

2019-20

Program Guidelines

Educational Aide

Exemption (EAE)



Student Financial Aid Programs
Texas Higher Education Coordinating Board

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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 - Elementary and Secondary Levels
 - Special Education - Elementary and Secondary Levels
 - Career and Technical Education - Secondary Levels
 - Technology Applications and Computer Science - Secondary Levels
 - Mathematics - Secondary Levels
- ✓ Certified by TEA as an [Educational Aide I,II,III](#).

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

ADDITIONAL INFORMATION

GRADUATE STUDENT ELIGIBILITY

Students enrolled in graduate courses leading to teacher certification in a teacher shortage area are eligible for the EAE.

FINANCIAL NEED

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 \(8\)](#).

An eligible applicant 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), provided the applicant has the required educational aid work experience. Awarded students must remain employed for the full term.



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\(d\)](#)

SELECTIVE SERVICE STATEMENT (19 TAC, SECTION 22.3)

In accordance with [TEC, 51.9095](#), male students may not receive financial assistance without filing a **Selective Service Status Statement** with their institution or other entity granting or guaranteeing the assistance. Financial assistance includes grants, scholarships, loans or other assistance funded by state revenue, including federal funds or gifts and grants accepted by the state.

When is a statement NOT required?

A **Selective Service Status Statement** is not required when a student's registration is confirmed on the Institutional Student Information Record (ISIR). The confirmation on the ISIR will serve as the student's signed statement since the Department of Education validates registration directly with the Selective Service System (SSS) through a database match for male students who complete the Free Application for Federal Student Aid (FAFSA).

When is a statement required?

- For a male student that completes a FAFSA but is flagged "not registered" on the ISIR, the institution must determine the student's status.
 - If the student is **registered**, the institution must collect the status statement and proof of registration which can be used for subsequent semesters.
 - If the student is **exempt**, the institution must collect the status statement and proof of exemption based on the student's circumstances. The institution can determine what additional documentation to collect to verify the exemption.
- For a male student that does not complete a FAFSA, the required status 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.

Required Statement of Selective Service Status

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

Registered Not Registered Exempt

(Proof of registration required) (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

ADDITIONAL INFORMATION

FREQUENCY COLLECTING THE STATEMENT

If the student's status will NOT change, the statement and supporting documentation can be used for subsequent semesters (e.g., the individual entered the U.S. after the eligible age to register).

In the event the student's status could change, the statement must be collected each academic year until the male student is registered or determined exempt (e.g., student is under 18).

METHOD FOR COLLECTING THE STATEMENT

The institution has discretion to determine how to collect this required status statement, which can be done electronically or on paper (e.g., online form, signed award letter, etc.).

RETENTION SCHEDULE

The status 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 status 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\(a\)\(2\)\(A\)](#)).

REPROCESSED ISIRS

If the student's most recent ISIR transaction has been reprocessed by the Central Processing System (CPS) and the registration with SSS was confirmed, the institution does not need to collect the status statement or any documentation.

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

Students receiving awards through the EAE 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 \(d\)](#)).



STOP: An EAE award can only be applied to courses for which an institution receives formula funding.

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.

PROCESSING FUNDS

REQUESTING PROGRAM FUNDS

Institutions can request funds from **August 1, 2019** through **August 1, 2020**. 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**.

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	Institutional FAQ

AVAILABLE FORMS

2019-20 Educational Aide Exemption Application	EAE 2019-20 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](#)