

CRITERIA FOR THE
ADMINISTRATION
OF THE TEXAS
PUBLIC EDUCATION
GRANTS PROGRAM
(under Subchapter C,
Chapter 56, Texas
Education Code)

In order to provide a program to supply grants of money to needy students attending this institution, the governing board shall cause to be set aside for use as Texas Public Educational Grants, 25 cents out of each resident student's hourly tuition charge, and six percent of hourly tuition charges for vocational-technical courses as authorized in Section 54.051 of the Texas Education Code.

These guidelines shall be submitted to the Coordinating Board, Texas College and University System for review and approval.

Criteria for awarding grants:

- (a) In order to be considered for a TPEG award, a student must submit annually a completed, signed general application for financial aid to the college financial aid office. The student must also submit a TPEG application each term that a TPEG is requested.
- (b) Students must demonstrate financial need to be awarded a TPEG grant. Financial need is to be determined by the financial aid specialist by the use of procedures established by the college.
- (c) Grants may be approved for individuals accepted for enrollment (either full-time or part-time) in a credit or state funded non-credit course, activity, or program for which there is a college tuition charge. The grant, however, is only given those who actually enroll for the term or terms for which the grant is awarded.
- (d) Awards to residents may only be funded through funds set aside from current year resident student tuition revenues. Awards to non-resident and foreign students may only come from current year funds set aside from the tuition revenues of such students.
- (e) The amount to be awarded individuals will be limited to individual educational needs of the applicant. Grants shall not be awarded beyond the amount of funds currently available in the appropriate accounts.
- (f) Upon approval of the authorization by the college president, any or all of the funds set aside for making Texas Public Education Grants may be transferred to the Texas Higher Education Coordinating Board, College and University System, to be used for matching

federal or other grant funds for awarding to students at this institution. Only such amounts as can be equally matched by funds available to the Coordinating Board shall be transferred to the Coordinating Board, and any unencumbered funds transferred to the Coordinating Board shall be returned to this institution upon request of the president.

- (g) At the end of a fiscal year, if the total amount of unencumbered funds that have been set aside under this program by this institution, together with the total amount of unencumbered funds, if any, transferred by this institution to the Texas Higher Education Coordinating Board, exceeds 150 percent of the amount of funds set aside by this institution in the fiscal year, the institution shall transfer the excess amount to the Coordinating Board for the purpose of awarding scholarships as provided by law to students at other institutions.

ACCOUNTING,
REPORTING, AND
ADMINISTERING
STUDENT AID
PROGRAMS

In general all funds allocated and budgeted by the college for Student Aid Programs shall be accounted for, reported, and administered as prescribed herein. These funds shall be budgeted and accounted for under Student Aid, a budget of current funds. Transactions involving funds provided for specific student aid programs shall be accounted for and identified individually and separately.

In compliance with Title VII of the Civil Rights Act of 1964 (P.L. 88-352) and Section 86.37 (a) of Title IX of the Education Amendments of 1974 (P.L. 92-318), the college shall not discriminate against, nor exclude from participation in any benefits or activities either on the staff or in the student body, any person on the grounds of sex, race, color, religion, national origin, age or handicap. This policy of nondiscrimination shall be followed in the administration of all student aid programs.

TEXAS PUBLIC
EDUCATION
GRANT

The Texas Public Education Grant shall be administered as outlined herein. Funds shall be accounted for and reported according to the following:

1. These funds may be used to award scholarships as prescribed herein. There is no provision for transferring unused monies to another fund.

2. The scholarship shall be accounted for and reported under student aid, a budget category of current funds. Under current funds, there will be Educational and General Funds (Operation and Maintenance), Student Aid Funds, and Auxiliary Funds. Transactions involving Texas Public Education Grant funds shall be accounted for and identified separately from other funds in the student aid category.

Two separate accounts shall be maintained, one for resident student monies and one for non-resident student monies.

3. All tuition collected shall be recorded as tuition income, and the portion of such tuition placed in the college tuition scholarship fund, as required by law, shall be handled as a deduction from the gross tuition collected. The net tuition collected will be shown as income under Educational and General Funds and the amount of tuition placed in the college tuition and scholarship fund should be shown as income to the student aid fund.

PELL GRANTS

Pell Grants shall be administered and accounted for according to regulations and procedures prescribed by the federal government. The director of financial aid is responsible for administering the grants. The director shall provide the government and the dean of administrative services and CFO information and reports needed in securing and accounting for the funds.

The dean of administrative services and CFO shall be responsible for ensuring proper accounting of funds.

INSTITUTIONAL SCHOLARSHIPS

Funds are allocated in the special funds college account for institutional scholarships.

The director of financial aid shall be responsible for administering the funds allocated. The director shall provide records, requisitions, and reports to the dean of administrative services and CFO and president as may be needed to administer and account for the funds.

VALEDICTORIAN HONOR

Texas high school students who receive valedictorian honors will be eligible for the following:

1. Tuition waiver for the first year of college.

To receive the honors scholarships, each valedictorian must have the high school principal confirm the honors through a scholarship notification form provided by the college.

TRANSFERS AND ASSIGNMENTS

FE-R
(LOCAL)

AREA HIGH SCHOOL AWARDS

The Brazosport College Board of Regents offers a scholarship to the highest ranking student from each of the high schools at Angleton, Brazosport, Brazoswood, Columbia, and Sweeny who chooses to attend Brazosport College in the fall following high school graduation. Students are selected by the principal and counselors of their respective high schools.

OTHER STUDENT AID FUNDS

All student aid secured from local, state and federal governments shall be budgeted and accounted for in the student aid budget.

Funds received from individuals, organizations, business, industry, etc., for use as loans and/or scholarships shall be administered in the special funds college account.

FINANCIAL AID COMMITTEE

A Financial Aid Committee is hereby established and charged with the responsibility of coordinating the different scholarship, grant, and loan programs administered by the college and to ensure compliance with regulations and procedures prescribed by the individual, organization, or agency making the loan, scholarship, grant, or award possible. The special performance scholarship program shall be administered in keeping with the provisions of Administrative Regulations. The Financial Aid Committee shall be composed of eight members of the staff and faculty of the college. The dean of student services and external relations, director of financial aid, Ex-officio, and the dean of administrative services and CFO shall be permanent members of the committee. The director of financial aid will identify problems, explore alternative solutions, make reports, and seek committee guidance on policy matters, but will not serve as a voting member of the committee. The dean of student services and external relations shall be the permanent chairman of the committee. The president will appoint four additional college members to the committee. These appointments will be for two year terms. Terms of two members will expire each year. Terms shall expire October 1 of each school year as designated by the president.

Upon request, individuals, organizations, and agencies providing funds for loans, scholarships, and awards shall have a representative on the committee when the committee is considering awarding of funds provided by them.

Applications for scholarships and awards shall be considered at a meeting of the committee. Committee meetings shall be called by the permanent chairman, the dean of student services and external relations. A quorum shall consist of four members. A majority vote is

required for the approval of applications. If there is a tie vote the chair will cast the deciding vote.

The committee shall specify insofar as is feasible, objective criteria for the awarding of scholarships, grants, and loans from the various student financial aid funds of the college and submit recommended criteria to the president for approval.

The committee shall determine its own method of evaluating applications, keeping permanent records, notification of approval or disapproval of applications, meeting time and place, and other matters concerning its duties not prescribed in this policy.

The Financial Aid Committee, in awarding grants in aid, shall comply with relevant federal and state laws and the Policies, Rules and Regulations of the Board, and otherwise ensure that there is no discrimination in awards because of sex, race, color, religion, age, handicap or national origin.

GOOD STANDING

Students receiving financial assistance funded by the federal or state government must maintain good standing and make satisfactory academic progress toward a degree or certificate. Policies relating to this requirement are as follows:

1. Financial aid will be authorized only for required courses or approved electives in the student's major or course of study, or for courses which must be completed in preparation for required courses. (Note: Most majors allow the student to take a number of elective courses.)
2. Students must declare a major and/or be taking courses in a transfer curriculum to receive aid. Only one change of major (or change from a major to transfer curriculum) will subsequently be allowed.

Full-time students must complete their degree or certificate (or transfer to a four-year institution) within a maximum time frame of six semesters enrollment. At a minimum, progress must be made according to the following schedule.

Number of academic years completed	1	2	3
Number of credits completed (cumulative)	12	39	62

Students who change their major or course of study may request that two additional semesters be added to this time-frame. Progress toward meeting this schedule will be checked only once each academic year.

3. Developmental Coursework: As remedial coursework will not satisfy any degree requirements at Brazosport College, any grade earned for such class will not be included in the computation of a cumulative Brazosport College grade point average. In order to determine "Good Standing" for remedial coursework, a passing or satisfactory mark must be attained for each remedial course (attempted/completed remediation). In evaluating financial aid eligibility, any remedial course that is subsequently dropped or failed will place the student on financial aid probation for the following semester.
4. "Good Standing" means maintaining a cumulative Brazosport College grade point average of 2.0 (4.0 = A, 3.0 = B, 2.0 = C, 1.0 = D). If the student falls below the minimum grade point average, he/she is placed on financial aid probation for the following semester.
5. "Satisfactory academic progress" means completing a specific number of credit hours (see #3 regarding remedial courses) for which financial aid is received.
 - a. Full-time students (enrolled for 12 or more hours) should remain enrolled in, and receive credit for, at least 9 hours during a semester.
 - b. Three-quarter time students (enrolled in 9, 10, or 11 hours) should remain enrolled in, and receive credit for, at least 6 hours during a semester.
 - c. One-half time students (enrolled for 6, 7, or 8 hours) should remain enrolled in, and receive credit for, at least 3 hours during a semester.
 - d. Less than half-time students must remain enrolled in, and receive credit for, all attempted hours.

A student who fails to make "satisfactory academic progress" will be placed on financial aid probation.

6. A student may receive aid for one semester while on financial aid probation. If, during the semester, the student does not achieve "good standing" or again fails to make "satisfactory academic progress", he/she will be placed on financial aid suspension.
7. To be reinstated for financial aid, the student who is on financial aid suspension must enroll for a minimum of six semester hours and raise his/her cumulative GPA to 2.0 (if placed on probation due to GPA) and must fulfill the satisfactory progress requirement.

Please note: After a student has been reinstated for financial aid, the student reverts back to a permanent probationary status and may continue to receive financial aid up to the maximum time frame as long as the 2.0 cumulative grade point average and satisfactory progress requirement is met each semester.

8. If enrolled in a clock-hour program, the student must maintain progress as specified by that department. Failure to maintain satisfactory progress will place the student on financial aid probation. Complete withdrawal from a clock-hour program will cancel eligibility to further financial aid.
9. Students admitted on academic scholastic probation may not receive financial aid until the probation is removed (i.e., earn 2.0 grade point average while enrolled for a minimum of 6 hours).
10. Exceptions to the requirements stated in points 1-8 may be made upon concurrence of the Financial Aid Coordinator and the director of financial aid. Circumstances that may warrant exceptions include, but are not limited to: (a) extended medical confinement; (b) other absences beyond the student's control; and (c) serious illness or death of a member of the student's immediate family.

To be considered for an exception, the student must make a written appeal to the director of financial aid. A corroborating statement may be required.