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TO: Presidents and Chancellors
Directors of Financial Aid at Public Institutions of Higher Education

FROM: Charles W. Puls, Ed.D.
Deputy Assistant Commissioner

DATE: May 18, 2016

RE: Educational Aide Exemption (EAE) Program data review for FY2016 and FY2017

The Texas Higher Education Coordinating Board, as of April 28, 2016, has approved the EAE allocation methodology that was recently developed by the negotiated rule-making committee. The updated rule will be submitted to the *Texas Register* and will become effective 20 days after it is posted.

In order to provide allocation information to institutions in a timely manner, we are distributing the attached information for an initial review. The purpose of this review is for the institutions to identify any discrepancies that may need correction. Once the allocation methodology for the EAE program becomes effective, we will distribute preliminary allocation details for the official ten-day review period that is required in the allocation rules.

The source of data that was used for the allocation calculation was the EAE Opt IN/OUT form which had to be submitted to Financial Aid Services by May 9, 2016. Participation in the EAE program requires that institutions utilize institutional matching funds to cover at least 10% of each recipient's exemption. Please review the accompanying data and advise Financial Aid Services staff of any discrepancies by emailing EdAide@theccb.state.tx.us. Any inaccurate information identified by the institution must be communicated to the Coordinating Board staff by **June 1, 2016**.

Information gathered during this initial review process will be used to develop preliminary allocation amounts for EAE Program, which will be sent to institutions in June. This announcement does not imply any official allocation of funds to your institution at this time.

If you have questions regarding this memo or need further clarification concerning this process, please contact Financial Aid Services at 1-800-242-3062 or EdAide@theccb.state.tx.us.

Enclosed:
[FY2016 EAE-Public Data](#)
[FY2017 EAE-Public Data](#)

cc: Ken Martin, Assistant Commissioner
DeCha Reid, Director, Financial Aid Services