

2017-18 Program Guidelines Educational Aide Exemption

(EAE)



State 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
HARDSHIP PROVISIONS (19 TAC, SECTION 21.1088)	3
EXEMPTION FROM STUDENT TEACHING (19 TAC, SECTION 21.1087).....	3
AWARDING	3
REQUIRED MATCHING (19 TAC, SECTION 21.1086)	3
PROCESSING FUNDS.....	3
REQUESTING PROGRAM FUNDS	3
RETURNING PROGRAM FUNDS.....	3
APPENDIX 1: ADDITIONAL RESOURCES.....	4



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](#))

Any public institution of higher education is eligible to participate as defined by [TEC, Section 61.003](#). All institutions will be invited annually to partake in the EAE program allocation process. Those choosing not to participate will not be considered in the allocation calculation for the relevant year.

ELIGIBILITY

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

TO RECEIVE AN AWARD, A STUDENT MUST:

- ✓ Be classified by the institution as a Texas resident
- ✓ Be registered with Selective Service or be exempt
- ✓ Demonstrate 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, in the last five years from the term or semester of the applicant's initial award; **OR**
 - A substitute teacher, for 180 or more full days in the last five years from the term or semester of the applicant's 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, unless granted a hardship

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

- ✓ 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

If the student received an EAE award after fall 2012:

- ✓ Be enrolled in courses required for teacher certification in one or more areas experiencing a critical shortage of teachers at public schools in Texas, as determined by the Texas Education Agency (TEA)
- ✓ If classified as a resident undergraduate, have not completed a number of semester credit hours that is considered to be excessive under [TEC, Section 54.014](#), unless granted a hardship waiver

2017-18 TEACHER SHORTAGE AREAS

- Bilingual/English as a Second Language
- Career and Technical Education
- Computer Science/Technology Applications
- Mathematics
- Science
- Special Education - Elementary and Secondary Levels

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, as long as all other requirements are met.

SCHOOL DISTRICT EMPLOYEE PARTICIPATION ELIGIBILITY

An applicant who has the required Educational Aide work experience and meets all other eligibility requirements, can be employed in any position at a Texas public school district and still be eligible to apply for the EAE program.

FOR EXAMPLE:

A student who is currently employed as a bus driver during the school year, could be eligible to apply if enrolled at a participating institution and the required Educational Aide work experience has been met.

NOTE:

The required Educational Aide experience must be obtained at a Texas public school district (experience at a private high school or outside of Texas does not count).

Alert: UNDERGRADUATE HOURS COMPLETED

Semester credit hours completed include transfer credit hours that count towards the person's undergraduate degree or certificate requirements, but exclude:

- Hours earned exclusively by examination;
- Hours earned for a course credit received toward the person's high school academic requirements; and
- Hours earned for developmental courses that the institution required the person to take under [TEC, Section 51.3062](#)


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

A student who is ineligible for an EAE award based on the GPA requirement and/or excessive hours provision 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

 **Alert:** 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 relevant 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 funds to match 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

At the start of the fiscal year, each participating institutions full allocation of funds will be disbursed. Allocations for public universities, Health-Related Institution's (HRIs) or technical institutes will be transferred to the institutions cost center at the Comptroller's Office. Allocations for community colleges or independent institutions will be sent to the institution's designated bank or other fiduciary institution, via direct deposit or Automated Clearing House (ACH).

RETURNING PROGRAM FUNDS

A **Return of Funds Form** must be submitted and approved before any funds are returned to the THECB. This form is available on the [Student Financial Aid Programs Information Website](#).

APPENDIX 1: ADDITIONAL RESOURCES

CONTACT FINANCIAL AID SERVICES

By phone: (844)-792-2640

Contact us by completing an [online inquiry form](#) and use one of the following contact reasons below:

Contact Reason - Exemptions/Waiver Programs

- All state exemption and waiver programs including EAE

Contact Reason - Student Loan- School Info Request

- CAL
- BOT
- TASSP

Contact Reason - State and Federal Grants and Scholarships

- TEXAS Grant
- TEOG
- TEG
- Top 10% Scholarship
- Bilingual Education Scholarship Program

Contact Reason - Work-Study Programs

- TCWS
- TCWS Mentorship

OTHER RESOURCES FOR INSTITUTIONS

General program information for institutions

[Student Financial Aid Programs Information Website](#)

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](#)

AVAILABLE FORMS

2017-18 Educational Aide Exemption Applications

[EAE 2017-18 Application](#)

This form must be used for the return of all state grant, scholarship, Educational Aide Exemption, and loan program funds.

[Return of Funds Form](#)

CALENDAR

[Institutional Calendar](#)