

ELIGIBILITY DETERMINATION PROCESS

STEP ONE: EMPLOYER CERTIFICATION

Employer mails the following documents to the Texas Higher Education Coordinating Board:

- [Certification letter](#) on official letterhead.
- If the parent is disabled, a copy of the physician's statement certifying the firefighter or law enforcement officer's current disability status.

STEP TWO: SUPPORTING DOCUMENTS

Student mails the following documents to the Texas Higher Education Coordinating Board:

- [Supporting Documents](#) form.
- Copy of the student's birth certificate.
- If the parent is deceased and death occurred before Sept. 1, 2000, a copy of the death certificate is required.

STEP THREE: ELIGIBILITY DETERMINATION

Documents submitted will be reviewed by the Texas Higher Education Coordinating Board.

- Additional documentation may be requested.

If the student is eligible, the Texas Higher Education Coordinating Board will email an official **Eligibility Determination Letter** to the:

- Student;
- Authorizing official at institution where student is enrolled.

PROGRAM INFORMATION

[Texas Education Code, Section 54.351](#)

[College for All Texans](#) website

THECB CONTACT INFORMATION

Financial Aid Services
Texas Higher Education Coordinating Board
1200 E. Anderson Lane
Austin, TX 78752
888-311-8881

[CONTACT US](#)