



Texas Higher Education Coordinating Board

2016-17 (FY 2017)
Educational Aide Exemption
(EAE) Program
End-of-Year (EOY) Report

Educational Aide Exemption

End-of-Year (EOY) Report

Purpose

The purpose of the **Educational Aide Exemption (EAE) End-of-Year (EOY) Report** is to collect data concerning appropriated program funds. The EAE EOY Report provides the state with a means of analyzing resources.

Calendar Dates

The dates for processing the report are as follows:

- **June 12, 2017** – First possible date to submit the EOY Report.
- **July 20, 2017** – Deadline to certify the EOY Report.

Report Submission

- For auditing purposes, all submitted reports must be saved as a PDF with the following naming convention:

FICE EAE-EOY Current Date
Example: 001234 EAE-EOY 06-26-2017.pdf

- Email the completed report to: EdAide@thecb.state.tx.us

The email subject line must be in the following format:

FICE EAE-EOY Current Date
Example: 001234 EAE-EOY 06-26-2017

Field Descriptions

Field Name	Description
State Funds	
(A) Total State Allocation	Total 2016-17 EAE allocated amount deposited by THECB into the institution's account, including reallocated funds. Manual entry on worksheet
(B) Total State Funds Used	Total State funds used by the institution. Manual entry on worksheet
(C) Balance Owed to THECB	The balance of funds owed to THECB. (Any funds that have not yet been returned to THECB should be submitted using the return of funds process). Auto-calculated on worksheet: $A - B = C$
Total Tuition and Fees Exempted in the 2016-17 Academic Year	
(D) Total Tuition and Required Fees	Total exempted amount of resident tuition and required fees, other than laboratory and class fees, for courses taken during the relevant term. Manual entry on worksheet
Note: An exemption only applies to courses for which an institution receives formula funding.	
Matching Funds	
(E) Total Matching Funds	The total funds contributed by the institution. Manual entry on worksheet
Note: Participation in the EAE program requires that institutions utilize institutional matching of 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 matching funds.	
EAE Including Matching Funds	
(F) Total Amount of EAE Including Match Funds	Auto-calculated on worksheet: $B + E = F$
(G) Percentage of Matching	Auto-calculated on worksheet: $E / F = G$
EAE Financial Aid Database (FAD) Report Program Totals	
(H) Total Students Awarded	Total number of individual students awarded EAE funds.
(I) Amount Reported on FADs	To reconcile the FADs Report to the EOY Report, each student's award must be rounded to the nearest dollar. Example: 10 students were awarded * \$2,500.50 each (rounded to the nearest dollar = \$2,501.00) <ul style="list-style-type: none"> Actual Amount Used (F) = 25,005 (10 * \$2,500.50) Amount Reported (I) = 25,010 (10 * \$2,501.00)
(J) Difference Between Actual Amount Paid vs. Amount Reported	The difference reported to account for the rounding of each student award. No action is required, for THECB reporting purposes only. Auto-calculated on worksheet: $F - I = J$

Educational Aide Exemption FY 2017 EOY Report

Institution: _____ FICE/OPEID: _____ Date: _____

State Funds	
(A) Total Allocation	\$
(B) Total State Funds Used	\$
(C) Balance Owed to THECB A - B = C	\$
Total Tuition and Fees Exempted in the 2016-17 Academic Year	
(D) Total Tuition and Required Fees	\$

Matching Funds	
(E) Total Matching Funds	\$
Total Amount of EAE Awarded	
(F) Amount of EAE Including Matching Funds B + E = F	\$
(G) Percentage of Matching Funds E / F = G	

EAE Financial Aid Database (FAD) Report Program Totals	
(H) Total Students Awarded	
(I) Amount Reported on FADs Each student's award must be rounded to the nearest dollar.	\$
(J) Difference Between Actual Amount Paid vs. Amount Reported $F - I = J$ (No action required - for THECB use only.)	\$

Certification Statement

I hereby certify that the information included in this End-of-Year Report is accurate to the best of my knowledge and is based on the institution's 2016-17 EAE records.

Director of Financial Aid: _____ Email Address: _____ Phone Number: _____

Reporting Official: _____ Email Address: _____ Phone Number: _____

Additional Resources

CONTACT FINANCIAL AID SERVICES	
By phone: (844)-792-2640	
By email: CONTACT US	
Contact Reason - Exemptions/Waiver Programs <ul style="list-style-type: none"> All state exemption and waiver programs including EAE Contact Reason - Student Loan- School Info Request <ul style="list-style-type: none"> CAL BOT TASSP 	Contact Reason - State and Federal Grants and Scholarships <ul style="list-style-type: none"> TEXAS Grant TEOG TEG Top 10% BESP Contact Reason - Work-Study Programs <ul style="list-style-type: none"> 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 program processing, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. In order to receive these communications, interested individuals must subscribe.	GovDelivery
AVAILABLE FORMS	
TEXAS Grant, TEOG, TEG, TCWS, Top 10% Scholarship, BOT, CAL, TASSP, EAE, BESP	Return of Funds Form
CALENDAR	
Institutional Calendar	