



**TEXAS HIGHER EDUCATION  
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TO: Directors of Financial Aid  
Texas Public Institutions of Higher Education

FROM: DeCha Reid  
Director, Financial Aid Services

DATE: June 30, 2016

RE: FY2016 and FY2017 Educational Aide Exemption (EAE) Applications

The 2015-16 and 2016-17 applications for the Educational Aide Exemption (EAE) program are now available. Participating institutions can begin distributing applications to eligible students. Applications should be used to administer the EAE program based on the following unique requirement rules for each term per [TAC 21.1085 \(c\)](#):

- *Fall awards are made on the basis of the original fall/spring application.*
- *Spring awards are based on the original fall/spring application.*
  - *If the student was not a recipient during the fall term, the original application functions as a stand-alone spring application.*
  - *If the applicant also received a fall award, the spring award cannot be granted by the institution until the school or school district confirms to the institution that it will still be employing the applicant in the spring term.*
- *Summer awards are to be based on a summer application.*

Allocated funds for FY 2016 will be disbursed to participating institutions in one lump sum. Any unused funds must be returned to the Texas Higher Education Coordinating Board (THECB) by August 31, 2016.

Program guidelines and Frequently Asked Questions (FAQ) will be available on the Student Financial Aid Programs Information Website. If you have questions regarding this memo, please contact Financial Aid Services at 1-800-242-3062 or [EdAide@theccb.state.tx.us](mailto:EdAide@theccb.state.tx.us).

Enclosed:

[EAE Application 2015-16](#)  
[EAE Application 2015-16 Summer](#)  
[EAE Application 2016-17](#)  
[EAE Application 2016-17 Summer](#)

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