

## POLICIES AND PROCEDURES

Policy for the Administration of the  
Subject: Texas Public Educational Grants Program Reference: G-X-d  
Source: Board of Trustees Eff. Date: October 31, 2001  
Approval Auth.: Board of Trustees Approved: \_\_\_\_\_  
Remarks: Replaces previous policy dated January 25, 2001

Date: October 4, 2001

(Authorized by H.C.R. No. 105, 69<sup>th</sup>  
Texas Legislature, 1985)

### Purpose and Source of Funds

In order to provide a program to supply grants of money to students attending this Institution, whose educational costs are not met in whole or in part from other sources, there shall be set aside for use as Texas Public Educational Grants, (1) three percent out of each nonresident student's tuition charge under Section 54.051 of the Education Code; (2) six percent out of each resident student's hourly tuition charge, and \$1.50 out of each nonresident student's hourly tuition charge, for academic courses; and (3) six percent of hourly tuition charges for vocational-technical courses. Of the funds set aside, not less than 90 percent will be used for Texas Public Educational Grants and not more than 10 percent will be used for emergency loans.

### Criteria for Awarding Grants

1. Grants shall be made only to students who have been accepted for enrollment and who actually enroll in the period for which the grant is awarded. Students enrolled in Continuing Education Courses that are a minimum of 12 weeks long and 24 clock hours per week may also qualify if all other criterion is met.
2. The financial need of the applicant shall be the basis upon which grants are awarded. Financial need shall be determined by the Director of Financial Aid, by use of accepted needs analysis procedures.

Financial need is defined as the difference between the reasonable expense for a typical student to attend McLennan Community College and the resources available to the student.

3. Recipients must maintain satisfactory academic progress. Exceptions may be made by the Director of Financial Aid.
4. Awards to residents of Texas may be funded only with funds set

aside from resident student tuition revenues. Awards to nonresident and foreign students may be funded only from funds set aside from the tuition revenues of such students.

5. In the awarding of grants under this program, no person shall be excluded from participation on the grounds of their race, color, religion, sex, national origin or disability.

#### Amounts to be Awarded

Award amounts shall be determined by individual student need and circumstances. No award shall exceed unmet financial need as determined in #2 above.

#### Transfer of Funds

Any or all of the funds set aside for making Texas Public Educational Grants may be transferred to the Coordinating Board, Texas College and University System to be used for matching federal or other grant funds for awards to students at this Institution. Generally, only such amounts as can be equally matched by funds held by the Coordinating Board shall be transferred to the Coordinating Board, and any unencumbered funds transferred to the Coordinating Board shall be returned to McLennan Community College upon request of the Chief Executive Officer.

#### Administering the Program

The program shall be administered by the Director of Financial Aid, who shall be responsible for maintaining complete records, and assuring that annual expenditures do not exceed TPEG funds on hand for any single academic year and that approximately 50 percent of the amount set aside in a given fiscal year shall remain unencumbered at the end of that fiscal year. At the end of a fiscal year, if the total amount of unencumbered funds that have been set aside under this program by McLennan Community College, together with the total amount of unencumbered funds transferred by the Institution to the Coordinating Board, Texas College and University System, exceeds 150 percent of the amount of funds set aside by the 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.