



Texas Higher Education Coordinating Board

STUDENT SERVICES DIVISION

P.O. Box 12788 Austin, Texas 78711

Located at 1200 East Anderson Lane, 78752

LOIS P. R. HOLLIS
Assistant Commissioner
for Student Services

JANE I. CALDWELL
Director of Grants and
Special Programs

LESA W. MOLLER
Director of Loan
Program Operations

Telephone:
(512) 427-6340
(800) 242-3062

Fax:
(512) 427-6420

Web Sites:
www.theccb.state.tx.us
www.collegefortexans.com

DATE: 3-4-03

TO: Director of Financial Aid Addressed

FROM: Sandra Mickan *Sandra Mickan*
Program Technician

SUBJECT: Approved Student Budgets for 2003-2004

We are pleased to inform you the enclosed typical student budgets have been reviewed and approved for use in the 2003-2004 academic year. We will notify our loan and grant office that all is in order.

If you have any questions, please feel free to contact Ms. Sandra Mickan at (512)427-6388. Thank your for your cooperation.

Enclosures

AN EQUAL OPPORTUNITY EMPLOYER

DATE 2/19/2003

TEXAS HIGHER EDUCATION COORDINATING BOARD

REASONABLE EXPENSES

FOR THE ACADEMIC YEAR 2003-2004

APPROVED

023614 COLLIN COUNTY COLLEGE

INSTITUTIONAL BUDGET NUMBER: 101
ENROLLMENT STATUS: FULL TIME

INSTITUTION TYPE: PUBLIC JUNIOR COMMUNITY COLL
STUDENT CLASSIFICATION: UNDERGRADUATE

BUDGET DURATION: 9 MONTH ACADEMIC YEAR

DIRECT EDUCATIONAL EXPENSES

	RESIDENT	NON-RESIDENT	IN DISTRICT	OUT OF DISTRICT	FOREIGN
TUITION		\$ 1064	\$ 322	\$ 406	\$ 1064
FEES		\$ 142	\$ 142	\$ 142	\$ 142
BOOKS AND SUPPLIES		\$ 536	\$ 536	\$ 536	\$ 536
SUBTOTAL		\$ 1742	\$ 1000	\$ 1084	\$ 1742

INDIRECT EDUCATIONAL EXPENSES

WITHOUT DEPENDENTS

WITH DEPENDENTS

	ON CAMPUS	OFF CAMPUS	AT HOME	ON CAMPUS	OFF CAMPUS	AT HOME
ROOM AND BOARD	\$ 5226	\$ 5226	\$ 2064	\$ 5226	\$ 5226	\$ 5226
TRANSPORTATION	\$ 1976	\$ 1976	\$ 1976	\$ 1976	\$ 1976	\$ 1976
PERSONAL EXPENSES	\$ 1272	\$ 1272	\$ 1272	\$ 1272	\$ 1272	\$ 1272
SUBTOTAL	\$ 8474	\$ 8474	\$ 5312	\$ 8474	\$ 8474	\$ 8474
GRAND TOTALS	A	B	C	D	E	F
1. RESIDENT						
2. NON-RESIDENT	\$ 10216	\$ 10216	\$ 7054	\$ 10216	\$ 10216	\$ 10216
3. IN DISTRICT	\$ 9474	\$ 9474	\$ 6312	\$ 9474	\$ 9474	\$ 9474
4. OUT OF DISTRICT	\$ 9558	\$ 9558	\$ 6396	\$ 9558	\$ 9558	\$ 9558
5. FOREIGN	\$ 10216	\$ 10216	\$ 7054	\$ 10216	\$ 10216	\$ 10216

ADJUSTMENTS TO INDIRECT EXPENSES

FOR CHILDREN/DEPENDENTS	\$ 1292	CHILD CARE FOR ONE	\$ 860	CHILD CARE FOR TWO
	\$ 428	CHILD CARE FOR THREE	\$ 206	CHILD CARE FOR FOUR

Sep 04 02 04:59p

Collin County



TEXAS HIGHER EDUCATION COORDINATING BOARD

P.O. Box 12788 Austin, Texas 78711

Pamela P. Willeford
CHAIR
Martin Bazaldua, M.D.
VICE CHAIR
Raul B. Fernandez
SECRETARY OF THE BOARD

Neal W. Adams
Ricardo G. Cigarras, M.D.
Marc Cisneros
Kevin P. Ekife
Jony Farrington
Cathy Obioroni Green
Gerry Griffin
Carey Hobbs
Adair Mingo
Lorraine Perryman
Curtis Ransom
Hector de J. Ruiz, Ph.D.
Robert W. Shepard
Windy Simon
Tendresa L. Usery II


Don W. Brown
COMMISSIONER
OF HIGHER EDUCATION

512/ 427-6101
Fax 512/ 427-6127

Web site:
<http://www.thech.state.tx.us>

DATE: August 20, 2002

TO: Chancellors and Presidents, Public and Independent Institutions of Higher Education

FROM: Don W. Brown 

SUBJECT: Agreement to Participate in Financial Aid Programs Administered by the Coordinating Board

Coordinating Board rules for the Hinson-Hazlewood College Student Loan Program, Texas College Work-study Program and grant programs call for institutions to enter into an agreement with the Coordinating Board, through which both parties pledge to abide by program rules and share the information necessary for the smooth administration of these state programs.

The enclosed is a new agreement form we would like for you to review, sign and return to us. It covers the basic responsibilities of institutions and the Coordinating Board in the administration of state financial aid programs.

At present, if your institution participates in all of our programs, you are a party to three agreements, one each for the Hinson-Hazlewood College Student Loan Program, the Texas College Work-Study Program and the Grant, Scholarship, and Exemption programs covered in Chapter 22 of Article 19 Texas Administrative Code. The enclosed document would replace the three existing agreements.

For your convenience, we have also enclosed blank copies of the three agreements currently in place, so you may compare them to the new document.

We would appreciate it if you would complete your section of the enclosed form and return it to us by no later than September 6. We will then complete our section and send you a copy for your records.

Please send the signed agreement forms to our office, to the attention of Ms. Jane Caldwell, Director of Grants and Special Programs. If you have any questions, feel free to contact her at jane.caldwell@thech.state.tx.us or 1-800-242-3062, ext. 6455.

Thank you for your cooperation.

Enclosures

cc: Directors of Student Financial Aid

SEP 04 2002 3:42PM HP LASERJET 3200

(2) If a question arises in regard to the disbursement of funds for purposes for which such funds are legally unavailable, give the institution notice and an opportunity for a hearing. Following such notice and opportunity for hearing, if the Commissioner determines that funds have been improperly disbursed and if such diversions have not been restored, no further disbursements shall be permitted to students at that institution *in any of the programs covered by this agreement* until there is no longer any failure of compliance. In addition, the Commissioner may take any additional action deemed appropriate or necessary under the circumstances; and,

(3) If an institution fails to provide reports or related information in a timely manner and thereby disrupts the Coordinating Board's ability to administer the program(s), give the institution notice and an opportunity for a hearing. Following such notice and opportunity for hearing, if the Commissioner determines that the institution failed to exercise due diligence in meeting program reporting requirements, he may decrease the funds available to the institution and/or eliminate the institution's eligibility to participate in the effected program(s).

Both parties agree:

(1) To comply in all transactions with Title VI of the Civil Rights Act of 1964, which states: "No person shall, on the grounds of race, color, sex, age or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination" under any provisions of these programs;

(2) To renew the agreement every five years from the effective date of the agreement, to ensure current awareness of its provisions and to keep the provisions up to date; and,

(3) That this agreement may be terminated at will by either of the parties after providing ten (10) days written notice.

The Texas Higher Education Coordinating Board agrees to abide by the provisions of this agreement in the administration of the programs listed above.

Commissioner of Higher Education

Date

This institution agrees to abide by the provisions of this agreement in the local administration of the financial aid programs listed above.

Collin County Community College District
Institution

Chief Executive Officer

Designated Program Officer

9/5/02

Date

Sep 04 02 04:59p

Collin County

AGREEMENT
Between
Texas Higher Education Coordinating Board
and

Collin County Community College District
(Name of Institution)

023614
(FICE Code)

In order to participate in the following programs:

Hinson-Hazlewood College Student Loan Program;

Texas College Work-Study Program;

Robert C. Byrd Honors Scholarship Programs;

Temporary Assistance to Needy Family Exemption Program;

Texas National Guard Tuition Assistance Program;

Any grant, scholarship, service obligation and exemption programs named in Chapters

21 and 22 of 19 Texas Administrative Code; and/or,

Other programs authorized by the state or federal government and assigned to the Coordinating Board for administration,

the institution named above, as an eligible institution in Texas, agrees that it will:

(1) Abide by the Rules for the administration of the selected program(s) as adopted by the Coordinating Board and any amendments made to them;

(2) Appoint a Program Officer who will exercise reasonable and diligent care and employ accepted business practices in the administration of the programs and notify the Student Services Division of the Coordinating Board within 10 working days in the case of a change in assigned personnel;

(3) Produce such reports and information as the Coordinating Board may require in connection with the administration or evaluation of the programs and submit these materials to the Coordinating Board in a timely manner;

(4) Comply with such procedures as the Commissioner of Higher Education may find necessary to ensure the full utilization of funds offered through the program(s);

(5) Provide all forms required by the Coordinating Board in the administration of the program(s) with said forms to be approved by the Commissioner of Higher Education prior to their use by the institution;

(6) If functioning as the financial aid awarding institution for a student concurrently enrolled in more than one eligible institution in the State of Texas, to take responsibility for (a) determining student eligibility, (b) determining correct award amounts; and (c) providing timely and accurate reports to the Coordinating Board; and,

(7) Submit to program review(s), if selected for such, by the Coordinating Board.

The Texas Higher Education Coordinating agrees that it will:

(1) Make current rules for the financial aid program(s) in which they participate available to all participating institutions;



TEXAS HIGHER EDUCATION COORDINATING BOARD

P.O. Box 12788 Austin, Texas 78711

Pamela P. Willeford
CHAIR
Martin Basaldua, M.D.
VICE CHAIR
Raul B. Fernandez
SECRETARY OF THE BOARD

Neal W. Adams
Ricardo G. Cigarroa, M.D.
Marc Cisneros
Kevin P. Eltife
Jerry Farrington
Cathy Obriotti Green
Gerry Griffin
Carey Hobbs
Adair Margo
Lorraine Perryman
Curtis Ransom
Hector de J. Ruiz, Ph.D.
Robert W. Shepard
Windy Sitton
Terdema L. Ussery II


Don W. Brown
COMMISSIONER
OF HIGHER EDUCATION

512/ 427-6101
Fax 512/ 427-6127

Web site:
<http://www.thecb.state.tx.us>

DATE: August 20, 2002

TO: Chancellors and Presidents, Public and Independent Institutions of Higher Education

FROM: Don W. Brown 

SUBJECT: Agreement to Participate in Financial Aid Programs Administered by the Coordinating Board

Coordinating Board rules for the Hinson-Hazlewood College Student Loan Program, Texas College Work-study Program and grant programs call for institutions to enter into an agreement with the Coordinating Board, through which both parties pledge to abide by program rules and share the information necessary for the smooth administration of these state programs.

The enclosed is a new agreement form we would like for you to review, sign and return to us. It covers the basic responsibilities of institutions and the Coordinating Board in the administration of state financial aid programs.

At present, if your institution participates in all of our programs, you are a party to three agreements, one each for the Hinson-Hazlewood College Student Loan Program, the Texas College Work-Study Program and the Grant, Scholarship, and Exemption programs covered in Chapter 22 of Article 19 Texas Administrative Code. The enclosed document would replace the three existing agreements.

For your convenience, we have also enclosed blank copies of the three agreements currently in place, so you may compare them to the new document.

We would appreciate it if you would complete your section of the enclosed form and return it to us by no later than September 6. We will then complete our section and send you a copy for your records.

Please send the signed agreement forms to our office, to the attention of Ms. Jane Caldwell, Director of Grants and Special Programs. If you have any questions, feel free to contact her at jane.caldwell@thecb.state.tx.us or 1-800-242-3062, ext. 6455.

Thank you for your cooperation.

Enclosures

cc: Directors of Student Financial Aid

AGREEMENT
Between
Texas Higher Education Coordinating Board
and

(Name of Institution)

(FICE Code)

In order to participate in the following programs:

Hinson-Hazlewood College Student Loan Program;
Texas College Work-Study Program;
Robert C. Byrd Honors Scholarship Programs;
Temporary Assistance to Needy Family Exemption Program;
Texas National Guard Tuition Assistance Program;
Any grant, scholarship, service obligation and exemption programs named in Chapters 21 and 22 of 19 Texas Administrative Code; and/or,
Other programs authorized by the state or federal government and assigned to the Coordinating Board for administration,

the institution named above, as an eligible institution in Texas, agrees that it will:

- (1) Abide by the Rules for the administration of the selected program(s) as adopted by the Coordinating Board and any amendments made to them;
- (2) Appoint a Program Officer who will exercise reasonable and diligent care and employ accepted business practices in the administration of the programs and notify the Student Services Division of the Coordinating Board within 10 working days in the case of a change in assigned personnel;
- (3) Produce such reports and information as the Coordinating Board may require in connection with the administration or evaluation of the programs and submit these materials to the Coordinating Board in a timely manner;
- (4) Comply with such procedures as the Commissioner of Higher Education may find necessary to ensure the full utilization of funds offered through the program(s);
- (5) Provide all forms required by the Coordinating Board in the administration of the program(s) with said forms to be approved by the Commissioner of Higher Education prior to their use by the institution;
- (6) If functioning as the financial aid awarding institution for a student concurrently enrolled in more than one eligible institution in the State of Texas, to take responsibility for (a) determining student eligibility, (b) determining correct award amounts; and (c) providing timely and accurate reports to the Coordinating Board; and,
- (7) Submit to program review(s), if selected for such, by the Coordinating Board.

The Texas Higher Education Coordinating agrees that it will:

- (1) Make current rules for the financial aid program(s) in which they participate available to all participating institutions;

(2) If a question arises in regard to the disbursement of funds for purposes for which such funds are legally unavailable, give the institution notice and an opportunity for a hearing. Following such notice and opportunity for hearing, if the Commissioner determines that funds have been improperly disbursed and if such diversions have not been restored, no further disbursements shall be permitted to students at that institution *in any of the programs covered by this agreement* until there is no longer any failure of compliance. In addition, the Commissioner may take any additional action deemed appropriate or necessary under the circumstances; and,

(3) If an institution fails to provide reports or related information in a timely manner and thereby disrupts the Coordinating Board's ability to administer the program(s), give the institution notice and an opportunity for a hearing. Following such notice and opportunity for hearing, if the Commissioner determines that the institution failed to exercise due diligence in meeting program reporting requirements, he may decrease the funds available to the institution and/or eliminate the institution's eligibility to participate in the effected program(s).

Both parties agree:

(1) To comply in all transactions with Title VI of the Civil Rights Act of 1964, which states: "No person shall, on the grounds of race, color, sex, age or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination" under any provisions of these programs;

(2) To renew the agreement every five years from the effective date of the agreement, to ensure current awareness of its provisions and to keep the provisions up to date; and,

(3) That this agreement may be terminated at will by either of the parties after providing ten (10) days written notice.

The Texas Higher Education Coordinating Board agrees to abide by the provisions of this agreement in the administration of the programs listed above.

Commissioner of Higher Education

Date

This institution agrees to abide by the provisions of this agreement in the local administration of the financial aid programs listed above.

Institution

Chief Executive Officer

Date



Designated Program Officer

Old Agreement Forms

AGREEMENT
between
Texas Higher Education Coordinating Board
and

(Name of Institution)

As an eligible institution of higher education in Texas, it is hereby agreed that in order to participate in the Hinson-Hazlewood College Student Loan Act the institution will:

- (1) Abide by the rules and regulations of the Hinson-Hazlewood College Student Loan Act as adopted by the Board on July 15, 1971, and any subsequent revisions thereto.
- (2) Appoint a Hinson-Hazlewood College Student Loan Program Officer who will exercise reasonable and diligent care and employ accepted business-type procedures in the administration of the Hinson-Hazlewood College Student Loan Act.
- (3) Submit such reports and information as the Commissioner of Higher Education may require in connection with the administration of the Hinson-Hazlewood College Student Loan Act.
- (4) Comply with such procedures as the Commissioner of Higher Education may find necessary to ensure the full utilization of the Hinson-Hazlewood College Student Loan Act funds.
- (5) Provide all forms required by the Commissioner of Higher Education, said forms to be approved by the Commissioner prior to their use by the institution.

The Texas Higher Education Coordinating Board agrees that it will provide an adequate number of copies of the rules and regulations of the Hinson-Hazlewood College Student Loan Act, as adopted by the Board and subsequent revisions thereto, within a reasonable length of time after their adoption.

Both parties agree to comply with Title VI of the Civil Rights Act of 1964, which states: "No person in the United States shall on the grounds of race, color, national origin, be excluded from participating in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance."

Texas Higher Education Coordinating Board

(Institution)

(Commissioner of Higher Education)

(President)

(Date)

(Date)

AGREEMENT
between
Texas Higher Education Coordinating Board
and

Name of Institution

State Comptroller's Vendor ID Number

FICE Code

The Texas Higher Education Coordinating Board, in order to provide a program to supply work-study funds to needy students approves the above named institution for the purpose of enrolling students eligible to receive funds through the Texas College Work-Study Program.

The Texas Higher Education Coordinating Board agrees that it will provide an adequate number of copies of the Rules and Regulations of the Texas College Work-Study Program as adopted by the Board and subsequent revisions thereto within a reasonable length of time after their adoption.

The herein named institution affirms that it meets program standards and accreditation as described in Section 21.405 or the Rules and Regulations of the Texas College Work-Study Program and agrees to:

- (1) Abide by the Rules and Regulations for the administration of the Texas College Work-Study Program as adopted by the Board and any amendments thereto.
- (2) Appoint a Texas College Work-Study Program Officer, to be named below, who will exercise reasonable and diligent care and employ accepted business-type procedures in the administration of the Texas College Work-Study Program as follows:
 - (a) Submit such reports and information as the Coordinating Board may require in connection with the administration of the Texas College Work-Study Program.
 - (b) Comply with such procedures as the Coordinating Board may find necessary to insure the proper and full utilization of the Texas College Work-Study Program.
 - (c) Provide all forms required by the Coordinating Board in the Rules and Regulations; said forms to be approved by the Commissioner of Higher Education prior to their use by the institution.
 - (d) Separately deposit any funds advanced through the program without combining them with other funds. Any interest earned on such funds shall be used for the same purposes as funds advanced through the program.
 - (e) Promptly return to the Coordinating Board any funds not appropriately disbursed under program guidelines upon request of the commissioner.

OLD FORM OLD FORM OLD FORM OLD FORM OLD FORM OLD FORM OLD FORM OLD FORM OLD FORM OLD

- (3) Promptly notify the Coordinating Board of any change in the name of the appointed Texas College Work-Study Program Officer at the institution.

Both parties agree that:

- (1) No person shall, on the grounds of race, color, sex, age or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any provisions of this program, and
- (2) All transactions, including admissions and student employment, with respect to the Act, shall be made in compliance with Title VI of the Civil Rights Act of 1964.

Texas Higher Education Coordinating Board

Institution

Commissioner of Higher Education

Chief Executive Officer of Institution

Date

Date

Texas College Work-Study Program Officer

AGREEMENT
between
Texas Higher Education Coordinating Board
and

Name of Institution

State Comptroller's Vendor
Identification Number

FICE Code

The Texas Higher Education Coordinating Board, in order to assist financially needy students, approves the above-named institution for the purpose of making awards to eligible students through one or more¹ of the grant and scholarship programs named in Chapter 22 of the Texas Administrative Code.

The Texas Higher Education Coordinating Board agrees that it will provide an adequate number of copies of the Coordinating Board's Rules and Regulations [19 TAC §22.1 *et seq.*] of the programs as adopted by the Board and subsequent revisions thereto within a reasonable length of time after their adoption.

The institution named above agrees to:

(1) Abide by the Rules for the administration of the grant and scholarship programs as adopted by the Board and any amendments made to the rules.

(2) Be approved by April 1 in order for qualified students enrolled in that institution to be eligible to receive grants or scholarships in the following fiscal year.

(3) File with the Commissioner of Higher Education a copy of the most recent formal notification of membership in a recognized accrediting agency² as required by the specific program, and any subsequent notification which indicates any change or pending change in the status of such membership. If the institution is placed on public probation by its accrediting agency, students applying for grants or scholarships through a program described in this chapter shall be required to provide evidence of knowledge of the school's accreditation status as a condition to receiving the grant or scholarship.

(4) Avoid discrimination on the grounds of race, color, national origin, gender, or religion, age or disability in the making of grant or scholarship awards through the programs described in Chapter 22.

¹ Each of the listed programs has its own set of institution eligibility criteria as outlined in the specific Subchapters of Chapter 22 of the Texas Higher Education Coordinating Board Rules.

² As defined in §5.211 of Coordinating Board Rules, effective January 2, 2000, 19 T.A.C. §5.211.

(5) Comply with Title VI of the 1964 Civil Rights Act (Public Law 88-353), which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

(6) Document each disbursement of grant or scholarship funds, maintaining records which will enable it to prove the receipt of funds or the crediting of funds to the student's school account. If a question arises in regard to disbursement of funds for purposes for which such funds are legally unavailable, the affected institution shall be given notice and opportunity for hearing. Following such notice and opportunity for hearing, if the commissioner determines that funds have been improperly disbursed and if such diversions have not been restored, no further disbursements of grants or scholarships shall be permitted to students at that institution until there is no longer any failure of compliance. In addition, the Commissioner may take any additional action deemed appropriate or necessary under the circumstance.

(7) Exercise due care and diligence at all times in the receipt, holding and disbursement of grant and scholarship funds received in accordance with this agreement.

(8) Meet board reporting requirements in a timely fashion, and understand that failure to meet reporting requirements may result in decreased allotments of funds or exclusion from the grant and scholarship programs named in this agreement.

(9) Understand that any institution whose students receive funds through a grant or scholarship program named in this agreement is subject to a program review.

(10) Accept the effective date for this agreement to be the date it is signed by all parties, and that it will remain in effect until it is either superseded by a new agreement or terminated by the Coordinating Board and/or the institution.

Texas Higher Education
Coordinating Board

Commissioner of Higher Education

Date

Institution

Chief Executive Officer of Institution

Date

Director of Student Financial Aid