



**TEXAS HIGHER EDUCATION
COORDINATING BOARD**
Agency Operations and Communications

P.O. Box 12788 Austin, Texas 78711

TO: Directors of Financial Aid
Texas Public Institutions of Higher Education

FROM: DeCha Reid
Director, Financial Aid Services

DATE: April 27, 2016

RE: Invitation for Educational Aide Exemption (EAE) Program Allocation Process

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The purpose of the EAE Program is to encourage 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 as prescribed in the [Texas Administrative Code, Rule §21.1080](#).

All public institutions will be invited annually to participate in the EAE Program allocation process. Participation in the program requires that institutions utilize institutional matching funds to cover at least 10% of each recipient's exemption. Those choosing not to participate will not be considered in the allocation calculations for the relevant year.

In order to be included in the allocation process for FY2016 and FY2017, each participating institution must submit an Opt-IN/OUT form to Financial Aid Services by **May 9**. Forms should be e-mailed to EdAide@thecb.state.tx.us. Institutions that do not submit a form by the deadline date will not be included in the allocation process.

Preliminary allocation calculations will be shared with all participating institutions for comments prior to the final posting. Institutions will be given 10 business days (excluding State holidays), beginning the day of the notice's distribution, to confirm their continued interest in participating in the program.

If you have questions, please contact Financial Aid Services at 1-800-242-3062 or EdAide@thecb.state.tx.us.

Attachment: Opt-IN/OUT Form

cc: Ken Martin, Assistant Commissioner
Charles Puls, Deputy Assistant Commissioner



Educational Aide Exemption (EAE) Opt-IN/OUT Form

The purpose of the Educational Aide Exemption (EAE) Program is to encourage 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. Rules establishing procedures to administer EAE can be found in [Chapter 21, Subchapter II of the Texas Administrative Code](#).

All institutions will be invited annually to participate in the EAE Program allocation process by completing an Opt-IN/OUT form. Participation requires that institutions utilize institutional matching funds to cover at least 10% of each recipient's exemption. **The deadline to return this form is May 9, 2016 and should be sent via email to EdAide@theccb.state.tx.us.** If the form is not received by the deadline, the institution will not be included in the allocation calculation process for the relevant year.

Institution Name: _____

Institution OPEID/FICE Code: _____

Please mark **one** box in each section below:

2015-2016 EAE Program	2016-2017 EAE Program
<input type="checkbox"/> Opt-IN	<input type="checkbox"/> Opt-IN
<input type="checkbox"/> Opt-OUT	<input type="checkbox"/> Opt-OUT

I, _____, certify that the choices in each award year section above will be used in the allocation process. I understand that participation requires that institutions utilize institutional matching funds to cover at least 10% of each recipient's exemption. I understand that preliminary allocation calculations will be shared with all participating institutions for comments prior to final posting. I understand that institutions will be given 10 business days (excluding State holidays), beginning the day of the notice's distribution, to confirm their continued interest in participating in the program.

Certifying School Official Printed Name: _____

Title: _____ **Phone Number:** _____

Email: _____

Signature: _____ **Date:** _____

For questions, please contact Financial Aid Services at (800)242-3062 or email at EdAide@theccb.state.tx.us.