requirements.

Such hardship conditions may include, but are not limited to:

- a severe illness or other debilitating condition that may affect the student's performance,
- an indication that the student is responsible for the care of a sick, injured, or needy person and the provision of care is affecting the student's performance, or
- enrolling below half-time to complete the student's degree plan.

No hardship provision may be granted to allow an award in excess of the 75 SCH limit. However, provisions may be made for an extension of the year limits due to documented hardship. Each institution must adopt a hardship policy and have it available for public review upon request. All hardship decisions must be documented in the student's record and be available for submission to the Coordinating Board if requested.

13.6.13 Requesting TEOG Funds

Requests for funds must be made using the Funds Request Form (FRF) through the secure Coordinating Board Identification (CBID) portal on the SFAP Information Website.

[Funds request guidelines](#)

Requests for funds may be made periodically as needed for current, immediate disbursements.

1. Funds received by the institution must be disbursed to students or applied to students' accounts within five working days of receipt by the institution's fiduciary institution.

2. Data submitted via the funds request form (available via the G&SP Information Website) will be tracked to monitor fund utilization for the fiscal year. Accuracy is important. This information is used to provide quarterly reports to the Legislature and in the allocation of funds for the following year.

3. Requests will be processed and funds issued within three working days of the date the request is processed.

4. A message will be sent to the institution's TEOG contact person's email address to confirm the receipt of your submission and to acknowledge that your request has been processed. If a message verifying your submission is not received within three days, contact THECB at TEOG@thecb.state.tx.us or resubmit the request.

Refunding Program Monies

Funds received and not disbursed to an eligible recipient within 5 business days of receipt must be returned to the Coordinating Board. Funds that are discovered to have been awarded to an ineligible recipient as a result of inaccurate data or any other reason must be refunded to the Coordinating Board, unless the funds can be awarded and disbursed to another eligible recipient during the current fiscal year and within 5 business days of the release of the funds from the original/intended recipient.

Retroactive or Late Disbursements

Funds that are disbursed after the end of a student's period of enrollment must either be used to pay the student's outstanding balance from his/her period of enrollment at the institution, or to make a payment against an outstanding loan received during that period of enrollment. Under no circumstances should funds be released directly to the student in this situation.

Reallocations

Institutions with zero original allocation balances as of the close of business on February 20, 2020 may submit a request for reallocation via the GSP Information Website indicating the number of additional eligible students at their institution that could receive an award for the year and the total amount of additional funds requested to pay the awards.

13.6.14 Authority to Transfer Funds

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

Program Schedule

8/1/2020	First day of the fiscal year – the earliest date institutions may submit Funds Requests to the CB and the first date the CB can submit vouchers to the State Comptroller's Office for the new year.
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2/20/2020	Deadline for requesting funds. Institutions lose claim to any funds not requested by this date. Also the deadline for institution with zero balances to request additional funding if any funds are available for reallocation.
5/15/2020	Earliest date to submit Year-End Report.
7/06/2020	Year End Report due – includes student-by-student data. (Awards made via the priority model will be noted as such on the Year-End Report.
12/13/2020	Financial Aid Database Report due – includes student-by-student data to be reconciled to the year-end-report data.

Source: The Coordinating Board: TEXAS Grant Program Institution Guidelines for 2019-2020

13.7 TEXAS B-ON-TIME LOAN PROGRAM (BOT) – REMOVED DUE TO NON-FUNDING

13.8 NURSING SCHOLARSHIPS – REMOVED DUE TO NON-FUNDING

13.9 CERTIFIED TEACHERS AIDE SCHOLARSHIP – REMOVED DUE TO NON-FUNDING

13.10 TEXAS TOMORROW AND TEXAS PROMISE FUND

13.10.1 Purpose of the Program

The Texas Guaranteed Tuition Plan (formerly the Texas Tomorrow Fund) was developed to cover the cost of tomorrow's college tuition and required fees at today's prices at Texas public colleges and universities. Plan benefits are protected by a constitutional guarantee from the State of Texas.

NOTE: This plan is currently closed to new enrollment. Plan participants may view fund information and resources and log in to their accounts on the Texas Guaranteed Tuition Plan Web site.

13.10.2 Determining Eligibility

The beneficiary has ten years from high school graduation to use the Plan or the Purchaser may request a refund. Students who live out of state and return to attend college as non-resident students will receive in-state rates for any term Texas Guaranteed Tuition Plan pays on their behalf. The beneficiary has ten years from high school graduation to use the Plan or the Purchaser may request a refund. Any time spent by a Beneficiary as an active duty member of the United States Armed Services will be added to the ten-year period. Proof of time enlisted must be provided to our office.

13.10.3 Payment

Student must provide proof of eligibility in the form of a membership identification card or letter. The Texas Guaranteed Tuition Plan can pay directly to all accredited in-state and out-of-state public and private junior/community and senior colleges and universities, and Texas proprietary schools accredited by the Texas Higher Education Coordinating Board.

13.10.4 Amount of the Award

Required fees are those fees that are mandatory as a condition of enrollment for all students attending a college, regardless of major or program of study. In other words, the Texas Guaranteed Tuition Plan

pays for the fees that every student must pay just to enroll at the university. This does not include course specific fees such as lab fees or any fees that are charged just to certain students in specified majors.

13.10.5 Purpose of the Program

The purpose of the Hazelwood Exemption (Hazelwood Act) is to provide an education benefit to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans.

13.10.6 Determining Eligibility

Veterans:

1. Who, at the time of entry into the U.S. Armed Forces:
 - a. Are Texas residents,
 - b. Designated Texas as Home of Record, or
 - c. Entered the service in Texas.
2. Have served at least 181 days of active military duty, as indicated as "net active service" (the sum of 12(c) and 12(d)) on the DD214),
3. Have received an honorable discharge or separation or a general discharge under honorable conditions,
4. Have no federal veteran's education benefits, or have federal veterans education benefits dedicated to the payment of tuition and fees only; such as Chapter 33, for term or semester enrolled that do not exceed the value of Hazelwood benefits (Pell and SEOG Grants are not relevant),
5. Are not in default on a student loan made or guaranteed by the State of Texas, and
6. Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs), unless the college's governing board has ruled to let veterans receive the benefit while taking non-funded courses.

Children and spouses:

1. Of veterans who, at the time of entry into the U.S. Armed Forces:
 - a. Are Texas residents,
 - b. Designated Texas as Home of Record, or
 - c. Entered the service in Texas.
2. Have a parent or is the spouse of a veteran of the U. S. Armed Forces, Texas National Guard, or Texas Air National Guard who died as a result of service-related injuries or illness, is missing in action, or became totally disabled for purposes of employability as a result of service-related injury or illness,
3. Have no federal veteran's education benefits, or have federal veterans education benefits dedicated to the payment of tuition and fees only; such as: Chapter 33, for the term or semester enrolled that do not exceed the value of Hazelwood benefits (Pell and SEOG Grants are not relevant), and
4. Are residents of Texas as of the term or semester in which they enroll.

The benefit may not be used for correspondence courses unless the courses are part of the student's degree plan.

Transferability of Benefits (Legacy Program)

Eligible veterans may assign unused hours of exemption eligibility to a child under certain conditions. To be eligible, the child must:

1. Be a Texas resident,
2. Be the biological child, stepchild, adopted child, or claimed as a dependent in the current or previous tax year,
3. Be 25 years or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition), and
4. Make satisfactory academic progress in a degree, certificate, or continuing education program** as determined by the institution.

If a child to whom hours have been delegated fails to use all of the assigned hours, a veteran may re-assign the unused hours that are available to another dependent child.

Veterans' spouses are not eligible to receive a transfer of unused hours.

**See note under Award Amount regarding eligible continuing education programs.

13.10.7 Amount of Award

Eligible veterans, their children and spouses may receive an exemption from the payment of all tuition, dues, fees, and other required charges, including fees for correspondence courses, but excluding deposit fees, student service fees, and any fees or charges for books, lodging, board, or clothing for up to 150 semester credit hours. Awards may not be used to pay tuition and relevant fees for continuing education classes unless one of the following applies: (1) the college receives state tax support for the classes, or (2) the governing board has specifically approved this benefit.

13.11 EARLY HIGH SCHOOL GRADUATION SCHOLARSHIP – REMOVED DUE TO NON-FUNDING

13.12 FOSTER CARE WAIVER

13.12.1 Purpose of the Program

To provide college financial assistance to students who once were in foster or other residential care and have been adopted.

1. 13.12.2 Determining Eligibility

A student should provide evidence of at least one the following situations:

- a. were in foster or other residential care,
- b. were adopted, and

- c. were the subject of an adoption assistance agreement under Subchapter D, Chapter 162, Texas Family Code.

2. 13.12.3 Payment

Available only for use at a Texas public college or university.

3. 13.12.4 Amount of the Award

Tuition and fees, other than property deposit fees, for courses for which the college receives tax support. There are no durational limitations in statute referencing how many semesters or years a student may receive this exemption.

13.13 Blind/Deaf Student Exemption Program

4. 13.13.1 Purpose of the Program

To help enable blind and deaf students to attend public colleges or universities in the state of Texas.

5. 13.13.2 Determining Eligibility

Eligible students must meet the following criteria:

1. Are Texas residents
2. Declare a program of study at the time he/she applies for the exemption
3. Provide certification from the Department of Assistive and Rehabilitative Services of status as a blind person or a deaf person
4. Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs)

6. Application Process

1. Provide the registrar with certification from the Department of Assistive and Rehabilitative Services of status as a blind person or a deaf person;
2. Provide the registrar a written statement of purpose indicating which certificate, degree program, or professional enhancement will be pursued;
3. Provide the registrar a copy of the high school transcript and a letter of recommendation; and
4. Provide the registrar proof that all admissions requirements have been met.

7. 13.13.3 Amount of the Award

All dues, fees, and enrollment charges whatsoever for which exemptions may be lawfully made, including: fees for correspondence courses, general property deposit fees, and student service fees; but, does not include fees or charges for lodging, board, or clothing. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

13.13.4 Waiver of Out of District Fees

To permit junior/community colleges the opportunity to choose to offer students living outside their taxing district to pay in-district rates.

8. 13.13.5 Determining Eligibility

Students who:

1. Reside outside the district and own property subject to *ad valorem* taxation by the district or their dependents, or
2. Reside outside the district and in the taxing district of a contiguous public junior college district, or
3. Reside outside the district but within the service area of the district (if the individual is not in an ineligible independent school district and also demonstrates financial need).

The student must be able to provide the college or university with proof that he/she meets the program eligibility requirements.

13.13.6 Payment

Recipients will be selected during the fall and spring semesters only of each award year.

13.13.7 Amount of the Award

All dues, fees, and enrollment charges whatsoever for which exemptions may be lawfully made, including: fees for correspondence courses, general property deposit fees, and student service fees; but, does not include fees or charges for lodging, board, or clothing. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

13.14 HIGHEST RANKING HIGH SCHOOL GRADUATE

9. 13.14.1 Purpose of the Program

To provide an award to students graduating top in their classes in high school.

10. 13.14.2 Determining Eligibility

Students who:

1. Are Texas residents, nonresidents, or foreign students
2. Graduate from an accredited high school in the State of Texas and
3. Are the highest ranking graduate in their high school

Provide a copy of the certificate you received from your high school indicating you are the highest ranking high school graduate for your high school to the registrar of the college you attend. These certificates are issued by the high school you are attending.

11.

12. 13.14.3 Payment

Recipients will be selected during the fall semester of each award year.

13. 13.14.4 Amount of the Award

Tuition during both semesters of the first regular session immediately following the student's high school graduation.* Fees are not covered. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

*This exemption may be granted for any one of the first four regular sessions following the individual's graduation from high school when in the opinion of the institution's president the circumstances of an individual case, including military service, merit the action.

13.15.0 COMPETITIVE SCHOLARSHIP WAIVER

14. 13.15.1 Purpose of the Program

To allow a public institution to grant a waiver of nonresident tuition charges to individuals who receive scholarships totaling at least \$1,000 awarded by their institution in competition open both to residents and to nonresidents.

15. 13.16.2 Determining Eligibility

Nonresident or foreign students receiving competitive scholarships of at least \$1,000 (or a combination of scholarships totaling at least \$1,000). Students must have competed with other students, including Texas residents, for the award. The student may receive a waiver of nonresident tuition for the period of time covered by the scholarship, not to exceed 12 months. Waivers may be received in any year in which the student meets the competitive scholarship requirements.

The process for applying for a tuition waiver varies from college to college. Normally, the office of the registrar processes tuition waivers. However, waivers may also be processed by the admissions office and/or financial aid.

13.17.0 GOOD NEIGHBOR SCHOLARSHIP PROGRAM – REMOVED FOR NON-PARTICIPATION

13.18.0 ROBERT C. BYRD SCHOLARSHIP- REMOVED, NO LONGER USING

13.18.1 Purpose of the Program

This program, which is federally funded and state-administered, is designed to recognize exceptionally able high school seniors who show promise of continued excellence in postsecondary education. The Department awards funds to state education agencies (SEAs), which make scholarship awards to eligible applicants.

13.18.2 Determining Eligibility

The application and instructions can be viewed and downloaded. High School and GED students should contact their high school or GED center counselor for additional information.

The selection of applicants is based on college entrance exam scores, GED scores, and among high school students, grade point average (Converting a grade point average to a 4.00 scale), and rank in class. Students attending both public and private, non-profit colleges and universities may participate in

the program. The award may be used at any eligible in-state or out-of-state institution of higher education. Students who will attend a U.S. Military Academy are not eligible.

13.18.3 Payment

Recipients will be selected during the fall semester of each award year.

13.18.4 Amount of the Award

The maximum award is \$1,500 per year for up to four years.

13.19.0 TOP 10% SCHOLARSHIP PROGRAM

13.19.1 Purpose of the Program

The 80th Texas legislature created the Top 10 Percent Scholarship to encourage students who graduate in the top 10 percent of their high school class to attend a Texas public institution of higher education.

13.19.2 Determining Eligibility

Students must meet all eligibility and ranking criteria, complete a FAFSA or TASFA (if applicable) and file by March 1**. Students will be notified on their financial aid award notification received from the college to which they apply.

**FAFSA or TASFA must be processed and cannot be in a REJECT status; a Student Aid Report (SAR) for the student must be on file at the college or university by March 1.

Initial Eligibility Requirements

- 10 Be a Texas resident
- 11 Demonstrate financial need (to be determined by the college or university financial aid office)
- 12 Complete a FAFSA or TASFA (if applicable) and file by March 1**
- 13 Complete Recommended or Distinguished Achievement HS curriculum
- 14 Rank in the top 10 percent (as of his/her 7th semester or 6th if the college uses that semester for admissions)
- 15 Graduate from an accredited high school in Texas
- 16 Enroll fulltime in a Texas public 2-year or 4-year college or university in the upcoming fall semester

Renewal Requirements (contingent upon available funding)

- 1. Complete 30 semester credit hours (SCH) in the previous year
- 2. Maintain cumulative 3.25 GPA
- 3. Complete at least 75% of hours attempted
- 4. Students must meet all eligibility and ranking criteria
- 5. Complete a FAFSA or TASFA (if applicable) and file by March 1**
- 6. Students will be notified on their financial aid award notification received from the college to which they apply

**FAFSA or TASFA must be processed and cannot be in a REJECT status; a Student Aid Report (SAR) for the student must be on file at the college or university by March 1.

13.19.3 Payment

Students who submit their FAFSA after March 1 will be awarded on a first-come, first-served basis until available funds have been spent. Funds will only be available until August 31.

13.19.4 Amount of the Award

May be eligible to receive up to \$2,000 if they enroll fulltime in a Texas public college or university in the fall semester.

SECTION 14 INSTITUTIONAL SCHOLARSHIPS

14.1 Athletic Scholarships

14.1.1 Purpose of the Program

An athletic scholarship may be awarded to any student-athlete in recognition of his/her athletic ability for the following sports:

- A. Men's and Women's
 - a. Basketball
 - b. Rodeo
 - c. Cross-Country
 - d. Judging
 - e. Ranch Horse
 - f. Equine
- B. Men's
 - a. Baseball
- C. Women's
 - a. Softball
 - b. Volleyball

14.1.2 Determining Eligibility

Athletic Grants-in-Aid are awarded by head coach of the sport. Initial awards amounts are determined by the head coach but may be limited or reduced due to aid determination. Student athletes must be regularly admitted students and must meet all eligibility and ranking criteria as set forth in the College Catalog, and College Athletic Handbook. Students must also complete a FAFSA or TASFA (if applicable)**.

Written notice of the terms of the original Grant-in-Aid for the academic year shall be given to a student-athlete and electronically submitted to the NJCAA National Office.

Renewal Requirements (contingent upon available funding and determination of need)

- Maintain eligibility for participation in athletics (both academic and disciplinary).
- No misconduct (unrelated to athletic ability) documented by the Dean of Students as warranted for dismissal from the athletic program documented through the College disciplinary process.
- Students must meet all eligibility and ranking criteria
- Complete a FAFSA or TASFA (if applicable).**
- Students will be notified on their financial aid award notification received from the college to which they apply

**FAFSA or TASFA must be processed and cannot be in a REJECT status; a Student Aid Report (SAR) for the student must be on file at the College

14.1.3 Payment

Recipient's eligibility for funding will be verified by the Financial Aid Office.

14.1.4 Amount of the Award

Funding is dependent on the Division level of the sport. Clarendon College has two distinct division levels for sports:

- Division I programs:
 - Rodeo, Volleyball, Basketball, Softball, Baseball, Ranch Horse, and Equine Judging are eligible for tuition, fees, room and board.
 - Funding is applicable only after all other financial aid options have been exhausted.
 - Funding may only be used to pay for direct school expenses. See Section 7 for direct school expenses.

14.2 Judging Team Scholarships

Clarendon College features livestock and meats judging teams. Initial scholarship awards amounts are determined by the head coach but may be limited or reduced due to aid determination. Student athletes must be regularly admitted students and must meet all eligibility and ranking criteria as set forth in the College Catalog, and College Athletic Handbook.

14.3 Academic and General Institutional Scholarships

Clarendon College awards a number of academic and general institutional scholarships. To apply for an academic scholarship a student should have a GPA of 2.0 or better (on a 4.0 scale). Interested students should submit a scholarship application accompanied by two letters of reference and a copy of the most recent high school transcript and/ or all college transcript. Applications are available through the Office of Financial Aid. Clarendon College scholarships and other financial aid will be awarded through the Office of Financial Aid.

14.4 Foundation Named and Endowed Scholarships

Named and endowed scholarships may be based on academic achievement, need, and/or other requirements as stipulated by the scholarship donor. Foundation Named and Endowed Scholarships and other financial aid will be awarded through the Office of Financial Aid.

15.1 EMERGENCY Federal and/or State Funding

If Clarendon College receives funding from a federal or state entity, we will follow all guidelines given on how to proceed. This process will vary upon situation.

15.1.1 GEER Federal Funds Policy and Procedure

The total amount to be awarded to Grantee by THECB pursuant to this Agreement shall in no event exceed the sum of **\$ 22,032.00** (“Agreement Amount”).

Breakdown of program totals and applicable terms

Program	Allocation Amount	Applicable Terms
TEOG	\$11,205.00	TEOG: Title 19 of the TAC, Chapter 22, Subchapter M; Federal OMB Uniform Guidance (2 CFR § 200) and other Applicable Federal Terms
Emergency Educational Grant	\$10,827.00	Federal OMB Uniform Guidance (2 CFR § 200) and other Applicable Federal Terms

Eligible Students: To be eligible to receive an Emergency Educational Grant from an institution, a student shall:

1. be a Texas resident as defined by Board rules;
2. have filed a Free Application for Federal Student Aid for the 2020-2021 academic year;
3. be eligible for Title IV federal student financial aid;
4. show financial need, as defined by Board rules;
5. have suffered a financial impact due to the COVID-19 pandemic as determined by the institution:
6. be enrolled in coursework leading to an associate or undergraduate certificate program at an eligible institution; and
7. have either:

- a) graduated from high school between September 1, 2019 and August 31, 2020;
or
- b) have been enrolled in coursework at an eligible institution during the 2019-2020 academic year.

Funding Disbursements: Each institution must ensure that:

- A.. No grant exceeds the least of:
 - 1. \$2,500;
 - 2. the student's financial need minus all gift aid, as defined by Board rules, the student has been offered at the time the Emergency Educational Grant is offered; or
 - 3. The sum of the student's tuition, fees, and supplemental expenses minus all gift aid the student has been offered at the time the Program grant is offered. Supplemental expenses are defined as an estimate of course materials determined by the institution that is not to exceed \$500

- B. Each institution must certify that:
 - 1. Emergency Educational Grant funding may not be used for any purpose other than paying for tuition, fees, and supplemental expenses incurred by the student related to enrollment at an eligible institution for the semester for which funding was offered.
 - 2. Emergency Educational Grant funding must supplement, and not replace, gift aid received by the student for educational expenses.

Monthly Reporting Requirement. Each institution must provide a report to the THECB containing the following information on the first of each month, or the first working day thereafter if it falls on a weekend or holiday, beginning on October 1, 2020.

- 1. Year-to-date total number of students who have received a TEXAS Grant or TEOG funded by GEER
- 2. Year-to-date total amount of GEER funding disbursed to students for TEXAS Grant or TEOG
- 3. Year-to-date total number of students who have received an Emergency Educational Grant funded by GEER
- 4. Year-to-date total amount of GEER funding disbursed to students for Emergency Educational Grants

Close-out Reporting Requirements. Each institution must provide a report to the THECB containing the following information:

1. TEOG recipients funded by GEER must be reported in FAD in the same way that TEOG recipients funded with state appropriations are reported. Each institution must then provide a supplemental file to THECB listing the students reported in FAD as receiving TEXAS Grant or TEOG who were funded by GEER and the amount of this GEER funding the student received.
2. Emergency Educational Grants funded by GEER will not be reported on FAD. Each institution must provide a separate report to THECB at the end of the Fall semester. The report must list the students who received Emergency Educational Grants funded by GEER and the amount of this GEER funding the student received. The report must also include some demographic and enrollment data specified by THECB. The THECB will finalize the specific requirements of this report in the coming months. THECB will seek to minimize additional reporting that is required by each institution.

Procedures:

Emergency Education Grant

A new aid code will be created for the EEG (**GEER-E**)

Instructions:

1. Each student must complete the application that will be provided in the notification.
2. Applications will be reviewed by the Director of Financial Aid.
3. The amount each student will receive will be based on the following criteria.
 - a. In-district or Out of district
 - b. Financial Need
 - c. Available funding

TEOG Funding

A new aid code will be created for the GEER TEOG funds differentiating between new and returning (**GEER-T**)

Statement: TEOG funding will be assessed based on the rules that are outline for the regular TEOG program.



1-800-687-9737