

**TEXAS STATE TECHNICAL COLLEGE SYSTEM
SYSTEM OPERATING STANDARD**

No. FA.3.3	Page 1 of 5	Effective Date: 09/10/04
DIVISION:	Fiscal Affairs	
SUBJECT:	Texas Public Educational Grants	
AUTHORITY:	Compliance	
PROPOSED BY:	<i>Original Signed by Susan Vonder Hoya</i>	
TITLE:	Chief Financial Officer	
RECOMMENDED BY:	<i>Original Signed by Susan Vonder Hoya</i>	
TITLE:	Chief Financial Officer	Date: 09/13/04
APPROVED BY:	<i>Original Signed by Bill Segura</i>	
TITLE:	Chancellor	Date: 09/13/04

STATUS: Approved by MC 0910/04

HISTORICAL STATUS: Revised 8/11/04
 Revised 01/29/98
 Revised 03/18/93
 Approved MC 03/18/93
 Revised 06/17/86 (MG-FA-22)
 Approved 07/22/85 by BOR MO#50-85 (Rescind by MO#88-04)

POLICY

Compliance

PERTINENT INFORMATION

Texas Public Education Grants (TPEG) are awarded for the specific purpose of meeting all or part of a student’s demonstrated financial need.

1. The source of program funding is tuition set-aside funds:

Resident Tuition – Set aside 15%-20% of which 90% to 100% may be used for TPEG awards. (Remaining funds are to be used for Emergency Tuition Loans, TPEL).

Non-Resident Tuition – Set aside 3% of which 90%-100% may be used for TPEG awards. (Remaining funds are to be used for Emergency Tuition Loans, TPEL).

2. Funds set aside for Texas Public Educational Grants from tuition paid by resident students may be used only for grants awarded to resident students, and funds set aside for those grants from tuition paid by non-resident students may be used only for grants awarded to non-resident students and students who are citizens of countries other than the United States. After the end of the sixth class week of each semester, any excess funds set aside from tuition paid by resident or non-resident students may be transferred to the funds set aside for grants awarded to the other class of students. Priority for awarding grants from any excess funds set aside from tuition paid by resident students shall be given to resident students.
3. Any or all of the funds set aside for the Texas Public Educational Grants may be transferred to the Texas Higher Education Coordinating Board to be used for matching federal or other grant funds for awarding to students at this college. Generally, only such amounts as can be matched by funds held by the Coordinating Board shall be transferred to the Coordinating Board. Any unencumbered funds transferred to the Coordinating Board shall be returned to this college upon request to the Chief Executive Officer.
4. At the end of the fiscal year, if the total amount of unencumbered funds that have been set aside under this program by this college, together with the total amount of unencumbered funds transferred by this college to the Texas Higher Education Coordinating Board, exceeds 150 percent of the amount of funds set aside by this college in the fiscal year, the college shall transfer the excess amount to the Coordinating Board for the purpose of awarding scholarships, as provided by law, to students at other institutions other than Texas State Technical College.
5. Interest earned from the funds set aside for Texas Public Educational Grants may be spent only for grants to students.

The rules establishing eligibility criteria for Texas Public Education Grants are as follows:

1. Grants are to be made only to students who have been accepted for enrollment and who actually enroll in the term or terms for which the grant is awarded.
2. Grants are to be awarded based upon the financial need of the applicant.
3. Financial need is to be determined by use of accepted needs analysis procedures generally in use in other “needs based” financial assistance programs. Deviation from such procedures shall be properly documented.
4. Until the end of the sixth class week of each semester, awards to residents may only be awarded through funds set aside from resident students’ tuition revenues. Until the end of the sixth class week of each semester, awards to non-resident and foreign students may only come from funds set aside from the tuition revenues of such students.

DELEGATION OF AUTHORITY

The Board of Regents delegates to the Chancellor or his/her designee the authority to establish procedures to implement this policy. The System Chief Financial Officer has primary responsibility for defining procedures necessary for the Texas Public Education Grant Program. The college chief fiscal officer has primary responsibility for implementation of procedures.

OPERATING REQUIREMENTS

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| Business Office | <ol style="list-style-type: none">1. Will set aside an amount 90% to 100% of the set aside tuition revenue from resident students in the existing designated fund group account, TPEG RESIDENT.2. Will set aside an amount 90% to 100% of the set aside tuition revenue from non-resident and foreign students in the existing designated fund group account, TPEG NON-RESIDENT/FOREIGN.3. Will notify the Financial Aid Office of the amounts available for each category. |
| Financial Aid | <ol style="list-style-type: none">4. Will determine eligibility based on the following criteria:<ol style="list-style-type: none">a. Grants are to be made only to students who have been accepted for enrollment and who actually enroll in the term or terms for which the grant is awarded.b. Grants are to be awarded based upon the financial need of the applicantc. Financial need is to be determined by use of accepted needs analysis procedures generally in use in other “needs based” financial assistance programs. Deviation from such procedures shall be properly documented.d. Awards to residents will be funded through funds set aside from resident student tuition revenues, but after the end of the sixth class week of each semester, monies can be transferred for non-resident or foreign awards. Awards to non-resident and foreign students will come from funds set aside from the tuition revenues of such students, but after the end of the sixth class week of each semester, monies can be transferred for resident awards.5. Will credit the student’s account via financial aid transmittal. |

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| Business Office | 6. | Will issue a statement to the student upon registering that indicates the balance of his/her account. |
| Financial Aid | 7. | May request that the Business Office transfer any excess TPEG resident or non-resident funds as deemed necessary after the end of the sixth class week of each semester. Priority for awarding any excess funds set aside from tuition paid by resident students shall be given to resident students. |
| Business Office | 8. | Will, at the end of the fiscal year, transfer the amount of unencumbered set aside funds that exceed 150% of the funds set aside in that fiscal year to the Texas Higher Education Coordinating Board for use by other institutions. |
| | 9. | Will prepare, on an annual basis, a report on TPEG expenditures and submit <u>it</u> to the Texas Higher Education Coordinating Board at the end of the fiscal year. |

PERFORMANCE STANDARDS

1. The Financial Aid Office determines TPEG Grant based upon enrollment and financial need.
2. The Financial Aid Office maintains a file of all award letters signed by the eligible student in his/her financial aid file.
3. The amount set aside from gross tuition is the correct amount and in the correct ledger account.
4. At the end of the year, any unencumbered amount in excess of 150% of the fund set aside is transferred to the Texas Higher Education Coordinating Board.
5. An annual report on TPEG expenditures is submitted to the Texas Higher Education Coordinating Board at the end of each fiscal year.

COLLEGE OPERATING PROCEDURE

COLLEGE		Page 1 of
OFFICE OF RESPONSIBILITY:		
APPROVED BY:		
TITLE:		Date
FORWARDED TO SYSTEM OFFICE ON		