



Texas Higher Education Coordinating Board

GRANTS AND SPECIAL PROGRAMS

P.O. Box 12788 Austin, Texas 78711
Located at 1200 East Anderson Lane, 78752

DAN L. WEAVER
Assistant Commissioner
Business & Support Services

JANE I. CALDWELL
Director, Grants and
Special Programs

Telephone:
Austin area:
(512) 427-6340
Outside Austin:
(800) 242-3062

Fax:
(512) 427-6420

Web Sites:
www.theccb.state.tx.us
www.hhloans.com
www.collegeforalltexas.com

Email address:
grantinfo@theccb.state.tx.us

MEMORANDUM

TO: Superintendent of Schools at Public School Districts

FROM: Grants and Special Programs

DATE: March 9, 2010

SUBJECT: College Tuition and Partial Fee Exemption for Educational Aides

Texas Education Code §54.214 authorizes an exemption from tuition and mandatory fees other than class¹ and laboratory fees for certain applicants once or currently employed as educational aides.

The 81st Texas Legislature passed HB2347 which has caused the following change:

Effective September 1, 2009, the Texas Higher Education Coordinating Board no longer processes Educational Aide Exemption applications or determines eligibility for the program. The college or university is now administering this program.

To obtain a current Educational Aide Exemption application, instructions and information, visit our website, www.collegeforalltexas.com, select Get All the Facts, Paying for College, Types of Financial Aid, Exemptions, Educational Aide Exemption and then scroll down to Application Process to download the appropriate application.

Also, you may copy or paste the following link into your browser:

<http://www.collegeforalltexas.com/apps/financialaid/tofa2.cfm?ID=572>

Please share this memo with persons employed in your school district as educational aides, substitute teachers and school employees who within the past five years have been employed for at least one school year as a full-time educational aide. "Educational aides" are aides working in the classroom directly with students. If the educational aide experience is not within the past five years, the student cannot receive the exemption.

To meet the initial requirements, applicants must the following criteria:

- 1) Have one school year of full-time educational aide experience in Texas within the past five years;
OR
Be employed as a substitute teacher with 180 full days of service within the past five years;
- 2) Meet certain economic criteria;
- 3) Enroll in a program leading to teacher certification at a Texas public institution of higher education; and

¹ There is no statutory definition of class fees. Each institution will need to develop its own interpretation.

- 4) Be employed in some capacity by a school district in Texas (ex: educational aide, bus driver, substitute teacher, etc.).

Eligibility for the spring semester is dependent on the employee's continued employment with the school district. The institution of higher education will provide the necessary documentation to your school district to verify current employment. If an employee is participating in the program and leaves your school district, you must notify the institution.

If the school district does not receive documentation from the institution to verify your employees' current employment, the Superintendent or authorized district representative may generate a letter on school district letterhead including the employees' name, social security number, and position, and indicate that the employee is currently employed with your district. The Superintendent or district representative will need to date and sign the letter.

Substitute teachers participating in the program must accept work assignments during the term in which they are receiving the exemption. Please notify the institution if your employee does not accept assignments.

If you have any questions, please contact the Grants and Special Programs staff at 1-800-242-3062, press option 3 or send an email to: Edaide@theceb.state.tx.us.