

2018-19 Program Guidelines Educational Aide Exemption (EAE)



Student Financial Aid Programs
Texas Higher Education Coordinating Board

TABLE OF CONTENTS

| | |
|----------------------------------------------------------------|----------|
| EDUCATIONAL AIDE EXEMPTION PROGRAM | 1 |
| Program Authority and Purpose (19 TAC, Section 21.1080)..... | 1 |
| Eligible Institutions (19 TAC, Section 21.1082) | 1 |
| ELIGIBILITY | 2 |
| Eligibility Requirements (19 TAC, Section 21.1083)..... | 2 |
| Selective Service Statement (19 TAC, Section 22.3) | 3 |
| Hardship Provisions (19 TAC, Section 21.1088) | 4 |
| Exemption from Student Teaching (19 TAC, Section 21.1087)..... | 4 |
| AWARDING | 4 |
| Required Matching (19 TAC, Section 21.1086)..... | 4 |
| PROCESSING FUNDS | 4 |
| Requesting Program Funds..... | 4 |
| Returning Program Funds..... | 4 |
| APPENDIX 1: QUICK REFERENCES | 5 |



EDUCATIONAL AIDE EXEMPTION PROGRAM

The Texas Higher Education Coordinating Board (THECB) Program Guidelines are intended to support institutions by highlighting requirements that appear in the Texas Education Code (TEC) and Title 19 of the Texas Administrative Code (TAC). When administering this program, institutions should always refer to the applicable statutes and rules. The information provided in this document is to be used solely as a resource and does not supersede the statute and/or rules for this program.

PROGRAM AUTHORITY AND PURPOSE ([19 TAC, SECTION 21.1080](#))

The Educational Aide Exemption (EAE) program is authorized by [TEC, Chapter 54, Section 54.363 Subchapter A](#). Rules establishing procedures to administer the subchapter can be found in [Title 19 of the TAC, Chapter 21, Subchapter II](#). The purpose of the EAE program is to encourage certain Educational Aides to complete full teacher certification by providing need-based exemptions from the payment of tuition and certain mandatory fees at Texas public institutions of higher education.

ELIGIBLE INSTITUTIONS ([19 TAC, SECTION 21.1082](#))

All public institutions, as defined by [TEC, Section 61.003](#), are invited annually to participate in the EAE program allocation process. Those choosing not to participate will not be considered in the allocation calculation for the applicable year.

ELIGIBILITY

ELIGIBILITY REQUIREMENTS ([19 TAC, SECTION 21.1083](#))

TO RECEIVE AN INITIAL AWARD, A STUDENT MUST:

- ✓ Be classified by the institution as a Texas resident
- ✓ Be registered with Selective Service, or be exempt
- ✓ Have financial need
- ✓ Meet the institution's satisfactory academic progress requirements
- ✓ Have been employed by a public school district in Texas working in the classroom directly with the students on a full-time basis as:
 - An Educational Aide for at least one school year, during the five years preceding the term or semester for which the student received the initial award; **OR**
 - A substitute teacher, for 180 or more full days during the five years preceding the term or semester for which the student received the initial award
- ✓ Be employed in some capacity by a public school district in Texas during the full term for which the student receives the award
- ✓ Be enrolled in courses required for teacher certification in one or more subject areas experiencing a critical shortage of teachers at public schools in Texas, as determined by the Texas Education Agency (TEA)
 - Bilingual/English as a Second Language
 - Career and Technical Education
 - Mathematics
 - Special Education - Elementary and Secondary Levels

TO RECEIVE A CONTINUATION AWARD, A STUDENT MUST:

- ✓ Meet all initial award requirements
- ✓ Meet the institution's financial aid grade point average (GPA) requirement for making satisfactory academic progress towards a degree or certificate in accordance with the institution's policy
- ✓ If classified as an undergraduate, have not completed an excessive number of semester credit hours (SCH) as defined in [TEC, Section 54.014](#)

If the student received an EAE award prior to fall 2012:

- ✓ Meet all initial award requirements (**excluding** the critical shortage area obligation)
- ✓ Be enrolled in courses required for teacher certification or, if enrolled in lower-level coursework, sign a statement indicating an intention to become certified as a teacher in Texas



STOP: EXCESSIVE UNDERGRADUATE HOURS

The excessive hours calculation **excludes**:

- Hours earned exclusively by examination
- Hours earned for a course credit received toward the person's high school academic requirements
- Hours earned for developmental courses that the institution required the person to take under [TEC, Section 51.331](#)
- Hours described in [TEC, Section 61.0595\(d\)](#)

ADDITIONAL INFORMATION

GRADUATE STUDENT ELIGIBILITY

Students enrolled in graduate courses leading to a teacher certification in a teacher shortage area can be considered eligible for the EAE, if all other requirements are met.

APPLICANTS WITH A HIGH EFC

The EAE program does not have an EFC limitation or a maximum adjusted gross income (AGI) requirement. To qualify, applicants must have financial need as defined in [19 TAC, Section 21.1081 \(8\)](#). Eligible applicants who meet this criterion can be awarded the amount required to exempt the student from payment of resident tuition and fees for courses taken during the applicable term, even if the award amount exceeds the student's financial need.

SCHOOL DISTRICT EMPLOYEE ELIGIBILITY

Eligible applicants can be employed in any capacity at a Texas public school district (e.g. Bus Driver), providing the applicant has the required Educational Aide work experience. Awarded students must remain employed for the full term.

SELECTIVE SERVICE STATEMENT ([19 TAC, SECTION 22.3](#))

! ALERT NEW: STUDENT COMPLIANCE WITH SELECTIVE SERVICE

A male student cannot receive a grant, scholarship, loan or other financial assistance funded by state revenue, unless a statement of the individual's selective service status is completed with the institution or other entity granting or guaranteeing the financial assistance. This requirement also includes federal funds or gifts and grants accepted by this state and any loans guaranteed by the state of Texas (See [TEC, 51.9095](#)).

Typically, a student's selective service status is confirmed through the online FAFSA process which validates registration directly with the Selective Service Administration. If a student's selective service status is confirmed on the Institutional Student Information Record (ISIR), no statement needs to be collected by the institution.

The statement below **must** be collected for all male applicants, each academic year, in the following situations:

- A FAFSA that that is flagged "not registered" must be reviewed by the institution to determine if the student is exempt and may be eligible for federal or state financial aid programs. If the student is **exempt**, additional documentation should be collected by the institution to verify the circumstances. The institution can determine what additional documentation to collect for this verification.
- For a student that does not complete a FAFSA, the required statement and back-up documentation must be collected by the institution to verify the current selective service status if the individual is applying for any state financial aid.

NOTE: The institution has discretion to determine how to collect this required statement, which can be done electronically or on paper (e.g. online form, signed award letter, etc.). The statement and all documentation must be retained in the student's record and be made available if requested during a program review or audit. Each statement collected must be retained with the student's records for 7 years after the date of completion for the applicable award period (See [TAC, Section 22.4\(a\)\(2\)\(A\)](#)).

Required Statement of Selective Service Status

Are you currently registered for Selective Service, as required by federal law?

Registered

(Proof of registration required)

Not Registered

Exempt

(Documentation required)

I, _____, hereby certify that the selective service status provided is true and correct. I understand that I must provide documentation if requested by my institution that I may be required to complete a new statement for each academic year for continued eligibility.

Student Signature

Date

HARDSHIP PROVISIONS ([19 TAC, SECTION 21.1088](#))

A student who fails to maintain the GPA and/or excessive hours requirement may be deemed eligible under a hardship provision. Each institution must adopt a hardship policy and have the policy available for public review upon request. All hardship decisions must be documented in the student's record and be available for submission to the THECB, if requested.

EXEMPTION FROM STUDENT TEACHING ([19 TAC, SECTION 21.1087](#))

- An individual who receives a baccalaureate degree required for a teaching certificate on the basis of higher education coursework completed while receiving an EAE award is not required to participate in any field experience or internship consisting of student teaching to receive a teaching certificate.
- An individual who receives a baccalaureate degree prior to receiving a first EAE award is not eligible for a student teaching exemption.

AWARDING



STOP: An EAE award for this program only applies to courses for which an institution receives formula funding.

Students receiving awards through the Educational Aide Exemption Program will be exempted from the payment of the total resident tuition and required fees, other than laboratory and class fees, for courses taken during the applicable term. Institutions must determine the applicant's eligibility to receive the exemption and notify both the applicant and the school district employing the applicant ([TEC, Section 54.363 \(d\)](#)).

REQUIRED MATCHING ([19 TAC, SECTION 21.1086](#))

Participation in the EAE program requires that institutions use institutional matching funds to cover at least 10% of each recipient's exemption. Institutions are not required to provide exemptions beyond those funded through appropriations plus a 10% institutional match.

PROCESSING FUNDS

REQUESTING PROGRAM FUNDS

When requesting funds, eligible institutions must submit a [Funds Request Form \(FRF\)](#). This form is available on the Student Financial Aid Programs Information Webpage under **Program Resources**.

! ALERT NEW: Beginning fall 2018, participating institutions will no longer receive the total EAE allocation as one lump sum at the start of the fall term. Eligible institutions **must** now submit a Funds Request Form on an as-needed basis to receive allocated funds.

RETURNING PROGRAM FUNDS

A [Return of Funds Form \(RFF\)](#) must be submitted before any funds are returned to the THECB. This form is available on the Student Financial Aid Programs Information Webpage under **Online Resources**.

APPENDIX 1: QUICK REFERENCES

CONTACT FINANCIAL AID SERVICES

By phone: (844)-792-2640

Contact us by completing an [online inquiry form](#) and select “Financial Aid Question” as the Contact Reason.

OTHER RESOURCES FOR INSTITUTIONS

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| General program information for institutions | Student Financial Aid Programs Information Webpage |
| General loan information | HHloans |
| Texas Program Statutes | Texas Education Code |
| Texas Program Rules | Texas Administrative Code |
| Information concerning programs, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. Interested individuals must subscribe to receive these communications. | GovDelivery |
| EAE Frequently Asked Questions | EAE 2018-19 Institutional FAQ |
| Federal Selective Service Requirement Guide | Who Must Register Chart |

AVAILABLE FORMS

| | |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 2018-19 Educational Aide Exemption Applications | EAE 2018-19 Application |
| A form is required when requesting funds for all state grant, scholarship, and Educational Aide Exemption program funds. | Funds Request Form |
| A form is required when returning funds for all state grant, scholarship, Educational Aide Exemption, and loan program funds. | Grants and Special Programs Online Return of Funds Form Loan Programs Online Return of Funds Form |

CALENDAR

[Institutional Calendar](#)