

Date:	FICE Code:	Institution:	
Contact Information			
Position	Name	Email	Phone
Financial Aid Director			
Reporting Financial Aid Officer			
Business Office Contact			

Current Request		
	Current amount being requested	Number of unique student awards being funded via current request*
Educational Aide Exemption (EAE)		

By submitting this form, I certify that the amounts reported on this request form are accurate as of today's date. I further understand the importance of the accuracy of this information, as it may be reported to the Texas Legislature and is subject to review during a program audit.

Certifying Name and Title

Year-to-Date Totals		
Total Educational Aide Exemption Allocation	Year-to-date amount requested including current request**	Number of year-to-date distinct student awards funded including current request***

Signature

Date

- I confirm that this is an original (not a duplicate) submission.
- I confirm that this is a revised request; below is the date of the original submission and the reason for the revision.

Date of Original Submission: _____

* The count of recipients receiving program funds for the first time this award year via this current request.
 ** The cumulative total amount of funds requested this fiscal year, including this request.
 *** The cumulative number of award recipients for this fiscal year, including those who will receive funds for the first time this year via this request.

For further clarification on how to complete this form, refer to [EAE Funds Request Form Instructions](#).

To send the completed form:

- Click the **SUBMIT** button.
 - An email with this form attached will open in a new window.
- Enter the six-digit FICE code and file name in the email subject line.
 - Example: 012345_EAE Funds Request Form FY 2021
- Click the **SEND** button to email the form.

Forms that cannot be sent using the SUBMIT button should be manually completed, scanned, and emailed to FASOperations@highered.texas.gov.