

TEXAS HIGHER EDUCATION COORDINATING BOARD STUDENT SERVICES DIVISION

P.O. Box 12788 Austin, Texas 78711

Located at 1200 East Anderson Lane, Austin, Texas 75752

Educational Aide Exemption Program*

The Texas Education Code authorizes an exemption from tuition and mandatory fees (other than class and laboratory fees) for individuals who have been employed as educational aides for one school during the prior 5 years in a public school in Texas and who are attending a public institution of higher education in Texas to become certified as a teacher. * *Substitute Teachers who have at least 180 full days of employment as a substitute during the past 5 years and employees serving in any capacity who have met the 1 school year of educational aide experience within the past 5 years may now participate in the program.*

How Much Is It Worth?

The program exempts eligible students attending public colleges or universities in Texas from the payment of tuition and fees (other than class or laboratory fees) per year of eligibility. Spring term exemptions are conditional upon meeting program requirements in the fall. Summer awards are dependent upon the availability of funds. Individuals who receive awards in one year may apply for awards in subsequent years. The maximum award is tuition and fees (other than class or laboratory fees) or the student's financial need, whichever is less. This exemption DOES cover remedial or developmental classes.

Who Can Apply?

Individuals may apply who:

- Have applied for financial aid through the college to be attended, including filing the Free Application for Federal Student Aid through the college to be attended or by qualifying on the basis of adjusted gross income,
- Are residents of Texas,
- Have at least 1 school year experience as an educational aide during the five years preceding the term or semester for which the individual receives an award,
- Be a school employee serving in any capacity*,
- Will be enrolled in courses leading to teacher certification at the time they receive the exemption, and
- Meet the academic progress requirements of the college's financial aid office.

How Do You Get An Application?

Contact the school district where the educational aide is employed, the financial aid office of the college the aide will attend, log onto our web-site, www.collegefortexans.com. select English or Spanish, Paying for College, Types of Financial Aid, Exemptions and Educational Aide Exemption or the Texas Higher Education Coordinating Board at 1-800-242-3062 x6387.

What Is the Application Process?

1. Complete the admissions and financial aid process for your college, including the filing of a Free Application for Federal Student Aid.
2. The applicant completes Part I of the application reflecting the academic year he/she is applying and delivers the form "to an official of his/her school or school district.
3. The school (district) official completes Part II of the form and sends it to the Director of Financial Aid of the college the aide will attend.
4. The Financial Aid Office completes Part III and forwards the form to the Texas Higher Education Coordinating Board.
5. The Board selects recipients and announces the awards for the fall term.
6. November, the Board sends out rosters to school districts to verify the student's employment in the Spring term, due back to the Board by December 1.
7. The Board will announce spring awards as soon as verifications from school districts are received.
8. March 1, the Board will announce whether there will be summer awards by sending out a memorandum and this fact sheet regarding the program to school districts, financial aid offices and current applicants.