

26.01.99.R0.02 **Monitoring and Reporting for Competitive Scholarships for Certain Nonresident Students**



Reviewed September 4, 2023
Next Scheduled Review: September 4, 2028

Procedure Summary

This procedure is set forth to establish consistent monitoring, reporting, and management processes in accordance with the Texas Education Code (TEC) §54.213 and the Texas Administration Code §21.2263 regarding the award of competitive scholarship waivers to certain nonresident East Texas A&M University (University) students.

Nonresident students may be eligible to pay in-state tuition by receiving a competitive scholarship as defined in the TEC §54.213. This procedure establishes the method for the University to monitor and report at specified intervals on the total number of students receiving a waiver of nonresident tuition through the award of a competitive scholarship. Additionally, this procedure establishes the steps the University will take to ensure compliance with eligibility requirements of the TEC §54.213 regarding the current threshold.

Procedures and Responsibilities

1 OFFICE OF FINANCIAL SERVICES

- 1.1 Upon receipt of the approved list of students eligible for competitive scholarship waiver from the Office of Financial Aid and Scholarships (Financial Aid), the Bursar and Director of Student Accounts (Bursar) will enter the correct Rate Code on the student's Banner record (currently a Rate Code of "03"). This Rate Code facilitates the application of the tuition waiver to the student's account.
- 1.2 The Office of Financial Services (Financial Services) will obtain total enrollment and Competitive Scholarship Waiver award data from Banner through Web Focus reports each semester.
- 1.3 Within 10 business days of the Census Date each semester, the Bursar will use the collected enrollment and rate code data to prepare the Competitive Scholarship Waiver Report (CSWR) and submit it to Financial Aid. This report will identify the percentage of the total number of students receiving the competitive scholarship waiver for the reporting semester, to the total unduplicated headcount for students enrolled during the same semester for the prior year Competitive Scholarship Waiver Percentage (CSWP).

- 1.4 The CSWR will include the total unduplicated headcount for the same semester for the prior year, the total number of students receiving the Competitive Scholarship Waiver in the current reporting semester, the CSWP for the current reporting semester, the current threshold percentage, and the calculated number student equivalent to this threshold. Historical date will be reported so that trends may be monitored.
- 1.5 Financial Services is responsible for the application of the correct rate code to the account for which Financial Aid has approved the award of a Competitive Scholarship Waiver, and the timely and accurate reporting of the CSWP. Financial Services is not responsible for managing the University's response in the event the CSWP approaches the current threshold.

2 OFFICE OF FINANCIAL AID AND SCHOLARSHIPS

- 2.1 Financial Aid will utilize the historical date received from Financial Services identifying the maximum number of Competitive Scholarships Waivers to be used for the new academic year of awards.
- 2.2 Department/endowment scholarships of \$1,000 or more issued to out-of-state students will be counted first against the current threshold. The number of General Freshmen, Transfer and Phi Theta Kappa Scholarship awards to be issued during any one academic year to out-of-state students will be made based on availability of funding for these scholarships during the various awarding cycles. No further scholarships will be issued for the academic year as awards approaches the Competitive Scholarships Waiver Threshold as established by Financial Services.
- 2.3 Financial Aid will notify the Comptroller and Director of Accounting, Dean of Enrollment Management, Vice President for Student Access and Success, and Vice President for Business and Administration when 80% of the Competitive Scholarships Waiver Threshold is reached, and when 90% of the Competitive Scholarships Waiver Threshold is reached. Once 100% of the Competitive Scholarships Waiver Threshold has been reached, no additional out-of-state waivers will be applied regardless of the value of the scholarship.

Related Statutes, Policies, or Requirements

[Texas Education Code §54.213 Scholarship Student](#)

[Texas Administrative Code Title 19, Part 1, Chapter 21, Subchapter SS, Rule §21.2263 Competitive Scholarships](#)

System Policy [26.01 Tuition and Fees](#)

Definitions

Current Threshold: the percentage of the total number of students receiving a competitive scholarship waiver of non-resident tuition in a given semester to the total institutional students enrollment for the same semester in the prior year as set by the Texas Education Code.

Competitive Scholarship Waiver Threshold: the maximum number of students to whom the institution may grant a waiver of nonresident tuition based on the award of a competitive scholarship.

Appendix

Competitive Scholarship Waiver Report

Revision History

Approved January 7, 2013
Revised November 7, 2024 (University Name Update)

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